



Parent Handbook 2023-2024

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Welcome to Great Day Presbyterian Preschool

Great Day Presbyterian Preschool provides a nurturing, loving, safe preschool experience for children three, four and five years of age. Children have fun while developing the social, emotional and academic skills needed for kindergarten. We focus on teaching the skills children should have in place to be successful, while loving school and learning. Our mission is to provide a diverse, exciting environment that encourages children to learn at their own, individual pace.

Our Program

Our program guides children in their development toward kindergarten readiness by building confidence through social, emotional, intellectual and physical activities in a relaxed and accepting atmosphere.

We believe learning at this age comes most naturally in the form of play. Therefore, we present age-appropriate activities in a fun and playful way.

Our program is guided by Christian principles and includes a prayer to begin the day, a blessing before snack, as well as discussions and activities related to Christian holidays.

Great Day Presbyterian Preschool is licensed by the Community Care Licensing Division of the Department of Social Services of the State of California and is required to adhere to its standards.

Program Goals

Great Day has a well-established curriculum implemented by experienced and caring educators. The goals of this program are achieved in a structured, yet comfortable, warm environment that guides children toward kindergarten readiness. These goals are as follows:

Social and Emotional

- Providing a secure and nurturing environment.
- Encouraging independence through the development of new friendships away from home.
- Learning compassion and responsibility by caring for each other, class pets and plants.
- Learning social skills by encouraging listening, taking turns, raising hands, following directions, speaking in front of others, working and playing cooperatively with one another.

Cognitive

- Encouraging creativity and intellectual curiosity through stories, songs, plays, felt boards, games, role playing, play-dough, water, indoor and outdoor play.
- Teaching concepts and content through a play-based curriculum and circle time activities.
 - Learning about and working with colors, shapes, numbers, letters, sounds, days, months, calendars, seasons, maps, names and addresses.
 - Developing math and number sense through counting, comparing, sorting, patterning, measuring, and block play.
 - Developing language and emerging reading and writing skills through singing, stories, poetry, games, letters, sounds, and name recognition.
 - Integrating STEAM (science, technology, engineering, art and math) concepts into the curriculum.
 - Awareness of surroundings through exposure to the community, through visitors to the classroom and field trips.

Fine and Gross Motor Skills

- Fine motor skill development through the use of crayons, pens, pencils, paint, play-dough, musical instruments, blocks, puzzles, scissors, tools and building toys.
- Gross motor skill development through balancing, climbing, carrying, tricycle riding, dancing and movement.

To Have Fun!

Great Day Preschool Staff

Hedy Sala, Director
Kim Bryan, Assistant Director

Teachers

Ariel Alonso
Kim Bryan
Crissi (Cairns) Broward
Maureen Colombara
Taylor Kelley
Hedy Sala

Nancy Van Sant, Director Emeritus

Great Day takes pride in their dedicated teaching staff. Their combined years of education and experience, along with their love of children creates a joyous, kind environment for children to learn and grow.

Admission Policy

- Children between the ages of two years and nine months through five years of age are eligible for admission, regardless of race, sex, religion or national origin.
- Admission Procedures: Children returning to Great Day Preschool for another year are guaranteed admission to the program. Admission priority will then be given to 1) Presbyterian Church member families, 2) returning families (families who have or who have had siblings in the program), 3) families from the previous year's wait list and 4) new students/families.
- Each child must be determined, through parent interview, to be ready for the type of group experience offered and be able to benefit from the program.
- Children with special needs or disabilities may be admitted if it is determined that:
 - There will be no adverse effects upon the other children, either through direct behavior of the child or through the requirements of staff time needed by the other children.
 - The preschool is able to meet the individual needs of the child. If the school determines that the child's needs are best met with the addition of a professional aide, a professional aide must be provided at the parents' expense. Aides must be professionally trained, fingerprinted and have the appropriate paperwork on file.
- In order to terminate the agreed upon contract of services, we request a two week written notice of intended withdrawal from the program. Great Day Preschool reserves the right to terminate the admission contract for non-payment of tuition, unsatisfactory behavior (see Discipline Policy) or educational or medical reasons that are beyond the expertise of the staff.
- The "Admission and Tuition Agreement," "Registration Form," "Physician's Report," "Consent for Medical Treatment," and all other required enrollment forms must be completed and submitted to the Director before the child attends school.
- All children are required to have up-to-date immunizations (see Physician's Report in the registration packet) before attending school.
- We are not licensed for non-ambulatory students.

General Information and FAQ

Tuition

Tuition (check, cash or money order) is due and payable the first of each month, with the exception of the first payment (September's tuition) which is due August 15. Parents are responsible for any bank charges that result from returned checks.

Newsletter and E-mails

A monthly newsletter and calendar keeps parents informed of special events, themes, activities and field trips. We send regular e-mails informing and reminding parents of upcoming events. Great Day's e-mail is greatdaypreschool@gmail.com. You may also visit our website at <http://www.woodlandpresbyterianchurch.org/great-day-preschool/> for updates and information.

Arrival/Sign-In and Pick-up/Sign-Out Procedures

A teacher is present at the start of school to greet children and parents and check children for obvious symptoms of illness. Upon arrival and departure from school, each child must be signed in and out by a parent or authorized caregiver. At pick-up, we will not release a child to any person not listed on the Identification and Emergency Information form. If this person is not familiar to the staff, picture ID will be required.

- **Morning Pre-k Class:** At 8:30 a.m. a teacher will come into the breezeway to greet families and begin the sign-in process for the regular school day.
- **Tu/Th Class:** At 9:00 a.m. a teacher will come into the breezeway to greet families and begin the sign-in process for the regular school day.
- **TK Afternoon Class:** At 12:45 p.m. a teacher will come into the breezeway to greet families and begin the sign-in process for the regular school day.
- **Please note:** Even if you arrive just a few minutes before school begins, please wait in the breezeway until a teacher comes out to greet you. This way, our teachers can utilize every minute of preparation time.

Personal Items

Each child has a personal space (cubby) to keep coats and personal items. Please have names written on all outer clothing. We request that children please leave toys, purses, jewelry, gum and candy at home.

Snack

Daily snacks are provided by the preschool. Children eat snack in small groups, providing an opportunity for conversation. **Great Day is a peanut/tree nut-free school.**

Birthdays

If you wish to bring a special snack on your child's birthday, please let a teacher know at least a day in advance. We also have a special celebration for summer birthdays. Due to Covid-19 restrictions, all snacks must be commercially prepared and prepackaged. **Please note that Great Day is a peanut/tree nut free school.**

Potty Training

Children must be potty trained before attending Great Day. All children are visually supervised in the bathroom (with a curtain for privacy), as required by CA law. We encourage independence in the

bathroom, but offer support and assistance when needed. Parents/guardians may send an extra set of clothing for their child to be kept on site, in the case of “potty accidents.”

Conferences

We encourage ongoing and consistent communication between teachers and parents/guardians and try to always be available to answer questions or concerns. More formally, a get-acquainted parent/teacher meeting for all our TuTh families and families new to our program, is held in the fall each year. A conference for parents of Morning Pre-k and TK Afternoon children is held in the spring. Additionally, parents can request a conference at any time if they have concerns or just wish to “check in.”

Parent and Non-Parent Volunteers

At Great Day, we appreciate all that you do to make our school so successful. Our children benefit from your involvement, care and commitment, and we thank you! Under California Law SB 792, all preschools must maintain vaccination records for parent and non-parent volunteers. So that we are in compliance with this law, if you plan on volunteering/helping in the classroom or driving children other than your own on field trips, we ask that you provide us documentation of the immunizations outlined in our Parent and Non-Parent Volunteer Requirement Form (part of your enrollment packet).

Field Trips

Each class may take several field trips per year. Parent drivers are welcome and needed! If you wish to transport children other than your own, all relevant paperwork, including a driver's insurance verification and vaccination/TB verification, must be on file at the school. For additional information, please contact Mrs. Bryan.

Scholarships

Great Day maintains a scholarship fund and offers scholarships on a need-based basis. If there is a need for financial assistance please contact the Great Day Director.

Insurance

Each child is covered by an accident insurance policy during school hours.

Discipline Policy

At Great Day Preschool we set the stage for positive behavior by focusing on cooperation, kindness and being in a group. We know that children are learning and growing and as part of this normal growth, they will test limits and boundaries. As such, we believe in the three R's of correcting a child's behavior. First the child is gently **reminded** of the rule. If this is unsuccessful, the child is **redirected** to another activity or space. Finally, if necessary, the child is **removed** from the activity or situation. All discipline is conducted with kindness and respect for the child. If discipline problems persist, the staff may contact the child's parents. Corporal punishment and violation of children's rights are prohibited.

- In preschool-age children, biting, spitting and hitting may occur. Oftentimes, these behaviors arise out of frustration and the child's inability to communicate his/her needs. Great Day teachers will address both the physical (health and safety) and emotional needs of each child in these situations in a positive and caring manner. Involved children are separated, and any injury is promptly cleaned and treated using accepted health and safety standards. Parents of each child involved will be notified. It is a goal of Great Day for staff and parents to communicate with each other and work with children to resolve issues and minimize these behaviors.

- It is Great Day's policy to make every attempt to include a child in the preschool program. In the event of ongoing behavior concerns, the staff will take the following steps: 1) consistent use of the three R's of correcting a child's behavior and 2) scheduling a conference to discuss and work toward a solution. If these steps are unsuccessful and the preschool is not meeting the child's needs, then the preschool reserves the right to terminate the admission contract.

Picture Permission

At Great Day we celebrate our students by taking pictures throughout the year and displaying them on school bulletin boards. Some pictures also may be posted on the school website, Facebook or Instagram (without identifying information). At year's end, the pictures are compiled into a school scrapbook. Please indicate on your Picture Permission Form (included in your enrollment packet) if you do not want your child's picture displayed. *Note: Woodland Presbyterian Church maintains security cameras at the front, back and side of the building. These are for security purposes only. Families may incidentally be recorded during drop-off and pick-up times at the front of the church. Children will NOT be recorded during school hours on the Great Day campus.*

Pesticide Application Notification

The California Healthy Schools Act requires that all schools provide parents and guardians of students with annual written notification of expected pesticide use on school sites. Notice of pesticide applications will be posted at the school site 5 days prior and 24 hours prior to pesticide application. If you would like notification in addition to the postings at the school, please complete and return the bottom portion of the Annual Pesticide Notification Form (part of your enrollment packet) to the school.

Transportation

Parents/caregivers are responsible for dropping off and picking up their child from school. Great Day Preschool does not provide transportation services to and from the school.

Health and Safety Policies

Our goal at Great Day is to maintain a safe, loving, fun, educational environment, while putting in place the necessary policies and procedures needed to keep our children, families and teachers safe and healthy.

Injuries and Health Emergencies

Our first concern is your child's safety. If, however, your child is injured at school, first aid will be administered and parents (or authorized representative) notified at pick-up. Emergency services will be called in cases of medical or dental emergencies. If a child becomes ill at school, a parent or the designated adult will be called to take the child home.

Medications

We are not licensed to administer medications (prescription or over-the-counter) to children at school. If a child is in need of medication during school hours Parents/caregivers may come to the school to administer it. Children with an Epi-pen prescription must have an Epi-pen permanently on-site at Great Day and complete our Incidental Medical Services form.

Illnesses/Sick Policies

Absences

We ask that you notify us if your child is unable to attend school. Please report any highly contagious diseases immediately. If a child becomes ill at school, a parent or the designated adult will be called to take the child home. Children must also be symptom free and 24 hours "fever free" before returning to school.

Child Sick Policy

- We understand that children get sick with a variety of illnesses (colds, stomach flu, influenza, etc.). Our health/illness policy has always been to request that sick children stay home and return when symptom/fever free. **Under the current coronavirus circumstances, we have amended our health/illness policy as follows:**
 - Children must be fever-free (without the use of fever reducers) to attend school. If a child has had a fever (above the normal temperature of 98.6), they must be fever-free for at least **24 hours** before returning to school. All children will be screened for signs of illness at drop off.
 - If children develop signs of illness or fever while at school, we will isolate the child (with a teacher) and parents will be notified and asked to come pick up their child. If parents aren't immediately available, we will call the emergency contacts listed for that child.
 - Children with lingering symptoms (cough, runny nose) *may* return with a clearance note from a doctor and may need to show a negative COVID-19 test.
- Parents are encouraged to pre-screen their child for any signs of illness before coming to school. Covid symptoms in children may be very subtle; please keep this in mind when assessing your child's health. Please do not bring your child to school if they show signs of:
 - Fever
 - Cough
 - Shortness of breath
 - Chills or body shakes

- Muscle aches
- Headache
- Sore throat
- Loss of taste or smell
- Pink or “goopy” corneas/eyes
- Diarrhea
- Any behavior that is unusual for your child, even if minor or short term, such as unusual fatigue, lethargy).

If you have any questions at all about whether your child should attend school, please ask; every situation is different.

Handwashing to minimize the spread of germs

Sinks for hand washing are located in each classroom and in each bathroom.

- Children will wash hands:
 - At the start of the day (in the breezeway bathrooms), just before being signed in.
 - Before and after snack
 - Before second circle (hand sanitizer may also be used)
- Teachers will wash hands upon arrival at school, and as often as possible during the day.
- If a sink for washing is not readily available, hand sanitizer will be used.

Face Coverings

- Face coverings (masks) are optional for students, and parents/caregivers. Please let us know if you would like your child to wear a mask and we will happily assist them. While we keep a supply of children’s masks at the school, we ask that parents please send them with their child. During times of high Covid rates, teachers may be required to wear masks inside.

Enhanced Sanitation

- Each classroom will be equipped with HEPA air purifiers and MERV 13 air filters. Windows will be open to facilitate air flow.
- Classrooms (surfaces and high touch areas) and bathrooms will be cleaned and disinfected in between classes, at the end of the day and as needed (no children will be present when using disinfectants).
- A combination of disinfecting wipes, diluted bleach solution, and an electrostatic (non-toxic) disinfecting sprayer will be used. All products used will be documented and parents notified as required by the Healthy Schools' Act.

Staff Sick Policy

- Staff with signs of illness or a fever stay home. If illness develops at school, that staff person will be sent home and will not return until symptom-free for 24 hours.
- Staff *may* be required to show a negative COVID-19 test result upon return to work.
- All teachers at Great Day have been fully vaccinated against COVID-19.

Covid Policies

We adhere to state, local and CDC guidelines – these guidelines can and do change, and we will adapt accordingly. We understand that teaching and attending school involves some risk for families,

children and staff and we are taking measures to operate with protocols in place to responsibly mitigate that risk.

We highly encourage the use of Rapid Covid Tests – these are very useful in determining whether or not someone has a Covid viral load big enough to transmit. These can be used to determine if a child is ready to come back to school, if a family member has Covid, or after traveling out of the area. These tests are available at the school, free of charge, or at any pharmacy and online.

- **If a Staff Member or Child Tests Positive for COVID-19 and there is Exposure at School:**
 - If a staff member or child test positive for COVID-19, and there has been exposure at the school, we will notify all Great Day families, keeping the identity of the person(s) involved confidential.
 - We will report the case to Yolo County Public Health and follow its current guidelines and recommendations.
 - We will report the case to Community Care Licensing Department (CCLD) and follow its guidelines as well.
 - Teachers and children may return to school following a confirmed case of COVID-19 when the following criteria are met:
 - The positive child/teacher will stay home, rapid antigen test on day 5, and with a negative result, may return on day 6. If the day 5 test is positive, the child/teacher may return on day 10.
- **For those Teachers and Children who have been Exposed:**
 - For children who are exposed: parents/guardians will be notified of the exposure through email or a phone call. Classes will not be closed. Parents may a) choose to quarantine their exposed child for 5 days and rapid antigen test to return on day 6, or b) their child – if there are no signs of illness - may attend school. **To limit potential transmission, we strongly recommend doing a rapid antigen test before coming.** The school has a supply of rapid antigen tests if you need them.
 - After an exposure teachers will test daily for 5 days. In the event of a teacher breakthrough case that teacher will isolate for the 5 days, and, with a negative test, return after. If the rapid test is positive, the teacher may return on day 10. All other teachers will test daily for the next 5 days (test to stay).

Emergency Preparedness

All teachers undergo Adult and Child CPR and First Aid training every two years.

Our staff is also trained disaster/intruder preparedness on campus and our safety plan is reviewed regularly and on file/posted at the school. Backpacks with first aid kits, emergency medical consent forms for each child and basic necessities are located at both the front and back doors.

Program Hours Tuition and Fees

Three Year Old Program (Children must turn three by December 2)

Days:	Tuesday and Thursday
Times:	9:00 a.m. - 11:30 a.m.
Tuition:	\$280 monthly
Registration Fee:	\$50.00 yearly (non-refundable)

Morning Pre-k Program (Children must turn four by December 2)

Days:	Monday, Wednesday and Friday
Times:	8:30 a.m. - 11:30 a.m.
Tuition:	\$345 monthly
Registration Fee:	\$50.00 yearly (non-refundable)

TK Afternoon Program (a third year preschool program/for children with fall/late birthdays)

Days:	Monday - Thursday
Times:	12:45 p.m. - 3:30 p.m.
Tuition:	\$415 monthly
Registration Fee:	\$50.00 yearly (non-refundable)

Preschool Calendar

Great Day Presbyterian Preschool, for the most part, follows the Woodland Joint Unified School District Calendar. A yearly calendar as well as monthly calendars are posted on the Parent Board.

Daily Schedules

<u>Tu/Th</u>	<u>Activities</u>
9:00	Welcome
9:05	First (Welcome) Circle
9:20	Inside Free Choice Activities/Art/Special Activities
9:55	Story/Wash Hands/Snack -Conversation
10:15	Outside Free Choice Play
11:00	Clean Up
11:05	Second Circle (Themes and Concept Related Activities, Games and Music)
11:20	Story
11:30	Dismissal

<u>Morning Pre-k</u>	<u>Activities</u>
8:30	Welcome
8:35	First (Welcome) Circle
8:50	Inside Free Choice Activities/Art/Special Activities
9:40	Story/Wash Hands/Snack -Conversation
10:00	Outside Free Choice Play
10:45	Clean Up
10:50	Story/Table Time
11:05	Second Circle (Themes, Concept Related Activities, Games and Music)
11:20	Story
11:30	Dismissal

<u>Afternoon TK</u>	<u>Activities</u>
12:45	Welcome
12:50	First (Welcome) Circle
1:05	Inside Free Choice Activities/Art/Special Activities
1:45	Story/Wash Hands/Snack -Conversation
2:00	Outside Free Choice Play
2:45	Clean Up
2:50	Story/Table Time
3:05	Second Circle (Themes, Concept Related Activities, Games and Music)
3:25	Story
3:30	Dismissal

Please note that each day's schedule is flexible and subject to change.

Friends & Fun Extended Day

Description of Program

The Friends & Fun Extended Day option is intended to support families who need a longer period of care for their child(ren). It is not a stand-alone option – child(ren) must attend Great Day's Preschool program in order to attend Friends & Fun Extended Care. Interested families may complete and return a separate Friends & Fun Extended Day Registration and Tuition Agreement along with their regular preschool Registration Form/Registration Fee. If we have more interested families than spots, we will hold a lottery and maintain a wait list.

Friends & Fun Program and Schedule – Morning Classes

- After their morning class, children transition to Friends & Fun which is held in the classroom space across from our breezeway bathrooms and in our play yard.
- 11:30 a.m. – 12:15 p.m. – Children bring their own (*peanut and tree nut free*) lunches. Drinks will be provided by Great Day. Weather permitting, lunch will be outside on the picnic tables in the breezeway. This is a time for conversation – talking about the morning's activities and what will be happening during the afternoon.
- 12:15 p.m. – 2:30 p.m. – Indoor and outdoor free choice play. Activities and centers change daily, and include books, art, music, dramatic play, sand, bikes, and other activities.

Friends & Fun Program and Schedule – TK PM Class

- Children arrive with their (*peanut and tree nut free*) lunch, are signed in by parents/caregivers at 11:45 p.m, and join the morning Friends & Fun group in the breezeway to eat lunch.
- After lunch, they transition to play time with the Friends & Fun teacher, and then are signed in by the F & F teacher to the TK PM class at their regular time of 12:45 p.m.

2023-2024 Tuition Rates:

- **Tuesday/Thursday Option** (for children who are concurrently enrolled in the Tu/Th class)
 - 11:30 a.m – 2:30 p.m.`
 - (Age 3 by Dec. 2)
 - \$200 monthly
- **Mon./Wed./Fri. Option** (for children who are concurrently enrolled in the Morning Pre-k class)
 - 11:30 a.m – 2:30 p.m.`
 - (Age 4 by Dec. 2)
 - \$275 monthly
- **Afternoon TK Option** (for children who are concurrently enrolled in the TK PM class)
 - 11:45 a.m – 12:45 p.m.`
 - \$160 monthly

We encourage parents to assess their child's readiness for the longer day. If you have any questions at all, please ask the Great Day Director or Assistant Director.



Please Sign and Return:

I have read, understand, and agree to follow Great Day's policies and procedures as outlined in the 2023-2024 Parent Handbook.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

