

# Coastal Christian Academy Preschool

## Parent Handbook 2021-22



4633 Doliva Drive, San Diego, CA 92117  
858.598.6846  
Licensed Facility #: 376701345

Welcome to Coastal Christian Academy Preschool (CCAP). We are truly grateful to the Lord for allowing us the privilege of being partners in ministry alongside you, the parents, to your children. As we all spend much time committing the school year to prayer, we trust this will be an outstanding year of spiritual and intellectual growth for your family.

It is our hope that you will thoroughly review the contents of this Parent/Student handbook. We feel these principles are important to maintaining a Christ-centered school of excellence, as well as the belief that parents are the primary party responsible for the education of their children. It is our privilege to come alongside you in support of these efforts.

Once you have read the contents, a signature page is provided for your acknowledgement. Please sign and return the signature page before or on your child's first day of school.

May God richly bless you in the knowledge and grace of our Lord Jesus Christ.

Blessings,

Mrs. Karen Campbell – Director of Coastal Christian Academy Preschool  
[karen@coastalsd.org](mailto:karen@coastalsd.org)

Mrs. Cathy Dobbs – Principal of Coastal Christian Academy  
[cathy@coastalsd.org](mailto:cathy@coastalsd.org)

### **Admissions statement**

CCAP reserves the right to determine whether our school can meet the spiritual, social, and emotional needs of each student. In certain cases, it may be in the best interest of the school that the administration declines an enrollment request for a prospective student. The presence of major concerns could have an adverse effect on classmates and the culture of the school.

CCAP does not discriminate based on race, color, national or ethnic origin, in the administration of its educational policies, admissions policies and other school administered programs.

### **Our Objective**

Our Christian school serves as an extension of the home, existing to support parents in their responsibility before God to enable each child to develop his or her full potential. It functions as a partnership with the parents to help equip the family in educating their children and reinforcing Christian principles in the spiritual, emotional, intellectual, physical, and social realms of the child.

## **CCAP philosophy**

CCAP exists to help prepare children to be disciples of the Lord Jesus Christ. CCAP will honor God by teaching a desire for the love of Christ in each student so he/she will want to exemplify Him in all areas of life.

CCAP serves the community in the name of the Lord Jesus Christ by providing loving Christian care and high-quality Christian education for the children of parents that desire a Christ-centered education.

CCAP believes the Bible clearly teaches that parents are primarily responsible for their child's education, upbringing, and discipline. To this end it is CCAP's desire to come alongside the parent as a partner with their child.

CCAP has biblically based expectations as a firm foundation to be backed by consistent encouragement and consequences.

## **Statement of Faith**

### **We believe:**

In one God, the Creator and Sustainer of the universe, eternally existent in three Persons: Father, Son and Holy Spirit.

In the divine inspiration, infallibility and final authority of the Bible as the Word of God.

In the uniqueness of man, by virtue of his special creation in God's image, and his responsibility to understand and master the world to the glory of God.

In the unique Deity of the Lord Jesus Christ, the incarnate, virgin-born Son of God

In the representative and substitutionary death of the Lord Jesus Christ as the necessary atonement for our sins.

In the resurrection of the crucified body of our Lord and that blessed hope, His personal return.

In the power of the Holy Spirit in the work of regeneration and His continuing work in the heart of the believer.

In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.

In the spiritual unity of believers in our Lord Jesus Christ.

That God created marriage to be exclusively the union of one man and one woman.

That God created people as expressly male and female.

## Hours of Operation

All Day Care: 8:00 am – 5:00 pm

*Please arrive daily by 9:00 am*

Morning Program: 8:00 am – 12:00 pm

Our center opens no earlier than 8:00am and closes exactly at 5:00pm. Our half day program ends promptly at 12:00pm. **If you leave your child early or late, you will be charged a fee.** No child is to be left in the center for more than 10 hours.

## Late Pickup Policy

The half day program ends at 12:00pm and the full day ends at 5:00pm. This means you need to have your child and their items ready to leave the school no later than those times. \$1 per minute will be charged for any late pickup. Late fees will be added to your bill.

## Arrival and Departure

You must accompany your child into the center and notify the teacher of your arrival. When you pick up your child, make sure you get the attention of a teacher to let them know you have taken your child. Parents of children in the program must sign in and out on the daily attendance sheet. **STATE LICENSING REQUIRES A FULL SIGNATURE!**

Please leave your cell phones in your car when dropping off or picking up your child. They need your full attention during this transition time.

***Due to COVID 19 and CDC regulations, parents will not be allowed into the preschool classrooms. Lunch, bedding, and water bottles will be given to the teacher or students to bring in the classroom. All items that need to be taken home will be left outside of the classroom in the main hallway.***

## Dress Code

CCAP does not have a set dress code, but children do play at school and will get messy. Please send children in clothes that can get messy. Children may come to school with open toed shoes that have a back on them. Please no flip flops.

Each child will need a full set of extra clothes, including socks and an extra pair of shoes. Please clearly label all items and put in a gallon size Ziploc bag. Jackets also need to be clearly labeled.

CCAP does not celebrate Halloween, we desire that families celebrate with their children if they choose. Children may not come dressed in costumes if Halloween falls

on a school day. The Preschool will have plenty of dress up days, such as spirit week and coordinating fun days with the elementary school. Thank you in advance for your cooperation.

### **Tuition fees**

Tuition is paid monthly on the **first or fifteenth of the month**. Monthly fees can also be paid in two equal payments on the first *and* fifteenth of the month. Monthly tuition can be paid by personal check or automatically withdrawn from your checking or savings account by ACH payment.

There are no credits for absences, holidays or vacations. We are not able to provide make-up days because our classrooms operate at maximum capacity.

- New Student enrollment fee - \$175
- Annual Re-enrollment fee - \$100 (in February)

<b>Monthly Tuition for Toilet-Trained Children:</b>		
# of Days/Week	Half Day (8am-12pm)	Full Day (8am-5pm)
Monday-Friday	\$630	\$899
Mon/Wed/Fri	\$437	\$624
Tues/Thurs	\$303	\$433

<b>Monthly Tuition for Children in Diapers:</b>		
# of Days/Week	Half Day (8am-12pm)	Full Day (8am-5pm)
Monday-Friday	\$760	\$1,029
Mon/Wed/Fri	\$515	\$702
Tues/Thurs	\$355	\$485

### **Discounts:**

Sibling Discount: 10% discount is offered to the youngest sibling.

Families who are active duty military, law enforcement, or first responders will receive a 10% discount.

***Note: Only one discount may be applied to each student's tuition.***

## Withdrawal

If you must withdraw your child from the preschool, ***TWO WEEKS NOTICE*** must be given. We will issue a prorated tuition refund, if applicable, based on the withdrawal date. We reserve the right to discontinue enrollment if the policies and procedures of the preschool do not meet the needs of the parents and children.

## Withdrawal Policy

**Parent-Initiated Student Withdrawal:** A written two-week notice is required for all students who plan on withdrawing. Full payment is required for the two weeks, regardless of attendance.

Note: If payment has been made that exceeds the two weeks, a refund shall be submitted for the remaining time and mailed to you within 3-4 weeks.

**Director-Initiated Student Withdrawal:** When the director determines that the school environment does not meet the needs of the child, a two-week notice shall be given for withdrawal. A refund shall also apply if the account has been paid for the month.

## Immunizations

Up to date immunization records are required for all students attending school in the state of California. You must bring a copy of your child's shot records upon enrollment and be sure to update it with us whenever they receive new immunizations. If you receive notification that your child is missing required immunizations, you must promptly provide proof of your child having received those immunizations for them to continue attending school. (3 Polio, 4 DTap, 3 Hep B, 1 Varicella, 1 Hib, 1 MMR)

Note: The following enrollment forms must be on file no later than 30 days after registration:

- Completed Physician's Report LIC701
- Completed Blood Lead Test Compliance Form

## Sign in and Out

Sign-in sheets are located in each classroom or on the playground if children are on the playground.

1. Your signature on the sign-in sheet acknowledges that your child is now our responsibility.
2. In case of a fire or disaster, it is the only record that your child is on the premises. We use the sign-in sheets to account for every child that is signed in. Without your signature, we have no quick reference of the children in attendance.
3. State licensing requires that every child be signed in with a readable first and last name. When they inspect our facility, we can be cited for children not sign in/out or a scarcely legible signature.

4. California state law stipulates that schools have a duty to protect those enrolled at their sites. In agreement with this law, students attending CCAP will not be released to anyone whose behavior in any way might jeopardize the safety and wellbeing of a child including, but limited to, those we suspect might be under the influence of drugs and/or alcohol.

## **Holidays**

A calendar of days the center is closed will be provided annually. The holidays for the 2021-2022 school year will include the following:

- September 6 Labor Day
- November 11 Veteran's Day
- November 25-26 Thanksgiving break
- December 20-31 Christmas/New Year's Break
- January 17 Martin Luther King Jr.
- February 21 Presidents day
- March 18 Staff Development Day
- April 15 Good Friday
- May 30 Memorial Day
- July 4 Independence Day
- August 29-September 2 Staff Development Week

## **Closures**

There may be an occasion where CCAP must be closed due to circumstances beyond our control. For example, the fires of 2007 forced many school closures as did a recent power failure. In the event of an emergency school closing when your children are at home, please do the following:

- Check your email. The director will send emails to parents with updates of closures the night before the closure day or at least an hour before the scheduled start of school.
- Understand that the preschool tuition will be the same regardless of a temporary closure. Expenses for the school continue in spite of the emergency.

## General Information

- **Student Evaluations:** Each Spring your child will receive a written evaluation of progress and school readiness.
- **Change of Information:** If your name, address, or telephone number is changed or your place of work changes, please notify the school.
- **Email Communications** will be generated from the director, informing you of current events in the preschool.
- **Sunscreen:** Please apply sunscreen in the morning before leaving home. If you would like it applied again in the afternoon, please leave a bottle with your child's name on it in their cubby – and sign an authorization to administer form.
- **Change of Clothing:** Please bring a complete change of clothing to leave in your child's cubby in case of emergency. Change clothing with each season.
- **Shoes must be worn to school.** Children may wear sandals with backs on them. Please no flip-flops.
- **Lost and found items** are located in a basket marked lost and found by our "Welcome Parents" area in the main hallway. Items with names will be returned to the child's cubby.
- **Vision Screening** is offered annually from the California Hawaii Elks Club. (Free of charge)
- **Toys to School:** Children are not allowed to bring toys from home. These items create conflict. Teachers will plan a share day that children can bring in a toy or something from home to share with the class.
- **Solicitation of Goods and Services:** CCAP policy does not allow for any child or parent to receive solicitation by any other parent or organization to purchase products or services.
- **Preschool Meet & Greet:** Each August parents are invited to meet their child's teachers and fellow classmates. Check the annual calendar.
- **After-Hours Telephone Messages:** The school closes @ 5PM. If you need to speak with someone on staff, please leave a message at 858.598.6846 or email the director [karen@coastalsd.org](mailto:karen@coastalsd.org).

## Field Trips

We currently have parades and other special activities that may take place on the elementary school campus. This is considered a field trip as we are leaving the licensed area of the preschool. Field trips to the elementary school will be announced ahead of time. We will not need parent volunteers for these field trips. We will have a Chapel every Wednesday in the Elementary School Chapel Room.



## Food

CCAP will provide nutritious morning and afternoon snacks. The snack menu is posted in the main hallway, as well as the classrooms.

Please send a lunch that is clearly labeled with your child's name. You may put it in the center's refrigerator, if necessary, upon drop off. Pack your child a nutritious lunch utilizing important items from all the food groups. Please include fresh fruits and vegetables, sandwiches, and munchies. Take into consideration portion sizes and variety. Please note: Pudding, Jell-O, and candy are not allowed. There is no nutritional value and the high sugar content is not good, especially before nap time.

Please provide a non-spill water cup for your child and put their name clearly on it.

Staff will serve any and all food with food handling gloves.

Children need to eat breakfast before coming to school. Please no outside food except for lunches.

## Rest period

Cots will be provided for children to take naps and rest.

Each Monday, preschoolers need to bring a small blanket and a fitted crib sized sheet. Please store your child's nap things in a pillowcase or bag. Make sure everything is **CLEARLY LABELED** with your child's full name. Nap items need to be taken home each Friday for laundering and returned to school each Monday. If bedding is borrowed, parents are required to launder it and return it on Monday. Your child also may bring a small stuffed animal or blanket to sleep with during nap time only.

We are required to offer a nap period to all our students. We do our best to encourage them to sleep/rest during nap time but are not allowed to force them to sleep or wake up because it is an infringement of their Personal Rights.

## Toys and Candy

Please do not send toys, candy, or gum to school. Your child's teacher will advise you when it is appropriate to bring a special toy for sharing.

***CCAP is not responsible for any toy from home that is lost or broken because your child brought it to school against school policy.***

## **Birthdays**

We want to make your child's birthday a special day at school. Each child gets a special birthday crown and birthday song.

If you would like to bring in special treats to share with friends, we encourage the following:

- Bubbles for each child in the class
- Yogurt or Go-gurts
- Stickers, markers or crayons
- Fresh Fruit or Veggies
- Pirates Booty
- Healthy Cookies
- Mini-Muffins

We discourage the following:

- Cupcakes and cake
- Ice cream and soda
- Plates, hats, party favors, and piñatas

**FOR SAFETY REASONS, NO BALLOONS OR CANDLES ALLOWED IN THE CENTER!**

## **Curriculum**

CCAP curriculum reflects the following domains: spiritual, social/emotional, cognitive, science, language and literacy, fine motor skills, gross motor skills, creative arts and health domains. As a Christian school the children learn one scripture a month, have daily biblical stories, and we discuss a specific fruit of the spirit each month. Some months we have special events, like Easter, Mother's day, etc. CCAP does not celebrate Halloween, Easter Bunny, Santa, and Leprechauns. We ask parents to please keep these celebrations at home; we want to keep Jesus as the focus of all holidays and celebrations.

Our monthly curriculum will be posted on our parent board in the main hallway. Teacher's lesson plan books are available to view upon request.

## **Emergency Preparedness**

In the event of a national disaster or emergency, plans are in place to provide food, water and protective care for 72 hours. CCAP provides this as part of the registration fee. Drills are conducted on a regular basis throughout the school year. Disaster and fire drills are conducted twice a year. If the phone lines are down, please communicate with CCAP through their email connections. Smartphones will be on hand and we will be checking our emails for communication with parents.

[karen@coastalsd.org](mailto:karen@coastalsd.org); [ashley@coastalsd.org](mailto:ashley@coastalsd.org); [admin@coastalsd.org](mailto:admin@coastalsd.org)

## **Discipline Procedures**

The school is an extension of the home and we are here to serve you as you train and build character in your child. You are the first and primary teacher. We are here to help you.

“He who ignores discipline despises himself, but whoever heeds correction gains understanding.” Proverbs 15:32

“Children, obey your parents in the Lord, for this is right. Honor your father and mother, which is the first commandment with promise: that it may be well with you and you may live long on the earth.” Ephesians 6:1-3

As an extension of your home, we will provide and support opportunities for your child to practice obedience and a good attitude (honor) in the school environment. Your child will be treated with respect and fairness at all times. If a child displays behavior that endangers himself or others or is in direct disobedience to classroom standards, the following steps shall be taken:

- Re-direction towards another activity.
- “Thinking time” or loss of privilege.

If the behavior continues, the director shall be notified and parents will be requested to meet with the director and teacher. A plan of action will be set in place to include the following:

- Documentation.
- Daily communication on the child’s progress for 2 weeks.
- Resources to get professional assessment/intervention for behavioral concerns

If this fails, it may be time to consider whether or not CCAP is the best environment for the child. The director reserves the right to make this decision after much consultation with parents and the teacher. A two-week notice will be given to the parent for withdrawal.

Note: At no time shall corporal punishment be used with your child. Children will be treated with respect and redirection at all times.

## **Communication**

- As with any team, communication is vital to success. At CCAP our team of parents, teachers, and office staff communicate regularly.
- Messages and notices will be placed in your child’s art folder.
- Special events and party notices will be posted.
- A newsletter will be sent via email every month.
- Emails are posted in the classrooms, on the parent board, and website.

## Parental Access and Facility Inspection

Under state law, parents/guardians of children attending CCAP have the right to enter and inspect our facility without advance notice. Parental entry and inspection are dependent upon the presentation of proper identification and limited to normal operation hours, while their children are attending school.

The law prohibits discrimination or retaliation against any child or parent/guardian who exercises their right to inspect our facility. However, the law also authorizes the person or persons in charge of the facility to deny access to parents/guardians or any adult who has not been listed as a contact if:

- The parent/guardian is behaving in a manner that poses a risk to the child, other children and/or staff in the facility.
- The adult is a non-custodial parent AND the facility has been informed in writing by the custodial parent AND the judicial system not to permit access to the non-custodial parent.
- COVID 19 The CDC encourages limited amounts of non-necessary people in the classrooms and other areas when the children are present.

## Coastal Christian Academy Preschool Statutory Duty

Please be advised that pursuant to California penal code section 11166, Coastal Christian Academy Preschool is required to immediately report any suspected child abuse to the appropriate authorities.

## Court Orders

The preschool must have on file all current court orders that make reference to school related enforcement. For the welfare of the students, all personnel and policies of the preschool must maintain total neutrality in conjunction with all custody suits, whether settled or in progress. At no time will CCAP or its staff provide supporting information requested by either parent or their attorneys to be used in custody to enhance or detract from either party's claim, unless subpoenaed by the courts. CCAP will also not act as liaison between parents and their children for the purpose of sidestepping court orders. Our school's responsibility is to maintain a safe, loving, learning environment for all children in all circumstances. We will not take sides and jeopardize our purpose.

## Medications

State law does not permit CCAP to administer over-the-counter-medications such as aspirin, cold remedies, or cough syrup. **Only prescription medications may be given, and additional paperwork must be filled out before we can give your child medication.**

- Medications must be clearly labeled with your child's name, prescription number, doctor's name and phone number, dosage, and expiration date. The medications

will be kept in the refrigerator, or out of children's reach. Please hand all medications to your child's teacher with written instructions and when the last dose was given.

- Diaper cream and sunscreen must be labeled with the child's name and paperwork must be filled out. They will be kept in a covered container in your child's classroom. Please do not leave any creams, lotions or ointments in your child's cubby or backpack.

### **Biting Policy** (Applies to children 30 months of age and older.)

Biting is age appropriate up to 24 months. After a 6-month grace period, a 30-month old child can understand the concept that biting is not acceptable. The most effective action to stop biting can only be taken by the parent. Therefore, in consideration of the health and safety of the other children, the following steps shall be taken:

- First incident, the child will be sent to the office to think about what has happened. The parents will be notified.
- Second incident-Fourth Incident, the parent will need to pick up the child immediately and take them home for the day. A plan of action will be discussed with the parents and resources made available.
- Fifth incident, the parents may be asked to withdraw their child immediately. It is up to the discretion of the director.

### **Illness – SICK POLICY**

This center serves WELL CHILDREN ONLY. **This is a California law and a stipulation of our license.** No child will be accepted for care at the center if they are sick. Please keep your child home if:

- They have a fever of over 100.4 degrees.
- Early stages of a cold (heavy sneezing, runny nose, or severe cough).
- Diarrhea and/or vomiting.

Those are the most common reasons we will not accept children for the day, but we reserve the right to not accept anyone that we feel is not well enough to attend school or will be a contagious risk.

- If a child becomes ill during the day, the center will notify the parent immediately. The parent must remove the child from the center as soon as possible after receiving notification of the child's illness.
- If the child has a fever at school over 100.4 degrees and goes home, the child must be fever free for 24 hours without medication before returning.
- When a child is sent home, they may return to the center after their symptoms have gone away for 48 hours **after** they have begun their first treatment of antibiotics. Some cases will require a doctor's note. See below:
  - Stomach flu
  - Fifth disease

- Hand, Foot, and Mouth disease
- Ringworm
- Strep throat
- Conjunctivitis (pink eye)
- Impetigo

## COVID 19

*People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:*

- *Fever or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fatigue*
- *Muscle or body aches*
- *Headache*
- *New loss of taste or smell*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19. If your child exhibits any of these symptoms, please keep them home. If the child develops symptoms during their school day and has a fever, the parent will be called to pick up.

If a child is home sick for any length of time, the client must still pay for their tuition. Refunds or credits are not given.

If we contact you to pick up your sick child, you need to do so promptly with an hour of first call.

## Lice Policy

When live lice (actual bugs) are discovered on your child, you will be called for immediate pick up and treatment at home. Please be proactive and aware of the following information:

## Returning to School

**The child may return to school when:**

- There are no live bugs.
- All nits have been removed.
- The student has been checked at the office for any nits.

*A seven-day check will be administered by a preschool staff to make sure that no nits have hatched.*

**At Home Treatment:**

- At home treatment should include over-the-counter treatment as recommended by your pharmacist.
- Wash the child's bedding and pillows
- Soak combs and brushes in hot water for 5 to 10 minutes

**Important Information about Lice:**

- Live bugs are transferred from direct head-to-head contact or shared combs, hats and scarves.
- Live bugs can crawl from one child to another. •
- Lice do not live longer than 12-18 hours without a host (i.e., someone's head or a blood source)
- Nits are harmless. Once they have been treated, it is unlikely that they will hatch. Nits are not transferable. Nits do not hatch for 7 days.

## **A Day in the Life of Preschooler**

The following is a general idea of what the daily schedule is at CCAP:

8:00-9:00	Morning care
9:00	Class Begins Morning Greeting, Bible Circle, Pledge of Allegiance, Calendar, Weather
9:30	Morning Snack
9:45	Outside Discovery: Gross Motor
10:45	Academic Circle (per curriculum) Classroom Discovery: Art, Blocks, Manipulatives, Fine Motor, Music and Movement, Dramatic Play, Science, Cognitive
11:30	Lunch
12:00	End of Half Day
12:30	Rest Time
2:30	Wake Up
2:45	Afternoon Snack
3:00	Afternoon Care
5:00	School Closes

Each child follows a standardized routine. The teachers plan weekly lessons based on the interests of their students and the monthly curriculum. Our main learning time of our day starts at 9:00am for both half and full time students





## Coastal Christian Academy Preschool

### Parent Handbook Acknowledgement Form

Coastal Christian Academy Preschool Parent Handbook is yours to keep. Please refer to it regarding our policies and/or procedures. By signing at the end you are acknowledging that you have received our handbook, read it, understand and agree with the policies contained therein.

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Printed name: \_\_\_\_\_

Parents' Signature: \_\_\_\_\_