

PHILOSOPHY Matthew 5:16 – Let your light shine... praise God!

Shining Light Preschool is a Christian, parent cooperative preschool and a ministry of Valley Community Church. Our program offers a safe, fun, Christ-centered environment for your child to explore and develop enthusiasm for learning. We support the philosophy that children ‘learn through play’ and we allow creative, stimulating, hands-on experiences for your child to ‘play while learning’. We expose your child to a nice blend between academic and development curriculum. At Shining Light, your child will experience God’s love, develop positive self-esteem, learn to solve problems, and develop Kindergarten readiness skills. Your child will learn to appreciate the wonders of God’s work and world, as well as recognize and respect the needs of others. We welcome all children who are 2 on or before December 1 until Kindergarten. *If your child is not potty trained, your child can attend in a diaper or a pull-up.*

CURRICULUM

The SLP curriculum consists of a Monthly Preschool Theme and a related Bible Theme, our God & Me Curriculum. These themes are reinforced through arts and crafts, cooking and science projects, as well as during Circle Time, with fingerplays, songs and stories. We incorporate Zoo Phonics and Handwriting without Tears when teaching the Letters of the Week. During our daily Bible Time, the God & Me Curriculum is reinforced through songs, finger plays, flannel boards, and Bible stories from The Beginner’s Bible, the Praise Bible and the Rhyming Bible. All classes attend Chapel in the church sanctuary once a month at the end-of-class. Children can wear their SLP t-shirt (*which they will receive the first week of school*) on Chapel day and parents are always welcome and encouraged to join us! During Chapel, Valley Community Church staff and the SLP staff share stories that teach the God & Me Curriculum. We also have a Special Event each month that relates to the Monthly Theme. This event may be a field trip or on-site party. The curriculum is highlighted in the monthly SLP News and the weekly Triple M, *Monday Morning eMail*, which you will receive on-line each Monday.

PROGRAM & HOURS

The 9-month school year starts approximately the Week of Labor Day, and ends the Friday before the Memorial Day Weekend. The 3’s attend our Preschool Program, while 4’s attend the Prekindergarten (Pre-K) Program. We also offer a Year-2-Grow Class for 5’s, who are not quite ready for Kindergarten, as well as a 2’s Program. *See our Website for Class Schedules and Times.* . Our Conditional Use Permit from the City of Pleasanton requires us to stagger our start and end times by 15 minutes, in order to limit the amount of traffic entering our parking lot at one time. A \$5.00 late pick-up charge will be charged at 10 minutes after the end-of-class, payable directly to your child’s teacher.

SCHEDULE (Sample 9:00-12:00)

9:00 Projects & Learning Centers	10:00 Circle Time	10:15 Outside
10:45 Snack (<i>provided by Co-op</i>)	11:00 Center Play & Table Activities	11:45 Bible Time

SIGN-IN and SIGN-OUT

An authorized person must sign in and sign out your child daily. Please sign your FULL NAME and TIME. This is mandated by our license. Your teacher will greet you at drop-off & pick-up to confirm this licensing requirement is met. No one will be allowed to pick-up your child unless listed on the “Authorized to Pick-up Child” section of the Enrollment Record. Please add everyone who may pick-up your child to this section of the Enrollment Record. Once the school year starts, you want to add a “new” Authorized Friend to the Pick-up List. Please go to the SLP Office & add to the original Record! If a person is not on the Record, then provide a written, signed note. Upon departure, check your child’s cubby. Make an opportunity each day to boast about your child’s achievements. Be sure to check your child’s class for posted signs with important information regarding your child’s activities.

TEACHERS

Our Christian teachers provide an opportunity for your child to be actively involved in learning at his or her own pace in a neat, organized classroom. Your child will follow a daily routine guided by knowledgeable and nurturing teachers. Our teachers are professionals, who are dedicated, caring, and trained in Early Childhood Development. At all times, there will be a person trained in CPR and First Aid at the preschool. All teachers participate in training and continuing education in order to stay aware of the ever-changing needs of families and the current findings of Early Childhood research.

CHILDREN

Shining Light realizes that all children are unique, with different temperaments. It is normal for some children to have anxiety about a new situation. As the new school year approaches, talk with your child about the new school, peek in our windows & play on the playground. If you show enthusiasm about school, chances are, so will your child. *Please alert your teacher to any concerns regarding school.*

PARENTS

Shining Light realizes our goal of developing a 'whole child' can only be achieved through close interaction with parents, like you, who are encouraged to participate directly with your child's development. We feel that next to the home, the school is very important in shaping attitudes and molding good habits and character traits. We believe constant and consistent communication with the family is of utmost importance. Open communication is achieved through monthly newsletters, the weekly Triple M - Monday Morning eMail, and daily interaction with your child's teacher and the director. We value your insight into your child. If needed, a conference can be scheduled.

CO-OP DUTIES

You will sign-up on the Co-op Calendar during Meet-your-Teacher Day, the week before school begins (for Sept-Jan) & the first day back in January (for Feb-May). You will receive an electronic copy of the Calendar with detailed Co-op Instructions.

We respect the value of your time! You are an integral part of our Co-op Program. We know life is busy and unforeseen circumstances do arise, so please prepare a back-up plan NOW (classmates, dad, grandma, etc.) in the event you can not co-op. With over 130 families at SLP, there will inevitable be many situations where a parent can't co-op, and our SLP Board has implemented the following policy.

In order to apply the same, fair policy to everyone, your account will automatically be charged a Non Co-op Fee of \$50 if you can not co-op or provide a sub. If you are able to drop-off Snack, the Non Co-op Fee is \$40. See the MMM (Monday Morning eMail) for a list of Co-op Subs. Our license does not allow us to care for children (siblings) who are not enrolled. Please make arrangements so you can stay the entire time. *Arrive five minutes before and plan to stay five minutes after class.*

CO-OP PARENT (approximately once a month)

As a Co-op, you have an excellent opportunity to observe your child in a class setting where you can learn the "tools" to help further the development of the "whole" child. Second, you will get to know your child's teacher & be the "extra pair of hands" in the classroom. .

SNACK

The Co-op Parent will bring a healthy snack as listed on our monthly Snack Menu on the MMM. We provide paper products and pitchers for pouring water.

ENROLLMENT

Before your child begins SLP, a visit with you and your child is recommended. This visit will include a tour of the preschool and discussion of parent/preschool responsibilities. This visit gives your child a chance to meet the teacher, see the classroom & discuss your child's feelings with you before enrollment.

ENROLLMENT FEE

A non-refundable Enrollment Fee of \$125 is due upon enrollment. This fee includes the cost of a SLP T-shirt & Bible... given by your child's teacher during the first week of school. The fee also includes all field trips and special events, including the Ice Cream Social, the Pumpkin Patch, the Gymnastics field trip, Mom & Me Tea and the Family Year-end Carnival. Returning SLP students will pay a non-refundable Enrollment Fee of \$50 in March for the next fall.

ENROLLMENT FOLDER *(6 Papers & Enrollment Record – Website)*

- 1) Admission Agreement
- 2) Parent's Rights
- 3) Personal Rights

In order to co-op in your child's classroom, all co-op adults must complete:

- 4) Background Safety Check
- 5) Co-op Health Statement & staple the results of a Negative TB Test

Within the first week of Enrollment, please have a Dr. sign & date the Physician's Report

- 6) Physician's Report The form states that your child is physically able to attend a preschool and that your child has had a physical within *one year of enrollment*. **This report will include all current shots listed with month, date and year!**

Enrollment Record names those persons authorized to pick-up your child. A child will not be released to a person not authorized on the Enrollment Record. The Enrollment Record also lists Emergency Information & a Parent's Medical Assessment of the child.

PAYMENT PROVISIONS

SLP uses Tuition Express, to automatically deduct your tuition from your Checking Account by the 3rd of each month. Tuition rates are on our website. Tuition is due for 9 months beginning in September. All monthly fees are based on the school year and take into account holidays, vacations, and "average" sick days. Thus, there is no need for a reduction in tuition for holidays, Teacher Work Days, vacations, illness, or any other day your child may not attend. Fees for a second child from the same family in school at the same time will be reduced 10% based on the total family's tuition. There will also be a \$10 charge for returned automatic payments. All returned checks must be paid for within one week.

REFERRAL

SLP understands the value of YOUR word-of-mouth advertising. If you enroll a new family to SLP, you will receive a \$25 credit. This credit will be applied to your tuition, a month after the child starts.

WITHDRAWAL

Enrollment is for the school year. In the event of early withdrawal, a two week written notice/email is required, to stop Tuition Express. Payments made prior to the notice will be applied to the two weeks.

HOLIDAYS

We will be closed the following days: Dr. Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day & Veteran's Day. We will be closed two days in fall, while the teachers attend a Teacher Retreat and closed for a Teacher Workday on the Monday before President's Day. We will be closed Spring Break week, Thanksgiving Week, and two weeks at Christmas. Most holidays follow the Pleasanton Unified School District. *Download a Yearly Calendar from our MMM (Monday Morning eMail) in August.*

HEALTH

Your child's health is important to us. Please do not bring your child to school if he or she has a temperature or appears to be ill. If your child becomes ill at school, we will contact the parents. If the parents are not available, we will contact the emergency contact person. Since your child is only in preschool for 3 hours, medication will not need to be administered.

DISCIPLINE Proverbs 6:20-23

Shining Light believes that discipline is a continuous, day-to-day teaching process designed to help a child become self-disciplined. The root word disciple means to teach or train, and we "disciple" children by using the 3 R's: Respect, Redirect, and Restore. Children learn to RESPECT the words and feelings of others, including staff, parents, and children, and they learn to RESPECT their environment. The teachers will role model RESPECT by giving consistent, positive feedback, which reinforces the child's good feelings about his acceptable behavior. We also encourage acceptable behavior by following a daily routine and establishing consistent rules with logical consequences. At no time will corporal punishment or a violation of the child's personal rights be used. REDIRECTION helps a child re-focus on the appropriate behavior or the closest parallel activity. RESTORING a child back to the activity or group involves letting a child know he or she is loved and forgiven, while helping the child focus on the acceptable behavior. If chronic disruptive behavior continues, SLP will instigate a three-step method. Step 1 is a parent conference. At the parent conference, we will discuss Step 2: recommendations to correct the behavior in an appropriate timeframe. If needed, and with the parent's permission, Step 3 may involve a Special Needs assessment from the school district for further evaluation of the child.

TERMINATION Termination is rare, but can occur for any reason listed below.

1. Failure to pay tuition or consistently late with tuition.
2. Refusal to cooperate with center policy by parent or child.
3. Child disruptive to the point of detriment of other children.
4. Any problem that has been discussed between director and parent and continues to work against the good of the center, the child, or the other children.

PARENT CONCERNS

If a parent has a concern regarding a teacher, the parent is encouraged to talk directly to the teacher. If a resolution is not reached, then a meeting will be scheduled with the parent, teacher and director; and eventually a SLP Board Member, if needed. Once the concern is resolved, it may be documented and a copy placed in both the child's and teacher's file.

INCIDENTS

In the case of minor injuries, a teacher will care for the child. An Incident Report will be completed and sent home with the child. In more serious injuries, the parents will be contacted immediately. If they are unavailable, the director or designated teacher will make the decision for treatment based on her evaluation of the child, and may call 911. SLP will consult a local physician & dentist when needed.

DISASTER PREPAREDNESS

Our Disaster Preparedness Plan will provide emergency care for your child & school personnel during a major disaster. Shining Light will maintain the following items: food & water, a first aid kit, a radio, flashlights, blankets, copy of your Child's Enrollment Record, including an out-of-state contact, and other emergency items. If we are unable to reunite a parent with a child, then we will contact the Local Emergency Contact as listed on your Child's Enrollment Record. If we need to evacuate, we will relocate to Amador High School on Santa Rita.

We have EARTHQUAKE DRILLS every other month. We climb under the tables in our room until the "ground stops shaking". In the event it is unsafe to remain in the preschool, we will relocate to the Fellowship Hall located in the church or the playground. We also have FIRE DRILLS, posted on the MMM, every other month. *Ask your child about the loud alarm & flashing lights... and how his/her teacher is here for safety!*

TOYS

So your child will not be disappointed with a broken or lost toy, it is better if your child keeps his toys at home, unless requested by the teacher.

BIRTHDAYS (Psalm 127:3)

Birthdays are special and so is your child! Your child is welcomed to bring treats for his or her birthday. Please talk with your child's teacher and give her advance notice of your plans... and be aware of any classroom allergies. You are encouraged to schedule a co-op date near your child's birthday.

FIELD TRIPS (Off-site) *Pumpkin Patch (4's & 5's) * Gymnastics * Nature Hike*

Parents will be notified in the Yearly Calendar & MMM of all planned field trips. In order to maintain appropriate adult/child ratios, we need parent volunteers. In order to make these field trips a special time for you and your child, we recommend finding alternate care for any siblings. Permission slips with detailed information will be posted in your child's classroom the week of the trip. Most field trips require transportation. Your signature is proof that you have insurance & a valid driver's license. Children should wear their SLP T-shirt (*received 1st day of school*) for easy identification.

SPECIAL EVENTS (On-site)

Parents will be notified in the Yearly Calendar & MMM of all special events. We understand parents cannot attend all special events, but you are welcomed to send a "special substitute" to share the event with your child. *Thankful Feast * Easter Celebration * Mom & Me Tea and Slide Show*

Evening Events: *Ice Cream Social * Christmas Program (4's & 5's) * Family Spring Carnival.*

CLOTHING

Please dress your child in simple clothing that is free of complicated fastenings, so he or she can easily manage bathroom needs. To account for weather changes, we advise you to dress your child in easily removable layers. Remember that your child will enjoy a busy and possible "dirty" day at Shining Light, so dress accordingly. *Dress for the 3 P's: Paint, Playdough and Playground!* Please label all coats, sweaters and sweatshirts. For your child's safety, we recommend tennis shoes. Please no boots, sandals, or open-toed shoes. SLP will provide an extra set of clothes for your child in the event of an accident. Please wash & return the following week.

CONDITIONAL USE PERMIT (CUP)

The City of Pleasanton has granted Valley Community Church a CUP to operate Shining Light Preschool. Please support the conditions of the use permit as listed below.

1. The approved route to and from SLP is Del Valle Parkway to Main or Hopyard. Please do not use Harvest or other internal Pleasanton Valley streets as a cut-through.
2. SLP encourages carpooling and will provide a Co-op Phone List to facilitate carpooling.
3. Please be aware of our neighbors and use a respectful noise level in the parking lot.
4. Enter the parking lot from the north entrance (Hopyard) & exit "behind" the playground.

LICENSING AGENCY'S RIGHTS

The Department of Social Services (DSS) is the local governing body for preschools in California. They have the right to interview children and staff, and audit facility records without prior consent. They may also observe the physical condition of the child, including conditions that could indicate abuse or neglect, and to have a medical professional physically examine the child.

ABUSE

The teachers and Director of Shining Light Preschool have been trained to recognize the signs of physical and sexual abuse, as well as neglect. We are required by law to report any suspected cases to DSS.

MODIFICATIONS

Shining Light reserves the right to modify any conditions of this agreement upon 30 days written notice to the parent or guardian.

WELCOME Proverbs 22:6 – Train up a child in the way he should go...

Shining Light Preschool strives to offer an exciting and loving preschool opportunity for your child. We look forward to your family being a part of our preschool and we'll enjoy watching your child grow in these early years. Please call Kelly at 925-846-2588 or email her at kelly@vc.church anytime with questions or suggestions you have regarding our program or your child's progress and needs. If you need to reach the school WITHIN THE HOUR, and the office does not answer, call or text 925-699-3950.