

Santa Fe Christian Preschool

Est. 1995

Parent Handbook 2010/11



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Encinitas, CA 92024
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www.sfcs.net or www.mysfcs.net

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SANTA FE CHRISTIAN PRESCHOOL
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VOICE: 760.753-4952 * FAX: 760.753-4152
WEBSITE: WWW.SFCS.NET

DR. TOM BENNETT
HEAD OF SCHOOLS

MS. DEBBIE DEARDURFF
PRESCHOOL DIRECTOR

MRS. LIZ MATTHEY
PRESCHOOL ADMISSION/ADMINISTRATIVE ASSISTANT

FACILITY NUMBER: 376600185

THIS HANDBOOK BELONGS TO:

NAME

ADDRESS

CITY/STATE/ZIP

PHONE

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* All parents **must** sign and return the Policy Agreement Signature Card to Preschool Office within 2 weeks of admission.

General Information

MISSION STATEMENT

The mission of Santa Fe Christian Schools is to partner with Christian parents within a Bible-based community, in order to disciple students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and community for Christ.

VISION

Santa Fe Christian Schools seek to honor God
by preparing Christian leaders of tomorrow
To serve the Lord Jesus Christ.

CORE VALUES

In order to successfully fulfill this mission, Santa Fe Christian Schools will give priority to its core values. Each core value must have operating principles that will allow SFC to put these core values into everyday practice in every aspect of its educational program.

These core values are: *Academic Excellence, Christ-likeness, Stewardship, Family, Students, and Teachers.*

SCHOOL VERSE

“But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.”

Isaiah 40:31

General Information

SCHOOL HISTORY

Christian Unified Schools of San Diego (CUSSD) established the Santa Fe Christian Schools in 1977. In 1985 SFCS became a separate entity from CUSSD and has operated independently ever since. Founded to serve the needs of San Diego North County Christian families, SFCS enrolls students in Preschool, Lower, Middle, and Upper school at its 17.5-acre campus's located in Solana Beach and preschool located in Encinitas. SFCS has a governing Board of Directors comprised of the Headmaster and parent members elected for three-year terms.

ACCREDITATION AND AFFILIATION

Santa Fe Christian's Solana Beach Campus is fully accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI).

SCHOOL COLORS: Red, White, Gold

SCHOOL MASCOT: Eagle



SCHOOL SEAL:



PRESCHOOL HOURS:

Half Day

8:15 am - 1:15 pm

Full Day

7:00 am - 5:00 pm

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

School

PHILOSOPHY

Santa Fe Christian Schools is established on the biblical principle that Christian parents have the primary responsibility for the education of their children (Deuteronomy 11:18, 19; Ephesians 6:4). The administration and faculty of Santa Fe Christian Schools see their task as one which supports and enhances this parental responsibility with quality education within a caring and nurturing environment. The distinctive goal of Santa Fe Christian Schools is to use the curriculum as a means to help the students grow in their expression and understanding of a Christian worldview and in their knowledge of God. It is our desire that the student's growing knowledge of God will be demonstrated by their reverential awe of Him, love for Him, and increasing praise and service to Him. All students are encouraged to know Jesus Christ as their personal savior, to be involved in a local church, and to develop their lives consistent with biblical teaching. (Mark 12:30; Colossians 3:23; Matthew 7:7; II Corinthians 5:17; Psalm 38:20; John 4:14; II Peter 3:18; Acts 17:11; John 14:15; Deuteronomy 5:33; I Samuel 12:24; I Thessalonians 3:12 Romans 12:10; John 15:8 ;).

Santa Fe Christian Schools welcomes students of average and above average ability who demonstrate good character, future promise, and a willingness to work diligently, while participating in an atmosphere of Christian values and beliefs.

Santa Fe Christian Schools acknowledges that the influence of teachers as Christian models is essential in the educational experience of children (Titus 2:7-8). Therefore, we employ only highly qualified Christian teachers who believe they are called by God, who model mature Christian character (Galatians 5:22-23), who have a love for students, and who use their God-given abilities to prepare themselves academically.



Contact Information

ADMINISTRATION

TOM BENNETT, PhD

Head of Schools.....tbennett@sfcs.net
858 755-8900 ext. 1021

DEBBIE DEARDURFF

Preschool Director.....deardurff@sfcs.net
760 753-4952

PRESCHOOL ADMISSION / SUPPORT STAFF

LIZ MATTHEY

Admission/Administrative Assistant.....matthey@sfcs.net
760 753-4952

PRESCHOOL FACULTY

760 753-4952

Our teacher qualifications meet all State requirements for licensed Early Childhood Facilities, and we adhere to the established child/teacher classroom ratio. Our teachers are caring, nurturing, Christian individuals who believe there is no conflict between Christian truth and educational excellence.

Reyna Eichenberg

Closing Teachereichenbergr@sfcs.net

Sujey Greene

Pre-Kindergarten—(Butterflies)greenes@sfcs.net

Kristina Harper

Preschool—(Bear Cubs/TigerCubs)harperk@sfcs.net

Trudy Harsch

Enrichmentharsch@sfcs.net

Petrea McKinney

Bonus Pre-Kindergarten—(Polar Bears)mckinneyp@sfcs.net

Laura Pierson

Bonus Pre-Kindergarten—(Panda Bears)piersonl@sfcs.net

Brenda Wilson

Floating Teacherwilsonbsfcs.net

General Information

ADMISSIONS CRITERIA



SPIRITUAL REQUIREMENTS

1. One parent or guardian must be a professing believer in Jesus Christ and must agree with the school's doctrinal statement.
2. The school will look closely at church involvement and attendance. Pastoral references are required for all K-12 applicants and optional for Preschool admission.
3. Parents must sign the Parent Commitment Form which indicates their support and compliance with the philosophy, statement of faith, spiritual goals, policies, practices and objectives of Santa Fe Christian Schools.

AGE / POTTY TRAINED REQUIREMENTS

Children must be 3 years of age and close to potty trained to be eligible for admittance into Preschool.

SPECIAL NEEDS / DISABILITIES / BEHAVIORAL STANDARDS

Santa Fe Christian Preschool is not equipped to serve students with severe disabilities.

If a student applying to Santa Fe Christian Preschool has any special needs, they must be clearly stated to the Director, and all records pertaining to these needs must be included in the application. It is important to have as much information as possible while evaluating whether or not Santa Fe Christian Preschool will have the necessary resources and staff to meet the needs of each student.

Failure to disclose information regarding any learning disability or behavior issue during or after the admissions process may result in a student's immediate dismissal.

Students who exhibit serious disruptive conduct or emotional instability will be asked to promptly withdraw from the program.

FINANCIAL REQUIREMENTS

1. All financial obligations to the school must be kept current.
2. Tuition fees are monthly payments, due on or before the first day of the month.
3. When requested fees have become delinquent, this center has the option of dropping the child from the program while pursuing full payment due.
4. No refunds are given for illness, vacations, or holidays.
5. A 30 day notice is required for any child dropping from the program. If one is not given the parent will be charged for the entire month.
6. If the student is transferring from another preschool, a note on school letterhead is required stating that financial obligations have been cleared.

General Information

ATTENDANCE

As in all educational programs consistency in attendance is essential for learning and progress. Days cannot be traded, unless the office has approved. Each class has been filled to meet ratio and does not allow for switching days.

ARRIVAL TIMES AND DISMISSAL TIMES

Students may arrive to school no earlier than 7:00 am.

Occasionally, schedules change, or a parent may be delayed or have an emergency, and students need to stay for After School Child Care / Nap Time. If possible, parents should send a note requesting their child be sent to child care or call the school office, and your child's teacher will be advised to send them to the nap room.

AFTER SCHOOL CHILD CARE / NAP TIME is available at the end of the 1/2 day, until 5:00 p.m. Monday-Friday. The charge is \$5.00 per hour billed monthly.

Please notify the school as soon as possible if you will be picking your child up after the 5:00 p.m. pick up. After 5:00 p.m. there is a charge of \$3.00 per minute. If tardiness continues, Santa Fe Christian Preschool reserves the right to discontinue services of childcare.

SIGN IN / SIGN OUT POLICY

A parent or other responsible adult must sign each child in and out daily with their full signature. Remember to sign the exact time. By law we need to keep accurate daily information. The school will not assume responsibility for a child who is not signed in properly when he/she arrives. To protect your child, only those you have authorized may pick up your child. Please be sure to notify the center if there is a change or concern in an authorized individual.

EARLY PICK-UP

If your child needs to be picked up early, be sure that you send a note to the teacher in the morning indicating who will be picking up and what time they will be leaving class. Teachers will not release a student from class without notification by the parent or a pass from the Preschool office. All students must be officially signed-out by the parent or authorized individual prior to leaving.

General Information

EMERGENCY PLAN



In the event of an earthquake or disaster emergency:

- No student will be dismissed from school unless a parent or person on the student's "Emergency Contact" section (on file in the school office) comes for him/her.
- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission or that person is on the student's "Emergency Contact" form (on file in the Preschool Office).
- All parent or designated parties who come for students must have them signed out at the school office or at the temporary Student Release Station at the entrance of the school.
- We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. We have a number of staff with first aid training and CPR certificates, and we will be in communication with the various local emergency services. We do ask for your help in the following areas:
 - **Do not call the school** – We must have the lines open for emergency calls.
 - Santa Fe Christian Schools emergency message center will call your approved emergency numbers giving general information and guidelines as it pertains to the emergency and school issues.
 - Following an earthquake or other emergency, do not immediately drive to SFC Preschool– Streets and access to the school may be cluttered with debris. The school's access route and street entrance must remain clear for emergency vehicles.
 - Turn your radio to either the 1450 or 760 AM dial for information and directions from the Emergency Broadcast System.
 - Santa Fe Christian Schools will post updated emergency information on school's website www.sfcs.net or www.mysfcs.net

EMERGENCY / EARTHQUAKE KITS

By law each student is required to have an Emergency Earthquake Kit at school. Therefore, we do require every parent to purchase a kit for their child. The \$7.00 fee will be charged to the parent and should be included with the first Tuition payment to the school. Please realize that after a major disaster, students may be stuck at school for several days so it is necessary to take precautions and be prepared if needed. Emergency Earthquake Kits will be stored on-site with your child's name clearly printed on the front of bag. Each of our school emergency preparedness kits comes with a 72 hour supply of US Coast Guard Approved emergency food and water.

Classroom and Grade Level Information

PRESCHOOL OVERVIEW

We offer two Preschool classrooms, one Pre-Kindergarten classroom, and two Bonus Pre-Kindergarten classrooms. This center allows children to participate in a variety of activities at their own pace and level. These activities include: reading readiness, math readiness, science, art, manipulatives, sensory play, music and movement, language development and appropriate social interaction.

We believe that young children need time to explore, experiment, play, socialize and rest. Therefore, we provide a healthy balance of freedom and structure. We have a carefully planned curriculum which works towards developing basic physical, mental, listening and school readiness skills. Age appropriate workbooks are used in our classrooms, which are designed to encompass pre-reading, writing, and listening skills. We also use a wide range of hands-on activities that enrich and broaden each child's learning experience. Santa Fe Christian Preschool strives to provide a safe, friendly, academically sound, Christ honoring program.

STUDENT PROGRESS

ASSESSMENTS

Every student is evaluated during the school year. The purpose of these screenings is to discover what the child already knows and what he or she is ready to attempt next. The result of the evaluation gives us a general idea of each child's skill development. Teachers meet with each family to discuss the student's progress and review the assessment if needed. Knowing the strengths and weaknesses of our students provides us a clear picture on how to implement and plan our curriculum each year with the students we have enrolled. Please note: children respond in a variety of ways and each child has a unique pattern of growth. Knowing a child's place in the developmental process helps both the parent and teacher to provide age appropriate activities and curriculum for each child to grow and mature successfully.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are necessary in order to enrich home/school communication and mutual understanding of student progress. Conferences are optional and should be scheduled with your child's teacher accordingly.

PARENT CONCERNS

Any questions or concerns parents may have should first be addressed with your child's teacher. If your concern is not resolved, please make an appointment with the director. All disputes are handled with the principles set out for all people by Jesus Christ as recorded in the Bible, *Mathew 18:15-17*.

BEHAVIORAL PROBATION

Students placed on Behavioral Probation are given two weeks to demonstrate change of behavior. At the end of the two weeks, the student's parents will meet with the director, to determine the status of the student's contract for the remainder of the school year.

Policies and Procedures

CHAPEL

Worship and praise are important parts of our program. This year we will continue our weekly time of worship by bringing all the classes together into the chapel for a special time of Bible study. Chapel alternates two days each week and every classroom will have the opportunity to lead worship. Chapel begins at 9:00 a.m. and the lesson normally coincides with the monthly Bible Unit/Theme that is being covered. We welcome you to join us and experience the love the children have for our Lord and Savior. You will be blessed!

CLASSROOM FIELD TRIPS

Many of the Preschool classes will be taking field trips during the school year. If you would like your child to participate in any of these planned outings, the office will need the Field Trip Permission Form completed and on file in the office. Field Trips are scheduled as a part of the classroom/grade level curriculum. The goal of our classroom field trips is to provide a hands-on, real-world learning experience. We do need parent volunteer/drivers to make our field trips safe and successful. If you are a volunteer driver make sure all insurance information is current and filed with the office for verification prior to Field Trip date. All parents/guardians, participating in a field trip, will be designated official chaperones/helpers. Siblings are not allowed on field trips as it is considered "class time."

CAR SEATS

Children attending Field Trips must be transported in a car seat– NO EXCEPTIONS. Please make sure to have a safe and functional car seat available. If your child does not have a car seat available for him or her to use the day of scheduled trip they will not be allowed to participate.

CLASS PARTIES

For insurance and liability purposes, all class parties are held on campus, during school hours.

BIRTHDAYS

If you choose to celebrate your child's birthday at school we will work with you as much as possible to make this a special event for your child. If you wish to bring treats in for the class, please inform the teacher ahead of time for planning purposes. Please note: If you plan to distribute party invitations, we ask that you mail them out directly so as not to hurt feeling of any child not invited.

GUM AND CANDY

GUM IS NOT ALLOWED AT SCHOOL.

Candy sent to school as a after lunch dessert frequently finds its way into the classroom where it can be quite messy and disruptive. For this and nutritional considerations, it is recommended that candy at school be limited to the occasional party or celebration.

PLAYGROUND USE REGULATIONS

Only SFC students, during school hours, may play on our playgrounds. No children (students siblings, friends, etc.) may play on school playgrounds, during school hours, **even with parental supervision**, due to insurance liabilities.

Policies and Procedures

PARENT/VISITOR SIGN-IN POLICY

To ensure the safety of our students, all on-campus visitors must sign in with the Preschool office. *All visitors are required to wear a visitor's badge while on campus.*

SCHOOL VISITATIONS

In order to provide authorized visitors with the opportunity to visit classrooms and to ensure our students their right to an uninterrupted learning time, the following procedures must be followed:

1. Parents/guardians and community members are always welcome, but it is necessary that visitations have prior notice to ensure that activities like circle time, media center, or music are not scheduled during the planned visit. All visitations must have prior teacher/director approval.
2. Visitations by other than parent/guardian must have prior director approval.
3. Other individuals authorized by the parent/guardian may observe classes. However, an office staff member may accompany the visitors during the visit.
4. The instructional process must not be interrupted. No attempts shall be made to engage the teacher or students in conversation during instruction time. If visitors wish to talk with staff, an appointment needs to be made.
5. When the visitation is complete, the visitor must sign out with the office.

COURT ORDERS

The school must have on file all current orders that make reference to school related enforcement. For the welfare of the students, all school staff must adhere to the "neutral policy" in conjunction with all custody suits, whether settled or in progress. At no time will Santa Fe Christian Schools or its staff provide supporting information unless subpoenaed by the court. We will not act as a liaison between parents. Our responsibility is to maintain a safe, loving, learning environment for all children in all circumstances.

CONFIDENTIALITY OF RECORDS

Children's records are open only to school officials, an authorized employee of the licensing agency, and the child's parent or legal guardian only. No one else is permitted access. Please note: Our files must be kept current. If your name, address, phone number, or place of work changes, please notify us immediately so we can update our files. It is also important to us that the people listed to contact in case of emergency are kept up to date. If our files are inaccurate we will not be able to reach you in a timely manner in case of an emergency.

Policies and Procedures

MESSAGES

The office receives many calls during the day, especially calls regarding changes in a student's mode of transportation or "play dates" that have been arranged. We realize that emergencies do occur, and we try our best to notify your child of any changes. Please try to let your child know in the morning how he/she is getting home, if it is a change from the norm. Also, please make sure to send a note to your child's teacher of any changes.

In order to minimize classroom interruptions please follow these guidelines:

- If your child needs a **lunch or other items delivered** to them, please check with the office first. A staff member will deliver it at a time that will be the least disruptive to the classroom or will direct you to take it to the classroom.
- **Communications with teachers** need to be handled before/after school hours or by a note/email. The office is happy to take phone messages as needed or connect you with the teacher's email. Often times, teachers will not have the time to check their emails until the end of the school day. If it is an emergency, please contact the office. By following this format the teachers will be allowed to focus all of their time and energies on the students during class time and at carpool.
- Students will not be allowed to call home to arrange after school play dates. Please be sure that all play date arrangements are made prior to students coming to school.

HANDOUTS

Student art files are intended for the sole, non-commercial use of Santa Fe Christian Preschool. They are not to be used for private solicitation or any other commercial or personal purpose. All flyers or handouts must be approved by the Headmaster, and then may only be placed in the Preschool office.

ALLERGIES

Please report any and all allergies to the staff and director. We especially need to know about any food allergies your child may have. We do provide the morning and afternoon snack and will modify the snack schedule for your child if needed. Please make sure to report any allergic reactions to bee stings, insect bites, or medications. This information will help us provide a safe environment for your child.

FOOD POLICY

We provide a mid-morning snack as well as an afternoon snack for all children. Parents need to supply a lunch for their child. If you forget your child's lunch there will be a \$3.00 charge and a lunch will be provided. Please choose healthy, nutritious lunch items for your child. Each lunch should contain a protein (sandwich), fruit or vegetable, and a healthy drink (juice or milk). No soda please. No candy or gum is allowed at school except for special occasions (class parties). Please do not send food your child will refuse to eat, or food that needs to be heated or refrigerated. Also, do not send food in breakable, or glass containers.

Policies and Procedures

'NO LUNCH' POLICY

Occasionally, students will come to school without their lunch. These students will be provided with a "Forgot My Lunch" lunch. An emergency lunch will be prepared by the teacher. The fee is \$3.00. A note will be sent home to inform parents. Please send the money to the school the following day with the student. For safety reasons, students may not share the lunch of another student

VOLUNTEER REQUIREMENTS

To volunteer in the classroom the following documents are required by law.

* Volunteer acknowledgment form.

In a continuing effort to provide the safest school environment for California children, the State recently passed into law that persons legally required to register as a sex offender may not supervise pupils or serve as non-teaching volunteer aides. Further, the State has required schools in California to insure that this law is enforced to the best of the district's ability.

Legal counsel has advised to have regular parent volunteers sign the "Volunteer Acknowledgment" form in order to be in compliance with the law. Please complete the form provided in the office if you are interested in being a volunteer.

* Negative TB Test Results

Negative TB Test result should be submitted to the Preschool office prior to the first day that you volunteer. The County of San Diego, Department of Health Services, offers TB testing at various sites. (You must be tested every three (3) years.)

DRESS CODE

Santa Fe Christian Preschool desires to create an educational atmosphere that honors God and maximizes learning. Modesty, moderation, neatness, and cleanliness are the overriding principles of the Preschool dress code. Please remember that this will be a time of play and exploration of new experiences for your child, so dress your child in comfortable, washable play clothes. Also, children need to be able to use the bathroom on their own, so please be sure they are dressed in clothes they can get in and out of easily. Children wearing flip-flops or with bare feet will not be allowed at school. One set of extra clothing is to be kept at school in your child's backpack at all times. We are not responsible for lost articles of clothing. All clothing should be clearly marked with your child's name or initials on the tag.

"Theme Related Dress Days" will be announced by your child's teacher periodically.

Code of Conduct

DISCIPLINARY GUIDELINES AND ACTIONS

Discipline is the process of helping one to adopt values that are then internalized, so that one's character is shaped rather than behavior merely being controlled. Christian discipline is the process of bringing a person to maturity in Christ.

Discipline at SFC Preschool is designed to teach, correct, shape, strengthen and complete the student. We want to: 1) Develop a Christ-like world and life view, 2) Create a climate that facilitates maximum learning for each student, and 3) Help each student move from external control to self-control. The following policy will assist with these goals:

PLAYGROUND BEHAVIOR

A student may be asked to report to the Code of Conduct Table (CC Table) by the teacher or aide on supervisory duty. A student may be asked to report for the following reasons:

- ⇒ Difficulty getting along with others, poor sportsmanship
- ⇒ Fighting or disobedience.

When a student is sent to the Code of Conduct Table (C.C. Table), it is not always for correction or does not always result in a consequence. The C.C. Table should be a safe place for children to go when their feelings are hurt, they are angry, upset, or frustrated.

All children involved in a disagreement will be asked to report together so that the dispute can be worked out in a manner consistent with Christ's teaching. Problems are resolved within the spirit of maintaining a community based on the love and forgiveness that Jesus Christ modeled for us. Natural consequences will be used to resolve small disputes.

The following consequences will be put into effect for fighting, disrespectful behavior and/or disobedience:

First Infraction

- Report to Teacher
- Supervised meeting with offended party
- Parent notified

Second Infraction

- Report to Teacher
- Supervised meeting with offended party
- Conference with director

Third Infraction

- Report to Teacher
- Conference between child, parent, director
- Student may be placed on Behavioral Probation* - (depending on the offense)

Code of Conduct

GENERAL CLASSROOM BEHAVIOR STANDARDS

The staff of SFCS Preschool takes seriously the challenge of eliminating the reasons many discipline problems occur in the first place. Discipline problems are often eliminated with a strong teacher-child relationship, a challenging curriculum that engages every student, and being given opportunities for success. The emphasis in the classroom, and also on the playground, is on cooperation, not competition. Tasks are designed that will reward collaboration and teamwork, in academic and non-academic areas.

Uncooperativeness, fighting, disrespect, and disobedience will not be tolerated in any situation. This type of behavior will result in a child being sent to the Code of Conduct Table on the playground, or to the office. The offense will be discussed and recorded. Forgiveness and restoration to the community will be the goal of every meeting. In most cases, the parent will be notified. The student(s) will be required to sit out during recess. 3 or more infractions, by a student in a month, will result in a conference with the director.

If disruptive or inappropriate behavior continues a Parent/Teacher/Administrator Conference becomes necessary. Parent/Teacher/Administrator Conferences are useful in order to enrich home/school communication and ensure a mutual understanding of the issues being faced.

Behavioral Journals are kept in the classroom on students who continue to exhibit disruptive behavior. The teacher logs both good and bad behavior on the days the student attends. This gives the parent accurate daily information on situations and/or progress of the student. Behavioral Journals help to establish patterns and frequency of certain behavior and enables open communication with parents and teachers.

Santa Fe Christian Preschool is not equipped to meet the needs of children who cannot benefit from a group experience. If we are unable to enhance your child's developmental situation or there continues to be behavior challenges that adversely affect the other children, we will regretfully give you notice.

Student Life

HEALTH / MEDICATIONS

To help address any specific health concerns that may arise during the school year in its student body, SFC Preschool has a strict Health Policy that is enforced. The office staff is available to evaluate and offer basic first aid care to students, parents, or faculty members who come to the office with a specific health concern. Some of the health services provided by the Preschool office are:

1. Administration of medications and/or medical treatments prescribed by the individual's private physician.

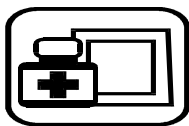
SFC recognizes that the health of some students requires that they receive medication and/or medical treatments while at school even though treatment intervals have been adjusted to avoid school hours (i.e., medications taken three times per day can usually be taken at home unless the student stays for after school programs).

In compliance with the California Education Code 117531, all medications taken at the school must be clearly identified, and contained in its original dispensed container with the student's name, prescribing physician's name, and date administered. The Preschool office will not accept sandwich bags containing unmarked medications to be given. **The parent/guardian, and the prescribing physician will need to give written consent for the administration of medication or treatment at school, prior to the staff administering the medication or treatment to the student at school.** The Medication Authorization form may be picked up from the SFC Preschool office or downloaded from the SFCS website (www.sfcs.net).

All medications will be locked up in the office. To ensure a 100% drug free campus, all medications brought from home for a student's use will be kept in the office. If a student's medical condition requires him/her to carry a life saving medication on his/her person, a special authorization form can be downloaded from the website for the physician to sign (www.sfsc.net). This form will be kept on file in the office.

2. Evaluation for basic first aid care to students who become ill or injured during the school day.

Students experiencing symptoms of injury or illness may come to the office, in order to be adequately evaluated. After assessing the student's condition, the director may contact the student's parent/guardian and the student will remain in the office until he/she is signed out and picked-up by his/her parent. **Students who are sick should remain at home until they are fever free for 24 hours.**



Student Life

HEALTH /MEDICATIONS (Cont.)

3. Monitoring of communicable diseases affecting our student body and faculty.

In accordance with the San Diego Public Health Department policies and procedures, the Preschool office will monitor the health and safety of our student body and faculty and report any communicable disease to the county health department representative and provide information to the parents and faculty about any potential health risk. Please report any communicable diseases such as strep throat, conjunctivitis, head lice, chicken pox, etc., to the Preschool office promptly, so that others may be aware to watch for signs and symptoms of illness in their child.

4. Facilitate health screening for students.

A Vision, Hearing, and Speech Assessment is offered once a year onsite to all preschool students who are interested. There is a nominal fee for your child to participate in this assessment. This service is offered to identify children at risk for learning issues related to poor vision, poor hearing, or delayed speech development.

INSURANCE CLAIMS

Children injured while at the center are not automatically covered by the schools insurance policy. Parents should refer all claims to their own insurance company first.

ILLNESS

We recognize the difficulty working parents have when their child is ill. However, for the benefit of others, we request that you find alternative care when your child is ill. If your child has any of the following symptoms, or is otherwise ill, you will need to take your child home immediately.

- Fever
- Runny nose with yellow or green discharge (regardless of whether or not they are on antibiotics)
- Eye infection
- Vomiting
- Earache
- Sore throat, swollen glands
- Rash
- Heavy cough or wheeze
- Diarrhea

All contagious and communicable diseases must be reported to the office. In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted in each classroom.. The ill child will not be allowed to return to school until the period of contagion is over.

In case of a medical emergency during school, the staff will administer first aid. The parent or authorized adult will be notified as quickly as possible. If emergency medical attention is required, the staff will call 911. Injury Reports will be made on all injuries which occur at our center. They will be placed in your child's classroom folder. Parents will be notified on all head injuries, regardless of their severity.

SFC PRESCHOOL SIGNATURE CARD

(Sign and Return Handbook Signature Card to Preschool Office)

Parents - Please read through and sign the following statements:

- I have read and agree to support the mission of Santa Fe Christian Preschool.

- As a parent or legal guardian of a preschool student, I have read the handbook and understand and agree with the policies and procedures included herein.

- I understand that if I violate any of the policies included in this handbook, my child may be removed from the program.

Student's Name

Class / Teacher

Mother's Signature Date

Father's Signature Date

