

Dear Parents:

The staff of Revive Preschool is excited to teach your children this summer school term! Thank you for giving us the opportunity to partner with you to make a difference in the lives of your children. We thank you for trusting us with your children. It is our goal to provide them with a nurturing and fun summer experience, and that we will show them God's love each day!

Summer School Basics

Summer School Runs June 5-August 11 from 8am-3pm Monday through Friday. (Closed July 3-7)

Enrollment in our school summer program is open to children 2.0 years through 6 years of age.

Potty training is not required for children ages 2.0-entering PreK in the fall.

Upon entering PreK in the fall potty training is required.

Our summer program allows you to sign up just for the days that you'd like to attend. Daily capacity will vary depending on staff availability, so we do recommend signing up in advance to ensure your child has a spot.

Important Contact Info

School Phone: (714) 633-0402

After Hours Voicemail: (714) 497-0581

Main Email: office@revivepreschool.org

Billing Questions: tuition@revivepreschool.org

Web Site: www.revivepreschool.org

Facebook: ww.facebook.com/RevivePreschool

School Address: 250 S Prospect St. Orange CA 92869

What to Bring to School:

Please pack your child's bucket with the following:

- A change of clothes, just in case
- Lunch (2 food groups!)
- Snack (2 food groups!)
- Diaper kit with wipes if needed

Please do not bring toys to school.

Mission & Ministry: Our Philosophy Statement

Revive Covenant Preschool is an extension of Revive Covenant Church, serving the community around us, offering a Scripture-based curriculum that blends developmental and academic techniques.

The preschool provides hands on learning experiences that prepare each child for his/her future schooling socially, academically, physically and spiritually. It is our goal that we send out our graduates to be 'strong and courageous' in Christ.

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

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 join us for Summer School.**

Your current paperwork for the previous school year or the upcoming school year counts! Summer School has 1 additional form if you have not participated in summer prior: Summer School Admissions Agreement.

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

Curriculum

Our school is a mix of academic and developmental approaches to learning with a lot of fun and play! We believe in introducing academic concepts to the children at their appropriate developmental level combined with providing a Christian environment where they can develop a love for God.

Our students are working with our Zoo Phonics curriculum, a great phonics based program that uses sight, sound, and movement to teach letter concepts. We also do math, science, art, social science, music & movement that engage children's minds and bodies.

Due to our flexible sign up system, we are planning for potentially age-mixed classrooms with a flexible differentiated curriculum where everyone will be challenged and met where we're they're at!

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. We are available by email, phone (during office hours) and Facebook as well as in person during the school day in the school office.

Each classroom displays their weekly lesson plan in the window along with the weekly themes for summer for you to check out so that you know what they're getting up to!

Potty Training

It is not required for your child to be potty trained to attend Summer School for ages 2.0-entering PreK in fall 2023.

We recognize that potty proficiency is a developmental skill. We are happy to work with you as you start the potty training process at home. Our teachers will encourage your child to use the potty at school, and be available to help as they transition to being fully potty trained.

You provide your own pull-ups and wipes. There are no additional fees for not being potty trained.

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.

Appropriate Dress

Here are a few things to keep in mind regarding dress:

- Only closed-toe shoes are allowed. Tennis shoes are great for play. Remember, we spend part of our day outside in the sand and wood chips of the playground so wear play shoes! **Sandals or any shoe that has open toes are not permitted.**
- Choose school clothing that allows your child to take care of his/her bathroom needs independently—we're here to help but making it easy helps them feel "so big"
- Select clothing that can stand the wear of school: painting, sandboxes, markers, etc. can be messy!
- Make sure to label jackets/sweaters with your child's name so we can get them back to you.

*Please check for all the clothing your child had in the morning before you leave school for the day. Things are more easily found on the day they are worn than they are the next day or week.

Arrival & Dismissal

Summer School hours are 8am-3pm
Or 9am-1pm depending on your selection.

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 on the class list each morning, using full legible names.**

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

Dismissal and Pick Up: It is very important that children be picked up on time as many children experience anxiety when they see other mommies picking up but their own is not there.

Children who remain on campus past their scheduled end time will be brought to the office. We charge a late fee of \$5 per minute starting five minutes after your pick up time, 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 be authorized to pick up your child.

If the teacher does not recognize the adult who is picking up your child the teacher will ask them to stop in at the office to be verified. They will need to show ID. An office staff member will then walk the adult back to the classroom to confirm their approval. 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 – there is no registration fee for summer

Summer Tuition – We accept cash, checks & Zelle. Our Zelle account is tuition@revivepreschool.org and shows as “Orange Evangelical Covenant Church”. There is a \$20 charge for returned checks.

Summer School Payments are due on the first day of the week you attend, to cover your planned attendance in that week.

Cancelation of Scheduled Days: If you have signed up to come and no longer need care on those days please let us know so that we can take you off the list and allow someone from the waiting list to attend. If you have not canceled your day by 3pm the school day before, and do not show up you will be charged for that day.

Walk-Ins: Walk-Ins will be accepted on a space available basis. If we are at capacity, we cannot take in additional children while maintain ratio standards. We recommend scheduling your summer school days in advance.

Discounts: There are no discounts for summer school tuition.

Snack & Lunch

All children must have a two different food groups for each meal on campus, as required by the state. This means one set for snack and one set for lunch.

Grains, dairy, vegetable, fruit or proteins are food groups. Water, chips, cookies, candy & juice that is not 100% juice are considered ‘extras’ and not part of the two food group minimum.

Please do not send food with your child that requires a microwave or other special heating instructions. We do not stock snack items at school, have refrigeration or heating options for the food.

If we are in violation of the snack requirements, we are fined by the state.

Failure to provide a snack or lunch that meets the required food group will result a \$5 fee added to your week’s bill per occurrence.

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

Birthday Celebrations: Individually packed items are a great celebration treat. Check with the office for allergies & logistics prior to the celebration day.

Allergy Alert

We are not a peanut free campus.

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.

Snack & Lunch: Children bring their own snacks and lunches and this food is not to be shared, even among members of the same household.

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 parties ahead of time. We can also keep something safe on hand just in case; let us know how we can support you in this!

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.**

By keeping your ill child at home, infections are not being spread to others and your child is not being exposed to something new while his or her resistance to infection is low.

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

If your child is sick with a fever, they must stay home until they've been fever-free without medication for at least 24 hours and no new symptoms of illness have occurred (see list).

Staff will continue to monitor student health throughout the day. Thermometer temperature checks will be utilized if a fever is suspected.

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 we see your child develop symptoms of acute respiratory illness that appears 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, etc – remains in effect.

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.

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. Teachers and aides cannot distribute medication. It can only be distributed by a parent/guardian or office staff with a permission note.

Medicine & Illness: 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.
- **G Tubes:** 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 have an important purpose. They’re part of our back-up system in case of an emergency.

Copies of the disaster forms are stored in several secured locations on campus in case something should happen to the main building. In addition, the teachers keep their classes emergency information with them at all times—this is why they carry the sign in book with them everywhere they go: one copy of your disaster card is secured in that book.

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, we have barrels of emergency food, water, blankets and other materials stockpiled.

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, to obey, 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).

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

Our typical method of discipline 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, the child has calmed down enough to discuss the 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.

Licensing Agency Rights

Per 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.

Worship Opportunities with Revive Covenant Church

Your family is invited to attend our weekly worship service, small group Bible studies, and Sunday school classes here at Revive Covenant Church. Sunday Service runs from 10:00am - 11:30 am. Nursery care and Children’s Church classes for children 6 weeks old – 5th grade are provided during the worship service.

There are also a variety of Bible Studies, group activities, and special events happening! See them all at www.revivecov.church