



The Creek

Preschool & Kindergarten

Parent Handbook 2019-2020

Be
STRONG AND
COURAGEOUS.
Do Not *be* Afraid
FOR *The Lord* God *your*
is with you
JOSHUA 1:9

Dear Parents:

As we enter into the next school year, I wanted to share our theme verse with you, which I hope will remind and strengthen us of the great and mighty power of our God.

My hope is that your children leave us empowered in His strength, full of confidence, love, and the courage to do the right thing, even when it's scary.

Thank you for giving us the opportunity to partner with you to make a difference in the lives of your children.

Stefanie Carlson
Director

Important Contact Info

School Phone: (714) 633-0402

After Hours Voicemail: (714) 497-0581

Email: info@thecreekpreschool.org

Web Site: www.thecreekpreschool.org

Facebook:
www.facebook.com/TheCreekPreschool

Billing Questions:
tuition@thecreekpreschool.org

School Address:
250 S Prospect St.
Orange CA 92869

Mission & Ministry

The Creek Preschool is an extension of Revive Covenant Church, serving the community around us, offering a Scripture-based program that blends developmental and academic techniques. The school provides hands on learning experiences that prepare each child for his/her future schooling and most importantly to prepare him/her to give God the glory that is due Him by choosing to follow Him.

Worship Opportunities

We would love to invite you to attend our weekly worship service, small group Bible studies, and Sunday school classes here at Revive Covenant. Sunday Service runs from 10:00am - 11:30 am Nursery care and Children's Church classes for children 6 weeks old – 5th grade are provided during the worship service.

Additional programs and activities occur throughout the year too. Further information about the church is available through the church office at (714) 633-6464 or on the web at www.revivecov.church or for children's programming information, contact Mrs. Jennifer at Jennifer@revivecov.church

Entrance Requirements

Enrollment in our school is open to children 2.0 years through Kindergarten.

Preschool: Children must be at least 2.0 years of age to start with us. Our 2's & 3's classes are allowed to be in diapers or pull-ups if needed. Please see the potty training section in the handbook for more information.

Pre-Kindergarten: Children must be 4 by Dec 1, 2019 and potty-trained.

Transitional Kindergarten: Children must be 5 between July 1 & Dec 1 2019 and potty-trained. Children with birthdays between Dec. 2, 2019 and March 1, 2020 must test in.

Kindergarten: Children must be 5 by Dec. 1, 2019 and potty-trained.

Philosophy Statement

Teachers are the builders of this country. We are responsible to provide the population of this country with the correct tools to get them through life. It is through education that we plan to facilitate growth that will enable children to evolve into good citizens that participate in life. We will seek to teach children how to make decisions for themselves through self-discovery.

It is important that the children not only learn from the teachers, but also from each other. To accomplish this, we will seek to provide a non-threatening atmosphere where we will encourage the children to take chances and explore unfamiliar concepts. It is through collaboration in small and large groups of children as well as independent and whole class work that the children will develop the ability to think and make decisions for themselves, as well as to work well with other children.

We will teach critical thinking and problem solving questions that are developmentally appropriate. We will connect the real world to the classroom so that the children understand how their knowledge can be used. We will provide hands-on experiences with the help of manipulatives in order for the students to take abstract information and make it more concrete.

Our staff will provide a preschool whose basic Christian experience, beliefs, and practices are consistent with God's word concerning the education of young children and the teachings/educational philosophy of the church and school. Our program makes Christ preeminent in all that we do. In light of this, we hope that the weekday staff, other church staff, lay leadership, and other church members will view our preschool programs as a ministry of the church deserving the necessary support to be successful in its mission.

Necessary Paperwork

The school is regulated by the State of California through the Orange County Department of Social Services. In order to meet state licensing regulations, it is **mandatory that all forms be completed and returned to us before your child can start school.**

If you move, change phone numbers, or need to modify who is allowed to pick up your child from school come into the office and update the forms. We use this information to reach you in an emergency and to keep your child safe—it is important that we have accurate information at all times.

If your child has need of medication during the school day please stop in at the office to sign off on a medical release form for the office staff to give your child the medicine or to make arrangements for you to come back to disperse the medicine. Teachers cannot disperse medicine.

First Days of School

Orientation Day: 10am-11am

The first time your child comes to school is not a full school day. We begin at 10am and while your child has a shortened school day you will attend the parent orientation meeting. We will be covering the handbook contents, getting a crash course in Zoo-Phonics, and have the opportunity to ask questions and ease into the new school year.

School Calendar

We do our best to make sure that the dates on our calendar do not change. Please keep these dates with you throughout the year as they will keep you informed of many important events.

Calendars are also posted monthly in each classroom and on the outside bulletin board located next to the office. They're also available for download on our web site.

Our preschool does not have a prescribed number of days in its school year. We follow as closely as possible the Orange Unified School District traditional calendar.

Parking

It is a matter of safety that all children be walked to their classrooms from the SOUTH parking lot. Please do not park in the fire lane adjacent to the school. (Those gates are not entrances, they are emergency exits only).

In addition, please **do not leave children, purses, or other valuables in the car** when you are going in to drop off or pick up your child. It is not only unsafe to leave your child in the car, but illegal.

Potty Training

PreK, TK and Kindergarten students must be potty trained. But if your preschool child (2's or 3's class) is not yet potty trained, its okay for them to come to school in diapers or pull ups! You provide your own pull-ups and wipes. There are no additional fees.

When to start potty training? We recommend that you start this process when you've seen a successful pattern of attempting the potty while your child is still in pull-ups. Our teachers will continue encouraging pull-up clad children to use the potty at school if they need to go.

If your child is transitioning to underwear, please make sure to have multiple sets of changes of clothing in the buckets. As you transition to the next stage, we transition with you.

Communication

Our teachers and staff members are here to help. We want to hear from you, whether you have a question, a problem, or just need to talk to someone.

The office sends out the monthly reminders for the school by email, including updated monthly calendars for you to download. If you are not receiving our emails, or need to add a family member's email address, please check in with us so we can add you to the list.

We're also on Facebook, so "like" and "follow" The Creek Page and join the Creek Families group and you'll get updates in your news feed!

In addition, each teacher sends home their monthly newsletter detailing classroom specific events and lesson plan objectives for the month. Don't forget to check out the parent bulletin board in your teacher's classroom and outside the office for all the latest postings.

Buckets: Communication between school and home is facilitated by the use of a bucket. We use it to send home notices and artwork and your kids keep their jackets, lunch, share toys, etc. in it.

While you can purchase a bucket anywhere, we recommend something from the car wash aisle as they're larger and more durable than your average sand-castle making bucket. Decorating your bucket is a fun way of getting ready for the school year. Make sure to put your child's name on the bucket.

Please keep a full change of clothes (including socks & shoes if possible) in your child's bucket at all times. Even potty trained children can still have accidents, spill their juice, or fall in a puddle and need a change of clothes.

All "Share Toys" must be able to fit inside your child's bucket. ***Unless it is Share Day, please do not bring toys to school.*** Your child's special blankie, bear, etc. is the exception, but be aware of the dangers of a special one of a kind security item in an active preschool environment.

Arrival & Dismissal

Regular School hours are:

Kindergarten/TK	8:30 AM to 12:00 PM
Preschool/Pre-K	9:00 AM to 12:00 PM
Extended Day Care	8:00 AM to 3:00 PM

(Extended Care— 8am-3pm- starts Wed. Aug. 28)

Arrival

Children cannot be dropped off at school earlier than 5 minutes before the regular start time unless you are signing your child up for the Early Birds program for that day. Children arriving earlier will be charged the Early Bird fee for the day.

All children must be brought to school and picked up from school by a person **18 years** or older. **The state requires that you enter the classroom and sign the child in on the class list each morning, using full**

legible names. Parents may not leave the child if the teacher is not present in the classroom.

Arriving on time is very important. The first ten minutes set the tone for the whole day.

Please do not visit with your child's teacher before class. He or she needs to prepare for the start of the school day and for this reason we do not open the classroom doors before this time. Teachers are available most days after school, and by appointment.

Dismissal and Pick Up

It is very important that children be picked up on time as many children experience anxiety when they see other mommies picking up but their own is not there.

Pick-up times are:

12:00	Preschool/Pre-K/ Kindergarten
1:00	Lunch Bunch
1:30-2:00	Extracurricular Classes (varies by class)
3:00	Extended Day

Children who are not picked up by their officially scheduled pick up time will be signed into the lunch bunch and extended day program and your account will be billed at the \$5 an hour rate for the time stayed.

Children who remain on campus past 3:00pm at closing will go to the office. A late ticket will be given to you, the value of which will be \$1 for every minute after 3:05pm, payable at the time of pick up.

Your child will not be released to anyone (other than a parent or legal guardian) who is not listed on your emergency information sheet. Please make sure you update the list in the office, or send a **written note** for the days a new person is to be authorized to pick up your child.

If the teacher does not recognize the adult who is picking up your child the teacher will ask them to stop in at the office to be verified. They will need to show ID.

If a non-custodial parent is not to pick up your child we must have an official restraining order or other legal paperwork in our files.

Parents/Visitors

Parents are always welcome on campus.

During the school year we schedule many special events for you and your family to be involved in and visit the school— Grandparent’s Day, Christmas, Daddy N Me Night, Open House, Graduation, Mommy & Me Tea, and of course the class parties for the many holidays throughout the year. We also love having parents and grandparents attend chapel with us.

However, the first few days of school are not the best days for parents to stay and observe. It’s best to say a loving “goodbye” to a tearful child and then leave. We know that sometimes separation is just as hard on you as it is on them: you can always come into the office and we’ll send someone to check on your child, or we can call you if your child is still struggling.

Even if your child is fine with separating from you, your presence on those first few days can make it difficult on the other children who wonder where their mommy is.

If you are staying on campus longer than dropping off or picking up, you will be required to check in with the office and have a visitor sticker. The visitor sticker will be clearly visible and must be worn on the upper left of the chest. This will let everyone on campus know you are authorized to be here.

Financial Information

Registration

In-house registration begins the first week in February for the coming school year. This gives our school families the first opportunity to reserve a place for fall. Registration opens to the public March 1.

Registration is \$200 per child. Registration helps cover expenses for curriculum, materials, field trips, and disaster kits.

The registration fee is non-refundable. It is separate from your tuition payments.

Tuition for 2019-2020

Yearly fees:

	9am-12pm	8am-3pm
T-Th	\$2600	\$3300
MWF	\$3400	\$4500
M-F	\$4700	\$6450

5 Day TK/Kindergarten 8:30am-12pm: \$5000

3 Day TK: 8:30-12:00 MWF: \$3450

5 Day TK/K w/ Extended Care (8am-3pm): \$6450

3 Day TK w/ Extended Care (8am-3pm): \$4500

- Payment of your year’s tuition in full by September 1, 2019 results in a 5% discount.
- Revive church members receive 10% off their monthly tuition payments.
- The second sibling receives 10% off their monthly tuition payment. (Taken off lowest tuition rate)

Payment Plan: We realize that not everyone can pay the full tuition at once. For your convenience we have divided the year’s tuition into ten equal monthly payments due on the 15th of each month starting August 15 and ending May 15. This payment will be made by automatic electronic funds transfer.

If you are one or more months behind on your payment plan or any past due charges, we reserve the right to cancel your enrollment effective immediately. Returned checks or EFT processes are assessed a \$20 fee per occurrence.

Cancellation Policy:

Refund of tuition is based on the time of notification of withdrawal from the school.

A 30 days *written notice* is required, so that any monies prepaid over that amount can be refunded. Include your child’s last day on the notice. We also have withdrawal forms in the office.

The Creek does not do refunds on the monthly payment plan. You are encouraged to complete the month that you have pre-paid and to have the last day on the 14th of the month. Written notice is still required.

Schedule Changes:

Should you wish to change your child's schedule mid-year to a different class, we will do our best to accommodate your needs as long as there is room in another classroom. We require a week's written notice to change the schedule so that the new teacher can be prepared for your child's entry to the classroom. There is a \$25 fee for class changes as new materials need to be purchased for your child to use in that room.

Changing your hours (adding extended day or changing to academic day only programs) does not incur a schedule change fee for the first change. Additional changes will be billed \$15 per change.

Academic Day to Extended Day Change: You will be billed the \$5 an hour rate for time actually stayed outside of your academic day hours up until the 15th of the month, when your schedule change takes effect; at that point you will be billed for the Extended Day Package Schedule.

Extended Day to Academic Day Change: Financially, your change becomes effective on the 15th of the month you change, when your account will be billed for the academic day rate for your schedule. Until that time you will have the option of sending your child to extended day to finish off that month's extended day package.

Bonus days can be added for \$25 a day for 9am-12pm and \$5 an hour past that. Several days advance notice of a Bonus Day is required & accommodation for this day depends on The Creek's availability to fill an age-appropriate spot for your child.

You can ALWAYS add on Early Birds, Lunch Bunch, or Extended Day for \$5 per hour.

Absences and Vacations:

We do not refund tuition for time missed due to illness, family vacations, or other absences. Our tuition already accounts for standard school closures for holidays.

Curriculum

Our school is a mix of academic and developmental approaches to learning. We believe in introducing academic concepts to the children at their appropriate developmental level. Our experienced teachers will often supplement the curriculum materials provided to tailor their lessons to their classes interests and skill levels.

We believe in integrating biblical learning throughout the school day. We have a "Hands on Bible" full of wonderful age-appropriate devotionals that we will be working through over the course of the year. STEAM experiences provide children the opportunity to explore science, technology, engineering and math concepts through creative, concrete hands-on activities and materials. STEAM in our curriculum is a fun process of learning centers-based opportunities to explore, create, build, experiment, and imagine while learning about important core science and math concepts.

TK & Kindergarten: This class works with ABEKA, a Christian academic curriculum that meets all the state standards for kindergarten education in reading, math, language arts, social studies, science and more but also has a Bible Based learning component too. We supplement our ABEKA curriculum with materials from Scholastic.

Kindergarten students promote to first grade.
TK students promote to kindergarten.

Pre-K: Our four year olds use Zoo Phonics, a great phonics based program that uses sight, sound, and movement to teach letter concepts. This language development program also has math, science, art, social science, music and movement components that engage children's minds and bodies.

Preschoolers: Our two & three year olds participate in a fun program that integrates academic concepts into the monthly theme exploration with our Zoo Phonics program alphabet animals. Children will be introduced to colors, numbers, and letter concepts as well as art, imaginative play, music and movement. Our two's room serves as an introduction to school experiences and skills while our three's room builds upon this with pre-writing skills and more formal instruction blocks.

Field Trips

Our preschool and pre-kindergarten students never leave the campus. Our field trips come to us. Parents are always welcome.

TK & Kindergarten students will have the opportunity to attend several off-campus field trips in addition to our on campus events. We travel through parent carpool (sign up in the classroom for each trip) and always need a few extra parent chaperones. Sign-ups are available in the classroom and parents must be signed up by the due date in order to receive the group discount and so the field trip location can accommodate the group.

Snack & Lunch

All children must bring a snack to school each day that consists of two different food groups: grains, proteins, dairy, vegetables, or fruits.

Children can be very finicky in their food preference and some may have an extremely serious food allergy. By sending a snack to school with your child each day you are able to ensure that he/she will have something to eat that he/she will enjoy, which will make for a more pleasurable snack time for everyone.

Do not send foods with your child that require a microwave or other special heating instructions. We recommend ice packs for foods that need to remain chilled.

Water, treats such as cookies, chips, or candy are considered 'extras' and do NOT count towards the 2 food groups. 100% juice counts as a serving of fruit; anything less than 100% is an extra.

If we are in violation of the food requirements, we are fined by the state. Failure to provide a snack with two healthy food groups will result in a 'snack attack' reminder card being sent home with your child and a \$5 fee added to your monthly bill per occurrence.

Lunch must also meet the 2 food groups requirement. If your child is staying for lunch please pack the lunch in a separate bag. This not only ensures that your child doesn't also eat his/her lunch for snack (and thus has nothing left at noon) but ensures that each meal your child has on campus is in compliance with state law.

Music

Our school also has a music program that comes in every other week. Jules Music brings us new songs to sing and move to as well as fun finger plays and movement activities. They also bring in instruments for us to touch and play with.

Every class attends music as part of their regular day. There is no extra charge; it is included in your tuition.

Chapel

It's important to us that the children are learning about God and starting to develop a personal understanding of who He is and what He can do in their lives. To this end, we go through child-friendly stories that they can identify and empathize with. Chapel Services are held approximately twice a month—the whole school goes to chapel on chapel days.

Each class takes turns participating in the chapel service by singing a song or helping to tell the story. The children will showcase a song they learned just for that chapel day.

Regular chapel time is 11:40am in the sanctuary. Parents are always invited. We also broadcast our chapels on Facebook Live in the closed group "Creek Families" so that those who cannot attend can watch live or on the replay.

Parties & Celebrations

We will have party days to celebrate Halloween, Thanksgiving, Christmas, Easter, and the last day of school. We invite you to participate by attending and or donating party goodies.

Birthday celebrations are encouraged; please notify the teacher ahead of time so you can set a time together for this celebration.

When providing group food, please be aware of any food allergies that your student's class may have so that we can keep the events safe and fun for everyone.

Appropriate Dress

Here are a few things to keep in mind regarding clothing for school:

- Only closed-toe shoes are allowed. Tennis shoes are great for play. Remember, we spend part of our day outside in the sand and wood chips of the playground so wear play shoes! Sandals or any shoe that has open toes are not permitted.
- Try and choose school clothing that allows your child to take care of their bathroom needs independently—we're here to help it helps to avoid belts, snaps, buttons or buckles unless your child can do it "all by myself!"
- Wear clothing that can stand the wear of school: painting, sandboxes, markers, etc. can be messy!
- Jackets and sweaters are needed many mornings. Please make sure to label them with your child's name so we can get them back to you.
- *Please check for all the clothing your child had in the morning before you leave school for the day. Things are more easily found on the day they are worn than they are the next day or week.

Label your jackets, sweaters, and lunch pails. Any items not picked up by the last day of school will be donated.

Extended Hour Programs

Payment for Extended Programs

Your child is welcome to attend our extended care classroom program whenever you have need of additional care. Simply purchase the appropriate amount of extra hour tickets in the preschool office, and indicate on the clipboards just outside the office which programs your child will be attending.

The cost of each ticket is \$5 and gives you up to one hour of extended care time. You can stock up on tickets or purchase them one at a time. There is no such thing as a "half ticket."

Early Birds: Early Birds is available Monday - Friday and begins at 8:00am.

The Early Bird teacher may not be your child's usual teacher, so prepare your child for staying with another teacher for this time. When you drop your child off at early birds, attach one Early Birds ticket to the sign- in and sign your child in.

Our staff will pick up the children from early birds and sign them in to their classrooms at 9am.

Siblings of Kindergarteners can join early birds at 8:30 at no extra charge.

Lunch Bunch: Lunch Bunch is available Monday - Friday. It is held from 12:00pm - 1:00pm on the playground. (Location varies on rainy days). The cost is one ticket for the hour, dropped off in the ticket holder in your child's classroom.

Children attending the Lunch Bunch program need to bring a lunch from home in a separate bag from snack. Do not send foods that require cooking, we do not have access to a microwave for student use.

The teachers will bring the children to the playground after the noon pick up time.

After you purchase a ticket from the office, put your child on the Lunch Bunch List located in the binder outside the office. Put your child's information on the ticket and then turn it in to the teacher's ticket drop off located in the classroom so he/she knows that your child will be attending Lunch Bunch.

If your child is also attending extended day make sure to add him/her to the extended day list and include the extended day tickets in the classroom ticket holder as well.

Extended Day

Extended day is available Monday - Friday and is held from 1:00 - 3:00pm. The cost is one ticket per hour.

After you purchase your ticket(s) from the office, put your child on the Extended Day List outside the office. Put your child's information on the tickets and then turn it in to the teacher's ticket drop box in the classroom so he/she knows that your child will be attending Extended Day. Don't forget the Lunch Bunch ticket too.

After lunch bunch, children come into the classroom for some cool down time with afternoon circle, story time and finger plays. They'll go from there to the main activity of the day: an art project or sensory activity. There will be free play, maybe another trip out to the playground, and a lot of fun!

After School Enrichment Programs

The Creek offers several enrichment programs after school starting at 1pm on campus as an alternative to our extended day program. Payment for these programs should be made directly to the provider.

Sports: Join Coach Joel for sports sessions geared especially towards preschoolers. As he introduces them to the different sports (soccer, baseball, basketball, golf, hockey, and more) the emphasis is on team play and cooperative challenges, not on keeping score. Contact Joel Andrews at (714) 728-3237 for more info.

OC Martial Arts – This fun “little ninjas” program introduces the basics of self-defense in an active and age-appropriate program.
www.orangecountyma.com

Storybook Dance – Children learn the basic movements of ballet and jazz using music, creative imagery and stories. They do a warm ups, ballet stretch, across the floor playtime, seasonal dances and choreography. Sometimes they have a special 'story time' with puppets and props.
www.dancestorybook.com

Allergy Alert

We are not a peanut free campus.

If you child has food allergies, be aware that there is a potential for them to come in contact with foods that may cause an allergic reaction.

- **Snack & Lunch:** Children bring their own snacks and lunches, and snack and lunch is not to be shared.
- **Cooking projects:** if your child’s class has a cooking project planned, double check with their teacher if you have a concern. We can help with substitute ingredients with guidance from you.
- **Class Parties/Birthday Parties:** If your child can’t have items at a pot-luck style event or a special treat occasion, you can always send a substitute from home that you know is safe. We will do our best to let you know about birthday parties ahead of time.

Medicine & Illness

Your child’s health is important to us. We want to protect your child and all the children in our program. **State law requires that we have only healthy children in attendance.**

By keeping your ill child at home, infections are not being spread to others and your child is not being exposed to something new while his or her resistance to infection is low.

Do not bring your sick child to school. Children who appear ill when they arrive will not be admitted. Please let us know if your child has a contagious disease so that parents of other children in our facility can be alerted, if necessary.

Your child will need to be kept at home if he/she:

- Has a fever or has had one in the past 24 hours
- Has vomited in the last 24 hours
- Is taking antibiotics and has not been on the antibiotic for 24 hours
- Has had diarrhea, even if caused by taking an antibiotic, in the last 24 hours
- Has eye discharge or crust. Must wait 24 hours after starting medication for conjunctivitis (pink eye) and eye must be free of redness or discharge before returning to school.
- Has croup. Your child must stay out until the fever and cough are gone.
- Has a constant runny nose (& no official doctor’s diagnosis for allergies).
- Has an undiagnosed body rash. Doctor’s note is required to return.
- Has symptoms of a possible communicable disease: sniffles, reddened eyes, sore throat, headaches, body aches, fever.
- Has a doctor’s appointment for a suspected illness. Please do not bring your child to class prior to the appointment.
- Has head lice. Child must remain at home until treatment is completed and lice and nits are gone.
- Has ringworm. Unless completely covered by clothing, child must remain at home for 48 hours after beginning treatment.

Administration of Medicine: If your child is on medication for any condition or illness and it will need to be distributed during school hours, please contact the office. State law requires a release form to be signed for each and every day that medication is to be given. A parent/guardian or office staff member are the only people allowed to distribute medicine.

Prescription medicines must be in the bottle in which the pharmacist dispensed it. Do not leave medicine in your child's bucket. It needs to be kept in the school office.

Special Situations:

- **Inhalers:** Form "Nebulizer Care Consent/Verification" (LIC9166) to be filled out and on file with the inhaler. Inhalers will be returned to the parent/guardian at the conclusion of the need or upon the student's final day on campus, whichever comes first.
- **Epipens:** For children who have been issued an epipin for emergency use, the medication is stored in the school office. We require parents to fill out an "Administration of Medication" (LIC 9221) form in conjunction with an Anaphylaxis Action Plan form.
 - Unused epipens will be returned to the parent/guardian at the conclusion of the need or upon the student's final day on campus, whichever comes first.
 - Used epipens will be disposed of in the "Sharps Container for Biohazard Needle Disposal" located in the school office; the container will then be taken to an authorized disposal facility as needed for replacement.
- **GTubes:** Creek staff is not trained or equipped to manage tube feeding, tube replacement, or emergencies that may arise related to the G-Tube. Parents would need to provide a trained aide or nurse to administer feeds and manage tube care and replacement as needed.
- **Blood/Glucose Testing:** We do not have a nurse on site and are unable to perform blood/glucose testing. If a student needs testing during the school day the parent or guardian would need to perform this procedure and manage all hygiene and safety related requirements.

Staff Training: Staff members are trained in CPR and Basic First Aid procedures and recertify to EMSA standards as required.

Safety Precautions and Materials: Staff is provided with medical grade disposable latex free gloves for all emergency procedure needs. Each classroom, the playground, and the office has a first aid kit that exceeds ANSI and OSHA standards.

Emergency Procedures

The many forms that you have filled out after registering for the school year have an important purpose. They're part of our back-up system in case of an emergency.

Copies of the disaster cards are stored in several secured locations on campus in case something should happen to the main building. In addition, the teachers keep their classes emergency information with them at all times—this is why they carry the sign in book with them everywhere they go: one copy of your emergency form is secured in that book.

In the event of a serious emergency happening, the children will be held in the safest area on campus until an authorized person comes to pick each child up.

In preparation for any sort of extended emergency situation our school has special bins of food, water, and disaster supplies stored on campus. You do not need to provide an emergency kit for your child. In the event of an emergency, the staff is assigned various emergency responsibilities.

If the school facility should become unsafe in the event of a disaster, our off-campus meeting site is Grijalva Park located at 368 N. Prospect Ave. just up the street from us past Chapman Ave.

Discipline

The children are taught to respect the rights of others, to obey, and to cooperate with the teachers. We believe that socialization and interplay with children of the same age is one of the most important aspects and benefits of the preschool experience.

We believe in using positive reinforcement and verbal praise to highlight when children are doing things RIGHT to encourage the continuation of pro-social behavior.

The staff understands that children will meet new frustrations at school that they must learn to handle. We are experienced in helping children learn through these new challenges. We believe in helping children verbalize their needs and frustrations to their friends and assisting in problem solving so that the children learn how to compromise and empathize with others.

We believe in logical consequences for actions (both positive and negative). Our first choice for intervention is always redirection, talking it out, and helping the children find better choices.

However, hitting, kicking, and other acts of violence against another child always result in teacher intervention.

Our typical method of discipline after redirection and talking it out is a "time out." When a child is placed in time out, they are told that they are going to sit out because of the behavior, and then they sit for 2-5 minutes, depending on their age. If at the end of this time period, if the child has calmed down enough to discuss the bad choice they made and what they could do in the future to make better choices, they will be allowed out of the time out to go make amends with their friend and continue in their day.

While time outs are usually serious enough consequences, a child who continues to act violently against his or her classmates may need to be sent to the office for the time out and a talk with the director or office staff.

Should the dangerous behavior continue, a teacher will conference with the parents so that home and school can work together to solve the problem.

Biting will not be tolerated; if your child should bite another, they will immediately be sent to the office and you will be called to come and pick them up. Bullying of others will be a sure subject for an immediate parent and child conference with the director.

What is bullying? Hitting, name-calling, exclusion, or other behavior that is meant to hurt another person. Bullying is often carried out by someone who has more power against someone who has less power.

For bullying to exist, it must satisfy three requirements:

- 1) There is an imbalance of power.
- 2) The aggressor must be bullying intentionally.
- 3) It typically occurs over time and is not a onetime event.

Everyone has the right to feel safe at The Creek. Our discipline policies are in place to help encourage positive social behavior, and to help with conflict resolution and social growth. However, should a continuing situation of violence against others occur or other negative situations that affect student safety, the Creek reserves the right to cancel or modify individual student enrollment as needed.

Rights of the Licensing Agency

Title 22: Section 101200 (b) & (c) The Department or Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff members. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed for copying if necessary.