

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. SLP provides a safe, fun, Christ-centered environment for your child to explore & develop an excitement for learning:

- Learning to share an adult's attention & follow directions
- Learning to respect the needs of others & play well together
- Learning to use "kind" words & wait your turn & solve problems
- Learning about the best treasure ever... God
- AND learning that THIS God... *treasures you, too!*

From our first Chapel in September, where we learn that *a treasure is something you love...* to our last Chapel in May (*God is always with you*), we are learning about who God is... and what we mean to Him!

Our Shining Light teachers do an amazing job helping your child is actively engaged throughout the day, while developing numerous Kindergarten-readiness skills. We plan daily lessons to encourage and challenge your preschooler through a variety of language, writing, art, math, science & social skills activities. Our goal is to nurture a self-disciplined and socially confident child through a hands-on, child-directed environment. *Your child can attend in a diaper/ pull-up until potty-trained.*

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 two programs, Zoo Phonics and Learning 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 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 weekly MMM, *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 (5's), who are not quite ready for Kindergarten, as well as a Duck (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

TEACHERS

The SLP Teachers love working with little ones & they love the Lord! Along with the Director, they are experienced in building a loving place for your family to enjoy these early years and a great learning environment to watch your little one grow! We are trained in CPR, First Aid, Early Childhood Education... AND sharing the truth that *a Great Big God, loves an itty, bitty you! No YOU!! No YOU!!*

PLAYGROUNNG App (Sign-in & out)

SLP uses the Playground app to communicate with parents. This is also the app used to Sign-in & Out. Once you enroll, you will receive an invitation from Playground.

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 your class window & play on the playground. If you show enthusiasm about school, chances are, so will your child. As you pick-up each day, check your child's cubby. Make an opportunity each day to connect with your child about the day. Check the SLP "Walkway Bulletin Boards" for posted signs with important information regarding your child's SLP activities.

FAMILY

Shining Light realizes our goal of developing a "whole" child can only be achieved through close interaction with the family. Next to home, the preschool is very important in shaping attitudes and molding good habits & positive character traits. Good communication with the family is achieved through the Monday Morning eMail (MMM), an "always welcome" policy, daily interaction with your child's teacher, and monthly Co-op opportunities in your child's classroom.

CO-OP PARENTS

SLP is excited to offer you an opportunity to be involved in your child's classroom... in the role of Co-op Parent - *approximately once a month*. SLP Co-ops have 3 roles:

EYES

Co-oping offers you an excellent window into observing your child in a class-setting with a qualified teacher where you can learn the "tools" to help further the development of the "whole" child. Plus, you get a chance to see what is "normal" in the development of your child as you observe classmates.

EXTRA HANDS

Your teacher has a fun and active day planned for the children and we all appreciate your "extra pair of hands" during class time. We ask you to arrive 5 min early & stay 5 min late to help-out.

EATING

Most children - love to eat - so we appreciate your help with that by bringing a healthy snack as listed on our Snack Menu link on the MMM. *We provide paper products & water.*

CO-OP PROCEDURES

PLEASE NOTE: Our state license does not allow any adults (other than teachers) to be alone with children. Please help us maintain this law by never being alone with an SLP child.

SLP will use Sign-up Genius to sign-up for the Fall (Sept-Jan) and Spring (Feb-May) Co-op Calendars.

We respect the value of your time! We know life is busy and unforeseen circumstances do arise, so please prepare a back-up plan (classmates, dad, grandma, etc.) in the event you can't co-op. SLP understands there will inevitable be situations where a parent can't co-op. The 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 \$70 if you miss (or can't cover with a Sub) your scheduled co-op day. See the MMM (Monday Morning eMail) for a list of Co-op Subs, if available. 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 & plan to stay five minutes after class.*

ENROLLMENT VISIT

Before your child enrolls at SLP, a visit with you and your child will be scheduled. This visit will include a tour of Shining Light 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/Supply Fee of \$175 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 & special events, including the Ice Cream Social, the Pumpkin Patch, the Gymnastics field trip, Mom & Me Tea and the Family Carnival.

Returning SLP students will pay a non-refundable Annual Supply Fee of \$75 in March for the next fall.

ENROLLMENT FOLDER *(See the SLP Website)*

- 1) Enrollment Record
- 2) Admission Agreement
- 3) Parent's Rights
- 4) Personal Rights *In order to co-op in your child's classroom, all co-op adults must complete:*
- 5) Background Safety Check
- 6) Co-op Health Statement PLUS Co-op Shot Records
- 7) 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 dates!

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 be a \$10 charge for returned automatic payments.

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. Please remind SLP of your referral!

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 2.5 weeks at Christmas. Most holidays follow the Pleasanton Unified School District. *A SLP Yearly Calendar will be posted at the bottom of the 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. Since your child is only in preschool for 3 hours, medication will not 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 (people & surroundings). The teachers will role model RESPECT by giving consistent, positive feedback, which reinforces the child's good feelings about acceptable behavior.

We also encourage acceptable behavior by following a daily routine and establishing consistent rules with logical consequences. Corporal punishment or a violation of the child's personal rights will not 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: 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, SLP may suggest a*

Step 3: Developmental Evaluation with a Developmental Pediatrician or the school district.

TERMINATION Termination is rare but can occur for the reasons 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 teachers, the child, or the other children.

SLP will be in constant dialogue with the family. Once termination is chosen, SLP will complete the needed paperwork to disenroll the family.

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.

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 parents are unavailable, the director or designated teacher will make the decision for treatment based on her evaluation of the child. This may involve calling 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. If we need to evacuate, we will relocate to Amador High School on Santa Rita or Harvest Park on Harvest.

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

TOYS

In order to not disappoint your child with a broken or lost toy, help your child keep 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 day near your child's birthday.

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

Parents will be notified in the SLP 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 siblings. Permission slips with detailed information will be collected 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 SLP 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.

Class time Events: *Thankful Feast * Easter Celebration * Mom & Me Tea and Slide Show*

Evening Events: *Ice Cream Social * Christmas Program: Around Back! (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 class Phone List to help with 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 California Department of Social Services (CDSS) 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 CDSS.

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 contact Kelly via the Playground app or email her at kelly@vc.church anytime with questions or suggestions you have regarding our program or your child's progress and needs.