

Conquerors Christian Preschool



**Parent and Student Handbook
2023-2024**

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WHO WE ARE

MISSION STATEMENT

The mission of Conquerors Christian Preschool is to partner with each family in order to equip our students to strengthen their whole lives both academically and spiritually through a developmentally appropriate play based environment which fosters a love of learning. It is our mission to nurture the whole child through wonder and discovery. We seek to accomplish our mission by seeking truth, serving Christ, showing compassion, and striving for excellence.

We teach children that God loves everyone, and Jesus is their friend and Savior. We practice good stewardship of ourselves, relationships with others, and everything God has blessed us with.

ABOUT US

We strive to provide more than academic education by investing into your child's faith, character, heart, and future. We are devoted to the word of God, and every academic class is taught from a biblical worldview.

We would be honored to partner with you and your family in cultivating the heart and mind of your child after the heart and mind of Jesus Christ.

"Let this mind be in you, which was also in Christ Jesus." (Philippians 2:5)

PHILOSOPHY OF LEARNING

CCPre's primary principle is to promote participation in developmentally-appropriate activities which are child and teacher-led, taking place in both indoor and outdoor learning environments. Children are encouraged to learn through play. CCPre's play-based philosophy draws from early childhood theories of how children learn best and current research stating how to best prepare 21st century learners.

- **Cognitive** - Cognitive development leads to "knowing." Children develop and grow as they acquire, apply, adapt, integrate, and evaluate knowledge while constructing new and expanding old concepts. The developmental focus is physical, logical, mathematical, and social conventional knowledge. This includes scientific understanding and critical thinking.
- **Language** - The developmental focus of the language area is receptive and expressive language, listening, reading and writing. The purpose is for children to communicate their ideas and feelings.
- **Physically** - As children progress physically, they will develop confidence and competence in the control and movement of their body. They will develop the attitudes, knowledge, skills, and practices that lead to maintaining respect and



protection of their bodies. The developmental focus is health, improved fine and gross motor skills, and body awareness.

- **Socially** - The developmental focus is on social skills and relating to the world around them. This focus allows children to play, socialize, learn appropriate behavior, build empathy, and develop impulse control.
- **Spiritually** - The developmental focus is learning that Jesus is God and that He loves everybody. Children learn that the Bible is God's Word, how and why we pray, how to serve others, to be good stewards and to be Christ like in all we do.

APPROACHES

CCPre's mission is to foster in each child the understanding that they are loved, uniquely created by God and to instill in each student a lifelong love for learning.

CCPre's curriculum is designed to allow children to learn in their own unique way. As children grow and experience each area of learning, they will build upon previously mastered skills as they participate with a familiar curriculum. CCPre uses a combination of purchased and in house developed curriculum, to provide programs that are driven by exceptional research-based curriculum, setting up each child to achieve personal success. While CCPre's teaching staff introduce concepts and projects as a way of delivering the foundational learning skills, both students and teachers have a hand in determining the direction it will go based on the interest of the students and the observations by the teachers.

CCPre PROGRAMS

PRE-K:

Children demonstrate understanding and application of literacy, math, and science concepts by explaining, comparing, discussing, and predicting in small and large groups
Children incorporate literacy in their play and projects
Children show persistence in inquiring to understand new concepts
Children think creatively and show their thinking in their creations
Children show comprehension of literature through their conversations, ideas, and play

Ratio = 1:12

Pre-Kindergarten Program (Pre-K): 2.5-5 YEARS OLD



Available Schedules:

- Part Time - Monday through Friday, 8:15 am to 11:45am
- Part Time - Monday, Wednesday, Friday; 8:15am to 11:45am
- Part Time - Tuesday, Thursday: 8:15am - 11:45am
- Full Time - Monday through Friday, 7:30 am to 4:30 pm
- Full Time - Monday, Wednesday, Friday; 7:30am to 4:30pm
- Full Time - Tuesday, Thursday: 7:30 am - 4:30pm

CCPre is a Pre-K program. Most children will move on from this to either Transitional Kindergarten or Kindergarten. Our program has a play-based curriculum that focuses on more project-based learning. The schedule along with group circle time and seat work, with the teacher, also provides large blocks of time for uninterrupted play as children work in the centers of their choice. The class layout, structure, and routine reflect a strength-based learning model. The aim of this program is to look beyond merely preparing Pre-K students for Kindergarten but rather preparing them to be effective lifelong learners.

ADMISSIONS POLICY

Notice of Non-Discriminatory Policy as to Students

Conquerors Christian Preschool admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

Admission Steps

- Take a tour and meet with the Administration.
- Complete online application through gradelink.
- Pay Registration Fee.
- Set up FACTS tuition management account
- Complete enrollment packet and return hard copy to the office.
 - This includes immunization record and licensing documents.
 - Copies of all documents can be emailed or hard copy can be given in the school office.



*A student is tentatively accepted at Conquerors Christian Preschool after taking a tour and enrolling on gradelink.

Condition for Admission and Re-enrollment

No student will be admitted or allowed to remain at Conquerors Christian Preschool who does not cooperate with our overall purpose, philosophy, and program.

If a family realizes that they disagree with the philosophy of the school, they are asked to discuss that matter with the appropriate administration. If this issue cannot be resolved, the family will be asked to voluntarily withdraw from the school.

Students are accepted on a yearly basis. Re-enrollment is based on performance and behavior; therefore, re-enrollment is not guaranteed.

IMMUNIZATION REQUIREMENTS

California Health and Safety codes (Codes: 120325-120380) require immunizations of all public and private school students prior to school attendance.

State law also requires that a child entering preschool or a California school for the first time must have a physical examination and the following immunizations:

- | | |
|---|---------|
| 1. Polio | 3 doses |
| 2. Diphtheria, Tetanus, and Pertussis (DTP, DtaP) | 4 doses |
| 3. Measles, Mumps, Rubella (MMR) | 1 dose |
| 4. Hepatitis B | 3 doses |
| 5. Hib | 1 dose |
| 6. Varicella | 1 dose |

Parents/Guardians are responsible for keeping the office administration informed of any changes to these records, including Emergency Contacts, Pick-Up Authorization List, medical information, allergies, etc.

Tuition and Fees

Payments can be made through our billing company, FACTS Tuition Management. The fact that some months have fewer actual school days does not alter the monthly payments as the installment payments are designed to distribute the total cost over a twelve-month period. Days missed in school do not diminish the monthly payments for those services. If a student withdraws, the full monthly payment will be charged for any part of the month attended. The Registration Fee must be paid in order to complete the enrollment process.



All families are required to have a FACTS Tuition Management account for billing and payments.

Center Closures

From time to time, forces beyond our control may necessitate canceling school for a day or more, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the Center's control. As a not-for-profit Center, we all share the expense and responsibility to maintain the Center's operation throughout the year. So in the case of Center closures, no refunds will be given.

Absences

- **Report ANY absences on the FIRST DAY to the school office.**
- State the reason for the absence
 - If the absence is NOT illness related, such as a Family Day, Vacation, or Dentist or Doctor appointment for a routine check-up, you may return to CCPre the following day without any further notice, as long as NO ILLNESS SYMPTOMS are present.
- If the absence is illness related, include all symptoms and when they started, and follow these steps:
 - Schedule a doctor's visit, either virtual or in person (if necessary)
 - Return once the child has been symptom and fever free without the aid of a fever reducing medication for 24 hours.

Vacations

CCPre does not offer any vacation credit. Tuition is due in full each month.

In the understanding that families might need to find alternate care or be required to take work off themselves, CCPre will prorate tuition for the months of December, to reflect the two week closure for the Christmas/New Year holiday, as well as in July, for the closure the week of July 4th. No other scheduled closures will be prorated.

Any student who withdraws for traveling or vacation reasons, forfeits their priority status as a current student and must be placed on the waiting list for a future space.

Withdrawals



Parents withdrawing their child from CCPre should submit the withdrawal form to the CCPre Office as soon as you know your child's last day but no later than the last business day in the month BEFORE your last month (*One calendar month notice).

- **SUBMIT CCPre LAST MONTH NOTICE Form** (Available in the office or via email)
- **SCHEDULE LAST MONTH PAYMENT:** Choose the date you would like your child's last month's tuition to be processed via auto-debit. This date can be no later than the normal processing date for your last month to attend;

*For example, if your child's last day is the end of May, the form and payment are due in the office before we close on the last school day in April. Only original signed forms are accepted in the CCPre Office. Emailed and scanned versions are NOT accepted for meeting the deadline.

Termination of Services

CCPre reserves the right to deny enrollment and may terminate services or withdraw a child from continued enrollment for reasons including, but not limited to:

1. Falsifying information on admissions and enrollment paperwork.
2. Non-payment of services and/or non-compliance with the CCPre Admissions and Financial Agreement.
3. Non-Compliance of parents/guardians to follow the policies as listed in the CCPre Admissions and Financial Agreement and the CCPre Parent Guidebook.
4. The continued enrollment of the child poses a risk to the health and/or safety of other students, parents, and CCPre Staff.
5. Continued enrollment of the child constitutes an undue hardship or burden on CCPre.

Visits and Conferences

Although each family has the explicit right to see their student any time of the day, we ask for your cooperation to protect the integrity of our program. This helps all students to focus on their normal tasks. Confidential notes/messages may be emailed or dropped off in the office.

A consultation meeting with your child's Teacher, Program Director, or the Principal, requires an appointment be arranged. Inquiries regarding enrollment, management, policies, and procedures, or parent and public relations, should be addressed to the office administration.

DROP-OFF and PICK-UP POLICIES



Digital Sign In and Sign-Out is Required

The California Code of Regulations, Title 22, administered by CDSS, requires all children to be signed in and out every day. You may not drop off or pick up your child without signing them in or out each day. CCPre charges a \$20 fee for each missed sign in or out for each child. The State of California requires all students to be signed in and out every day.

When CCPre records are audited, we are fined \$75 per failed sign in and out.

CCPre uses the Gradelink to record drop-offs and pick-ups.

The teacher on duty will do a visual wellness check, in accordance with the Title 22 regulation, on each child as they are being dropped off. Parents must email a note to the Teacher or office about ANY scrapes, bumps, and bruises BEFORE coming to school.

On-Time Arrival

Please set healthy drop-off habits to help your student develop daily routines.

Early Pick-Up

Under no circumstances should a child leave the campus during the school day without proper permission. When it is necessary to pick up your child during the school day, please email or call the office to request an early pickup. In case of an emergency, we must be able to account for every child at all times. A child will not be released to anyone except those listed on the Authorized Pickup List.

Although CCPre allows you access to your child at any time, we ask that you not pick-up and drop-off during rest time. All programs have a state mandated rest period (1:00 - 3:00 pm). If you need to pick-up your child after lunch but before the rest period, you must arrive by 12:45 pm, or wait until after the scheduled rest time so as not to disturb other children who are napping. Please notify the office or your child's Teacher if you need to pick up your child early.

Daily Health and Wellness Check

A daily inspection of each child's health will take place at the classroom door before they proceed to join the class whether they are indoors or outdoors. This procedure is to be done by the Teacher in accordance with the Title 22 CA State regulation.



Drop-Off Inspection Includes:

- Asking child and/or parent/guardian of the child's well-being
- Checking for any cuts or scrapes
- Checking for appropriate clothing

If the morning greeting merits a further check the following may take place:

- Observing the child's eyes for dilation, redness, swelling, discharge, etc.
- Checking the child's scalp for head lice
- Making note of possible signs of neglect or abuse

Late Pick-Up and Extended Child Care

Schedules are set to specific times and staffing is scheduled according to need. You must drop-off and pick-up your child on time according to their normal schedule to avoid Extended Child Care Fees of \$30 per hour (unless previous arrangements were made with the office).

Half Day (8:15 am to 11:45 pm)

Full Day (7:30 am to 4:30 pm)

CCPre allows a 10-minute grace period to allow for minor traffic issues. Picking up your child beyond this 10- minute grace period incurs Extended Child Care Fees of \$40 per hour being assessed to your account in one-hour increments before and after your normal schedule ends. This charge is not prorated, and waivers are not available.

Late Pick-Up at Closing

CCPre closes at 4:30 pm. The 10-minute grace period does not apply at closing. A Late Pick-Up Fee of \$20 will be assessed to your account for picking up from 4:31 to 4:35 pm. An additional \$15.00 per 15-minute period will be added starting at 4:36 pm and continuing until you have picked up your child. Fees are not prorated. The official sign-out time is controlled by the time set on the iPad used for the Gradelink.

Pick-Up Authorization

Only parents and the **previously authorized** people whose names and information has been added to the "Pick-Up Authorization List" in your child's file will be able to pick up the child. NO EXCEPTIONS are made. A teacher in charge of your child during the time of pick-up must recognize the person who is picking up the child. Any person attempting to pick up your child who is not recognized will be directed to the CCPre Office to show an approved photo ID (i.e. driver's license, passport, etc.) to identify themselves. Please consider and be prepared for this safety procedure if you know you are sending someone to pick up the child for the first time or if they are not the regular individual



picking up your child. Authorized persons must be at least 14 years old. No child will be released to anyone who cannot provide legal photo identification.

SAFETY POLICY

CCPre takes the safety and security of our students and staff VERY seriously. Parents are responsible for helping to create and provide a safe environment for all children at CCPre and must agree to make safe choices inside and outside of CCPre by following CCPre's Policies as written in the Parent Handbook.

Parking Lot Safety

It is important that we all work together to create and maintain a safe environment for our children on campus, in our parking lot and outside of CCPre. **Tardiness does not take precedence over the safety of human beings! Everyone is responsible for each other's safety.** The best precaution is to allow time to arrive early. Practice and prepare to be on time, and simply STOP and SLOW DOWN! Walk your child to the door. Do not allow your child to run to the class without you.

Follow these safety tips in the CCPre parking lot:

1. Drive under 5 mph in the CCPre parking lot.
2. All school zones are 25 mph.
3. Drive cautiously! Follow the direction of traffic.
4. Do not tailgate other vehicles.
5. Hold your child's hand when walking.
6. Park ONLY in the marked parking spaces.
7. Look for children BEFORE and while you are backing out of your parking space.

Photo / Video Sharing at CCPre

We consent to and authorize CCPre (and its affiliates), to use photographs, images, likenesses, or video or audio recordings of our child(ren) in publications, promotional materials, brochures, books, films, productions, and in other media, including, but not limited to, on websites, social media, films, or productions displayed on CCPre's or its



affiliates' or licensees websites or through other third party persons, entities or distribution channels without compensation or notice to Parent or our child(ren). We further agree CCPre (and its affiliates) have the right to edit these in their discretion and that CCPre (and its affiliates) may sell, license or otherwise transfer to another third party these rights or make any of these available through third-party distribution channels, without compensation or notice to Parent or our child(ren).

EMERGENCY & DISASTER PREPAREDNESS

We have no way of knowing when an emergency or disaster will take place and the only thing we can do is to prepare efficiently. CCPre has taken steps to prepare our children and staff for the eventuality of an emergency or disaster.

Drills Procedure

Each year, the Center is required by the state to conduct a set number of drills in order to ensure our children and staff know what to do in an emergency. Children must treat each drill as if it were a real emergency. This ensures that in the event of an actual emergency the same procedures will be followed. Covered drills and procedures currently include but may not be limited to Fire, Earthquake, and Lockdown drills.

Non-Emergency Procedures

Non-emergency events such as power outages or inclement weather conditions are defined as when children are not at risk, but the event may disturb the normal schedule. In such cases, the Director may close and/or adjust schedules, but in most cases the Center will NOT be closed. All staff members will remain on campus to supervise children. Access to the Center during non-emergencies will be limited. If the need arises for a child(ren) to be picked up, the Center will directly contact the parents. Please avoid responding to the campus until you have received information from CCPre. CCPre will contact you via authorized phone, text, and/or email messaging systems, that the non-emergency has been cleared.

Emergency Procedures

Emergencies are events that present an active threat on campus. These include, but are not limited to fire, earthquakes, intruders who pose a threat, or an emergency as defined by the local police department. Events such as these may result in a lockdown, a shelter-in-place, or an evacuation depending upon the emergency. To the extent possible, CCPre will use its authorized messaging system to apprise parents of the nature of the emergency and any decisions regarding Center closure.



In case of an emergency on campus, such as a fire or earthquake, the teachers will give directions on where to go and what to do. Children are to follow their instructions completely. During the school year, drills will be held to prepare for potential emergencies. If the fire alarm sounds during class, children are to evacuate with that class to the appropriate location.

Please avoid responding to the campus until you have received information from CCPre via the authorized messaging systems that the emergency has been cleared. Please do not call the Center for further information. The Center will communicate any new information as soon as it is determined.

Power Outage Procedures

In the event of a power shutdown involving CCPre, classes will not continue. The Center will relocate students as needed to provide light, air, and appropriate supervision until parents pick up their children. Parents should pick up their children as soon as possible once they have received information from CCPre via the authorized messaging systems.

School Cancellation Notification Procedures

Should the need arise to cancel school prior to the start of the day, CCPre will notify parents via the authorized messaging systems prior to 7:00 am where possible. When school is canceled, it is closed to all personnel and no staff will be in attendance.

Earthquake Procedures

CCPre has established general emergency procedures in the event of an earthquake. Following a major event, classes will not continue and children will be evacuated and relocated to the designated evacuation zones on campus. Children will remain there until parents are notified via the authorized messaging systems to pick up their children.

Emergency Notification & Student Release

Please keep up to date your email and cell phone information as this is how CCPre will notify parents in the case of any emergency.

Students will NOT be released to any individual not listed on the “Emergency Contact Form” stored in the child’s file. They must show a valid photo ID (Driver’s License, Passport, etc.) to identify themselves if they are not familiar with the staff. CCPre Staff will always be the very last to leave the site in any state of emergency or disaster until each child is released.

Evacuation Procedures

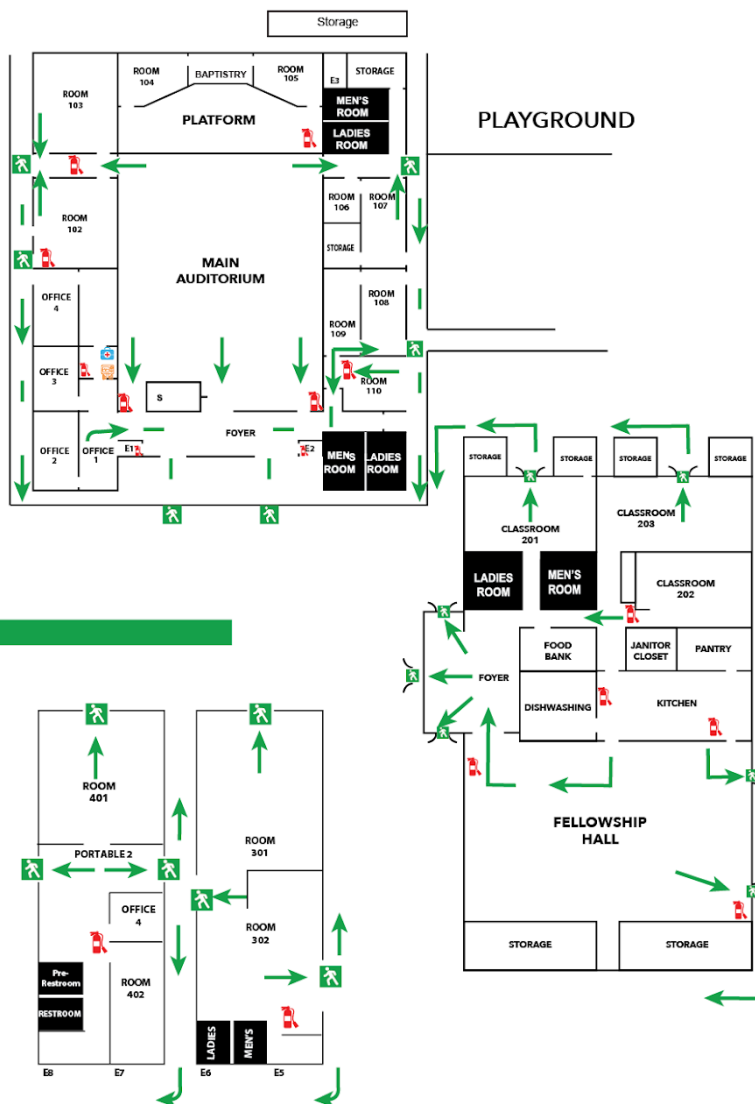
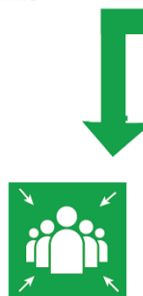


In case of a major earthquake or other disaster, students may have to be evacuated from their classroom. Depending on the magnitude of the incident, the school may be closed until further notice and will be in constant communication with all CCPre parents/guardians of the situation as logistically permits. The following is CCPre's Evacuation Route Plan which is posted in every building. If you are on campus during an emergency, you MUST follow CCPre's Staff instructions.

FIRE EVACUATION PLAN

IN CASE OF FIRE
 Leave by the nearest available fire exit. 
 Proceed directly to your assembly point at:
 **PARKING LOT BY BASKETBALL COURT**
 alt. assembly point: back field
 DO NOT stop to collect personal belongings.
 DO NOT enter the building until staff says its all clear.

-  **FIRE EXTINGUISHER**
-  **FIRST AID**
-  **AED**



Primary Route

All students and staff will be evacuated to the parking lot at the front of campus.

Route #2 (Alternate Route)

All students and staff will be evacuated out to the back field behind the parsonage.

HEALTH & ILLNESS POLICY

Dealing with a Sick Child

“IF YOU ARE SICK, STAY HOME”

You may not bring your child to school if your child:

- Has fever with a temperature of 100 or higher within the past 24 hours
- Has been vomiting in the past 24 hours
- Has had diarrhea in the past 24 hours
- Has congestion and/or a runny nose
- Is listless or showing signs of illness (frequent coughing, sneezing, etc.)
- Is having a difficult time comprehending their surroundings
- Has meningitis or any forms of it
- Has a sore throat
- Head lice is found - Child must be treated with ALL lice and eggs removed – Child will be inspected prior to return to school (Please allow an extra 15 minutes at drop-off for this inspection).

Children showing any signs of illness while under CCPre’s care, will be taken to a designated rest area until parents are able to pick them up. Parents will be notified immediately by phone of their child’s health. You need to pick your child up within one hour of being notified.

Contagious / Communicable Diseases

DO NOT Bring Your Child to School if They Have the Following Contagious Diseases:

- COVID Symptoms and/or a Positive COVID Test



- H1N1 (Influenza, also commonly known as the flu)
- Dysentery (Severe Diarrhea)
- Hand, Foot and Mouth Disease
- Pink Eye (mucus discharge from the eye) (Viral or Bacterial)
- Fifth's Disease
- Chicken Pox
- Measles
- Mumps
- Head lice/nits

Exposure Notices

Parents/Guardians are required to notify CCPre immediately if their child is diagnosed with a contagious illness or disease (as above). CCPre notifies parents through email with an "Exposure Notice" if a child may have been exposed to a contagious disease and an exposure notice will also be posted in each of the classrooms in the parent communication area. Children exhibiting symptoms of having had the illness may be sent home and may not return without a Physician's note stating the diagnosis, treatment plan, and the date when the child is considered no longer contagious.

Medications

Over the counter (OTC) medications will not be dispensed at CCPre without a prescription written by a State of California Licensed Physician which includes their Licensing info and office stamp. If your child must have medication during

school hours, fill out a "Medication Release Form." **Under NO circumstances are medications of any kind allowed to be kept in a child's backpack or pockets.** An exception is made for lip balm, ointment, and sunscreen which are treated as medication and must undergo the same process. This form must be submitted to the CCPre Office for approval. All lip balm, ointments, and sunscreens will be stored in a zip lock bag clearly labeled with the child's name and kept with the Teacher.

All medications must be provided exactly as prescribed and have a prescription label clearly stating the child's name which will be stored in the office "Medication Box". You must provide special instructions to an Office Administrator to help us effectively administer the medication. Parents/guardians MUST complete and submit CCPre's Medication Authorization Form, located in the office. All forms and medications may only be received and approved by CCPre's director. .

All children with allergies requiring the use of emergency medications, such as an Epi-Pen, require a Physician's written plan of action. Any child with an allergy requiring medication (e.g. Epi-Pen, Inhalers, etc.), for treatment, may not attend until the



prescribed medications and written plan of action has been reviewed and approved by our staff in the CCPre office. There are NO exceptions allowed.

All expired medications must be replaced immediately prior to the expiration date and disposed of by the parent. Upon withdrawal of student, any medications left in the office will be disposed of after 48 hours without further notice.

Head Lice Policy

In the event your child becomes infected with head lice, CCPre enforces a “NO NIT” policy. Each case of reported head lice is checked by the office and an immediate general inspection of all children and staff is conducted. Children must be checked by the office before returning to CCPre. Listed below are important facts about head lice:

- Head lice are contracted by head-to-head contact with an infested person or through contact with that person’s belongings. Please remind your child not to share hats, brushes, combs, barrettes, clothing, etc., with other children.
- Take time to check all members of your family for head lice. Nits (lice eggs) are attached to one side of a hair shaft at an angle. Nits are usually white to light grey in color and do not come off the hair shaft easily. Tip – if it crumbles in your fingers, it is probably not a nit.
- Once laid, it takes 7-10 days for a nit to hatch. There is no way to tell if a nit is dead or alive. All nits must be removed from the hair.
- The following websites provide helpful information on head lice:
<http://kidshealth.org/parent/infections/common/lice.html>
<http://www.cdc.gov/lice/head/index.html>

Required Immunizations

Up to date immunizations are required to meet State of California requirements. All students must have taken a TB assessment and/or a TB skin test within 1 year prior to enrollment.

See your child’s doctor to make sure your child’s immunization record has dates and provider’s stamp or signature for these shots. You will need to show your child’s yellow immunization record or a printout from your child’s Pediatrician to register your child for childcare and school.

DRESS CODE POLICY

**** PLEASE LABEL ALL YOUR CHILDREN’S PERSONAL BELONGINGS****



Children's Dress Code

- Modest and moderately loose-fitting clothing, safe for playing without restrictions.
- Appropriate positive messages and logos on shirts.
- Gang-related clothing is not allowed.
- No caps/hats are allowed to be worn indoors (including the office and chapel).
- The bill of baseball cap must be worn properly (forward facing, not backwards).
- During spring and summer seasons, hat use is encouraged outside.
- All shoes must have fastening straps.
- All shoes must be worn outdoors, unless approved by the staff.
- No flip-flops or slippers without backing/straps are allowed.
- No Croc's may be worn to CCPre (They are not safe for running).
- Shoulder straps must be 2 inches or wider.
- No midriff showing.
- Shorts must be no shorter than 2 inches above the knee.

Boys Dress Code

- Pants should not be sagging or worn below the hips.
- Shirts must cover the abdomen.
- Belts are to be held by pant belt loops.

Girls Dress Code

- Modest and moderately loose-fitting clothing is to be worn.
- Skirts, dresses, and shorts must be no shorter than 2 inches above the knee
- Narrow straps, back-less and halter tops are not allowed.
- Tight fitting shirts are not allowed (including short shirts that show the stomach or back when arms are raised). ▪
- Make-up is not acceptable.
- No two-piece or bikini swimwear is allowed when we have water play days during Summer (only one-piece suits with appropriate length shorts are allowed).
- Accessories such as necklaces, bracelets, dangling earrings are discouraged to be worn to avoid being lost or damaged.

CHILD GUIDANCE PROCEDURES

Disciplinary Procedures



No form of corporal punishment or imprisonment is practiced at CCPre nor is it permitted on our property by any person.

The “5 R’s” are used at CCPre. You can partner with CCPre by implementing them at home as well. Each finger helps your child understand those in their lives they need to listen to and obey. We use the finger guidelines to help each child understand the choices we make are to help, not hurt, yourself and others.

Starting with the thumb

- 1. Respect for God**
- 2. Respect for Adults**
- 3. Respect for Others**
- 4. Respect for Yourself**
- 5. Respect for Property**

Positive, developmentally appropriate guidance will be the primary means of behavior management. Praise and encouragement are used to promote appropriate behavior among the children. CCPre’s Behavior Guidance policy is as follows:

1- Minor Behavior Challenge:

Staff responds to behaviors with positive, developmental strategies such as praising the behavior that is appropriate, redirection or managing options.

2- Growing and Ongoing Minor Behavior Challenge:

Observations are collected to understand the reason for the behavior, reports are sent home regarding specific behaviors and communication between the Teacher and parents/guardian is started.

3- Serious Behavior Challenge:

A meeting takes place with parents to discuss the ongoing issues. A behavior plan is created by the Teacher, Director and parent/guardian. Timeline is discussed during the meeting.

Follow Up Correction

We are not able to provide care for children that require one-on-one supervision by one or more adults. We strive to guide each child in understanding of what consequences their choices have. For example, positive choices help and negative choices hurt others/ourselves and applying the “5 R’s” (please refer to the “5R’s”). If it is determined that CCPre is not the best fit for a child, possible withdrawal may be required.



Accident and Incident Reports

All accidents are reported daily, and the parent of the child will receive a thorough written report. First-aid is administered to the child if needed. Any incident which results in an injury will be recorded as an incident report.

In the event that your child has an injury to his/her head, it is CCPre's policy to notify you with a courtesy call about the incident and the extent of the injury. Therefore, do not be alarmed if we happen to call you. To help us carry out our policy, it is imperative to keep all contact numbers up to date.

Students are observed and assessed throughout the school year with formal written progress of student's development. If at any time you wish to discuss concerns about your child, programs, CCPre policies, etc, please do not hesitate to set up a time with your child's Teacher.

WELLNESS POLICY

Controlling the Germs in Our Center

To keep CCPre healthy for everyone and to keep it sanitary, these are the procedures we do daily or twice or more often, if necessary:

- Our staff disinfects the desks and chairs.
- Children are taught to cover their mouth with their upper arm or under their shirt while coughing or sneezing.
- Hand washing is a habit we practice after each bathroom use, before any food and after outdoor play. (A technique we use to teach children is to sing the "Happy Birthday Song" while washing hands, which is the same length of time it takes to wash off all the germs).

Hand Washing Policy

- Scrub both sides of hands with liquid soap
- Turn on faucet to rinse hands scrubbing quickly, counting 1 – 10, and then turning off faucet
- Dry off with towel

Wash Hands:

- When entering the classroom from outdoors
- After messy projects and/or messy hands
- After bathroom use
- Before and after meals



Stewardship is Integrated Throughout Our Day

Caring for yourself

Caring for others

Caring for our world

CLASSROOM POLICIES AND PROCEDURES

Extra Clothing:

Three complete sets of clothes must always be kept in a plastic bag in the child's backpack. Please include tops (shirts/blouses), bottoms (shorts/pants), underwear, socks, etc.

Rest Time:

According to Title 22 Regulations for Child Care Centers:

101230

(b) "All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center.

(1) A napping space and a cot or mat shall be available for each child under the age of five."

A two hour rest time is scheduled every day. CCPre will provide sleeping mats and parents will need to provide a mat sheet and a child size pillow is optional. These will be sent home at the end of each week to be laundered, then brought back on Monday each week. All sleeping belongings must be clearly labeled with the student's name.

Labeling and Lost & Found (In Each Classroom):

Please help your child to recognize and be accountable for all his/her belongings.

Labeling and uniformity can help prevent them from being lost. Ensure your child has extra clothes, sunblock (roll-on style preferred), and a plastic bag (zip-lock bag) for wet or soiled clothing. All students' possessions, including jackets, hats, bags, etc., **MUST** be labeled

with their name. Many times, children have identical articles of clothing, so this will help distinguish what belongs to whom. All unidentified clothing/belongings will be collected and donated twice a year.



What to Leave at Home:

We provide a wide variety of play activities at CCPre, which are shared by all. Our Center is well supplied, which makes it unnecessary for children to bring toys/items from home as they may be easily lost and/or damaged. Exceptions are made on specific calendar days that may be relevant to the day's activities according to the Teacher's communications. In those cases, clearly label your child's name on each item. We are not responsible for lost or damaged items. No pacifiers please. Other exceptions may be a small stuffed toy for rest-time or a 'comfort blanket', both of which must be kept in the napping cubby until rest-time and parent pickup. No items may be kept in the pockets, backpacks, or cubbies. Due to health restrictions, bring rest-time items each Monday and they'll be sent home on Fridays along with their sleeping mats.

VIP's:

Twice a month a different child is given a turn to be the VIP (Very Important Person). This turn usually falls on or close to their birthday month (Please check the monthly calendar for your child's turn). "Being in the spotlight" is a great way to overcome shyness and build self-esteem. Sharing during opening sessions is a great way to develop language and communication skills. Children love sharing and learning about their friends, and they look forward to their turn being the VIP!

On Monday of their VIP Week, they need to bring a home-made creative poster that shares your child's story. This poster may include pictures of family and friends, favorite places, hobbies, activities, cartoon character, food, etc. It can be anything your child feels they want to share with their friends. They will also:

- Talk about their VIP Poster during class time.
- Be the line-leader.
- Lead the class during prayer.

They may also bring a favorite book, song or toy (Please make sure all items are labeled. Items will be kept in the classroom's "share box" until it is time to share with the class and until parent/guardian pickup).

Birthdays:

On each child's actual birthday (or the school day closest to the day), they may bring and wear a special birthday hat, provided by the teacher, that the child will decorate at home. The child can bring a special snack to share with the class at snack time (can not be home made per title 22 guidelines, must be store bought) if they wish. Please communicate with your child's teacher about anything you will be bringing. Instead of goodie bags or gifts, we ask parents to donate a special book to the class on their



child's birthday which will be shared and enjoyed by everyone. Please put a picture of your child and a written dedication inside the book.

Snacks:

CCPre provides two snacks each day, one in the morning and one in the afternoon. All snacks consist of a variety of things including fruits or vegetables, crackers, cheese, yogurt, ect. The morning snack will include 1% milk. CCPre does not warm up milk products. We accommodate most medical food allergies by providing an alternative fruit or vegetable. Medical allergies must be indicated in your child's student file along with a Medical Plan of Action provided by the child's Physician and all prescribed medications.

Snack schedules are emailed with the monthly class calendar/newsletter. Any changes we make to the snacks due to supply or spoilage will be emailed to you and corrected on the class snack schedule. No alternative snack may be provided from home.

Meals:

Meals for the children are not provided at CCPre.

- Breakfast should be eaten at home or before drop-off. If children are scheduled to be dropped off before 8:00 am they may bring their breakfast to eat when they arrive.

- All children enrolled after 12:00 pm must bring their own well-balanced lunch to school and will eat during a scheduled 45-minute lunch time with the class.
 - Parents are required to prepare and provide a well-balanced lunch (including a main entrée, fruit/vegetables, protein, whole-grain, nuts, etc.).
 - When preparing your child's lunch, consider the portion size and avoid choking hazards..
 - Microwaves are available in each classroom for the staff caregivers to warm up lunches.

Please Note:

We will encourage and help your child during lunch time; however, we will not spoon feed or force your child to finish their lunch. If a child refuses to drink water, eat snack or lunch, we will notify you with a message or email.

Milk, Milk Alternatives, and Nutritional Supplements:

State regulations are very strict on milk, milk-based products, and nutritional supplements unless there is a physician's order requiring a special diet due to a medical condition or an allergy. ALL milk products MUST be pasteurized unless there is an



allergy or medical reason not to be pasteurized. NO powdered or RAW milk is allowed. A Physician's order requiring the alternative milk must be provided which shall include a written plan stating how and when it is to be served.

Milk, milk alternatives, and nutritional supplements (PediaSure, Boost, etc.) may be stored in the classroom refrigerator according to the Physician's written orders ONLY for those with a written medical plan. Parents are to provide an individual portion as prescribed each day. Larger cartons containing a one-week supply may be dropped off each Monday morning in a new, unopened container (NO Glass) which has been clearly labeled with the child's name and date the carton was dropped off. Any remaining contents must be picked up and taken home at the end of the same week. No products may be stored over the weekend as our refrigerators are unplugged each Friday and disinfected.

Parents who prefer their children do not drink milk may provide an approved alternative to milk, such as almond, rice, or soy milk, which is to be clearly labeled with the child's name, date, and packed in the child's lunchbox each day with an ice pack to keep it cold. All MILK-BASED products MUST be pasteurized unless there is a documented allergy or medical reason for the alternative. NO RAW MILK IS ALLOWED.

No glass containers are allowed. All milk must be pasteurized, and no powdered milk is allowed. See the Regulation below.

State Regulations require us to comply with the following provisions:

- When milk is served, serve only low fat (1%) milk or non-fat milk to children two years of age or older. •
- Limit juice to not more than one serving per day of 100 percent juice.
- Serve no beverages with added sweeteners, either natural or artificial. "Beverages with added sweeteners" does not include infant formula or complete balanced nutritional products designed for children. • Make clean and safe drinking water readily available and accessible to children throughout the day. • Powdered milk shall not be used as a beverage but shall be allowed in cooking and baking. Raw milk, as defined in Division 15 of the California Food and Agricultural Code, shall not be used. Milk shall be pasteurized.

Children with Allergies:

Children with food allergies MUST have a written plan of action from their Physician on file in CCPre's Office along with all medications exactly as prescribed. For the safety of your child, they will not be allowed to attend CCPre until this critical step has been completed.



Teacher-Parent Communication Procedures:

At CCPre, we use multiple ways to communicate with you! Please ensure all email and phone numbers are kept up to date with the CCPre office as these will be the primary forms of communication.

Sunscreen:

CCPre's Sunscreen policy has been developed to ensure that all children and staff participating in this program are protected from skin damage caused by the harmful UVB and UVA rays of the sun. This policy will be implemented throughout the year, but with particular emphasis from March through October.

Sun-Smart Strategies:

1. Encourage staff and children to wear hats with wide brims that protect their face, neck and ears whenever they are outside.
2. Encourage staff and children to wear sun-protective clothing (i.e., tightly woven, loose-fitting, full length, light colored and light-weight) when temperatures are reasonable.
3. Encourage staff to wear sunglasses that block 100 percent of UVA and UVB rays (broad spectrum) whenever they are outside.
4. Provide sufficient areas of shelter and/or trees providing shade on the play yard.
5. Encourage children to seek and use available areas of shade for outdoor play activities.
6. Schedule all outdoor activities before 10 a.m. and after 4 p.m. (10 a.m. to 3 p.m. during the winter months) whenever possible. The availability of shade will be considered when planning outdoor activities during these times.
7. Children will be hydrated and encouraged to drink water before and during prolonged physical outdoor activities in warm weather.
8. Staff and parents/guardians will model sun safety behaviors by:
 - a. Wearing appropriate hats and clothing when outdoors.
 - b. Using broad spectrum SPF 15 or higher sunscreen for skin protection.
 - c. Seeking shade whenever possible.
9. Parents will provide broad spectrum SPF 30 or higher (and paba and alcohol free) sunscreen in stick form for their child to use on exposed skin, except eyelids.
10. Parents/guardians will complete and sign the Parent Consent for Application of Sunscreen to His/Her Child and it shall remain on file.
11. Include learning about the skin and ways to protect the skin from the UV rays of the sun into our program's curriculum and daily routines.



AIR QUALITY AT CCPre

CCPre proactively seeks to limit outdoor play during times of poor air quality by limiting time spent outdoors. Please see the chart below for restrictions that will be observed during times of poor air quality. All restrictions are subject to further restriction at the discretion of the Director.

The U.S. EPA developed the Air Quality Index, or AQI scale, to make the public health impacts of air pollution concentrations easily understandable. The Air Quality Index, or AQI, much like an air quality "thermometer", translates daily air pollution concentrations into a number on a scale between 0 and 500. The numbers in this scale are divided into six color-coded ranges, with numbers 0-300 as seen below.

GOOD (0-50)

NO RESTRICTIONS

No health impacts are expected when air quality is in this range.

MODERATE (51-100)

NO RESTRICTIONS

Unusually sensitive people should consider limiting prolonged outdoor exertion.

UNHEALTHY FOR SENSITIVE GROUPS (101-150)

OUTDOOR PLAY IS LIMITED TO SHORT TIME PERIODS THROUGHOUT THE DAY

Active children and adults, and people with respiratory disease, such as asthma, should limit outdoor exertion.

UNHEALTHY (151-200)

OUTDOOR PLAY IS RESTRICTED THROUGHOUT THE DAY - ALL STUDENTS REMAIN INSIDE

Active children and adults, and people with respiratory disease, such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children, should limit prolonged outdoor exertion.

VERY UNHEALTHY (201-300)



CCPre MAY CLOSE AT THE DIRECTOR AND ADMINISTRATIVE STAFFS DISCRETION UNTIL CONDITIONS IMPROVE

Active children and adults, and people with respiratory disease, such as asthma, should avoid all outdoor exertion; everyone else, especially children, should limit outdoor exertion.

HAZARDOUS (301-500)

CCPre MAY CLOSE AT THE DIRECTORS AND ADMINISTRATIVE STAFFS DISCRETION UNTIL CONDITIONS IMPROVE

Health warning of emergency conditions: everyone is more likely to be affected.

The AQI numbers refer to specific amounts of pollution in the air. It's based on the federal air quality standards for six major pollutants - ozone, carbon monoxide, nitrogen dioxide, sulfur dioxide, and two sizes of particulate matter

In most cases, the federal standard for these air pollutants corresponds to the number 100 on the AQI chart. If the concentration of any of these pollutants rises above its respective standard, it can be unhealthy for the public.

When the Air District prepares its daily AQI forecast, we take the anticipated concentration measurements for each of the major pollutants, convert them into AQI numbers, and post the highest AQI number for each reporting zone.

Readings below 100 on the AQI scale should not affect the health of the general public (although readings in the moderate range of 50 to 100 may affect unusually sensitive people). Levels above 300 rarely occur in the United States, and readings above 200 have not occurred in the Bay Area in decades.

Why They Are “Just Playing”

Taken from Grace Brethren Schools

When They Are Playing with Sand, They Are Learning...

MATH CONCEPTS: conservation, weight distribution, volume and mass, measuring, geometry, numbers.

SCIENCE: exploring, observing, discovering

LANGUAGE: comparative terms, requests for information, dialogue, name for things

SYMBOLIC SKILLS: sharing, cooperating, problem solving

When they are playing with Water, they are learning...



MATH CONCEPTS: fractions, volume, weight, equality differences, measurements

SCIENCE: water as a power source, water management, evaporation, water cycle, properties of water and objects in water

LANGUAGE: vocabulary, phrases

SOCIAL SKILLS: manners, sharing

ART: food, paint color in water, mixing colors

MOTOR SKILLS: pouring and coordinated movement

When they are playing with Manipulatives, they are learning...

MATH CONCEPTS: patterns, ordering and sequence, number, measurement, geometry, algebra, probability, logic

REPRESENTATION: using manipulatives to represent solutions and problems

SELF-DIRECTION: making choices, making a plan and implementing it

SCIENTIFIC METHOD: observing, making and testing predictions

SOCIAL STUDIES: using available resources for building, representing structures

When they are engaged in Dramatic Play, they are learning...

LANGUAGE: changing roles, creating a script

REPRESENTATION: using language and objects to represent situations in life

PROBLEM SOLVING: human interaction, causing others to play cooperatively

When they are playing with Blocks, they are learning...

MATH/SCIENCE: size, shapes, weight, sorting, patterning, cause and effect

REASONING SKILLS: problem solving, planning

SOCIAL SKILLS: cooperation, negotiation, conflict resolution

LITERACY: symbolic representation

FOUNDATIONAL BELIEFS

Core Values

- Seek Truth
- Serve Christ
- Show Compassion
- Strive for Excellence



We believe Christian education must be:

- Founded upon the Word of God and its principles rather than the personal traditions of men (II Timothy 3:16-17 and Colossians 2:8).
- Centered in the Lord Jesus Christ, Who is the Creator and source of salvation for mankind (John 1:9-12).
- Directed and controlled by the Holy Spirit, Who is able to teach the consenting believer all things (John 14:26).
- Pupil-oriented to achieve the highest academic levels possible to train these young people to fulfill their roles as ambassadors for the Lord Jesus Christ (II Corinthians 5:17-21).
- Applied socially in its content and scope so that young people can learn to serve the Lord Jesus Christ in each of their lives, resulting in a joyful, fulfilled life. (Ephesians 6:18-20 and I John 2:15-17).

We believe that we were all created for the purpose of serving and bringing glory to God. CCPre will assist and reinforce this purpose in the academic realm to remain consistent with the Christian home and local New Testament Church.

DOCTRINAL STATEMENT

We believe that the Bible, in its entirety, is supernaturally inspired and completely without error. Preserved by God, the Bible is our authority and standard for doctrine and practice (2 Timothy 3:16, 2 Peter 1:21). We only use the King James Version of the Bible.

We believe that God is One, existing eternally in three persons-Father, Son and Holy Spirit sharing equally in essence, power, glory, and perfection (Genesis 1:1, Matthew 28:19, John 10:30).

We believe that God created man in His image and likeness, but that in Adam's sin and through personal transgression, we are a fallen race, possessive of a sinful nature and separated from God without human remedy (John 3:16-19, John 5:24, Romans 3:23).

We believe that Jesus Christ, without ceasing to be God, became a man, was conceived by the Holy Spirit, born of a virgin, and lived a sinless life (Isaiah 7:14, Matthew 1:23-25, Luke 1:35, Luke 2:10-11, John 1:14).



We believe in the deity of our Lord Jesus Christ, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (John 1:33, John 2:11, 1 Corinthians 15:3, Revelation 19:11).

We believe that in order to be saved, one must personally trust in Christ and His substitutionary sacrifice for our sins. Salvation comes through faith alone in Jesus Christ and is received entirely apart from works (Romans 10:9-10, 1 Corinthians 15:3, Ephesians 2:8-10, Titus 3:5, John 11:25, Romans 6:4). Baptism is a public confession of that act of faith.

We believe that the salvation of all true believers is kept eternally secure in Jesus Christ (John 10:27-30).

We believe that it should be the goal of every Christian, in dependence upon the indwelling Holy Spirit, to grow in spiritual maturity and holiness, to testify of Christ by life and by work, and to support the work of the Lord through regular prayer, giving, and involvement in a local, Bible-believing church (Malachi 3:8-10, Mark 12:41-44, Luke 18:1, Colossians 1:9-10, Colossians 2:6-8, Colossian 4:2).

We believe in the spiritual unity of believers under the headship of our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

We believe that God has commanded that all intimate sexual activity be solely and exclusively within a marriage between one man and one woman. We believe that any form of sexual immorality including, but not limited to, homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 1 Cor. 6:9; 1 Thess. 4:1-8; Heb. 13:4)

We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

*Full doctrinal statement available online at bbc4me.org or in office upon request.



LEGAL POLICY

MEDIATION AND BINDING ARBITRATION

The parties to this agreement accept the Bible's command to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Cor. 6:1-8, Matt. 5:23-24, and Matt. 18:15- 20. Therefore, the parties agree that any claim or dispute arising out of, or related to this agreement or to any aspect of the School relationship, including any contract, tort or statutory claims, shall be settled by biblically-based mediation.

Community Care Licensing is the agency which licenses and oversees the policies and enforcement of its laws for all childcare centers. We are a licensed facility and we are subject to their random inspection and childcare protection interviews. We hold ourselves accountable to God, the community and the government agencies. Please note that we are required to report all suspicious physical and emotional abuse. You, the parent, and the child have your rights as indicated in your packet.

I understand that I have the right to see my child at any time while my child is under CCPre care. As a matter of record all parents are asked to sign in/out in the office and wear a visitor badge during visitation time. I also understand that the Community Care Licensing Agency has the right to conduct inspections consistent with Health and Safety Code Sections 1596.852 and 1596.853, which includes the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The agency shall also have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect or inappropriate placement and to have a licensed medical professional examine the child(ren).

The Local Office of the Community Care Licensing (CCLD) is located at:

**Community Care Licensing
520 Cohasset Rd #170, Chico, CA 95926
Phone: (530) 895-5033
<http://www.cclid.ca.gov>**

The CCLD Facility Search website:

<https://secure.dss.ca.gov/CareFacilitySearch/home/selecttype/>



PERSONAL RIGHTS**Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

Community Care Licensing

ADDRESS

520 Cohasset Rd #170

CITY

Chico, CA

ZIP CODE

95926

AREA CODE/TELEPHONE NUMBER

(530) 895-5033

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:**PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

Conquerors Christian Prschool

(PRINT THE ADDRESS OF THE FACILITY)

2787 N Beale Rd. Marysville, CA 95901

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)



CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community Care Licensing

Licensing Office Address: 520 Cohasset Rd #170, Chico, CA 95926

Licensing Office Telephone #: (530) 895-5033

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Conquerors Christian Preschool

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)



Notes:

