



## **Ocean View Christian Academy Preschool Parent Handbook**

# Ocean View Christian Academy Preschool

## Policies and Procedures

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## **Welcome to Ocean View Christian Academy Preschool**

Thank you for enrolling your child here at Ocean View Christian Academy Preschool. We appreciate the opportunity to serve your family by caring for your child. Our goal is to give you peace of mind while you are away and to provide the same quality of care that you provide in your home. We take seriously the fact that you could have chosen any preschool for your child, so again we say thank you!

## **Our Mission Statement**

Our mission is to glorify God by equipping students spiritually, academically, socially, and physically.

## **Core Values**

OVCA Preschool is **one of the ministries of Ocean View Church**. The pastor, as the leader of all church ministries, is the superintendent of the school/preschool, and the church trustees are the school/preschool board.

### **Faith:**

We believe in God's Word, and in the sufficiency of what He has provided for salvation and for living the Christian life.

### **Family:**

We facilitate the biblical relationships of home and church. We also honor the parenting roles and child development principles taught in Scripture.

- Whenever possible, we believe that the primary teachers of children are their parents. Our intent is to assist parents by teaching their children the truths of God and a love for others.
- We believe that the family as God intended is, whenever possible, a partnership between a husband and wife who share responsibility and submit to one another out of love for each other and respect for Christ.

### **Faculty:**

We expect that each staff member is a maturing believer with a growing grasp of God's Word. Our standard is that each of our faculty members has a personal relationship with Jesus Christ.

### **Future:**

We help prepare students by teaching them biblical principles and the value of a personal relationship with Jesus Christ.

## Admissions Requirements

- We will accept any child who is ambulatory, regardless of sex, race or religion.
- Parents must be in agreement with OVCA Preschool's Policies and Procedures. **Please read our handbook in its entirety and sign the form located in the back of this handbook.**
- OVCA Preschool will accept children who are not potty trained into the 24-36 month program. Once entering the 3-5 year old program students must be fully potty trained. Fully potty trained is defined as being able to tell a teacher that they need to use the restroom. The child should be completely able to use the restroom on their own without assistance. We do not wipe your child, so we recommend supplying flushable wipes for your child to use. we do contact parents if we are aware of a student having an accident, we have had them clean themselves, but will need further assistance. You will then be called and given the option to pick them up. If a child continues to have accidents we may ask that you contact your pediatrician to see if there is something hindering them from this process.
- The registration fee is an annual fee and is due in order to register your child. The registration fee includes supplies throughout the year, a spirit wear shirt, and a yearbook.
- Before your child starts they must have the necessary, health check-up and all state medical forms should be completed before the child starts school.

### **Fees**

The current tuition fees can be found on our website and on the attached addendum for your convenience. All monthly fees are paid through FACTS. Please note if you are delinquent on your account for more than 30 days the director or administration reserves the right to withdrawal your child.

\*\* If your child is enrolled part time and you need to leave your child for a full day there will be a \$20 charge.

### **Late Fees**

The operating hours for the preschool hours are set to accommodate our families and staff. Everyone's time is valuable, so please make arrangements to have your child picked up on time. For every minute your child is here after 12:30pm for part time students or 6:00pm for full time students you will be charged one dollar per minute.

Hours	
Open	6:30am-6:00pm
Part Time	6:30am-12:30pm
Full Time	6:30am-6:00pm

## Notifications of Change

Registration forms are to be kept up to date at all times. **The preschool must be able to contact parents in the event of an emergency or natural disaster.** Any changes of

phone numbers or addresses should be reported as soon as possible. If there is a change in who can and cannot pick up your child, please notify the Preschool office immediately.

### **Continued Enrollment**

Our students are enrolled continuously on a month to month basis. Our goal is to meet the needs of all the families that enroll in OVCA Preschool. We also realize that even OVCA Preschool is not the best fit for every student. Therefore, OVCA Preschool reserves the right to dismiss a child at our discretion due to behavior, adjustment concerns, health issues, or other reasons deemed necessary for the continued safety concern for all of the children in our care. In this rare event, any paid tuition will be refunded or prorated from the last day of service.

### **Attendance**

- The Academic Program starts at 8:00a.m. It is important that your child be in class on time so he/she does not miss valuable instruction.
- If for some reason your child is late to class, please sign them in and then say goodbye outside the door so as not to disrupt the learning environment of the classroom.
- If your child will be late or absent please notify the preschool office prior to 8:30a.m. Please call (619) 424-7873 or email the Director at [hcocorey@ovcapreschool.com](mailto:hcocorey@ovcapreschool.com).

### **Sign In and Out Procedures**

- The parents (or other designated guardians) are required to sign in and out when dropping off and picking up children.
  - Anyone authorized to pick up your child must be at least 16 years of age or older.
  - Children will only be released to authorized persons that have been designated in advance on the Identification and Emergency Information form filled out during registration or input in Parents Web.
    - **If at any point you would like to add an adult to your pick up list, please notify us in writing.**
  - **Please sign your child in and out with the time of day and your legal signature.**
- There will be a five dollar charge per day if there is not a time or signature on the sign in and out sheet.
- Please note that when you pick up your child they are your responsibility.
  - **Please do not allow your children to enter or exit the building unsupervised.**
  - **Children should not be allowed to play on the playgrounds/play structure.**

If there is anyone not allowed to pick up or have contact with your child, a court order must be part of your child's file.

- Court Orders

- Ocean View Christian Academy Preschool must have on file all current court orders that make reference to school-related enforcements. OVCA Preschool and staff will continue to enforce all school-related information provided in the court order on file.
- **It is the parents' responsibility to make sure all current information regarding court orders is up to date with the preschool office.**
- For the welfare of the students, all personnel and policies of OVCA Preschool must maintain total neutrality in conjunction with all custody suits, whether settled or in progress. At no time will OVCA Preschool or its staff provide supporting information, requested by either parent or their attorneys, to be used in custody to enhance or detract from either party's claim, unless subpoenaed by the courts. Also, OVCA Preschool will not act as a liaison between parents and their children for the purpose of sidestepping court orders. Our preschool's responsibility is to maintain a safe, loving and learning environment for all children in all circumstances. We at OVCA Preschool will not take sides and/or jeopardize our purpose.

### **Vacation**

**Ocean View Christian Academy Preschool does not offer reductions in fees for days that your child is out on vacation.** If you should choose to withdraw your child/ren for an extended vacation or other reason, we require a *two week written notice* of withdrawal. We cannot guarantee that a spot will be available should you choose to return. You can also choose to continue to pay the full tuition for the time you are out to guarantee your spot upon your return.

### **Sick Days**

**There will be no reduction in fees for days that your child is out sick.** Please call the office if your child will be out sick. Childhood diseases are a fact of life and contingency care should be arranged, in advance, so that no child is brought to school ill where they will expose others.

### **Holidays**

The preschool will be closed for pre-determined holidays. A list of holidays will be given to you at the time of registration. There will be no reduction in fees when the preschool is closed for these holidays.

## **If Your Child Is Not Picked Up**

If your child has not been picked up by the time the preschool closes the following steps will be taken as stated by **Community Care Licensing**:

1. Staff will try to contact the parent and everyone authorized to pick up the child.
2. If all efforts to arrange pick-up are unsuccessful, the San Diego Police Department will be contacted and assume responsibility for your child.
  - When the San Diego Police assumes responsibility for a child, the child is then taken to:

Polinsky Center  
9400 Ruffin Road  
San Diego, CA 92123  
(858) 514-4600

## **Withdrawals**

### **Parent-Initiated Student Withdrawal**

- To withdraw a student from school, a parent must complete a withdrawal form. Forms are due with at least a two week notice.
- All financial and administrative obligations must be taken care of on the students last day before 3:30 P.M.
  - Failure to do so will result in funds being withdrawn as previously set up with Parent Web. Full payment is required for those two weeks, regardless of attendance.
  - All belongings not taken will be donated.

### **Director-Initiated Student Withdrawal**

- When the preschool director and/or administration determine that the preschool environment does not meet the needs of the child, an immediate notice of withdrawal shall be given.
- We reserve the right to discontinue enrollment if the policies and procedures of the preschool do not meet the needs of parents and/or child.
  - A reimbursement shall be given if necessary.

## **Emergency/Disaster Plan**

- We reserve the right to close if emergency situations dictate. Advance notice may be minimal.
- In the event of a national disaster or emergency, plans are in place to provide protective care for your child for up to 72 hours. There may be an



occasion where the OVCA Preschool must be closed due to circumstances beyond our control. In the event of an emergency, which requires OVCA Preschool to close, please do the following:

- Call Ocean View Christian Academy at (619) 424-7875 for a pre-recorded message to obtain information/ or directions.
- Check our website at: [www.ovcapatriots.com](http://www.ovcapatriots.com) for updated information about Ocean View Christian Academy Preschool.
- Understand that Ocean View Christian Academy Preschool tuition will be the same regardless of a temporary closure.

### **Drills/Evacuation Plans**

In the event of an earthquake or fire drill the following steps are taken to care for your child's safety:

- Fire drills and earthquake drills are held monthly as mandated by licensing. Instructions and directions for leaving each room will be posted by each exit door and will be taught to the students.
- In the event of a drill or real emergency we will evacuate the children to the west parking lot.
- If it is unsafe for students and staff to re-enter the building, the children will be escorted to the Trolley Station located on Palm and Hollister. Parents will be notified to pick up their children.
- **NO** pick up or drop off will be allowed during any drill, until the drill is over and the children have returned to the class and the drill is over.
- **NO** child will be allowed to leave with another person, even a relative or babysitter, unless he/she is on the Information and Emergency Information form.

### **Health and Safety**

#### **Illness**

- Children who are ill with a contagious disease or fever may not attend school.
- If the child becomes ill while in school, he/she will be taken to the preschool office and you, the parent, will be contacted and expected to pick up your child **within one hour**.
- It is essential that you keep your emergency contact information up to date so that you can be reached if your child becomes ill.
  - If we are unable to reach you, the parent, we will contact additional adults that are on the child's emergency contact form.

**Any child experiencing the following symptoms will be sent home:**

- Fever of 100.5 degrees Fahrenheit or higher
- Unusual skin or eye infection

- Diarrhea
- Vomiting
- Profuse green nasal discharge
- Any communicable disease

**Any child that is sent home due to illness must remain home the following day. Children must be symptom free for 24 hours before returning to the Preschool. We ask for your cooperation in reporting any contagious illness your child may have, or has come into contact with to the preschool office.**

## LICE

### **Please take these precautions:**

1. Check your child's hair for eggs (also called nits).
2. If you suspect your child has lice, ask your health care provider to diagnose the problem and recommend the appropriate treatment.
3. Inform the preschool office if your child is diagnosed as having head lice.
4. If your child does have head lice, they cannot return to preschool for at least **48 hours** and are **symptom free**. Symptom free means there are no eggs or live nits.
5. Your child will be checked before being allowed to return to school. If there are any signs of lice they will not be allowed to return.

## Injury

- If your child is injured at school; an accident report is filled out giving you the details of how the injury occurred, as well as any medical attention given to your child.
- You will be notified immediately if your child is injured anywhere from the neck up or needs medical attention beyond basic first aid.
- **In the event a parent cannot be reached and the child is seriously ill or injured, the child will be sent to the nearest emergency facility by ambulance.**
- It is the parent's responsibility to have medical insurance for their child.

## Allergies

- All allergies to food, medication, bee stings, etc. must be listed on the Preadmission Health History Form in the registration packet.
- If your child requires medication for such conditions, the prescription can be kept in the Preschool Office and it will be administered when necessary.

## **Medications**

Ocean View Christian Academy only administers prescription medication.

- **Prescriptions**

- All prescriptions must be in the original prescription container.
- Prescriptions must have the following:
  - Student's name
  - Date of birth
  - Name of medication
  - Dosage amount and timing
  - Method of administration
  - How often medication is administered
  - List of possible side effects.
- The staff must be trained by the parent or legal guardian on how to administer the medication. The names of staff authorized to give medication will be logged on LIC9221 (on back).
- Parents must then fill out the proper paperwork (LIC 9221) for all prescribed medicine, giving authorization to OVCA Staff to administer the medication to their child.
- Medication will be kept in the preschool office.
- If your child needs to have a Nebulizer please fill out the proper paperwork (LIC 9166) and also fill out a form that authorizes who can administer the medication to your child.
- At the end of the day you can pick up your child's medication and a copy of the log regarding times the medication was given to your child that day.
- **Medication shall not be placed in your child's cubby, pocket, lunchbox or backpack.**

- **As Needed Medication**

- As needed topical medication, such as prescribed creams, epi pens and inhalers must follow the same protocol listed above.
- The "*As Needed Medication Form*" must be filled out and front and back of form with LIC 9221 or LIC 9166.
- If we are administering any as needed medication the parent will be contacted for permission before the staff administer any medication.
- Authorization must be renewed annually or when ANY details change.

## **Visitors**

- We have a closed campus policy regarding visitation, except on distinguished special event days.
- Visitors must sign in and wear a badge at all times during a visit.
- Visitors should behave and dress in a manner appropriate for our school.

### **Parking Lot**

- Drivers should never exceed the 5 M.P.H. speed limit in the OVCA parking lot.
- Please do not leave children unattended in your vehicle.
- Please lock your vehicle at all times.

### **Pets**

- No pets of any kind are allowed on the OVCA campus or parking lot unless the administration has given special permission in advance.

### **Meals**

- Ocean View Christian Academy Preschool provides two healthy and nutritious snacks for our children daily.
- Our menus are posted on the parent board monthly, and are subject to change.
- Morning snack is served at 8:15, and afternoon snack at 3:00.
  - If your child arrives after we have served our morning snack, please make sure they have eaten before arriving to school.
  - If your child is finishing a morning snack from home, please make sure they do not bring it into the classroom.
- **Food is not permitted in the classroom during the school day unless during scheduled meal times.**
- Please do not send soda, gum or candy to school.
- Parents are responsible for providing a nutritious lunch for their children daily.
  - Lunch must contain healthy foods.
  - We are unable to heat your child's food for them.
  - Ocean View Christian Academy Preschool does not have ample refrigeration space for all the children's lunches; therefore we recommend an ice-pack in lunches that contain perishable items.
  - You may purchase a lunch through our Hot Lunch Program.
    - Please note that Hot Lunches are only available during Ocean View Christian Academy school days.
    - Order your child's lunch before 8:30am.
    - If your child is absent for the day it is your responsibility to cancel their lunch, in order to avoid being charged.

### **Celebrations**

- Parents are permitted to provide store-bought items for celebrations throughout the school year.
  - To comply with State Licensing, food that is NOT purchased cannot be distributed to students.

- We require that all classmates be included in any celebration taking place during the day.
- Please coordinate this with your child's teacher.
- Ideas for celebration items include, but are not limited to:
  - Cookies
  - Popsicles
  - Pizza
  - Fruit Roll Ups / Fruit Snacks
  - Cupcakes
  - Bubbles
  - Fresh Fruit

## Personal Belongings

### **Clothing**

- Children should be dressed in self-help clothing that they can manage with minimum help. Too many layers of clothing or difficult fasteners make it hard for the child to be independent in his/her toileting; which can lead to more accidents.
- Extra clothes must be kept at school in case of accidents. Please include underwear, pants, tops and socks folded in a zip lock bag with your child's name printed on it.
  - Please make sure to label your child's extra set of clothes as well.
  - The plastic bag is then used for soiled, wet clothes and will be sent home as needed.
  - Please return clean clothing the next day in a zip lock bag for the next emergency use.
- If your child is in the Beginner's class, you may want to provide more than one outfit and an extra pair of shoes during potty training.
- If your child has an accident and does not have extra clothes available you will be called and asked to pick your child up from school.
- The weather often changes during the day, so children should always have a sweater or jacket. OVCA Preschool is not responsible for any lost items.
- **To help staff keep track of your child's belongings we require that your child's name be placed on any sweater, coat, or removable garment brought to school.**

### **Bedding**

- Ocean View Christian Academy Preschool requires children to bring items for nap time.
- A sheet will be provided for your child upon enrollment.
  - If you misplace your child's sheet during the year, there will be a \$10.00 replacement fee.
- It is your choice to send a small blanket to school with your child.

- If your child needs a pillow, please send a small travel size pillow.
  - **Large Pillow Pets and Standard Pillows are not allowed.**
- **All bedding should be labeled with your child's first and last name.**
- Bedding is sent home the last day of each school week. Please take **ALL** bedding home, wash it, and return it the next school day.

### **Toys**

- Since a toy from home can be a source of conflict in the preschool environment, toys from home are prohibited except on SHARE DAYS.
  - Share days will be posted in your child's class, and a notice sent home.
  - Please encourage your child to share something that will withstand the exploration and use of many little fingers.
- We do caution against bringing electronics to school.
- Ocean View Christian Academy Preschool is not responsible for any lost, damaged, or stolen items.
- Guns, combat type toys, or any toy that replicates any type of a weapon are not permitted on the campus.
  - If brought to school these items will be placed in the preschool office and returned to the parent at the end of the school day.

### **Dress Code**

- Children should wear comfortable play clothes.
- Girls should wear shorts under their dresses.
- Shorts should be long enough and not too loose fitting.
- Shirts with spaghetti straps should be worn with shirt underneath.
- Girls may not wear shoes with heels higher than one inch. Shoes must be comfortable and easy to run and play in.
- If a child wears sandals to school, the sandals must be closed toed and have straps on the back.
  - **Flip flop style sandals are not permitted.**

### **Photo Consent**

- Please be advised that your child/ren may be photographed during the course of the year for school publications.
  - This will help us share the joy that our children bring into our classrooms, playgrounds and special events.
  - We will do this through various forms of media that may include, but are not limited to the school yearbook, advertisements, and slideshows.
- A written notice must be submitted to the school office if you choose not to have your child photographed.

- Please be aware that families may include your child/ren in their personal photos at special events to include, but are not limited to, celebrations, school programs, and classroom activities.

### **Discipline Policy**

- Ocean View Christian Academy Preschool is an extension of the home and we are here to serve you as you train up and build character in your child.
  - *“He who ignores discipline despises himself, but whoever heeds correction gains understanding.” – Proverbs 15:32*
  - OVCA Preschool discipline usually involves:
    - Learning discussions (The “Love and Logic” method),
    - Time Out (one minute for each year of child’s age),
    - Redirection.
  - If your child’s behavior does not improve and a disciplinary action is insufficient, a parent conference, suspension or expulsion may be necessary.
  - It is important to have each parent’s complete support and cooperation in order for their child to remain enrolled.
  - If a child’s behavior does not improve we retain the right to ask your child not to return.

### **Biting Policy**

- Biting is more common in toddlers (24 months-3 years) than preschool age children.
  - Reasons for biting include, but are not limited to, teething, exploration, autonomy, and control.
  - It occurs most frequently when a child is tired, frustrated or over-stimulated.
  - If your child is in the Beginner Class the biting policy will be evaluated on an individual basis.
- What we do when it happens:
  - If your child bites another child he/she will be sent to the office and the parents will be called.
  - The second time the child bites, the parent will be called and asked to take the child home for the rest of the day.
  - The third time a child bites he/she will be suspended for two days.
  - The fourth time your child bites he/she will no longer be able to attend OVCA Preschool.
  - Your child may be eligible for re-enrollment after sitting out for a semester.
  - We cannot put other children at risk of being abused by another child  
Personnel Rights Title 22 101223.

- If you are contacted to pick up your child they must be picked up within one hour.

### **Aggression Policy**

- Our preschool is an extension of the home and we are here to serve you as you train and build character in your child.
  - *“Train up a child in the way he should go: and when he is old he will not depart from it.” Proverbs 22:6*
- As an extension of your home, we will provide support and opportunities for your child to practice obedience and a good attitude in their school environment. Your child will be treated with respect and fairness at all times.
- If your child displays behavior that endangers themselves, others or staff, or is in direct disobedience to the classroom standards, the following steps shall be taken:
  - Redirection to another activity.
  - Time out or loss of privilege.
- If the behavior continues, the director shall be notified and the parents will be requested to meet with the director and teacher. A plan of action will be set in place to include the following:
  - Documentation.
  - Daily communication on the child’s progress for two weeks.
  - Possible suspension for one day or until the behavior is corrected.
- If this fails, it may be time to consider whether or not Ocean View Christian Academy Preschool, is the best environment for your child. The director reserves the right to make this decision after much consultation with the parents and the teachers.

### **Insurance Agreement**

- OVCA Preschool provides supplemental insurance for children during preschool hours and preschool related activities while in attendance at OVCA Preschool.
- It is the parent’s responsibility to maintain primary health insurance for the child during the school year.

### **Licensing Rights**

- In Title 22 Article 4 Section 101200 (b) it states that the Department has the authority to interview children or staff, and to inspect and audit child or Child Care Center records, without prior consent.
- Department has the authority to interview children or staff without prior consent.



### **Mandated Reporting**

- As teachers we are mandated reporters, under California Penal Code 11164-11174.3. If we suspect neglect, endangerment or any other type of abuse we are mandated by law to report to Child Protective Services.

### **Summary**

Thank you again for choosing Ocean View Christian Academy Preschool to aid in the education process of your child. We look forward to working alongside you in the education of your child. If you have any questions, please do not hesitate to call us. We ask that you work with us to help keep Ocean View Christian Academy Preschool operating smoothly. As we all do our part, we will have a wonderful experience together.

After thoroughly reading the OVCA Preschool Parent Handbook, please sign this page and return it to the Preschool Office.

This is to acknowledge that I have received and read the OVCA Parent Handbook completely. I agree to abide by the provisions therein. Any rules or policies I did not understand were explained to me.

Student Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_