



# Parent Handbook

2023-2024  
School Year

## **WELCOME TO PRESCHOOL!**

The La Jolla Presbyterian Church Preschool (LJPCP) is an extension of the church. The preschool was established in 1955, and is a non-profit school supported by tuition. It is open to the community on a non-discriminatory basis, providing services to children without regard to race or religion.

The preschool is licensed by the California State Department of Social Services. The staff is qualified by education, experience, and personal qualities to work with preschool children and meet or exceed the qualifications required by the State of California.

## **OUR PHILOSOPHY**

To offer a program of Christ-centered, child oriented, Christian nurturing in a church environment.

## **OUR PURPOSES**

To provide a Christian environment where the child can develop spiritually, emotionally, mentally, and physically; to broaden the ministry of the church to families of preschoolers and to maximize the use of church facilities.

## **SCHEDULE OF OPERATION (HOURS)**

We are in session five days a week from late August through early June. We closely follow the schedule of San Diego Unified School District regarding holidays and vacations. All children are in school from 8:45 a.m. to 11:55a.m. Lunch Bunch will operate from 12:00 – 12:55 p.m., Monday – Friday. Specialty Classes will be offered Monday through Friday and will operate from 12:00 – 1:55 p.m. The Fours Enrichment Program will be offered on Tuesdays and Thursdays from 12:00 – 2:55 p.m. After Preschool Programs are subject to minimum enrollment.

## **GROUPINGS OFFERED BY SCHOOL**

Children attend classes two, three, four or five days per week. Two-year-olds may attend two, three or five mornings per week and must be two-years-old prior to their first day of Preschool. Three-year-olds may attend three, four or five mornings per week. Four-year-olds may attend four or five mornings per week.

## **ENTRANCE REQUIREMENTS**

All health forms, proof of current immunizations, and other required forms are due at time of registration. Parents whose children were enrolled last year need to advise us of additional immunizations, changes in emergency information, address or telephone number. All parents receive proper enrollment forms along with copies of Parent's Rights, Personal Rights, Caregiver Background Check Process and the Confidentiality Policy.

### **LA JOLLA PRESBYTERIAN CHURCH PRESCHOOL**

**Director, Barbara Etienne De La Loza**

7715 Draper Avenue, La Jolla, California 92037

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Facility Number 372000311



# Preschool Calendar

2023 - 2024

<b>PARENT ORIENTATION</b> (Mandatory)	<a href="#">Thursday, Aug. 24th</a>	<b>6:00 – 8:00pm</b>	Adults only, children are invited to meet their teacher(s) on Friday morning.
<b>CHILD MEET AND GREET</b>	<a href="#">Friday, Aug. 25th</a>	<b>9:30 – 11:00am</b>	Children and parents will meet their teacher(s) and visit their classroom followed by an all school pizza picnic in the preschool courtyard.
<b>ALL SCHOOL PIZZA PICNIC</b>	<a href="#">Friday, Aug. 25th</a>	<b>11:00 – 12:30pm</b>	Join in the Preschool Courtyard. Pizza will be provided. (Bring a picnic blanket for your family)
<b>WELCOME COFFEE</b> First Days of School	<a href="#">Monday, Aug. 28<sup>th</sup></a> and <a href="#">Tuesday, Aug. 29<sup>th</sup></a>	<b>8:45 – 9:30am</b>	Please join us for a short visit upstairs in Room #27 for <b>Coffee and Community</b> on Tuesday and Wednesday morning after you drop off your child for his/her first day of school.
<b>School Closed</b>	<a href="#">Monday, Sept. 4<sup>th</sup></a>	School Closed	Labor Day Holiday
<b>First Day of Lunch Bunch</b>	<a href="#">Tuesday Sept. 5<sup>th</sup></a>	12:00 – 12:55pm	Lunch Bunch is offered M-F for all age groups. Registration is required for yearly enrollment or for each 6-week session. (20% discount for Annual Enrollment)
<b>First Day of Specialty Classes</b>	<a href="#">Tuesday, Sept. 5<sup>th</sup></a>	12:00 – 1:55pm	Specialty Classes are offered for Threes and Fours Classes on M-F. Registration is required. (Includes Lunch Bunch)
<b>First Day of Fours Enrichment Program</b>	<a href="#">Tuesday, Sept. 5<sup>th</sup></a>	12:00 – 2:55pm	Enrichment Program is offered for the Fours Classes T/Th. Yearly registration is required. (Includes Lunch Bunch)
<b>Preschool Staff Meeting</b>	<a href="#">Monday, Oct. 2<sup>nd</sup></a>	1:00 – 3:00pm	12:55 pm Lunch Bunch Pick Up Time. Specialty Classes will not be offered on this day.
<b>OPEN HOUSE</b>	<a href="#">Thursday, Oct. 5<sup>th</sup></a>	<b>5:30 – 7:00pm</b>	Flexible arrival time. All families and extended family members are welcome!

<b>PARENT CONFERENCES</b> (School Closed)	<a href="#">Thursday, Oct. 26<sup>th</sup></a> and <a href="#">Friday, Oct. 27<sup>th</sup></a>	<b>School Closed</b>	Parent/Teacher Conferences: School will be closed, however childcare will be provided for your child and siblings during your scheduled conference time.
<b>COSTUME PARADE</b>	<a href="#">Monday Oct. 30<sup>th</sup></a> and <a href="#">Tuesday, Oct. 31<sup>st</sup></a>	<b>9:15 – 10:00am</b>	Children wear their costumes to school. All families are welcome! All currently enrolled children are invited to attend on this day. <i>(Please no weapons or scary costumes)</i>
<b>Preschool Staff Meeting</b>	<a href="#">Monday, Nov. 6<sup>th</sup></a>	1:00 – 3:00pm	12:55pm Lunch Bunch Pick Up Time. Specialty Classes will not be offered on this day.
<b>School Closed</b>	<a href="#">Friday, Nov. 10<sup>th</sup></a>	School Closed	Veterans Day Holiday Observed
<b>School Spirit Week</b>	<a href="#">Monday, Nov. 13<sup>th</sup></a> <a href="#">thru Friday, Nov. 17<sup>th</sup></a>	All Week	Monday: Pajama Day Tuesday: Crazy Hair or Hat Day Wednesday: Costume Day Thursday: Mismatched Day Friday: Favorite Sports Team or Outfit Day
<b>School Closed</b>	<a href="#">Monday - Friday</a> <a href="#">Nov. 20th thru 24<sup>th</sup></a>	School Closed	Thanksgiving Holiday Week
<b>La Jolla Christmas Parade</b>	<a href="#">Sunday, Dec. 3<sup>rd</sup></a>	12:30pm	Walk with our Preschool and Church Community in the La Jolla Christmas Parade. All families and friends are welcome to join us. Details to follow.
<b>LJPC Mother Daughter Women's Christmas Tea</b>	<a href="#">Saturday, Dec. 9<sup>th</sup></a>	TBA	Women of all ages invited! Additional details to follow.
<b>CHRISTMAS PROGRAM</b>	<a href="#">Thursday, Dec. 14<sup>th</sup></a>	<b>9:30 – 10:30am</b>	All families, relatives and friends are invited! Merry Christmas! <i>All currently enrolled children are invited to attend on this day.</i>
<b>Preschool Staff Meeting and Christmas Luncheon</b>	Friday, Dec. 15 <sup>th</sup>	1:00 – 3:00pm	12:55pm Lunch Bunch Pick Up Time. Specialty Classes will not be offered on this day.
<b>School Closed</b>	<a href="#">Monday, Dec. 18<sup>th</sup></a> <a href="#">thru Monday, Jan. 1<sup>st</sup></a>	School Closed	Christmas and New Year's Holiday Break
<b>School Closed</b>	<a href="#">Tuesday, Jan. 2<sup>nd</sup></a>	School Closed	Staff Development Day
<b>Children Return</b>	<a href="#">Wednesday, Jan. 3<sup>rd</sup></a>	8:45 – 11:50am	Children return from Christmas Break. Before and After Preschool Programs resume.

School Closed	<a href="#">Monday, Jan. 15<sup>th</sup></a>	School Closed	Dr. Martin Luther King Birthday Holiday
Picture Days	<a href="#">Tuesday, Jan 23<sup>rd</sup></a> and <a href="#">Wednesday, Jan. 24<sup>th</sup></a>	9:15 – 11:45am	Dress your child in the outfit you wish for them to wear in their preschool photo. Additional details to follow... :-)
Preschool Staff Meeting	<a href="#">Monday, Feb. 5<sup>th</sup></a>	1:00 – 3:00pm	12:55pm Lunch Bunch Pick Up Time. Specialty Classes will not be offered on this day.
<b>MY SPECIAL NIGHT</b>	<a href="#">Tuesday, Feb. 13<sup>th</sup></a>	<b>6:00 – 7:00pm</b>	A time for parents to participate in activities and have fun with their child in the classroom. (No siblings please)
School Closed	<a href="#">Friday, Feb. 16<sup>th</sup></a> and <a href="#">Monday, Feb. 19<sup>th</sup></a>	School Closed	Abraham Lincoln Day and George Washington Day Observance Holidays
LJPC Father Daughter Dance	Date TBA	TBA	Please join us for a fun evening for girls of all ages with their Dads and/or guardians.
Preschool Staff Meeting	<a href="#">Monday, March 4<sup>th</sup></a>	1:00 – 3:00pm	12:55pm Lunch Bunch Pick Up Time. Specialty Classes will not be offered on this day.
Teacher Appreciation Week	<a href="#">Monday – Friday March 4<sup>th</sup> thru March 8<sup>th</sup></a>	Teacher Appreciation Week	Details to follow... Coordinated by your Parent Advisory Council (PAC)
<b>PRESCHOOL GALA</b>	<a href="#">Saturday, March 16<sup>th</sup></a>	<b>5:30pm La Jolla Country Club</b>	Join us for our 7 <sup>th</sup> Annual Preschool Gala Fundraiser. Invite your friends and family for a FUN evening out! Please volunteer for a role on our planning committee! <a href="mailto:Gala@ljprespreschool.org">Gala@ljprespreschool.org</a>
Mother Son Warrior Night	Date TBA	TBA	Please join us for a fun evening for boys of all ages with their Moms and/or guardians.
School Closed Good Friday	<a href="#">Friday March 29<sup>th</sup></a>	School Closed	Good Friday
School Closed Spring Break	<a href="#">Monday, April 1<sup>st</sup> thru Friday, April 5<sup>th</sup></a>	School Closed	Spring Break
Preschool Staff Meeting	<a href="#">Monday, April 8<sup>th</sup></a>	1:00 – 3:00pm	12:55pm Lunch Bunch Pick Up Time. Specialty Classes will not be offered on this day.

<b>School Spirit Week</b>	<a href="#">Monday, April 8<sup>th</sup></a> <a href="#">thru Friday, April 12<sup>th</sup></a>	All Week	Monday: Pajama Day Tuesday: Crazy Hair or Hat Day Wednesday: Costume Day Thursday: Pajama Day or Super Hero Day Friday: Favorite Sports Team or Outfit Day
<b>PARENT CONFERENCES</b> (School Closed)	<a href="#">Thursday, May 2<sup>nd</sup></a> & <a href="#">Friday, May 3<sup>rd</sup></a>	<b>School Closed</b>	<b>Parent/Teacher Conferences: School will be closed, however childcare will be provided for your child and siblings during your scheduled conference time.</b>
<b>Preschool Staff Meeting</b>	<a href="#">Monday, May 6<sup>th</sup></a>	1:00 – 3:00pm	12:55pm Lunch Bunch Pick Up Time. Specialty Classes will not be offered on this day.
<b>MUFFINS WITH MOM</b>	<b>All Classes:</b> <a href="#">Wednesday, May 8<sup>th</sup></a>	<b>8:45 – 9:30am</b>	Please join your child in their classroom to celebrate a special Mother's Day. <i>All currently enrolled children are invited to attend on this day.</i>
<b>School Closed</b>	<a href="#">Monday, May 27<sup>th</sup></a>	School Closed	Memorial Day Holiday
<b>DONUTS WITH DAD</b>	<b>All Classes:</b> <a href="#">Thursday, May 30<sup>th</sup></a>	<b>8:45 – 9:30am</b>	Please join your child in their classroom to celebrate a special Father's Day <i>All currently enrolled children are invited to attend on this day.</i>
<b>Last Day for After Preschool Programs</b>	<a href="#">Thursday May 30<sup>th</sup></a> and <a href="#">Friday May 31<sup>st</sup></a>	Afternoon	Last Day for Lunch Bunch, Specialty Classes and Enrichment Program
<b>Fours Class Promotion Ceremony</b>	<a href="#">Thursday, June 6<sup>th</sup></a>	11:00am – 12:00pm	We are excited to celebrate our Fours Class with this very special event. All family and friends are welcome to attend. Details to follow.
<b>ALL SCHOOL PIZZA PICNIC</b>	<a href="#">Tuesday, June 6<sup>th</sup></a>	<b>12:00 – 1:00pm</b>	Join us after Preschool to enjoy a Picnic in the Courtyard. Pizza will be provided. (Please bring a picnic blanket for your family)
<b>Last Days of School</b>	<a href="#">Thursday, June 6<sup>th</sup></a> and <a href="#">Friday, June 7<sup>th</sup></a>	8:45 – 11:55am	Last Days of School for the Children





# Tuition 2023-24

Class	Schedule	Yearly Tuition*	10 Installments*
Twos Class	2-Day, T/Th	\$5,800	\$580
Twos Class	3-Day, MWF	\$8,200	\$820
Twos Class	5-Day, M-F	\$12,700	\$1,270
Threes Class	3-Day	\$7,400	\$740
Threes Class	4-Day	\$9,800	\$980
Threes Class	5-Day	\$11,800	\$1,180
Fours Class	4-Day	\$9,000	\$900
Fours Class	5-Day	\$10,400	\$1,040

*3-Day and 4-Day Schedules for the Threes and Fours Classes are flexible, based upon availability*

## Preschool Hours: 9:00 am to 12 noon

Arrival: 8:45 to 8:55 am

Departure: 11:55 am to 12 Noon

## School Calendar:

Start Date: Monday, August 28, 2023

End Date: Friday, June 7, 2024

Holidays: Align with San Diego Unified School District

## Lunch Bunch: 12:00–12:55 pm, Monday–Friday

Children bring their own lunches. Tuition calculated at \$12 per day.

20% discount (\$10.00 daily fee) provided with prepaid annual enrollment.

## Specialty Classes: 12:00–1:55 pm, Monday–Friday

Available for Threes and Fours Classes. Includes Lunch Bunch. Tuition: \$35 per class and will follow a five or six-week rotation. Tuition discounted to \$30 per class with annual enrollment. Tuition includes Lunch Bunch on days when Specialty Classes are not scheduled.

## Fours Enrichment Program: 12:00–2:55 pm, Tuesdays and Thursdays

Includes Lunch Bunch. Designed to serve as an in-depth extension of the morning Fours Classes with a focus on fun and creative small group activities in the areas of language, math, science, writing, music, art, literacy, and problem solving. Yearly Tuition for *March Early Enrollment\** in Fours Enrichment Program: Two Days: \$2,700

## \*Discounts and Details:

- **3% Yearly Discount** will be applied towards yearly tuition only when paid in full by check on/before March 1, 2023.
- **2% ACH Discount** will be applied to the January 2024 tuition installment when all previous tuition payments have been made via automatic ACH withdrawal through *Tuition Express*. (No Credit Cards)
- **10% Sibling Discount** will be applied towards the lowest yearly tuition for a second and third child.
- To guarantee enrollment, the first nonrefundable tuition payment is due on/before Wednesday, March 1, 2023. Additional nonrefundable tuition payments will be made through the *Tuition Express Authorization Form* on April 1st, May 1st, June 1st, Aug.1st, Sept. 1st, Oct. 1st, Nov. 1st, Dec.1st, and Jan. 1st

***Minimum Enrollment is Required for After Preschool Programs***

## **ENROLLMENT**

Intent to withdraw must be received in writing 60 business days in advance or the equivalent in TUITION must be paid. The preschool has a no refund policy and no proration of tuition is available for absences, illness, vacations, or holidays. There is no proration for interruptions due to an act of God or external factors that require school closure due to any circumstance (including but not limited to COVID-19 factors). If the preschool were to close due to any circumstance, your child's educational opportunity would transition to a remote learning platform, if reasonably viable, until preschool resumes.

Registration for the next year opens in February. A non-refundable deposit of \$150 (\$100 for church members) is required at registration. A waiting list is kept year-round and a child may be placed on the waiting list for any year, at any time. A non-refundable fee of \$25 is required with the return of the Wait List Form. Siblings of currently enrolled children and children of active La Jolla Presbyterian Church members are offered priority registration based upon availability. Proof of current immunizations (according to CA law) is required at time of registration.

We accept non-refundable annual tuition paid in full or separated into ten non-refundable installments: March, April, May, June, August, September, October, November, December, and January. LJPCP utilizes Procure/Tuition Express for all preschool billing. It is required that you have a Tuition Express Authorization form filled out with either your checking and/or credit card on file. Accounts will be charged on the 1<sup>st</sup> day of each month for tuition installments in addition to any fees or tuition for After Preschool Programs.

All checks should be made payable to La Jolla Presbyterian Church Preschool (LJPCP) and delivered to the Preschool office or mailed to the Preschool at 7715 Draper Ave., La Jolla, CA 92037. Returned check fee is \$25.

## **GOALS**

- To aid the child in gaining greater command of his/her body and to guide him/her to more satisfying relationships with other children and adults.
- To extend and deepen his/her understanding of his/her social and scientific world.
- To develop competence in the skills of listening and speaking.
- To open doors of creativity through music, literature, and the arts.
- To develop cognitive skills such as the ability to see relationships, to generalize, to arrange and rearrange information, and to think critically so that as the child grows he/she is able to accept new and changing concepts.
- To provide an environment that offers opportunities for normal, natural Christian growth at the young child's level and an opportunity to develop within himself/herself certain Christian attitudes such as sharing, kindness, love, patience and consideration of others, along with recognition of God and His love for each child.



**Please Note:** *The information below describes our typical routines and experiences. In the event of a return in COVID-19 government health requirements, parents will receive weekly email updates regarding the safest protocol.*

### **ARRIVAL AND DISMISSAL**

Children are expected to attend regularly, arrive to class at 8:45 a.m. and be picked up promptly at their scheduled dismissal time. Every effort must be made to be on time for arrival and dismissal. Late arrivals are especially disruptive to those children who are already in class. Children arriving after 8:55am will need to wait with their parent/guardian outside of the classroom until the completion of the morning group gathering.

MESSAGE on PROCARE or CALL the PRESCHOOL at (858)729-5519 IF YOU ARE GOING TO BE LATE FOR ARRIVAL or PICKUP It is important that you communicate the pick-up arrangements with your child. A late fee of \$10 will be charged for each 10 minutes, or portion thereof, after your child's scheduled dismissal time. Children often feel anxious when they are waiting on a late parent.

### **SIGN-IN ROUTINE**

The Procure App will be used for sign in and sign out. STATE CHILD CARE REGULATIONS REQUIRE THAT ALL CHILDREN MUST BE BROUGHT TO SCHOOL BY AN ADULT, RECEIVED BY A MEMBER OF THE STAFF, CHECKED FOR ILLNESS AND SIGNED IN BY THE ADULT BRINGING THE CHILD. The Preschool can be fined up to \$100.00 for each missing sign-in/out. Let us know in advance and add the authorized pick up person into your Procure App before picking up your child. Call the school for any last minute emergency pick up arrangements with car pools, etc.

### **PARKING**

Parking on Draper Avenue (front of the preschool entrance) is limited to 2 hours. You may also park in the church underground parking garage accessible from Kline Street.

### **PARENT COMMUNICATION**

Classroom updates are shared via Procure messages, emails, and Google Photos. Watch for dates of upcoming parent events within our school-wide *Weekly Sunday Night Newsletter*.

Parent-teacher conferences are held twice during the year. School is closed on conference days. Parents are encouraged to request a meeting with their Lead Teacher, Resource Specialist, and/or Director throughout the year with any questions or concerns.

### **OPPORTUNITIES FOR INVOLVEMENT**

1. We have a Parent Advisory Council (PAC) to share insight and feedback regarding preschool policies and procedures and to assist with preschool activities. Email: [PAC@ljpreschool.org](mailto:PAC@ljpreschool.org)
2. Parents are needed to help with Open House, Preschool Gala and update our Disaster Preparedness Plan. (We have food and water, first aid supplies, radio, blankets, special assignments for staff, evacuation plan and all emergency numbers posted).
3. Parents are invited to join their class for walking field trips.
4. Once a year parents are asked to evaluate the Preschool Program.

### **CLOTHING**

Dress your child simply and comfortably in washable play clothes. All sweaters and jackets, etc. must be labeled with your child's name. We discourage the wearing of cowboy boots, dress shoes, flip flops or any type of cumbersome shoes.

These types of shoes contribute to accidents, injuries and the inability to climb, run and participate in other fun activities. Velcro closures make it easier for children to remove and replace their own shoes.

### **ITEMS BROUGHT FROM HOME**

Children enjoy bringing items from home to share with their friends. Please check with your teacher regarding their developmentally appropriate share policy. This policy varies from year to year depending upon the current ages and stages of the classroom community. If "share time" is appropriate for your child's class, parents are urged to use moderation and selectivity concerning the items that are brought to school. Items that are considered inappropriate are candy, gum, money, sharp objects, toy guns, or swords. Teachers will return any sharing items that are not appropriate. Please label all items brought from home in order to ensure their proper return.

### **ILLNESS**

If your child is unable to attend school, please message through the Procure App or call the Preschool Office before 8:30 a.m. at (858) 729-5519.

Please do not send your child to school if he/she has fever, continuous cough or runny nose, or experienced vomiting, diarrhea, rash, or any type of illness within the past 24 hours. Once symptom free for over 24 hours (without medication), he/she may return to school. It is the responsibility of the parent to know that the child is well before leaving him/her at school. Any child who develops a fever or shows signs of illness will be cared for away from the group and the parent will be called.

CLEARANCE FOR RE-ADMISSION from a doctor will be necessary when absence has been due to a communicable disease or injury requiring extended leave or medical attention. Parents will be notified when a child has been exposed to a contagious disease. If your child is injured, you will be informed with a written accident report. Other than life saving emergency medication prescribed by a physician, we do not administer any medications to children.

### **EMERGENCY MEDICAL ATTENTION**

PARENT CONSENT FOR MEDICAL ATTENTION IS GIVEN WITH THE REGISTRATION OF THE CHILD IN THE SCHOOL. A parent or family physician will be called if medical attention is necessary. In the event of an emergency, the preschool will call 911 for assistance. Please come to the Office to make changes on the Emergency Information Form.

### **BEFORE COMING TO SCHOOL**

Parents are required to attend a parent orientation prior to the first day of school. All children are invited to a child meet and greet to meet their teacher and see the classroom on Friday morning before school starts.

Tell your child a little about the school:

- Snacks will be served each day.
- There will be other children in your classroom.

- The same teachers will be there every day.
- There will be a variety of FUN activities to do.
- There will be indoor and outdoor play.
- You will have fun and make new friends!

### **THE FIRST DAY OF SCHOOL**

Greet the teacher and introduce him/her to your child. Help your child learn the teacher's name. Take time to look around with your child. You will want to see the classroom, the toys, the outside play yard, and the bathrooms. This will be helpful when your child shares about their day. Some children find it very difficult to SEPARATE from family. This is a big step for a small child, so be patient and try to understand how he/she feels. Leave your child with confidence as if you know he/she will be able to stay without you. If there is a need for you to stay, the teacher will let you know. Let her guide you, as she has already helped many parents and children with the same circumstances.

### **SNACKS AND LUNCHESES**

Each child will bring a nutritious snack each day. Snacks must include two food groups. Sugary snacks or treats will not be served.

### **BIRTHDAYS**

Birthdays are very important to children and may be celebrated at school with a small treat (mini cupcake, healthy mini muffin, etc.) during snack time. If you are having a party at home, to which the **whole class** is invited, invitations may be hand delivered by you or placed in the classroom cubbies. If everyone is not invited, invitations may not be brought to school.

### **FIELD TRIPS**

The Preschool's program includes various types of walking field trips appropriate to the interest and abilities of the children. Registration of the child includes permission to take part in walking field trips.

### **OUR PRESCHOOL GUIDANCE POLICY**

Our positive guidance policy encourages each child to develop self-control and self-regulation in relationships with peers and adults. We strive to create the kind of environment which makes it possible for a child to direct his/her own behavior realistically and with integrity. The goals for behavior shall be clear and understandable to the child. Teachers shall provide positive guidance, redirection and the setting of clear limits. If a pattern of behavior emerges in a particular child, the teacher, in consultation with the Resource Specialist and Director, will schedule a conference with the parents to discern how the school and home may partner together to best meet the needs of each child.

We do not use corporal punishment. No discipline should be used in relationship to food, toileting and resting (California Child Care Licensing Regulations). In addition: California Child Care Licensing Regulations prohibit any form of discipline or punishment which violates a child's personal rights.

**When a child has not been meeting the behavioral standards of the program, the following techniques and steps will be taken:**

1. Encouraging positive behavior by continuous redirection and reinforcement.
2. Alternative behaviors are discussed with the child.
3. Discussion of the situation, feelings, and alternatives is accomplished through teacher child/child-child problem solving.
4. Parents will be notified of any areas for concern.
5. A conference will be held with the Parents, Teacher, and Resource Specialist.
6. A progress check-in or follow-up conference will be held.
7. If the concern is not resolved, the Resource Specialist will consult with the Preschool Director to consider the situation and the possibility of removing the child from the program. At this point, appropriate documentation and conference notes are to be reviewed with the Program Director.
8. If the child's behavior threatens the safety of themselves, other children, or staff, the parent will be notified and expected to pick up the child immediately (within 60 minutes). Extreme or violent behavior may result in immediate termination and all efforts will be made to refer the family to additional community resources.
9. Termination from the program shall be considered only in extreme situations after all reasonable resources have been exhausted.

#### **DISCHARGE POLICY**

La Jolla Presbyterian Church Preschool makes every effort to meet the individual needs of each child enrolled and to develop trusting relationships with adults and peers. In order to fulfill the above for all children it may become necessary to discharge a child because of one of the following:

- 1) Child has behavioral, developmental social or academic needs which cannot be met by our preschool. At discharge, the parents will be offered a list of community resources available to assist their family.
- 2) Parents have not met these requirements:
  - a. Prompt and proper completion and return of required forms.
  - b. Observing arrival and departure times and procedures, including accompanying children to and from classrooms.
  - c. Prompt payment of fees.
  - d. Excessive unexcused absenteeism.

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*Welcome to La Jolla Presbyterian Church Preschool!  
We consider it our truest honor to serve your family  
in such a meaningful way.*

*In Christ,  
Mrs. De La Loza*

