

# Contra Costa Christian Preschool Handbook



2023-2024

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## ***DIRECTOR'S WELCOME***

Dear Parents,

We are excited that you will be a part of the Contra Costa Christian Preschool family this year. The staff has been working over the summer preparing for the school year ahead. We hope that your child will have a wonderful school experience. The staff and I are looking forward to getting to know you and your child. We view your child's preschool experience as a team effort; your child, you, and the teaching staff. Please know that the staff and I are available to you and encourage you to contact us at any time.

Thank you for letting us be a part of your child's life.

Sincerely,  
Maria Lyvette Loyola  
Preschool Director

### ***PRESCHOOL STAFF / PARENT AVENUES OF COMMUNICATION:***

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## ***GENERAL PROGRAM***

Our daily program is devoted to the needs and interests of the individual child and the group as a whole. Each child has many choices of activities within the classroom and playground. Every aspect of our program is planned with the following objectives in mind:

- To provide a loving and caring environment in which children can learn.
- To provide learning experiences that foster emotional, social, intellectual, physical, and spiritual development.
- To provide a safe environment where your child can be free to discover, create, and explore.
- To provide a nurturing environment that promotes the development of responsibility and a positive self-concept.

## ***PURPOSE AND PHILOSOPHY***

Contra Costa Christian Preschool is privileged to have the opportunity to help guide your child during the most influential years. To understand and meet your child's needs is of the utmost importance to us. This core belief that it is our privilege to teach, and that your child is a special gift from the Lord, is at the heart of the CCCS preschool approach to promoting preschool learning. Teachers use best practices, curricular strategies, and instructional techniques that assist children in learning the knowledge and skills described in the preschool learning foundations below. The "how to's" of teaching young children include setting up environments, supporting children's self-initiated play, selecting appropriate materials, and planning and implementing teacher-guided learning activities. As a school, we are dedicated to serving the Lord by providing for the total child.

### **Social and Emotional Development:**

Social-emotional development is important for children, and it is our desire to create an atmosphere in which your child can develop these traits. Throughout their time with us at CCCS, we will strive to instill the knowledge that each child has the space and support to have, and to share their feelings safely. It includes things like understanding emotions, being aware of yourself, showing empathy, and being responsible. Interacting with others, like adults and friends, is also a big part of this. How children grow socially and emotionally affects how they do in preschool and later in school.

### **Intellectual Development:**

CCCS Preschool aims to provide your child with a developmentally age appropriate curriculum that will facilitate your child's ability to learn at his/her full capacity through integrating strategies based on Montessori, Reggio Emilia, Vygotsky, and play-based approach. Young children's natural curiosity, interest, and self-confidence that they can discover the answers to their questions are a central

component of their capacities to benefit from these varied learning opportunities.

**Physical Development:** Large motor skills are learned through daily group play experiences in our outside play area that incorporates elements of perceptual motor development. Perceptual motor development includes elements that pertain to: Gross motor activities, Visual motor activities, Auditory motor activities, Tactile activities, Lateralisation activities, Body and spatial awareness.

**Spiritual Development:** Our goal is to present Biblical truths to your child about God and His Son, Jesus, so that he/she can know that God loves him/her unconditionally.

### ***CLOTHING AND OTHER ITEMS***

Parents are encouraged to dress their children in **play clothes and close-toed shoes**. Daily activities include active and messy play, and children should feel comfortable enough to enjoy themselves without worrying about their clothes.

Since your child will have opportunities to play with many different types of equipment and to explore many kinds of materials while at school, he/she should wear clothes that allow him/her to actively participate in the program. Washable, comfortable clothing that is free from complicated fastenings is most appropriate. Close-toed shoes that fasten securely on your child's feet are best. Footwear must be sturdy, appropriate for classroom and playtime wear. For safety reasons, children wearing sandals or dress shoes will not be allowed to climb the outdoor play equipment or ride the tricycles. Socks must be worn with sandals. Flip-flop style sandals are NOT permitted.

#### **Marking Items:**

Print your child's name on all items with a permanent marker. Your child's name should be clearly marked on all outdoor clothing and other belongings.

#### **Jewelry:**

For your child's safety and others in the classroom, please refrain from bringing and letting your child wear jewelry such as necklaces, rings, bracelets, and other accessories.

#### **Cubbies:**

Each child will be allowed one large cubby to place the following necessary items:

- Child sized sleeping bag
- Lovey (small blanket or stuffed animal that your child can use to self-regulate during rest).
- Jacket

All of these items need to fit comfortably within the space the cubby provides.

\*\*\*As we prioritize the safety of all students and staff in the classroom, we kindly ask that you ensure your child's cubby is not overcrowded with extra items. In the event that any overflow occurs, we will need to request that these items be taken home and not returned. We appreciate your cooperation in maintaining a safe and organized learning environment for everyone.

**Extra clothes:**

We have designated the placement of your child's extra clothes to the transparent containers above the kids' cubbies. Each container will have the child's name for easy identification.

**Home toys:**

For your child's safety and others in the classroom, toys such as small figurines, cars, marbles, miniature balls, trucks and other toys from home should not be brought into the classroom. To be clear, except for toys that are needed in the very beginning of your child's preschool experience for comfort, we ask that you leave your child's toys at home or in the car.

***ARRIVAL AND DEPARTURE PROCEDURES***

A responsible adult must accompany all children to their classroom. This adult must sign the child in with their full legal signature on the sign-in sheet provided by the school. A child may not leave the classroom or school premises until he/she has been released by the teacher or director to a responsible adult and signed out by that adult. Children will be released only to those authorized by their parents.

**Schedule:**

**School Day:** 8:00 am to 3:00pm.

**Full day:** 7:30 am to 6:00 pm.

\*\*Parents will need to pick up children promptly at the scheduled pick-up time of your child's designated program.

School Day = 3pm

Full Day = 6pm

Failure to pick your student up by the noted late pick up time for either program: will result in a late fee of \$5 for every minute after the designated time for each program. Parents are strongly encouraged to always have a backup plan for picking up children within your network of trusted family and friends. Ensuring timely pick up is a vital expectation of all parents enrolled in CCCS Preschool/Pre-K.

## ***COMMUNICATION***

We believe that communication is the best tool for promoting optimum success for your child. In the best interest of the child, we believe that the child, his/her parents, and his/her teachers should work together as a team. The preschool staff encourages you to call or set up a conference anytime you feel it is necessary.

### **Information tables**

Please be sure to check the information tables located outside of rooms 8 and 9. These tables are important for signing your child in and out, as well as providing a place to store your child's miscellaneous work items. Each family is responsible for adhering to these guidelines, so please be sure to use the filebox designated for your child, and to take any items that belong to him/her promptly home. Thank you for your cooperation in keeping our system organized and efficient. Other important items that will be placed on the information table are:

- Preschool calendar
- Monthly Snack sign-up sheets
- Notices of school closures, events, and other pertinent information related to your child's classroom.

### **Email**

We value effective communication, and to ensure that parents are informed of important updates, our Preschool Director will send out emails as necessary. Moreover, you can expect to receive a weekly Friday Memo via email to stay up-to-date with everything happening at the preschool.

## ***CAMPS AND SCHOOL DAY CLOSURES***

Please be aware that CCCS Preschool will have seasonal camps. Because these seasonal camps are not a part of our regular school year, there is an additional charge. Days of operation will vary each year, while the time of operation will remain consistently 7:30am-3:30pm.. Families will be amply notified with more information about these camps when necessary. These camps are:

**Winter Camp:** 7:30am-3:30pm-4pm

**Spring Camp:** 7:30am-3:30pm-4pm

**Summer Camp:** 7:30am-3:30pm-4pm

\*\*Parents should plan to arrive for pickup no later than 3:45 pm. Failure to pick your student up by the noted late pick up time will result in a late fee of \$5 for every minute after 4pm. Parents are strongly encouraged to always have a backup plan for picking up children within your network of trusted family and friends. Ensuring

timely pick up is a vital expectation of all parents enrolled in CCCS Preschool/Pre-K.

### **School Day Closures:**

CCCS Preschool will participate in some of the following closures that are indicated in the main school calendar. School closures such as (but are not limited to) are:

- Holidays
- Teacher In Service days
- Half Days
- Parent/Teacher Conferences

All families will receive two sets of calendars:

- The main CCCS school calendar
- Preschool/Pre-K: Events, Field Trips, and Social Schedule

\*\*\*Please note that the Preschool/Pre-K: Events, Field Trips, and Social Schedule will be placed on the information table by rooms 8 and 9.

All families are responsible for keeping both calendars and for being aware of these closures.

### ***OUCH REPORTS (Scrapes and bruises)***

An ouch report is made in the event of a minor injury that involves bleeding or a bump to the head. You will be notified of any injury. If you have any questions, please do not hesitate to ask.

### ***INJURY***

In the event of a more serious situation, you will be called immediately. The signed registration form gives us permission to seek medical treatment for your child if you and/or the person you have designated are unavailable.

### ***MEDICATION***

No medication of any kind will be administered to a student without the parent's instruction. Only medication prescribed by a physician in its original container will be given. The child's name must be on the medicine container.

### ***ILLNESS***

If a child comes to school when he/she is not feeling well, he/she will be more susceptible to other viruses and infections. It is in the best interest of your child, the other students, and the staff if you keep your child at home when they are ill. Also, a child may be ill without a fever present. A child that comes to school must be well enough to actively participate in the program (including outdoor playtime.)

According to the CDC, the average normal body temperature is generally accepted as 98.6°F (37°C). Some studies have shown that the "normal" body temperature can have a wide range, from 97°F (36.1°C) to 99°F (37.2°C). A temperature over 100.4°F (38°C) most often means you have a fever caused by an infection or illness.

We require that your child's temperature be of the "normal" body temperature 97°F (36.1°C) to 99°F (37.2°C) for 24 hours, *without the aid of medicine*, before they return to school. If your child becomes ill (vomiting, diarrhea, etc..) , regardless of a fever being present, while at school, parents will be called. Please cooperate by promptly picking up your child. We will not call unless your child needs to be at home.

**Additionally, please call, email or text the Preschool Director to let us know that your child will be absent from school.**

### ***SNACKS***

The preschool offers daily snacks for the children. If you are interested in contributing and earning volunteer hours, you can sign up to provide snacks as well. You can find more information in the snack binder located on the information table. Also, you can link the snack day with your child's special occasion, like their birthday. Just remember, we have a strict NO NUTS policy.

### ***BIRTHDAYS AND SPECIAL HOLIDAYS***

Special holidays are observed during the school year. For birthdays, a special snack for the class may be brought to school. Please contact the staff to make the arrangements and to reserve the date. (Individual servings of muffins, fruit or cookies are the easiest for the children to manage.) Please do NOT bring cupcakes with lots of frosting. In order to avoid hurt feelings, please mail party invitations unless every child in the class is invited to the party.

\*\*\*We deeply care for your child and celebrate their milestones wholeheartedly, however it is our policy for teachers to refrain from attending children's birthday parties. While we appreciate the thoughtfulness, it would be impossible for the invited staff to attend all the children's parties fairly.

### ***SOCIAL EMOTIONAL CHARTS***

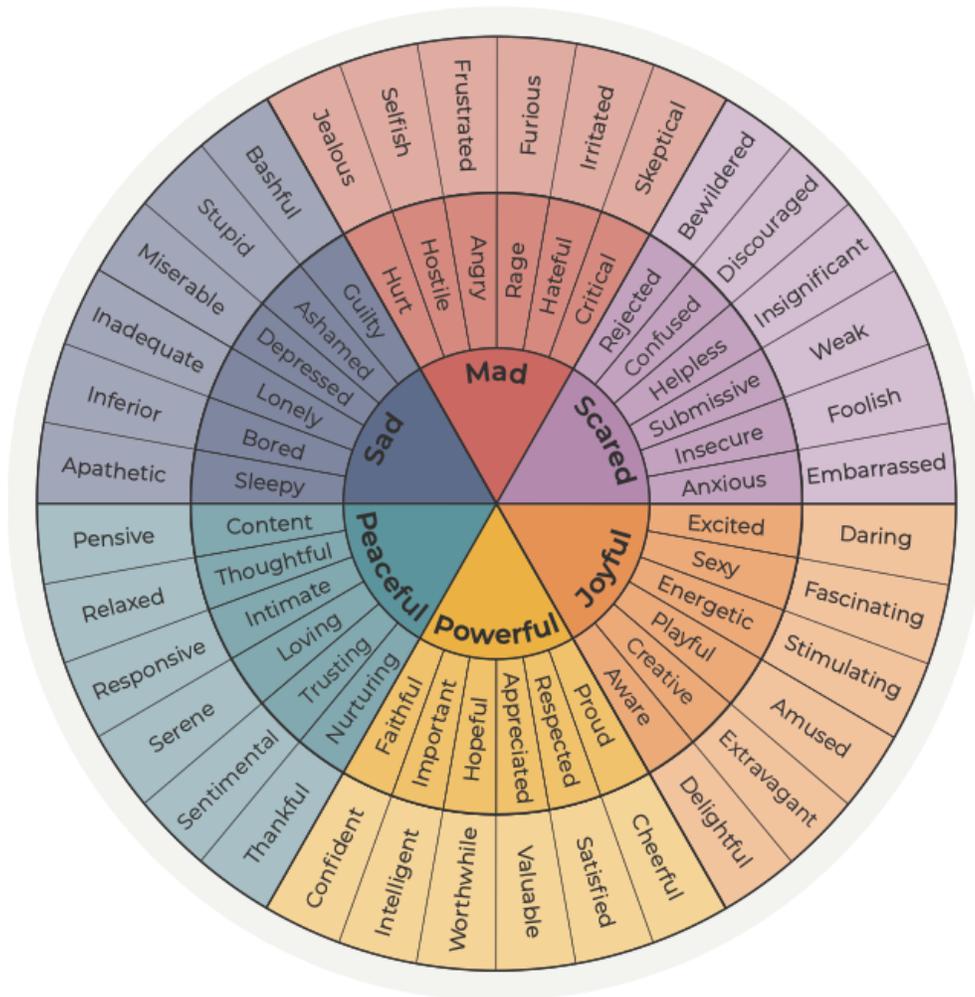
We believe that our emotions are a God given gift that our Creator has bestowed on us. While our emotions provide avenues in our life that enhance our opportunity to enjoy our humanity, as individuals we are responsible for how we can properly express them.

As human beings, we are blessed with emotions that allow us to experience the richness of life. Our Creator has given us this gift, and it is up to us to use it in a responsible manner. We believe that it is important to teach our students to learn how to express emotions effectively so that we can enjoy the benefits that come with them. By doing so, we can enhance the children’s interpersonal relationships, connect with others on a deeper level, and truly appreciate the beauty of being alive.

Below we have provided two sets of emotional charts. Both charts speak of the benefits of emotional regulation effectively in different ways. The Preschool and Pre-K classrooms will be using both charts with the children throughout the year.

**First Set:**

# The Feeling Wheel



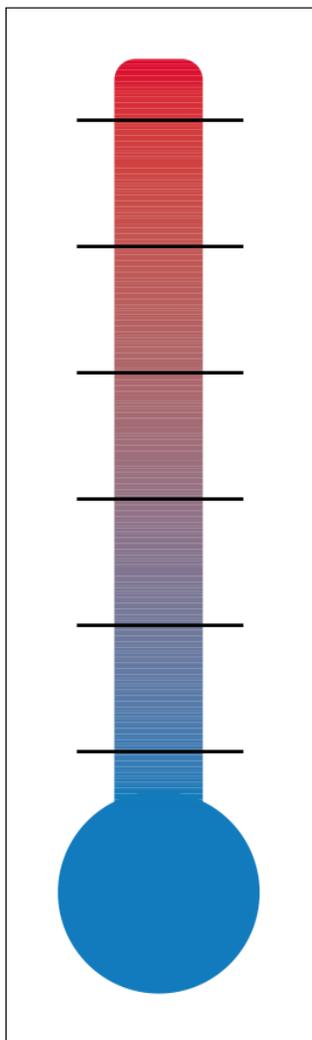
**Second Set:**

**Page 1:** Cartoon caricatures depicting facial emotions.



**Page 2:** Relaxation Thermometer is a helpful tool for adults to explain to children the highs and lows of what they may possibly be feeling.

# Relaxation Thermometer



**Mad**

**Take 3  
deep breaths  
1...2...3**



**Relaxed**

Adapted from Incredible Years Dinosaur School

## ***GUIDELINES FOR VOLUNTEERING***

Time and purpose for volunteering must be pre-arranged with the Preschool Director.

Time and purpose for volunteering must be specific to:

- Helping with an art, cooking, or science project.
- Helping with the snack set-up on their child's birthday or for a class party.
- Chaperoning a field trip.
- Assisting with the various programs throughout the year.
- Assisting in Saturday Tours.
- Sorting and organizing information to go home into cubbies.

All volunteers must follow the school-wide volunteer requirements. Please use the QR Code for a link for more information.



The volunteer's child must be comfortable with their parent in the classroom and able to participate as usual.

The preschool director and staff must feel that the time and purpose of the volunteer are beneficial to the class as a whole.

## ***SURVEY***

You will receive two surveys via email (December and May) within the school year. These surveys are of great importance to us as a Preschool staff, and we strive for 100% participation. They are designed to be completely anonymous, and our aim is to gather constructive feedback on what is working well and what we need to improve. We appreciate your valuable time and consideration in completing these surveys.

## ***PRESCHOOL ADMINISTRATION***

Maria Lyvette Loyola Director/Teacher  
Haley Fletcher, Assistant Director/Teacher