

2011-2012



Now a part of The Grace Bible Church

**Preschool &
Kindergarten**

Parent's Manual

Statement of Faith

1. We believe that the Bible is God's written revelation to man given to us by the Holy Spirit.
2. We believe that it is the responsibility of every believer to study and know the Bible.
3. We believe that there is but one living and true God, perfect in all His attributes, one in essence, eternally existing in three Persons, Father, Son, and Holy Spirit.
4. We believe that Jesus Christ possesses all of the divine Excellencies and in these He is coequal, consubstantial, and coeternal with the Father.
5. We believe that Jesus Christ was virgin born and God incarnate.
6. We believe that our Lord Jesus Christ accomplished our redemption through the shedding of His blood and sacrificial death on the cross.
7. We believe that salvation is wholly of God by grace on the basis of the redemption of Jesus Christ, the merit of His shed blood, and not on the basis of human merit or works.
8. We believe that regeneration is a supernatural work of the Holy Spirit and is the only means by which salvation is received.
9. We believe that good works are proper evidence and fruit of regeneration.
10. We believe that the Holy Spirit provides the Christian with power for living, understanding spiritual truth, and guidance in doing what is right.
11. We believe the bodily resurrection of all men, the saved to eternal life, and the unsaved to everlasting punishment.

Welcome to OFB Day Nursery School, Preschool & Kindergarten. We are founded upon the belief that the preschool years are critical in your child's spiritual, physical, intellectual, and emotional growth. This is the time for discovery of the world around them and how they fit into it. It's a time of sense experience and a time to encourage his/her creative potential. In this first important step outside their own home, they should begin to trust others, get along in a social setting, and build a sense of assurance about themselves as people.

We have formulated a balanced Christian education program to try and meet the needs of the child, peers, and parent. We provide group and individual experience, structured and unstructured activities, small and large muscle development. Here, trained and sensitive teachers supply a warm and supportive atmosphere. Exploring the world around us is another dimension of our program, bringing in community workers or going to them and seeing the adult world. Activities include--free play, music, dance, science, art, language, stories, math, films, field trips, plus much more; striving to give each child a challenge and to feel a sense of accomplishment.

STAFF FOR 2011-2012

Ms. Betty Johnson	Director/Pre-K Teddy Bear Class Teacher
Mrs. Marianne Palmer	Kindergarten Teacher/Office Manager
Ms. Laurita Sword	Pre-K Dolphin Class Teacher
Mrs. Anna Marcelo	3 year old Bunny Class Teacher
Mrs. Tammy Garcia	Teacher Aid & Afternoon Teacher

MISSION STATEMENT

OFB Day Nursery School, Preschool & Kindergarten, in full fellowship with all the resources of Grace Bible Church, exists to:

- ⇒ Instill foundational biblical truth
- ⇒ Inspire the formation of inner convictions
- ⇒ Impart academic knowledge essential for building skills

...So that our students are personally equipped to impact their world for Jesus Christ.

PHILOSOPHY OF CHRISTIAN EDUCATION

Here at OFB Day Nursery School, Preschool & Kindergarten, we believe that education is life. It is the critical and essential impartation of life values from one generation to the next (Deuteronomy 6:6-7, 11:18-19, 2 Timothy 2:14). The process of education consists of acquiring wisdom, knowledge, and understanding (Proverbs 3:13-18, 4:1-13, 5:1-2, 8:11). Knowledge is learning facts from all the basic disciplines (math, language, history, science, fine arts, and Bible). Wisdom and understanding consist of the following process; 1) learning to view and interpret these facts from God's point of view, i.e., from an eternal perspective; and 2) developing a life value system (worldview) based upon this proper perspective; and 3) making appropriate decisions in every area of life.

The ultimate and only sure source of wisdom and understanding is God's Word, the Bible. It is "God-breathed" verbally and inspired truth. In God's Word, each student may discover the eternal and unchanging principles of wisdom and understanding, and even come to know God Himself (Proverbs 1:7, 2:1-9, 9:10, 15:33).

Accordingly, the only true education is a Christian education. Any attempt to educate children (or adults) without a godly, Biblical foundation of true wisdom, knowledge, and understanding, is fatally flawed and ultimately doomed (Proverbs 13:13, 20, 14:6, 12, 15:32).

The responsibility to provide a Christian education belongs to the home. The church and its Christian School ministry can greatly assist the family in providing this education. But the ultimate responsibility before God for the education of the next generation rests squarely on the parents (and especially the fathers) shoulders. (Ephesians 6:4, Proverbs 1:8, 4:1, 13:1).

OFB Day Nursery School, Preschool & Kindergarten, will apply its philosophy and mission statement via the following programs:

- ⇒ A scripturally based program of Christian character training and discipline.
- ⇒ A consistent, clear presentation of the gospel of Jesus Christ, to the end that every student come to know Him as Lord and Savior, and embrace a lifestyle that demonstrates a genuine conversion by its consistency with Scripture.
- ⇒ Age appropriate academic, fine arts, and physical education programs that inspire to excellence and life service for Jesus Christ.

SPECIAL SCHOOL INFORMATION

- All visitors, volunteers and parents, remaining on school grounds, must sign in and wear a school visitor badge for the duration of your visit.
- When dropping off or picking up your child/children, please make sure you walk them to their appropriate classroom or destination. This must be an adult or parent **not a sibling**.
- Parent Sign In Sheets – Parents are required to sign their children **In** and **Out** of the facility. Please make sure it is your Full Signature and that you put what time the child arrived and what time you picked them up.

BIRTHDAYS or SPECIAL HOLIDAY PARTIES

Birthdays are very special, especially to children. For this special day, parents can bring the mid-morning snack for their child's class. Check with your child's teacher for the time and number of children. Please keep it simple, so it will be easy to serve. We encourage parents to stay and help during these special occasions.

**ALL FOOD ITEMS BROUGHT TO SCHOOL FOR PARTIES,
MUST BE PRE-PACKAGED, STORE MADE ITEMS,
THIS IS A STATE REGULATION.**

POLICY & FEE CHANGE

We reserve the right to change our policies and/or fees at any time. Notices will be sent out ahead of time, if possible.

ADMISSION POLICIES

1. The OFB Day Nursery School, Preschool & Kindergarten, shall be operated on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, religion, origin or ancestry.
2. At the time of the child's admission, the Director will acquaint and inform the parent of the Christian Evangelical orientation of the school.
3. Children will be admitted, subject to the general policies of the California State Department of Social Welfare, between the ages of 3 to 6 years.
4. The child under consideration for admission shall be physically and emotionally ready for participation in the group experience provided by the program of the school.
5. A child who requires special education shall be accepted if it is determined that:
 - a. There will be no adverse effect upon other children either through direct behavior of the child or through requiring an unusual amount of additional attention.
 - b. The school is able to meet the individual needs of the child.
6. A child's readiness shall be determined by the Director at the time of the initial interview. If there is any question about the readiness of the child, he/she may be accepted on a probationary period basis, until such time as it may be determined as to whether or not he/she can become established in the group.
7. We recognize that, for various reasons, parents may have to withdraw their children from our school throughout the year. However, in order to maintain a balanced program and optimum classroom loads, **it is required that at least two weeks written notice be given to the school prior to actual withdrawal, (or an additional 2 weeks of tuition must be paid) with the exception of summer months which require two months written notice.**

FINANCIAL POLICIES

In order to maintain a high quality of education for your child, it is necessary that tuition be paid for the days your child is enrolled. **Our school is solely supported by tuition.** Our budget is made on the assumption that your child will be here in school. In order to be fair to you and to protect our financial structure, the following policies have been set:

1. All tuition is due **NO LATER THAN** the 5th of every month. **On the 6th day a \$25.00 late fee will be charged** unless prior arrangements have been made with the Office Manager. **After the 15th of the month an additional \$ 25.00 late fee will be applied**, unless prior arrangements have been made with the Office Manager. Any arrangements made will be in written form and signed by both the Office Manager and Parent.
2. Families are solely responsible for the monthly tuition payment. We provide you with a monthly billing statement at the beginning of each month. We will provide **one** end of the year payment report at your request (**a \$5.00 fee will be assessed for each additional copy**).
3. There will be no credit given for illness, vacation, etc., tuition will be charged in full. All fees are due in accordance with these policies regardless of attendance.
4. If your check is returned by the bank there will be a **\$25.00 handling fee and a \$25.00 late charge will be applied.** After the second occurrence, in the school year, **all future payments must be paid in cash or Cashiers Check.**

YEARLY REGISTRATION FEE

A Yearly Registration fee is paid when the child enters each new school year. This registration fee helps pay for curriculum and classroom materials. **The yearly registration fee is non-refundable.**

LATE CHARGES

Full Day Students must be picked up no later than 6:00 P.M. **There is a \$20.00 late charge for the first fifteen minutes, and a dollar per minute thereafter.**

Part time students must be picked up by their scheduled time. **There is a \$20.00 late charge for the first fifteen minutes, and a dollar per minute thereafter.**

The late charge must be paid within 48 hours of the late pick up. If you are late three times, your child may be subject to dismissal.

JUNE TUITION PAYMENT

If your child will be graduating from our school (pre-k classes and kindergarten), your tuition and any outstanding fees **MUST BE PAID IN FULL NO LATER THAN THE 15th**. If payment is not received by this date your child **WILL NOT** be able to participate in the graduation ceremony. **There will be NO EXCEPTIONS to this rule.**

NUTRITION

We serve a mid-morning snack and a mid-afternoon snack. During this time we do cooking projects, exploring various types of food, learning the techniques of mixing ingredients, noting the different taste, texture and color of foods and also how they are grown or prepared for the market.

If your child attends a $\frac{3}{4}$ day or full day, you will need to provide them with a sack lunch. We provide milk and/or juice for lunch time.

Most children will eat only half a sandwich, a piece of fruit or vegetable, a small amount of crackers. Remember when selecting fruits, buy small apples, bananas, etc. Food in the trash can does not help meet your child's nutritional needs. Teachers discourage these wasteful acts.

Here are some suggestions for a good balanced lunch:

- A serving of protein (meat, fish, eggs, cheese; in a sandwich, soup or salad,)
- A serving of fruit and/or vegetable (apple, banana, pear, carrot sticks, celery, raisins, etc.).
- A serving of bread, crackers, or noodles.
- A serving of dairy product (milk, yogurt, etc.)

PLEASE DO NOT SEND ANY JUNK FOOD, CANDY BARS, OR TOO MANY SWEETS IN THEIR LUNCHES. THESE ARE NOT CONSIDERED HEALTHY FOODS. **THERE WILL BE NO FAST FOOD ALLOWED HERE AT THE SCHOOL!!** PLEASE MAKE SURE YOU HAVE AN ICE PACK IN YOUR CHILD'S LUNCH BOX TO KEEP ALL FOOD ITEMS COLD.

KINDERGARTEN STUDENTS

If a kindergarten student is habitually truant or sporadic in their school attendance, a conference will be held with the director, teacher and parents regarding this matter. It is very important for your child to attend school on a daily basis, so that he/she won't fall behind in class. If your child is absent from class, a note must be brought in.

PHOTOS TAKEN AT SCHOOL

Any photos taken here at the school may be used for our school web site, future events, programs or fliers representing OFB Day Nursery School, Preschool & Kindergarten. We also put all pictures taken, of the children, on a parent board for you to view and take home.

VACATION AND HOLIDAYS

Monthly tuition rates reflect the actual dates the school is open. **School holidays are listed in the calendar in the back of this booklet and include:** Labor Day, Columbus Day, Halloween, Veteran's Day, Thanksgiving and the Friday after, Christmas Break (Dec 23rd -30th), Martin Luther King Jr. Day, President's Day, Good Friday, Easter Break (April 9th-13th), Memorial Day, July 4th, and all Staff In Service Days (Sept 1st & 2nd, March 23rd, June 29th, Aug 29th - 31st). **Regular tuition will be charged for family holidays and vacations.** If you are planning a family vacation please make arrangements for the payment of your tuition to avoid late fees.

MEDICATIONS

Absolutely No medications of any kind will be administered at school. If your child requires any medications, you as their parent will need to make arrangements to **bring it to the school** and administer it to your child then take it with you from the facility. **No medications of any kind** can be kept on school property, this includes in a child's backpack or personal belongings, lunch box, etc.

ILLNESS & ILLNESS CONTROL

Your child's health is a matter of importance to all of us. The State of California requires your child to have all of their standard immunizations and a tuberculin clearance upon enrollment in school. A daily health inspection is performed by our Director. We have the right to send your child home at any time if we feel they have any symptoms of illness. A Doctor's note may be required, for certain illnesses, before the child will be allowed back in their class.

When your child is ill, **please do not** bring him/her to school. This puts other children and staff at risk of becoming ill. If your child becomes ill while attending school, you will be called to pick him/her up. The child must be picked up within one hour of notification. At that time you will be given an Illness Control Form to read and sign. A child may be sent home for any of the following reasons and must be free of symptoms for at least 24 hours before returning to school:

- If they have a fever or has had one during the previous 24 hours.
(They must be **without** a fever for at least 24 hours before returning to school)
- If they have a heavy nasal discharge.
- If they have symptoms of a possible communicable disease.
(examples are, but not limited to: mumps, measles, strep infection, sniffles, red, goopy or irritated eyes, sore throat, headache and abdominal pain, rashes of any kind, or a fever of 100° or greater.)
Please notify the school at once if the child does have a communicable disease.
- Symptoms & signs of possible severe illness, unusual lethargy, irritability, uncontrolled coughing, persistent crying, wheezing or other unusual signs
- Vomiting or nausea
- Rash with fever or behavior change
- Evidence of lice
- Chicken pox until lesions are crusted
- Sore throat - may return if not strep
- Diarrhea (3 times in 8 hours)
- Inability to participate in daily activities

ACCIDENTAL INJURY PROCEEDURE

In case of accidental injury we will make an immediate attempt to contact a parent or your designated emergency contact. If we can't reach you or someone on your child's emergency list, we will call the child's physician. (If you carry health insurance for your child, please give a copy of the insurance card to the school for his/her file) If necessary, we will also call an ambulance; the Director or the Assistant Director will be in charge and will make all decisions about the care of the child.

CONTACT INFORMATION – EMERGENCY NUMBERS

It is to your benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information. Please notify us immediately if your phone number has changed, so that we can update your child's file. This information is important so that we may contact you in case of an emergency.

If the family status changes while the child is enrolled in the program, a copy of a valid court order will be required to change the child's file information such as: authorized pick up and emergency contacts. The court order will become a permanent part of the child's file and can only be changed upon the presentation of an updated court order.

REST TIME

All children will be resting between 1:00 p.m. and 3:00 p.m. At the beginning of each week your child needs to bring in a small, clean blanket, please make sure it is small enough to fit in your child's cubby. (No Super Heroes) You also need to take it home at the end of each week to be laundered. If necessary, your child may bring a small pillow for rest time.

WHAT TO WEAR TO SCHOOL

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Think of messy art materials and other messy activities and provide clothing that is sturdy. Think of the changeable weather, and dress your child accordingly. Think of our collection of UNLABELLED, unclaimed clothing-and put labels on all outer garments, including hats, boots, blankets and lunch pails. It is important to have your child wear shoes that are safe and comfortable.

CLOTHING NOT ALLOWED

Outerwear that has logos portraying characters, activities, and slogans which are inconsistent with the Christian nature of our school are inappropriate for wear. We realize that this may include many of the currently popular themes and characters. This means NOT on jackets, lunch pails, shirts, blankets, pillows, etc. No Spiderman, Superman, The Hulk, Power Rangers, Dragon Ball Z, Yu-Gi-Oh, Pokemon, etc. If you are unsure whether an item is appropriate, or not, please ask. A good rule of thumb is, if you have to ask, it is probably an indication that it is not appropriate to wear to school.

SHOES

All children MUST wear closed toed shoes at all times while attending school. There are NO Heeley's allowed at any time, due to accidents that can occur. Croc's or any other shoe that are similar, **are not to be worn**, they have no traction and children have slipped and fallen because of this type of foot wear. No sandals or flip-flops, because they expose their toes. Tennis shoes are always the best type of shoe to be worn.

EXTRA CHANGE OF CLOTHES

Please send a change of clothes in a gallon sized sip-lock bag to school with your child, (this includes underwear and socks). Accidents happen, and when they do, we need to have a change of clothes available for them. If they have an accident, please make sure a new set of clothes gets sent back the next day.

DISCIPLINE

We recognize that a consistent program of discipline and correction is a very important part of a Christian education, for the following reasons:

Discipline provides a quiet, orderly, and respectful atmosphere in which genuine learning can take place.

Discipline teaches each of us the critical principles of obedience, submission to and respect for authority, and trust in a sovereign Creator who establishes all authority and orders the events and circumstances of our lives for His ultimate glory. (Proverbs 6:23, 12:1, 13:18, 15:10, Romans 13:1, Hebrews 12:11, 13:17)

For a child's temporal and eternal benefit, OFB Day Nursery School, Preschool & Kindergarten, strives to maintain a discipline that's biblical, firm, consistent, just, and rooted in grace and love.

Our staff does not administer corporal correction. However, we offer encouragement and support to our parents who use scriptural corrective action as necessary for their children's spiritual success.

"But the goal of our instruction is love from a pure heart and a good conscience and a sincere faith." 1 Timothy 1:5

Our facility uses a color card behavior chart, for times when poor behavior needs to be reported to parents, so that they can discuss proper school behavior. This chart is located in each of the classrooms. Colors include, **green** (good day), **yellow** or **orange** (warnings or when poor behavior continues) and **red** (severe behavior problems or physical harm to another child or teacher).

The Director has the right to suspend a child from our program when any aggressive or behavioral problems occur, as well as release them from our program.

2011-2012 - IMPORTANT EVENTS & SCHOOL CALENDAR

SEPTEMBER 1 st & 2 nd	Staff In-Service Days - School Closed
SEPTEMBER 5 th	Labor Day - School Closed
SEPTEMBER 6 th	New School Year Begins
SEPTEMBER 20 th	Open House @ 7:00 p.m.
SEPTEMBER 29 TH & 30 TH	Fall Pictures starting @ 7:30 a.m.
OCTOBER 6 TH & 7 TH	Hop-A-Thon Fundraiser
OCTOBER 10 TH	Columbus Day - School Closed
OCTOBER 27 TH & 28 TH	Fall Festivals - NO COSTUMES ALLOWED
OCTOBER 31 ST	No School
NOVEMBER 11 TH	Veteran's Day - School Closed
NOVEMBER 22 ND & 23 RD	Thanksgiving Feasts - No Lunches Needed
NOVEMBER 24 TH & 25 TH	Thanksgiving Holiday - School Closed
DECEMBER 8 TH	School Christmas Program @ 7:00 p.m.
DECEMBER 23 RD	School Closed
DECEMBER 26 TH - 30 TH	Christmas Break - School Closed
JANUARY 2 ND	Back to School - Happy New Year!!!
JANUARY 16 th	Martin Luther King Jr. Day - School Closed
FEBRUARY 6 TH - 10 TH	Parent/Teacher Conferences
FEBRUARY 13 TH & 14 TH	Classroom Valentine's Day Parties
FEBRUARY 20 TH	Presidents Day - School Closed
FEBRUARY 23 RD	2012-2013 Kindergarten Orientation @ 7:30 p.m.
MARCH 5 TH - 9 TH	2012-2013 School Registration Week
MARCH 15 TH & 16 TH	St. Jude Children's Hospital - Trike-A-Thon's
MARCH 23 RD	Staff In-Service Day - School Closed
APRIL 3 RD & 4 TH	Spring/Graduation Pictures @ 7:30 a.m.
APRIL 5 TH	School Easter Program @ 7:00 P.M.
APRIL 6 TH	Good Friday - School Closed
APRIL 9 TH - 13 TH	Easter Break - School Closed
MAY 10 TH & 11 TH	Mother's Day Luncheons @ 12:00 p.m.
MAY 28 TH	Memorial Day - School Closed

2011-2012 IMPORTANT EVENTS & SCHOOL CALENDAR, con't

JUNE 14 TH & 15 TH	Father's Day Luncheons @ 12:00 p.m.
JUNE 28 TH	Pre-K & Kindergarten Graduation @ 7:00 p.m.
JUNE 29 TH	Staff In-Service Day - School Closed
JULY 2 ND & 3 RD	4 th of July Parades
JULY 4 TH	Independence Day - School Closed
JULY 12 TH & 13 TH	Water Play Days
JULY 26 TH & 27 TH	Water Play Days
AUGUST 9 TH & 10 TH	Water Play Days
AUGUST 23 RD & 24 TH	Water Play Days
AUGUST 29 TH - 31 ST	Staff In-Service Days - School Closed
SEPTEMBER 3 RD	Labor Day - School Closed
SEPTEMBER 4 TH	2012-2013 - New School Year Begins