



Parent Handbook 2022-2023

Be
STRONG AND
COURAGEOUS.
Do Not *be* Afraid
FOR *The Lord* **God** *your*
is with you
JOSHUA 1:9

Dear Parents:

Now more than ever, our theme verse for the school stands as a reminder of the great and mighty power of our God. We thank you for entrusting your children to us.

My hope is that your children leave us empowered in His strength, full of confidence, love, and the courage to do the right thing, even when it's scary.

Thank you for giving us the opportunity to partner with you to make a difference in the lives of your children.

Stefanie Carlson
Director

Important Contact Info

School Phone: (714) 633-0402

After Hours Voicemail: (714) 497-0581

Email: office@revivepreschool.org

Web Site: www.revivepreschool.org

Facebook:
www.facebook.com/RevivePreschool

Director Email: Stefanie@revivepreschool.org
Mrs. Stefanie's Cell: 714 423-0662

Billing Questions & Zelle email:
tuition@revivepreschool.org

School Address:
250 S Prospect Ave.
Orange CA 92869

Mission & Ministry

Revive Covenant Preschool is an extension of Revive Covenant Church, serving the community around us, offering a Scripture-based program that blends developmental and academic techniques. The school provides hands on learning experiences that prepare each child for his/her future schooling and most importantly to prepare him/her to give God the glory that is due Him by choosing to follow Him

Worship Opportunities

Revive Covenant Church is currently offering in person & online worship services. During the Sunday service, children's ministry class is in session! For more information about the church programs call (714) 633-6464 or visit www.revivecov.church.

Entrance Requirements

Enrollment in our school is open to children 2.0 years through six years of age.

Preschool: Children must be at least 2.0 years of age to start with us. This class is allowed to be in diapers or pull-ups if needed. Please see the potty training section in the handbook for more information.

Pre-Kindergarten: Children must be 4 by Dec., 1, 2022 and potty-trained.

Transitional Kindergarten: For children who turn 5 between July 1 & Dec 1 2022, you can join our PreK program for your TK year! TK students must be potty-trained.

First Days of School

We are starting the year with just our academic day to ease into the new routine.... Make sure that you've familiarized yourself with this Parent Handbook and contact the office if you should have any questions.

The first days of school will be August 22 & August 23 from 9am-noon only. Pack your snacks! We will start the 8am-3pm schedule on Wed. August 24!

What to Bring Daily to School

Please pack your child's bucket with the following:

- A change of clothes, just in case
 - Snack (2 food groups!)
 - Lunch (2 food groups!)
 - Diaper kit with wipes if needed
- Please do not bring toys to school.***

Philosophy Statement

Teachers are the builders of this country. We are responsible to provide the population of this country with the correct tools to get them through life. It is through education that we plan to facilitate growth that will enable children to evolve into good citizens that participate in life. We will seek to teach children how to make decisions for themselves through self-discovery.

It is important that the children not only learn from the teachers, but also from each other. To accomplish this, we will seek to provide a non-threatening atmosphere where we will encourage the children to take chances and explore unfamiliar concepts. It is through collaboration in small and large groups of children as well as independent and whole class work that the children will develop the ability to think and make decisions for themselves, as well as to work well with other children.

We will teach critical thinking and problem solving questions that are developmentally appropriate. We will connect the real world to the classroom so that the children understand how their knowledge can be used. We will provide hands-on experiences with the help of manipulatives in order for the students to take abstract information and make it more concrete.

Our staff will provide a preschool whose basic Christian experience, beliefs, and practices are consistent with God's word concerning the education of young children and the teachings/educational philosophy of the church and school. Our program makes Christ preeminent in all that we do. In light of this, we hope that the weekday staff, other church staff, lay leadership, and other church members will view our preschool programs as a ministry of the church deserving the necessary support to be successful in its mission.

Necessary Paperwork

The school is regulated by the State of California through the Orange County Department of Social Services. In order to meet state licensing regulations, it is **mandatory that all forms be completed and returned to us before your child can start school.**

If you move, change phone numbers, or need to modify who is allowed to pick up your child from school come into the office and update the forms. We use this information to reach you in an emergency and to keep your child safe—it is important that we have accurate information at all times.

If your child has need of medication during the school day please stop in at the office to sign off on a medical release form for the office staff to give your child the medicine or to make arrangements for you to come back to disperse the medicine. Teachers cannot disperse medicine.

Parents/Visitors

We love having parents and guests on campus for our kids and so we schedule many special events for you and your family to be involved in and visit the school— Grandparent’s Day, Christmas, Daddy N Me Night, Open House, Graduation, Mommy & Me Tea, and special class parties for holidays throughout the year. We also love having parents and grandparents attend chapel with us.

However, the first few days of school are not the best days for parents to stay and observe. It’s best to say a loving “goodbye” to a tearful child and then leave. We know that sometimes separation is just as hard on you as it is on them: you can always come into the office and we’ll send someone to check on your child, or we can call you if your child is still struggling.

Even if your child is fine with separating from you, your presence on those first few days can make it difficult on the other children who do not have their family member with them.

School Calendar

We do our best to make sure that the dates on our calendar do not change. Please note the current dates for closures, holidays and special events. We will be adding a few more events as the year progresses and our calendars will be updated as the year goes on, along with a notice email when this occurs.

Our preschool does not have a prescribed number of days in its school year. We follow as closely as possible the Orange Unified School District traditional calendar.

Communication

Our teachers and staff members are here to help. We want to hear from you, whether you have a question, a problem, or just need to talk to someone.

The office sends out the monthly reminders for the school by email. If you are not receiving our emails, or need to add a family member’s email address, please email office@revivepreschool.org.

We’re also on Facebook, so “like” and “follow” our page and join our closed group and you’ll get updates in your news feed!

In addition, each teacher sends home their monthly newsletter detailing classroom specific events and lesson plan objectives for the month.

Buckets: Communication between school and home is facilitated by the use of a bucket. We use it to send home notices and artwork and your kids keep their jackets, lunch, share toys, etc. in it.

While you can purchase a bucket anywhere, we recommend something from the car wash aisle as they’re larger and more durable than your average sand-castle making bucket. Decorating your bucket is a fun way of getting ready for the school year. Make sure to put your child’s name on the bucket.

Please keep a full change of clothes (including socks & shoes if possible) in your child’s bucket at all times. Even potty trained children sometimes need a change of clothes.

Parking

It is a matter of safety that all children be walked to their classrooms from the SOUTH parking lot. Please do not park in the fire lane adjacent to the school. (Those gates are not entrances, they are emergency exits only).

In addition, please **do not leave children, purses, or other valuables in the car** when you are going in to drop off or pick up your child. It is not only unsafe to leave your child in the car, but illegal.

Arrival & Dismissal

Regular School hours are:

Academic Day	9:00 AM to 12:00 PM
Extended Day Care	8:00 AM to 3:00 PM
(Extended Care– 8am-3pm- starts Wed. Aug. 25)	

Drop Off/Pick Up Procedures

All children must be brought to school and picked up from school by a person **18 years** or older. **The state requires that you sign your child in/out using full legible names.**

Children may not walk themselves to or from class without being accompanied by an adult. If you have additional children with you, they must also stay with you at all times.

Arrival

Children cannot be dropped off at school earlier than 5 minutes before the regular start time. Parents may not leave the child if the teacher is not present in the classroom.

Parents are to check children's temperatures before arrival (please also check your own too).

When students are signed in, parents will be asked to attest to our COVID-19 screening questions, including whether anyone in the household has had symptoms in the past 48 hours or a positive Covid-19 test.

Thermometer temperature checks will be utilized if a fever is suspected.

Please do not visit with your child's teacher at drop off – We need to be transitioning the children into the classroom during this time. Staff is available most days after school, and by appointment.

Dismissal and Pick Up

It is very important that children be picked up on time as many children experience anxiety when they see others picking up but their own adult is not there.

Pick-up times are:

12:00	End of academic Day
by 3:00	Extended Day

Children on the academic day schedule who are not picked up by noon will be taken to the office to wait. A late fee of \$5/minute will be charged for every minute after 12:05pm. We cannot 'upgrade' your child to lunch bunch at this time.

Children who remain on campus past 3:00pm at closing will go to the office. You will be charged \$1 for every minute after 3:05pm, payable at the time of pick up.

Your child will not be released to anyone other than a parent or legal guardian who is not listed on your emergency information sheet. Please make sure you update the list in the office, or send a **written note** for the days a new person is to pick up.

If the teacher does not recognize the adult who is picking up your child the teacher will ask to see an ID to be verified.

If a non-custodial parent is not to pick up your child we must have an official restraining order or other legal paperwork in our files.

Financial Information

Registration

Registration begins the first week in February for the coming school year to give our current families the first opportunity to reserve a place for fall. Registration opens to the public March 1.

Registration is \$200 per child. We offer a registration discount of \$50 from Feb. 1-April 30, 2023.

Registration helps cover expenses for curriculum, materials, field trips, and disaster kits. The registration fee is non-refundable. It is separate from your tuition payments.

Tuition for 2022-2023

Days	9am-12pm	8am-3pm
T&Th	\$2750/year (\$275/month)	\$3500/year (- \$350/month)
MWF	\$3550/year (\$355/month)	\$4800/year (\$480/month)
M-F	\$4950/year (\$495/month)	\$6850/year (\$685/month)

- Revive church members receive 10% off their monthly tuition payments.
- The second sibling receives 10% off their monthly tuition payment. (Taken off lowest tuition rate)

Payment Plan: We have divided the year’s tuition into ten equal monthly payments due on the 15th of each month starting August 15 and ending May 15. This payment will be made by Zelle, check or cash.

If you are one or more months behind on your payment plan or have any past due charges, we reserve the right to cancel your enrollment effective immediately. Returned checks are assessed a \$30 fee per occurrence.

Zelle: Zelle payments can be made to tuition@revivepreschool.org and will show as “Orange Evangelical Covenant Church” as our official name. We do not accept other forms of electronic payment at this time.

Absences and Vacations:

We do not refund tuition for time missed due to illness, family vacations, or other absences. Our tuition already accounts for standard school closures for holidays.

Cancellation Policy:

Refund of tuition is based on the time of notification of withdrawal from the school. A 30 days *written notice* is required, so that any monies prepaid over that amount can be refunded. Include your child’s last day on the notice.

The Creek does not do refunds on the monthly payment plan. You are encouraged to complete the month that you have pre-paid and to have the last day on the 14th of the month. Written notice is still required.

Extended Hour Programs

For those who need care outside of the 9am-noon academic day, we have an Extended Day option. This includes early drop off on the playground starting at 8am and lunch and fun from noon till 3pm.

During the extended hours, the students have lunch, a recess and then a “cool down” with nap time is offered. After the rest, they’ll go to the main activity of the day: an art project, special center, or sensory activity. There will be free play, maybe another trip out to the playground, and a lot of fun!

At this time we do not guarantee “bonus days” or adding on just lunch bunch, irregular extended hours in order to ensure we have balanced our staffing ratios. If you are interested in these add on services, please let the office know so that we can contact you should we be able to begin offering this.

Schedule Changes:

Should you wish to change your child’s schedule mid-year to a different class, we will do our best to accommodate your needs as long as there is room in another classroom. We require a week’s written notice to change the schedule so that the new teacher can be prepared for your child’s entry to the classroom. There is a \$25 fee for class changes as new materials need to be purchased for your child to use in that room.

Changing your hours (adding extended day or changing to academic day only programs) does not incur a schedule change fee for the first change. Additional changes will be billed \$15 per change.

Academic Day to Extended Day Change: You will be billed the \$5 an hour rate for time actually stayed outside of your academic day hours up until the 15th of the month, when your schedule change takes effect; at that point you will be billed for the Extended Day Package Schedule.

Extended Day to Academic Day Change: Financially, your change becomes effective on the 15th of the month you change, when your account will be billed for the academic day rate for your schedule. Until that time you will have the option of sending your child to extended day to finish off that month’s extended day package.

Curriculum

Our school is a mix of academic and developmental approaches to learning. We believe in introducing academic concepts to the children at their appropriate developmental level. Our experienced teachers will often supplement the curriculum materials provided to tailor their lessons to their classes interests and skill levels.

We believe in integrating biblical learning throughout the school day. We have a “Hands on Bible” full of wonderful age-appropriate stories and a “Day by Day” Bible full of devotionals that we will be working through over the course of the year.

STEAM experiences provide children the opportunity to explore science, technology, engineering and math concepts through creative, concrete hands-on activities and materials. STEAM is a fun process of learning centers-based opportunities to explore, create, build, experiment, and imagine while learning about important core science and math concepts.

Preschoolers: Our two & three year olds participate in our Zoo Phonics program with alphabet animals who introduce phonics sounds. They will also be introduced to colors, numbers, and letter concepts as well as art, imaginative play, music and movement. Our two’s room serves as an introduction to school experiences and skills while our three’s room builds upon this with pre-writing skills and more formal instruction blocks.

Pre-K: Our four year olds use Zoo Phonics which uses sight, sound, and movement to teach letter concepts and phonics sounds. Our program also has math, science, art, social science, music and movement components that engage children’s minds and bodies. This class is for children who are age eligible to enter TK or K in fall 2023 and are potty trained.

Chapel

Our chapel program returns this year! We look forward to this time of group worship and learning led by the classes! Chapel occurs once a month and parents and special guests are always invited to attend. See the year calendar for chapel dates.

Food and Mealtime

All children must bring a snack to school each day that consists of two different food groups: grains, proteins, dairy, vegetables, or fruits.

Do not send foods with your child that require a microwave or heating. We recommend ice packs for foods that need to remain chilled.

Water, treats such as cookies, chips, or candy are considered ‘extras’ and do NOT count towards the 2 food groups. 100% juice counts as a serving of fruit; anything less than 100% is an extra.

Lunch must also meet the 2 food groups requirement. If your child is staying for lunch please pack the lunch in a separate bag. This not only ensures that your child doesn’t also eat his/her lunch for snack (and thus has nothing left at noon) but ensures that each meal your child has on campus is in compliance with state law.

If we are in violation of the food requirements, we are fined by the state. Failure to provide a snack with two healthy food groups will result in a reminder card being sent home with your child and a \$5 fee added to your monthly bill per occurrence.

Students are not to share their food – not even among member of the same household.

Staff will assist with opening/closing of food items as needed.

Parties & Celebrations

We will have party days to celebrate Halloween, Thanksgiving, Christmas, Easter, and the last day of school. They will be an opportunity for a shared snack together and sign-ups for the share will be available for each event at the classrooms. When providing group food, please be aware of any food allergies that your student’s class may have so that we can keep the events safe and fun for everyone.

Birthday celebrations are encouraged - please check in with your child’s teacher for allergies and logistics on this prior to the celebration day.

Allergy Alert

If your child has food allergies, be aware that there is a potential for them to come in contact with foods that may cause an allergic reaction.

- **We are not a peanut free campus**
- **Snack & Lunch:** Children bring their own snacks and lunches, and snack and lunch is not to be shared.
- **Cooking projects:** if your child's class has a cooking project planned, double check with their teacher if you have a concern. We can help with substitute ingredients with guidance from you.
- **Class Parties/Birthday Parties:** If your child can't have items at a special treat occasion, you can always send a substitute from home that you know is safe. We will do our best to let you know about birthday celebrations ahead of time.

Field Trips

Field trips return this year! Watch for updates to the calendar as these special events get added back into the schedule.

Appropriate Dress

Here are a few things to keep in mind regarding clothing for school:

- Only closed-toe shoes are allowed. Tennis shoes are the best, especially for sand and wood chips of the playground! Sandals or any shoe that has open toes are not permitted.
- Try and choose school clothing that allows your child to take care of their bathroom needs independently—we're here to help it helps to avoid belts, snaps, buttons or buckles unless your child can do it "all by myself!"
- Wear clothing that can stand the wear of school: painting, sandboxes, markers, etc. can be messy!
- Jackets and sweaters are needed many mornings. Label them with your child's name so we can get them back to you if left behind.

Label your jackets, sweaters, and lunch pails. Any items not picked up by the last day of school will be donated.

Potty Training

PreK students must be potty trained. But if your preschool child (2's or 3's class) is not yet potty trained, it's okay to come to school in diapers or pull ups! You provide your own pull-ups and wipes. There are no additional fees.

As your child is ready to transition to pull ups or to underwear, let us know and we'll transition with you at school! If your child is transitioning to underwear, please make sure to have multiple sets of changes of clothing in the buckets.

Medicine & Illness

Your child's health is important to us. We want to protect your child and all the children in our program. **State law requires that we have only healthy children in attendance.**

Do not bring your sick child to school. Children who appear ill when they arrive will not be admitted.

COVID-19 Update If you or your child has been sick, all household members should stay home until they've been **fever-free without medication for at least 72 hours or 7 days after a COVID-19 positive test.**

No one with a fever of 100.4 or higher is allowed on campus. This includes parents or caregivers who are dropping off or picking up.

Parents are to check children's temperatures before arrival (*please also check your own too*). *When students are signed in, parents will be asked to attest to our COVID-19 screening questions, including whether anyone in the household has had symptoms in the past 48 hours or a positive Covid-19 test.* Thermometer temperature checks will be utilized if a fever is suspected.

Staff will continue to monitor student health throughout the day.

If your child becomes ill at school, we will isolate him or her until you can pick up. Please make sure your emergency forms are current and update any contact information, especially phone numbers!

Per the Authorization for Emergency Medical Treatment & Consent for Medical Treatment forms on file, we reserve the right to call for emergency services should your child develop symptoms of acute respiratory illness that appear life threatening.

We will continue to encourage all students to use “respiratory etiquette” – covering their cough, using a tissue, and utilizing our trashcans for disposal. And our handwashing policy – after restroom use, on return from the playground, and after eating – remains in effect.

Should we have confirmation of a COVID-19 exposure at school, we will notify all families immediately through our email system. We may also need to close a classroom, and the decision for this will be made under the current California Department of Public Health Guidelines for Schools and Child Care. We may also be required to notify the California Department of Public Health and file a report with Licensing.

For all other health situations, your child will need to be kept at home if he/she:

- Has vomited in the last 24 hours
- Is taking antibiotics and has not been on the antibiotic for 24 hours
- Has had diarrhea, even if caused by taking an antibiotic, in the last 24 hours
- Has eye discharge or crust. Must wait 24 hours after starting medication for conjunctivitis (pink eye) and eye must be free of redness or discharge before returning to school.
- Has croup. Your child must say out until the fever and cough are gone.
- Has a constant runny nose (& no official doctor’s diagnosis for allergies).
- Has an undiagnosed body rash. Doctor’s note is required to return.
- Has a doctor’s appointment for a suspected illness. Please do not bring your child to class prior to the appointment.
- Has head lice. Child must remain at home until treatment is completed and lice and nits are gone.
- Has ringworm. Unless completely covered by clothing, child must remain at home for 48 hours after beginning treatment.

Administration of Medicine:

If your child is on medication for any condition or illness and it will need to be distributed during school hours, please contact the office. State law requires a release form to be signed for each and every day that medication is to be given. A parent/guardian or office staff member are the only people allowed to distribute medicine.

Prescription medicines must be in the bottle in which the pharmacist dispensed it. Do not leave medicine in your child’s bucket. It needs to be kept in the school office.

Special Situations:

- **Inhalers:** Form “Nebulizer Care Consent/Verification” (LIC9166) to be filled out and on file with the inhaler. Inhalers will be returned to the parent/guardian at the conclusion of the need or upon the student’s final day on campus, whichever comes first.
- **Epipens:** For children who have been issued an epipen for emergency use, the medication is stored in the school office. We require parents to fill out an “Administration of Medication” (LIC 9221) form in conjunction with an Anaphylaxis Action Plan form.
 - Unused epipens will be returned to the parent/guardian at the conclusion of the need or upon the student’s final day on campus, whichever comes first.
 - Used epipens will be disposed of in the “Sharps Container for Biohazard Needle Disposal” located in the school office; the container will then be taken to an authorized disposal facility as needed for replacement.
- **GTubes:** Creek staff is not trained or equipped to manage tube feeding, tube replacement, or emergencies that may arise related to the G-Tube. Parents would need to provide a trained aide or nurse to administer feeds and manage tube care and replacement as needed.
- **Blood/Glucose Testing:** We do not have a nurse on site and are unable to perform blood/glucose testing. If a student needs testing during the school day the parent or guardian would need to perform this procedure and manage all hygiene and safety related requirements.

Staff Training: Staff members are trained in CPR and Basic First Aid procedures and recertify to EMSA standards as required.

Safety Precautions and Materials: Staff is provided with medical grade disposable latex free gloves for all emergency procedure needs. Each classroom, the playground, and the office has a first aid kit that exceeds ANSI and OSHA standards.

Emergency Procedures

The many forms that you have filled out after registering for the school year have an important purpose. They're part of our back-up system in case of an emergency.

In the event of a serious emergency happening, the children will be held in the safest area on campus until an authorized person comes to pick each child up.

In preparation for any sort of extended emergency situation our school has special bins of food, water, and disaster supplies stored on campus. You do not need to provide an emergency kit for your child. In the event of an emergency, the staff is assigned various emergency responsibilities.

If the school facility should become unsafe in the event of a disaster, our off-campus meeting site is Grijalva Park located at 368 N. Prospect Ave. just up the street from us past Chapman Ave.

Discipline

The children are taught to respect the rights of others and to cooperate with the teachers. We believe that socialization and interplay with children of the same age is one of the most important aspects and benefits of the preschool experience.

We believe in using positive reinforcement and verbal praise to highlight when children are doing things RIGHT to encourage the continuation of pro-social behavior.

The staff understands that children will meet new frustrations at school that they must learn to handle. We are experienced in helping children learn through these new challenges. We believe in helping children verbalize their needs and frustrations to their friends

and assisting in problem solving so that the children learn how to compromise and emphasize with others.

We believe in logical consequences for actions (both positive and negative). Our first choice for intervention is always redirection, talking it out, and helping the children find better choices.

However, hitting, kicking, and other acts of violence against another child always result in teacher intervention.

Our typical method of discipline after redirection and talking it out is a "time out." When a child is placed in time out, they are told that they are going to sit out because of the behavior, and then they sit for 2-5 minutes, depending on their age. If at the end of this time period, if the child has calmed down enough to discuss the bad choice they made and what they could do in the future to make better choices, they will be allowed out of the time out to go make amends with their friend and continue in their day.

While time outs are usually serious enough consequences, a child who continues to act violently against his or her classmates may need to be sent to the office for the time out and a talk with the director or office staff.

Should the dangerous behavior continue, a teacher will conference with the parents so that home and school can work together to solve the problem.

Biting will not be tolerated; if your child should bite another, they will immediately be sent to the office and you will be called to come and pick them up. Bullying of others will be a sure subject for an immediate parent and child conference with the director.

What is bullying? Hitting, name-calling, exclusion, or other behavior that is meant to hurt another person. Bullying is often carried out by someone who has more power against someone who has less power.

For bullying to exist, it must satisfy three requirements:

- 1) There is an imbalance of power.
- 2) The aggressor must be bullying intentionally.
- 3) It typically occurs over time and is not a onetime event.

Everyone has the right to feel safe at school. Our discipline policies are in place to help encourage positive social behavior, and to help with conflict resolution and social growth. However, should a continuing situation of violence against others occur or other negative situations that affect student safety, the preschool reserves the right to cancel or modify individual student enrollment as needed.

Rights of the Licensing Agency

Title 22: Section 101200 (b) & (c) The Department or Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff members. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed for copying if necessary.