



# PRESCHOOL HANDBOOK

**2023-2024**

"Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind; and *Love your neighbor as yourself.*"

Luke 10:27

## Welcome Letter

Dear Families of Pleasant Hill Christian Preschool,

Welcome to the Founding Class of PHC Preschool! As a ministry of Occidental Community Church, along with Pleasant Hill Christian School, we delight in whole-hearted education, a holistic approach that develops a child's mind, heart, soul, and strength.

Thank you for taking the time to read over our Preschool Handbook, which helps articulate our philosophy of education, statement of faith, preschool governance, tuition and fees, preschool day schedule, and contact information.

Delighted to serve you,

*Rachel Conrrique*

Rachel Conrrique  
Director

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## **Philosophy of Education**

Pleasant Hill Christian Preschool exists to provide a Christian-based early learning environment that serves the community of parents & young children residing in Sonoma County. Whole-hearted, qualified teachers and staff aim to nurture and instruct young learners in a way that is developmentally appropriate for children ages 3-5 years of age. We prioritize play and sensory learning as a way to accomplish our educational goals. Our program provides the time and space for children to explore, discover, and create as they grow and gain independence. We believe that childhood is a sacred season of life and every child should have the opportunity to experience the fullness of it!



## Statement of Faith

Pleasant Hill Christian Preschool supports the Occidental Community Church Statement of Faith as presented in Article I, Section II of the Church Bylaws:

In order to identify Occidental Community Church as biblical in theology and evangelical in spirit, we set forth this statement of guiding beliefs:

We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Deuteronomy 6:4; II Corinthians 13:14)

We believe the Bible to be the only inspired, infallible, authoritative Word of God which constitutes the divine and only rule for Christian faith and practice. (II Timothy 3:16-17; II Peter 1:20-21)

We believe in both the deity and the humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His blood shed for our sins, in His bodily resurrection, in His ascension to the right-hand of the Father in glory, in His present intercessory work, and in His future return in power and glory. (John 1:12-14; Romans 3:23-25; I Peter 1:3-5; Hebrews 9:24, 7:25)

We believe that regeneration by the Holy Spirit is essential for the salvation of lost and sinful men. (Ephesians 1:13-14; 4:30; Titus 3:5; I Corinthians 2:12)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a Christ-like life. (Ephesians 5:18, 6:24; Colossians 3:16, 4:1; Galatians 5:16-18)

We believe that the Church-which is presently His Body and shall be the Bride of Christ- is a spiritual organism composed of all believers, irrespective of their affiliation with Christian organizations. (Ephesians 1:22, 5:25-27; I Corinthians 12:12-14)

We believe in the resurrection of both the saved and the lost: they who are saved to the resurrections of life; they who are lost to the resurrection of the judgement. (I Corinthians 15:15-17; I Thessalonians 4:13-18; Titus 2:11-14; Acts 24:15)

## **Statement of Values**

We believe the Bible, comprised of both the Old and New Testaments to be God's Word which is reliable and relevant for guiding our thoughts, attitudes, and actions. The Bible tells us that God created everything, including the human race. By His design, God created both male and female "in His image." In the Book of Genesis, the Bible clarifies that the woman was fashioned out of man, which indicates the complementary and reciprocal nature of the relationship between men and women. God also instructed them to be fruitful and multiply, in other words, to have children. This is the basis for family and marriage. When God looked upon everything He made, He said it was very good.

Marriage between a man and a woman is the context for family, relationship, sexual intimacy and behavior. Any sexual intimacy or behavior that is outside of the context of marriage is

contrary to God's design and will, and violates the Bible's teaching for sexual purity. We affirm our belief that marriage is a good thing and that according to God's plan, marriage is between one man and one woman.

We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.

## **Licensing**

Pleasant Hill Christian Preschool holds a childcare license for children ages 3-4-year-old. The school meets health, fire, and sanitation department requirements and inspections.

## **Class Size**

Pleasant Hill Christian Preschool is licensed for a maximum of 15 children on the premises at any given time.

## School Governance

Pleasant Hill Christian Preschool is an outreach ministry of Occidental Community Church with its own School Board, which consists of both men and women who are dedicated to the concept of Christian Education and are ultimately responsible for overseeing the preschool's standards. Board members are professing Christians and are active in local churches.

The School Board sets the policy for the school; whereas the Director is responsible for the daily operation of the educational program. The Director attends the monthly board meetings to report the status of the preschool. The board supports and prays regularly for the preschool.

### 2023-24 School Board

Chairman .....	Dennis Bolt
Secretary .....	Mary Jo Kinser (founder)
Treasurer .....	Ken Kinser
Member .....	Rachel Seidler
Member .....	David Tulley-Smith, MD
Member .....	Jacob Graff (alumnus)

### Teachers & Staff

Director-Teacher .....	Mrs. Rachel Conrrique
Teacher .....	Ms. Heather Boom
Afternoon Teacher .....	Miss. Terry Lee Crandall
Afternoon Aide .....	Miss Linda Balich
Bookkeeper .....	Mrs. Michele Graff



# ADMISSIONS

## Application for Enrollment

### Founder's Class Student Application 2023-24

Welcome to the Founding Class of Pleasant Hill Christian Preschool!

Please complete this form if you desire whole-hearted early childhood education for your child(ren) at Pleasant Hill Christian Preschool. A family interview will follow review of your application. Thank you for applying.

- ALSO REQUIRED FOR ALL NEW STUDENTS: ADMISSION AGREEMENT
- ALSO REQUIRED FOR ALL NEW STUDENTS: REQUIRED DOCUMENTS FOR LICENSING
- REGISTRATION FEE OF \$150 (PER CHILD ONCE WE HAVE LICENSING APPROVAL)

\* Required

PRESCHOOL Founding Class Application



1. Student Full Name \*

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2. Student Age \*

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3. Date of Birth \*

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*Example: January 7, 2019*

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4. Home Address \*

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5. Home Phone Number \*

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6. Parent Email for Billing \*

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### Parent/Guardian Information

Please type N/A if not applicable.

7. Parent's/Guardian's First & Last Name \*

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8. Parent's/Guardian's Occupation \*

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9. Parent's/Guardian's Home Address \*

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10. Parent's/Guardian's Home Phone Number \*

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11. Parent's/Guardian's Cell Phone Number \*

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### Parent/Guardian Information

Please type N/A if not applicable.

12. Parent's/Guardian's First & Last Name \*

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13. Parent's/Guardian's Home Address \*

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14. Parent's/Guardian's Occupation \*

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15. Parent's/Guardian's Home Phone \*

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16. Parent's/Guardian's Cell Phone \*

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Care Needed: 2 days a week minimum

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**17. Days Per Week of Care***Check all that apply.*

- 2 Days/Week for Mornings - \$416
- 2 Days/Week for Full Days - \$616
- 3 Days/Week for Mornings - \$535
- 3 Days/Week for Full Days - \$756
- 4 Days/Week for Mornings - \$632
- 4 Days/Week for Full Days - \$897
- 5 Days/Week for Mornings - \$729
- 5 Days/Week for Full Days - \$1037

**18. Check your preferred schedule: (2 days/week minimum)***Check all that apply.*

	Mornings 8:30- 12:30	Full Days 8:30- 4:30
<b>Monday</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tuesday</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wednesday</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Thursday</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Friday</b>	<input type="checkbox"/>	<input type="checkbox"/>

**19. Operations and Serious Injuries: Explain \***

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- 
20. Is your child now under care for any medical problem? If yes, explain... \*

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21. Are there any problems or other matters you would like to discuss with the teacher or principal? Comment if you desire. \*

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#### Church Information

Student families do not have to attend church to enroll in our school, however, we highly encourage families to fellowship in one of the many local Bible-believing churches. And if you do not have a church, you are formally invited to worship at Occidental Community Church on Sundays with Pastor Daniel Flores. Pleasant Hill Christian School is a ministry of OCC.

22. Family Church \*

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23. Member? \*

*Mark only one oval.*

Yes

No

- 
24. Attend Regularly? \*

*Mark only one oval.*

Yes

No

25. Pastor's Name if applicable \*

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#### Statement of Non-Discriminatory Policy

Pleasant Hill Christian School admits students 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, scholarship and loan programs, and athletic or other school-administered programs.

--Please type N/A if not applicable.

26. Please share your reasons for enrolling your student in a Christian preschool: \*

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27. How did you hear about PHCS? \*

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### Signature Section

By checking the Box below, you agree that all the above information is true to the best of your knowledge.

28. Signature \*

*Check all that apply.*

Yes, the above information is true to the best of my knowledge.

29. Relationship \*

*Check all that apply.*

Parent  
 Legal Guardian

30. Date \*

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*Example: January 7, 2019*

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### CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

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#### 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: State of CA Community Care Licensing

Licensing Office Address: 1450 Neotomas Avenue, Ste 100, Santa Rosa, CA 95405

Licensing Office Telephone #: 707 588-5026

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](http://www.meganslaw.ca.gov)*

LC 995 (9/09)

(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.

\_\_\_\_\_  
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](http://www.meganslaw.ca.gov)*



**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 \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

ZIP CODE \_\_\_\_\_

AREA CODE/TELEPHONE NUMBER \_\_\_\_\_

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) \_\_\_\_\_

(PRINT THE ADDRESS OF THE FACILITY) \_\_\_\_\_

(PRINT THE NAME OF THE CHILD) \_\_\_\_\_

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN) \_\_\_\_\_

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN) \_\_\_\_\_

(DATE) \_\_\_\_\_

Title 22, Division 12  
Chapter 1  
Article 04. Enforcement  
Provisions  
**101200**

## Inspection Authority of the Department

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**101200**      **Inspection Authority of the Department**

- (a) The Department has the **inspection authority** specified in Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535.

### HANDBOOK BEGINS HERE

- (1) Health and Safety Code Section 1596.852 provides:

Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and **inspect** any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, this act or the regulations adopted by the department pursuant to the act.

- (2) Health and Safety Code Section 1596.853 provides in part:

- (a) Any person may request an **inspection** of any child day care facility in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of an alleged violation of applicable requirements prescribed by the statutes or regulations of this state. A complaint may be made either orally or in writing.
- (b) The substance of the complaint shall be provided to the licensee no earlier than at the time of the **inspection**. Unless the complainant specifically requests otherwise, neither the substance of the complaint provided the licensee nor any copy of the complaint or any record published, released, or otherwise made available to the licensee shall disclose the name of any person mentioned in the complaint, except the name of any duly authorized officer, employee, or agent of the department conducting the investigation or **inspection** pursuant to this chapter.
- (c) Upon receipt of a complaint, the department shall make a preliminary review and, unless the department determines that the complaint is willfully intended to harass a licensee or is without

any reasonable basis, the department shall make an onsite **inspection** within 10 days after receiving the complaint, except where the visit would adversely affect the licensing investigation or the investigation of other agencies, including, but not limited to, law enforcement agencies. In either event, the complainant shall be promptly informed of the department's proposed course of action.

- (d) (1) Upon issuance of a license for a child day care facility or upon denial, revocation, or temporary suspension of a license or within 24 hours
  - of a finding that physical abuse or sexual abuse has occurred, the department shall notify the resource and referral agency funded under Section 8210 of the Education Code for that jurisdiction.
- (2) The resource and referral agency shall be notified of the final resolution.
- (2) With the exception of parents seeking local day care service, any other entity specified in subdivision (b) of Section 1596.86 may request that the department provide the notification described in paragraph (1).
- (e) When the department substantiates an allegation which it deems to be serious, in a facility funded by the Child Development Division of the State Department of Education pursuant to Chapter 2 (commencing with Section 8200) of Part 6 of the Education Code it shall notify the Child Development Division.
- (3) Health and Safety Code Section 1596.8535(a) provides:

"Notwithstanding any other provision of law, the department shall conduct any authorized **inspection**, announced site visit, or unannounced site visit of any child daycare facility only during the period beginning one hour before and ending one hour after the facility's normal business hours or at any time childcare services are being provided. This subdivision shall not apply to the investigation of any complaint received by the department if the department determines that an **inspection** or site visit outside the time period beginning one hour before, and ending one hour after, the facility's normal operating hours is necessary to protect the health or safety of any child in the facility."

**HANDBOOK ENDS HERE**

- (b) The Department has the **authority** to interview children or staff without prior consent.
  - (1) The licensee shall ensure that provisions are made for private interviews with any children or staff members.

- (c) 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 if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).
- (1) The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.
- (d) The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, \* 1596.852, 1596.853, and 1596.8535, Health and Safety Code.

## Daily Schedule

<u>Time</u>	<u>Activity</u>	<u>Objective</u>
8:30-9:00	Drop-off, Check-in Procedures; Free choice	Independence; Self-regulation
9:00-9:45	Morning Program includes Teacher-directed Circle and Independent Work Time	Language; Social & Fine Motor Skills
9:45-10:00	Clean-up; Toileting & Handwashing	Cooperation; Responsibility; Healthy Habits; & Self-care
10:00-10:30	Outdoor Play & Morning Snack	Nutrition; Motor & Social Skills
10:30-11:15	Music, Movement & Worship	Spiritual, Music & Motor Skills
11:15-11:30	Clean-up; Toileting & Handwashing	(See Above)
11:30-12:30	Outdoor Play & Lunch	(See Above)
12:30-1:45	Nap & Quiet Time	Mental & Physical Rest
1:45-2:00	Clean-up; Toileting & Handwashing	(See Above)
2:00-2:30	Outdoor Play & Afternoon Snack	(See Above)
2:30-3:30	Afternoon Enrichment Program	Creative Process & Expression through Sensory & Artistic Learning

## Snack and Lunch

Pleasant Hill Christian Preschool provides a morning and afternoon snack. Snacks will consist of two or more food groups. Snacks consist of crackers, fruits in season, vegetables, and any food from school cooking activities such as breads, soups, smoothies etc.

Morning snack is served at 10:00 a.m.

Afternoon snack is served at 2:00 p.m.

Each child brings a nutritious lunch from home.

Parents need to inform teachers of any food allergies.

# Sample Weekly Menu:

## Sample Menu

M o n d a y	AM: Oatmeal Squares & Apples Water/Milk PM: Matzo Cracker & Almond Butter Water/Milk
T u e s d a y	AM: Granola Bars & Raisins Water/Milk PM: Cheese Sticks & Grapes Water/Milk

W e d n e s d a y	AM: Mini Bagels & Cream Cheese Water/ Milk PM: Plain Popcorn & Orange Slices Water/Milk
T h u r s d a y	AM: Yogurt & Strawberries Water/Milk PM: Goldfish & Carrot Sticks Water/Milk
F r i d a y	AM: Hard Boiled Eggs & Blueberry Smoothies Water/Milk PM: Cheese Quesadillas & Sliced Cherry Tomatoes Water/Milk

## Parking

When driving children to and from preschool, please enter the circular driveway nearest Watertrough Road and **stay left** in the driveway to park across from the preschool building. When leaving, please use the private drive at the south end of the parking lot and exit onto Pleasant Hill Road. **Please - no entrance in the elementary school exit**, parking in the circular driveway or in any designated staff parking areas. See school map at the end of this Handbook.

## Hours & Days

Pleasant Hill Christian Preschool operates 8:30am-4:30pm, Monday through Friday. Pleasant Hill Christian Preschool offers a half day program 8:30am-12:30pm or a full day program 8:30am to 4:30pm. Pleasant Hill Christian Preschool follows the PHCS Academic Calendar and is closed on the following days: Labor Day, Veteran's Day, the week of Thanksgiving, 2 weeks around Christmas, Martin Luther King Jr. Day, 2 days for President's Weekend, the Friday before and the Monday after Easter, Memorial Day. Spring Break will occur in March or April of each year. A summer break from June through mid-August will be taken. There will be approximately 3 floater days for professional development throughout the year.

## Sign In/Sign Out

All children must be accompanied by an adult when arriving and leaving Pleasant Hill Christian Preschool. Children must be signed in and out every day with arrival and departure times

noted. Licensing requires a complete signature, first and last name. Any person picking up a child must be authorized to do so in writing by their parent or the child will not be released. Authorized persons will be required to show their driver's license. Parents are welcome to visit anytime.

## **Absences and Illnesses**

Please do not bring your child to school when he/she is ill.

- Notify the school if your child will be absent. For your protection and that of the children in the school, please notify the school of any communicable illness in your family.
- Allow 24 hours after a fever/vomiting/diarrhea before returning to school.
- If your child becomes ill at school, you will be notified. Please pick him/her up as soon as possible.
- We have a no nit/no lice policy.
- All children must have up-to-date immunizations prior to being admitted, to comply with public health regulations.

Pleasant Hill Christian Preschool teachers do not administer medicine. Exceptions to this policy will be made on a case-by-case basis.

## **Physician's Report**

You are required to have a physician's report completed upon enrollment. This includes a TB test and a copy of your up-to-date immunizations.



## **Toys/Backpacks**

Bringing toys from home often results in broken or lost toys for which the school cannot be responsible. Please leave all toys and backpacks at home.

## **Discipline**

Pleasant Hill Christian Preschool teachers are trained to model and teach appropriate behavior. The children are guided to learn about their feelings (both negative and positive) and taught to use their words and not physical force. Teachers use observation and redirection techniques. Children will be encouraged and praised for their self-control and self-direction capabilities. Children will be verbally reminded of behavior expectations by using clear positive statements. A quiet reflective space is provided in the classroom environment when a student needs a physical space for processing emotions and thoughts. Teachers may send a student to meet with Preschool Director to further discuss unacceptable behavior choices. Students may do an alternate activity until they can rejoin the group and meet classroom behavior expectations. Parents will be notified of any serious discipline problems. At no time will any form of physical (corporal) discipline be allowed.

## **Snack and Lunch**

Pleasant Hill Christian Preschool provides a morning and afternoon snack. Snacks will consist of two or more food groups. Snacks consist of crackers, fruits in season, vegetables, and any food from school cooking activities such as breads, soups, smoothies etc.

Each child brings a nutritious lunch from home.

Parents need to inform teachers of any food allergies.

## **Current Information**

Please notify the school immediately of any change of address and phone number (including phone carrier) where you can be reached. It is of vital importance that we have up-to-date information.

## **Dress**

Dress your child simply and comfortably in washable play clothes. Children must wear shoes. Please bring an extra set of clothes for your child and remember to label all items of clothing with their name.

## **Rest Time**

State licensing regulations require that all children have an opportunity to lie down during rest time. We do not require your child to sleep, but he/she must rest. Please explain this to your child, as your cooperation will ensure a happier experience. The school will provide each child with his/her own cot, bed sheet and blanket.

## **Parent Conferences**

Parent Conferences will be held in the spring and on an as-needed basis. This is an opportunity to meet with the teachers and discuss any questions or concerns you might have for your child.

## **Field Trips**

Preschool children may take field trips throughout the school year. Transportation for field trips will be close enough to walk to or parents will be driving their own children. Pleasant Hill Christian Preschool will not provide transportation to field trips. Written communication will be provided in advance for any scheduled field trips.

## **Photography & Video**

We believe that documenting student progress through photography is a benefit in an early childhood learning environment. These types of photos will be taken on a school camera. A photo release form will be given to each applicant upon enrollment. Parents who are attending school events may only photograph their own child unless permission is given by the other child's parents. Please note: Photos will be taken at schoolwide events for website and advertising purposes. If you wish your child not to be photographed, you may consider removing them from the event.

# Plan for Administering Medicine

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## Pleasant Hill Christian Preschool Plan of Operation for Administering Medication

### Administration of Medication:

Purpose: To ensure safe and accurate administration of medication to all children in care. Pleasant Hill Christian Preschool will enroll children that may need services for any of the following:

- EpiPen Jr. and EpiPen
- Administering Inhaled Medications

### Medication Administration Policy:

The following requirements must be met before enrolling students who require administering medications:

- Written authorization and instructions from the child's physician and a valid prescription
- Written authorization from the child's authorized representative. Parent's must complete the **Parent Consent for Administration of Medications** form.
- Medications must be in the original labeled container with the child's name on it, and may not be expired.
- Facility will maintain documentation of medication on a log after medication is administered.
- Proper safety precautions will be in place. Staff must wear gloves when dealing with blood or bodily fluids and properly wash their hands.

The child's authorized representative is responsible for providing all the medications to the facility. Children should not transport medications to and from the preschool. Staff may not deviate from the written authorization from the child's physician. The Preschool must have trained staff on the premises when the child is in the facility.

Medications that are expired are no longer to be used and will be returned to the child's authorized representative. If the medication has not been picked up by one week after the date of request, then the medication must be destroyed by trained staff.

### Medication Administration Procedure Care and Storage:

Medications in the Preschool will be stored in a secure, inaccessible, clean location and under conditions as directed by physician or pharmacist. Medications that require refrigeration should be stored in a designated area of the refrigerator separated from the food and will be inaccessible to children.

### Administration of Routine for Medication:

Once all requirements are met, the designated trained staff will administer medication by these following requirements:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route

### Documentation:

Any medication administered must be documented on a log by staff members who administered it. An authorized representative must be informed in each occurrence when their child received medication, via medication log.

## **Minor Injuries and Medical/Dental Emergencies**

In the case of an injury, the teachers will administer first aid to your child. In the unlikely event of a major medical or dental emergency, 911 will be called and parents notified. In minor medical or dental emergencies, the parents will be notified.

## **Emergency and Natural Disasters**

In the event of a natural disaster or emergency that would require relocation, you will be contacted via email, telephone and text via K12 Alerts. Our first temporary location site would be Pleasant Hill Christian Schoolhouse. Their relocation site is Twin Hills Fire Station.