



Parent Handbook 2025-2026

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Peninsula Community Church Preschool 2025-2026 Calendar

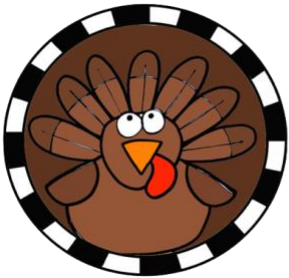


AUGUST/SEPTEMBER

Friday, August 22-Preschool Play Day: 10-11 am
Monday, August 25-**First Day of School**
Monday, September 1- **NO SCHOOL - Labor Day**
Wed. & Thurs., Sept. 3 & 4 - Parent Coffee & Chapel
Wed. & Thurs., Sept. 24-25-Teddy Bear Picnic

OCTOBER

Wednesday & Thursday, Oct. 1-2- Chapel
Thursday & Friday, Oct. 23 & Oct. 24 -Halloween Parade
Wear your Costume to School!
Friday, Oct. 31- Halloween **Early Dismissal @NOON**



NOVEMBER

Monday, November 3 -**NO School Staff Development Day**
Wed. & Thurs., Nov. 5-6- Chapel
Friday, Nov. 7- Early Dismissal@ NOON; Parent Conferences
Tuesday, November 11- **NO SCHOOL - Veterans Day**
Wed. & Thurs., November 19-20 -Thanksgiving Celebration
Mon-Fri, Nov. 24-28- **NO SCHOOL~HAPPY**

THANKSGIVING!

DECEMBER

Wed. & Thurs., December 10-11- Happy Birthday Jesus Party
Friday, December 19- **Early Dismissal-12:00PM**
Christmas Break begins
Christmas Vacation December 22 – January 4, 2025
Christmas Eve Service December 24



MERRY CHRISTMAS AND HAPPY NEW YEAR!

All dates & times are subject to change.

Happy New Year 2026!!!



JANUARY

MONDAY, January 5- **School Resumes** ~ Happy 2026!

Wednesday & Thursday, January 7-8- Chapel

Mon., January 19- **NO SCHOOL** ~ **Martin Luther King Jr.'s Birthday**

TBD- Special Event!

FEBRUARY

Wednesday & Thursday, February 4-5- Chapel

Thursday & Friday, February 12 & 13-Valentine's Day exchange

Monday, February 16- **NO School- President's Day**

TBD- Picture Day



MARCH

Thursday & Friday, March 5-6- Dad & Grandpa Day/Chapel

Monday, March 9- **NO School Staff Development**

Wednesday & Thursday, March 25-26-Pajama Day

APRIL

Wed. & Thurs., April 1-2- **Easter Celebration/Chapel**

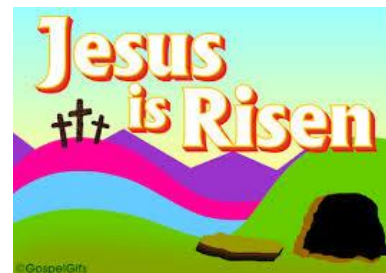
Friday, April 3- Good Friday **Early Dismissal @NOON**

Sun, April 5- Happy Easter! He has Risen! Let us rejoice!

April 6-10 **SPRING BREAK ~ NO SCHOOL**

Monday, April 13- School Resumes

Friday, April 24- **Early Dismissal/Parent Conferences**



MAY

April 27- May 1 - Preschool Teacher Appreciation Week

Wednesday & Thursday, May 6 & 7 - Mom & Me Morning/Chapel

Sunday, May 10- **Happy Mother's Day!**

Monday, May 25-**NO SCHOOL ~ Memorial Day**

JUNE

Friday, June 5-**Last Day of School! ALL SCHOOL DISMISSED AT 12PM**

Pre-K Graduation Celebration (TBD)

Mon-Fri, June 8-11- **School Closed**

Sunday, June 21-**Happy Father's Day!**

Monday, June 15- Summer School Begins (tentative dates 6/15-8/7)



WHO WE ARE

Mission Statement

Peninsula Community Church Preschool is committed to providing a Christ-centered, developmentally appropriate hands-on preschool education in a safe, loving and enriching environment, that will prepare children spiritually, academically, and socially for kindergarten.

Our Preschool Philosophy

We believe each child is a precious and unique creation of our loving heavenly Father. Therefore, each child is treated with love and respect. Each child will learn about God and His love. Children will learn that God desires a personal relationship with them through His son, Jesus Christ.

We believe each child progresses at his/her own rate. Children learn through visual, auditory and kinesthetic activities. Children learn with concrete examples and hands-on experiences. Therefore, we provide a wide variety of learning experiences for our preschoolers. We introduce new concepts and consistently reinforce them.

We believe preschool children learn primarily through play. We believe learning should be natural, fun and challenging. We introduce and review learning skills such as colors, shapes, cutting, coloring, sequencing, and patterns. Phonemic awareness and letter recognition are introduced. Concepts and skills are introduced through the medium of "play". We begin to develop creativity, decision-making, critical thinking and a life-long love of learning.

We believe it is important to develop the "whole child". Our preschool environment also gives children opportunities for problem solving, group interaction, sharing, listening, taking risks and making good choices.

We believe children need to grow physically, mentally, emotionally, socially and spiritually. We provide experiences in each of these areas including: chapel, Bible stories, music, outside play, individual play and group experiences.

We believe children learn best in a positive partnership between home and school. We encourage open communication between the home and school. We seek to learn about each family and child, so we are better able to teach and nurture each child.

Staff

Our teachers are born-again Christians who love children and have a passion for early childhood education. They are dedicated, experienced and trained in Early Childhood Education. Each teacher meets or exceeds the California State licensing requirements. Teacher tenure ranges from 3 to 16+ years. They have been fingerprinted and background checked, as well as CPR training.

We desire positive communication with each family. If you should have questions or concerns, you are encouraged to talk with the teachers and/or director. Please let the teacher and/or director know ahead of time if you would like a conference.

PROGRAMS

Children age 2 – 5 years old of all cultures and faiths are welcome at Peninsula Community Church Preschool. Children are placed in classrooms according to age, experience, needs and group balance.

Children must be 2 years old to begin their preschool experience at our school. They do not need to be toilet trained. We will change the children when they soil themselves.

We offer three programs: a 3-hour day from 9:00 am to 12:00 pm, a 5-hour program from 9:00 am to 2:00 pm (which includes the afternoon enrichment program), a 6-hour program from 9:00 am to 3:00 pm and a 8-hour program from 9:00-5:00. Classes are offered 2, 3, 4, or 5 days per week.

Enrichment (1:00-2:00) or Nap

Enrichment for Rainbow class from 1:00-2:00 include Spanish, Music, Sign Language, and Literacy Workshop. Enrichment classes are a regular part of our 5,6 and 8-hour programs. 2- and 3-year-old children nap from 1-2pm.

Early Care (7:45 – 9 am)

Early care is a monthly or as-needed optional part of our program. If you wish to participate on an as-need basis, you must sign up in the preschool office at least 24 hours before you wish to come. If you wish to use it every day (monthly) there is a monthly fee. Early care is limited to six children each morning. Please make sure the early care teacher is aware of your child's arrival. Please do not leave your child unattended. If you wish to cancel, please let us know as soon as possible. The charge for early care is \$10.00 per half hour.

After Care (2:00 – 5 pm)

After care is available on a drop-in basis. The charge for after care is \$10 per half hour. There will be a separate sign in/out sheet for this.

Music

We believe music is a universal language bringing together children of different cultural backgrounds. Music provides many learning opportunities to enhance a child's coordination, concepts in reading and math as well as learning rhythms, beat and expression. Children will participate in group singing, finger plays as part of regular classroom time. We also provide music class once a week during the morning program. Children learn songs about Jesus and the Bible in addition to other age appropriate songs.

Chapel

Chapel time is once a month in the worship center. The purpose is to introduce the children to worship, prayer, singing and Bible stories in a corporate setting. We teach God's love for each child. A Bible verse is introduced, and it is reviewed during the month. The primary biblical concepts we want children to learn are: God loves us, God made us and Jesus wants to be our forever friend.

After School Programs

Throughout the year we may offer one or two independent after school programs such as soccer and/or Music. These programs are offered once a week for about half hour, for a series of predetermined weeks. Information and sign-up sheets will be provided. The fees and conditions are determined by the providing company. Fees are paid directly to the providing company.

Summer Camp Program

Our summer camp program is 8 weeks long. You may register for all 8 weeks or choose the week(s) of interest. Registration takes place in May and is separate from fall registration. We are normally closed for a week between the last day of school and summer camp. We are also normally closed for 2 weeks at the end of summer camp. This time is for cleaning and general maintenance. Please see the calendar for specific dates.

REGISTRATION/ADMISSION

We encourage parents and their child to visit our program before enrolling in the preschool. All forms must be completed, registration fee, and first and last month tuition paid before your child's first day of school.

A \$175.00 non-refundable registration fee is required each school year to register your child (\$150.00 for returning families). Early registration is encouraged to ensure placement in a class. A pre-packaged emergency kit is ordered for each child. This is included as part of your registration fee. The kit remains at school, it is not returned to the child.

TUITION/FEES

Peninsula Community Church Preschool provides a well-planned program, consistent care, and qualified teachers to stimulate your child's growth and development. We do not operate on a casual basis, therefore our yearly expenses are fixed, and our class sizes are limited.

Tuition is based on 176 school days (September through first week of June). Tuition is a yearly fee, therefore, no discounts are given for months with holidays. Your yearly tuition is divided into 9 ½ payments for your convenience.

Your initial payment is due by August 6th or before your first day of school, determined by director. This payment is first and last month (September and June, which is ½ month tuition). The remaining payments are due on the first of each month, beginning in October through May. **NO financial adjustment is made for vacation time or absences.** It is a yearly fee based on 176 school days. Checks are made payable to PCC PRESCHOOL with your child's first and last name in the memo. We also accept cash, credit (MC, Visa, or Discover) and online payment. Should you wish us to automatically charge your credit card each month, please fill out the credit card authorization form.

Tuition rates for 2025-2026 school year:

2-Year-Old Program:

	3 hr. Program	5 hr. Program	6hr. Program	8hr. Program
Time:	9:00-12:00	9:00- 2:00	9:00- 3:00	9:00-5:00
2-day program	\$420.00	\$555.00	\$698.00	\$805.00
3-day program	\$525.00	\$695.00	\$870.00	\$1020.00
4-day program	\$690.00	\$910.00	\$1135.00	\$1280.00
5-day program	\$750.00	\$985.00	\$1258.00	\$1375.00

3–5-Year-Old Program:

	3 hr. Program	5 hr. Program	6hr. Program	8hr. Program
Time:	9:00-12:00	9:00- 2:00	9:00-3:00	9:00-5:00
3-day program	\$510.00	\$665.00	\$835.00	\$965.00
4-day program	\$675.00	\$870.00	\$1090.00	\$1235.00
5-day program	\$735.00	\$925.00	\$1190.00	\$1315.00

*Sibling discount available. Please see director for details.

Late Fee

Tuition is due the 1st day of the month – October through May. Payment is late after the 10th of each school month. A late payment fee of \$15.00 for each child enrolled will be charged to your account each week your payment is late. A check returned from the bank will incur a \$25.00 fee.

THE SCHOOL DAY

What to Bring and Leave at School:

- A **change of clothing** in a one-gallon zip lock bag in case of accidents and emergencies. Write your child's name on the ziplock. **This will be left in the classroom:**
 - Underwear
 - Socks
 - Shirt or T-shirt
 - Pants, shorts or skirt
- **Diapers** – PLEASE leave a supply of diapers or pull-ups, if not potty-trained. We'll let you know when we need more.
- **Baby wipes** – if not potty-trained
- **Towel or mat** if they stay till 2 pm and nap.

Clothing:

Please label all items, such as sweaters and spare clothes.

Daily clothing should be comfortable and suitable for active and "messy" play.

Please do not dress your children in fancy clothes. Even with a smock, children will get some paint and dirt on their clothes. "Learning is messy work."

We encourage and teach independence and self-care therefore we are teaching children to take care of their own "toilet" needs. Therefore, pull-on (elastic waist) pants and shorts are easier than

belts or suspenders. Buttons on children's jeans are very difficult for a child to manage. Dresses with lots of ruffles and material often get wet at bathroom time and are also hard for a child to manage.

Please send your child in "easy on; easy off; easy to clean" clothing!

Shoes should be closed –toe sturdy and comfortable (suitable for running & trikes). Please do not send your child in sandals, open toe shoes or cowboy boots. We also are suggesting Velcro shoes that children can manage themselves.

Please do NOT bring:

Large Backpacks: There is room in the cubby only for your child's lunch box, jacket and snack. Small backpacks that hold the child's lunchbox and jacket are permissible. **Plus large backpacks are too heavy for preschoolers to carry.**

Toys: Please leave toys at home. They can get lost or broken, and then your child is unhappy. Remind them that there are special "school" toys waiting for them here. This is a "home" toy. It is not the teachers' responsibility to take these away.

Be on Time! School Starts at 9am: Please make every effort to be here on time! The teachers work hard to plan a complete day for your child.

Arrival

Teachers prepare rooms and materials from 8:30-8:55 am. Please allow the teachers to work during this time. If you come early, you and your child may play on the school patio area. Parents are asked to sign in your child and then wait with your child. The teacher will open the door between 8:55–9 am. Please strive to arrive on time. A complete day is planned for your child. If they are late, they are missing some of the educational activities planned.

Departure

At the end of the day, please sign-out your child before you pick them up and check your family file. Please make sure the teacher is aware of each child's departure. Please inform the teacher of any change in the person picking up your child. Children become concerned if they are left at the end of the school day so it is important that you return on time. For apprehensive or new children, it is comforting for them to see you be among the first to arrive. Departure time for the regular school day is 12:00 for 3-hour program, 2:00 pm for 5-hour program, 3:00 pm for 6-hour program and 5:00 pm for 8-hour program.

Sign In / Sign Out

All children must be signed in and out each day and at the correct time. You must sign in/out using your **complete first and last name (no initials and legible, please)**. This is a California State licensing regulation.

If you have someone other than yourself dropping off or picking up your child, please inform them about the sign in/out process. Forgetting to sign in or out may subject our school to a fine due to licensing requirements.

Only those on your emergency form are allowed to pick up your child. Please let us know, should you need to add an additional person to your emergency form.

Late Pick Up

We will charge a late fee if the parent arrives after the designated pick-up time. We allow two "grace" late pick-ups. After that, a late fee of \$5 will be charged if you are 5 minutes late. For every minute you are late beyond 5 minutes, a \$1 per minute late fee will be charged, as we must pay teachers for time children are here. This will be added to next month's tuition.

Parking

Please use our upper and lower parking lots. You may use the lower hall access for safety reasons. Avoid making U-turns on Crestridge. Please do not park in the blue handicap parking area.

Important notice regarding arrival and dismissal: Please do not under any circumstances leave children unattended in your car. The sheriff may cite you for child endangerment.

Snack

- **Please** send a snack for your child each day. It should be easy to eat and an appropriate size for a preschooler. (I.e. A small piece of fruit and a couple crackers) Please **DO NOT send candy** and items that must be cut up. Please put snack on the top of lunch items, so it is easily found by student at snack time. *(See Appendix for suggestions)

Peanut and Nut Policy

We are a nut free school, therefore we require families to not send snack or lunch items that contain peanut/nut products. (Please read labels carefully.) Children with these allergies may show extreme allergic reactions not only to ingesting nuts but also to touching them or inhaling their aroma. NO NUTELLA, it is a nut product. Sunflower seed butter is an acceptable substitute for nut butter.

Cross-contamination is a serious issue. In other words, if a child eating a peanut butter cracker touches a toy and the faucet and then a child with a peanut allergy touches the faucet or toy, he/she could have a serious reaction. Therefore, please read labels carefully.

Lunch (12:00-12:30)

Each child in the 5-hour program will bring their own lunch in a **CLEARLY LABELED** lunch box or bag. Children will put these in their cubbies each morning. At lunch time, children eat in their classrooms with their teachers. Our goal is to encourage good eating habits and table manners. Children are not allowed to share food. We will send home any uneaten food so you will know what your child has or has not eaten. We ask that you pack your child a nutritional lunch with the amount you know he/she will eat. Two to four items are plenty for lunch at this age. A sample lunch would be: half of a sandwich, cut-up piece of fruit, a few pretzels and a small drink (water or milk only). Please do not send candy. Please do not send food that needs to be warmed/cooked. Please send food that your child is familiar with and is easy for them to eat. We cannot hand feed children.

Filtered water is served at snack and lunch in paper cups. You may send a refillable water bottle. Please label clearly.

Nap (1:00-2:00)

If your child naps, naptime takes place from 1:00-2:00. They will nap in a separate room and will be supervised by a teacher. We will provide a mat for each child but ask that each child bring a towel or small blanket labeled with their name. The towel or small blanket will be sent home once a week to be washed. Please make sure to return them promptly (before their next nap).

HEALTH GUIDELINES

Please notify us when your child is absent due to illness or injury. Please notify us if your child has received over the counter or prescribed medication prior to their arrival to school each day.

The following are guidelines as to when you should keep your child at home. Should your child exhibit these symptoms we will call you to pick up your child from school.

1. She/he is breathing rapidly, noisily, or with effort.
2. She/he has a fever higher than 100° F. Your child will need to be fever free **without** medication for 24 hours before returning to school.
3. He/she has two or more liquid bowel movements in 24 hours.
4. He/she vomits more than once in 24 hours. Please do not return to school until they have kept food down and no vomiting for 24 hours.
5. He/she has a persistent, hacking cough.
6. He/she has a severe runny nose that is more than usual for the child.
7. He/she has a contagious disease such as measles, chicken pox, conjunctivitis, ring worm, impetigo, mumps, or roseola. These diseases will require a physician's release for readmission.
8. He/she has head lice or nits. Even if treated with shampoo, all nits must be removed before returning to school, unless the child has a physician's release indicating there are no live nits.
9. He/she has an eye infection with a discharge, ear infection or throat infection unless on medication and approved for return by the physician.
10. He/she feels uncomfortable, is pale, irritable, listless, very tired or cannot fully participate in our program.
11. Has tested positive for COVID-19. Current guidelines allow at home Antigen tests to be used on children ages 2 and above.

12. If your child has cold-like symptoms, please test for COVID or get a doctor's note before returning to school. Please let us know you have tested and it is negative.

These are guidelines and when in doubt about your child's health, you should contact your child's physician. Medications cannot be administered at school, unless a medication permission form is completed by you and your physician. All medication must be in the original container with a prescription label attached.

Minor Injuries are treated with soap and water, ice, bandages and reassurance. Parents will be notified of any injury with a phone call and/or an "Ouch Report".

In Case of Illness or Emergency During School Hours:

The school attempts to contact the parents or the designated person first. If they are not available, we will contact the person listed on the Emergency Information form. If necessary, we will contact the physician and the paramedics. All children must have on file at school EMERGENCY INFORMATION WITH CONSENT TO TREAT. Torrance Memorial Hospital is the nearest hospital and the one paramedics use for this area.

Epi-pens: If your child has an allergy and requires an epi-pen, please see the director for appropriate allergy plan form. These forms are completed by the child's doctor. The epi-pen must be stored at school in the original container with a prescription label attached.

COMMUNICATION WITH PARENTS

We want to keep you informed regarding your child and happenings at school.

Family File Box

Each child has a file in the Family file box just outside the classroom. All notes, newsletters, etc. to parents as well as children's art are placed in the family files. **Please check the family file at least once a week. If you only use drop off, we will send home papers and art once a week.**

Email

To save paper, we are cutting down on the number of fliers and paper advertisements we put in your family files. We will be using email as our primary method to communicate with our preschool family regarding announcements, reminders, updates, etc. throughout the year. Please make sure we have your current email address. If you do not receive email, please let us know, so that we can make sure you have a hard copy of all communication. **PLEASE read to keep up on school happenings.**

Texting Service

We also communicate via a two-way, secure text message system. We can text announcements and you can text us individually. We are using Class Dojo. You will receive a link to sign up.

Assessments and Conferences

Progress reports based on assessments are completed twice a year. After assessments, conferences will be available, should you wish to meet with your child's teacher to discuss the assessment.

Conference times may be arranged at any time during the school year. Parents are encouraged to talk to teachers if they have any concerns. We are here to assist you in this important job of parenting. However, please do not use class time to talk to teachers. Please schedule a time when teachers may give you their full attention.

Please let the teacher and/or director know ahead of time if you would like a conference.

SPECIAL EVENTS AT SCHOOL

Birthdays

Wondering about how to celebrate your child's birthday in the classroom? We know birthdays are special! We will celebrate your child's special day with singing, making a birthday crown, etc. Birthday activities vary from class to class.

Parents may provide festive party plates and/or napkins, which preschool children LOVE. Some parents make small goodie bags for the children in the class to take home. Check with your child's

teacher in advance so arrangements can be made for a “special date” for the birthday child. We also ask that you do not pass out party invitations at school. We will supply you with addresses for mailing. (Refer to the school directory.) You may want to donate a birthday book in your child’s name to our school library. Sign his/her name in the book and wrap it in birthday wrap. Your child’s teacher will read it to the class to celebrate your child’s special day.

Holidays

Our school generally follows the holiday schedule of the Palos Verdes Peninsula Unified School District. There will be one or two staff development days that will affect our school days and hours. Please see the school calendar, located on the first pages of this handbook, for dates of holidays and special events.

Sponsored Special Events/Donations

There will be several special events celebrated throughout the year (Halloween, Christmas, Easter, etc...) that are happily received and enjoyed by our students. Please check the school calendar. To offset the cost of these events without raising tuition, families are given the opportunity to sponsor an event with a \$25 donation. Past sponsorship participation has been very high and we as well as our students greatly appreciate your help. You may pay online, cash, credit or check.

PARENT PARTICIPATION

Parent Volunteers

We know you want to be involved in your child’s school. Please speak with the teacher if you would like to help with cutting, etc. at home. We have found that generally parents in the classroom at this age are distracting for children. So, we generally don’t have parents in the class on a regular basis.

POLICIES AND PROCEDURES

Schedule Change

Should you need to change your child’s schedule, please fill out and return a change of schedule form. During the school year, a maximum of two student schedule changes may be made. An administrative fee of \$25 will be charged for any additional schedule changes. All schedule changes are subject to approval of the director.

Referral Program

Thank you for referring your friends to our preschool!

You (if your child is a currently enrolled student) will receive a one-time \$50 discount on tuition for each student that you refer to us! Plus, your friend will receive a one-time \$50 discount on tuition, as well. The discount will be applied after the new student has attended our preschool for three consecutive months. Please give a referral slip to a friend who is looking for a preschool. This form should be brought in by the new student at the time of registration. Unfortunately, referral credit cannot be given for summer school. Credit can only be applied to tuition.

Withdrawal

If your child cannot remain in school for the entire school year, complete and submit a withdrawal form and schedule an exit interview with the director a minimum of two weeks prior to the desired exit date. If the two-week notice is given, your last month’s tuition (June) will then be applied to any outstanding amount due. If your account has a credit balance, you will receive a refund check. If we do not receive a two week notice of withdrawal via the withdrawal form and exit interview, a \$50 administrative fee may be applied.

EMERGENCY DISASTER PLAN

The staff of Peninsula Community Preschool is prepared to continue caring for the children enrolled in the school through any disaster that might occur. Descriptions of Fire Evacuation Routes and Disaster instructions have been posted in every classroom and the office. Emergency information cards on each staff member and student are kept in the preschool office. In case of damage to the school building,

everyone will evacuate the building to the church patio in front of the worship center. If that area is not safe, we will evacuate to the lower church parking lot down the front stairs. If those areas do not appear to be the safest place for us, we would then relocate to either the area by the fire hydrant on Crestridge Road (5640 Crestridge Road), or Ridgecrest Intermediate School (28915 Northbay Road). We will be able to obtain emergency information by telephone from the sheriff and the fire station. If there is a need to relocate, we will leave information noting our relocation place on the preschool office door. Earthquake and fire drills are practiced during the school year.

DROP OFF PROCEDURE

For your convenience, we are offering a queuing drop off procedure in the back driveway of the church. To facilitate a seamless and safe drop off the following rules must apply:

- **DROP OFF WILL BE FROM 8:50- 9:10.**
- Please enter the driveway from the lower lot **SLOWLY**. Watch out for children and parents walking up or down the ramp.
- Proceed to the **Drop-off OPEN** sign.
- Then place your car in **PARK** and turn **OFF** your car.
- **DO NOT TAKE YOUR CHILD OUT OF THE CAR IF THERE IS A CAR IN FRONT OF YOU! PLEASE WAIT TILL YOU ARE THE FIRST CAR, AND THE TEACHER CAN SEE YOUR CHILD.**
- Unbuckle your child and help them gather their lunch and get out of the car.
- You must sign the **SIGN IN** Sheet provided at the drop off area with the teacher.
- The teacher will escort your child to their classroom.
- If a teacher is not there, **PLEASE WAIT** for them to return. They are taking another child to the classroom.
- The sign **Drop off Open** will indicate that the drop off is ongoing and not closed for the day.
- Once your child has departed the car, please continue **slowly** out of the driveway so that the next car may move to the "Drop Off Zone"
- If you arrive after 9:10, You will see a sign "**DROP OFF CLOSED**". Please walk your child to class.
- Drive **SLOWLY** in and out of the drop off area! Please watch for children in the upper and lower lots.

We hope this procedure will be as efficient as possible and that you find it helpful. We want everyone to be safe, so please follow these procedures. Drop off may be discontinued at any time.

***Pick up – at Drop off Driveway** Drop off open: 11:55-12:05

- Pick up open: 11:55-12:05
- 1:55-2:05
- Please enter the driveway from the lower lot **SLOWLY**. Watch out for children and parents walking up or down the ramp.
- Proceed to the **Drop-off OPEN** sign.
- Then place your car in **PARK** and turn **OFF** your car.
- Sign OUT your child. Wait for the teacher to bring the child to you.
- Drive out **SLOWLY**.
- Should you arrive and no one is there, please call office (310)377-4391 or message us on Class Dojo.

DISCIPLINE GUIDELINES

As stated in our school philosophy, the staff establishes a learning environment appropriate for each age group. We also desire to build a relationship with each child and their families.

The staff assumes responsibility for helping children function in a group setting and teaching them to keep themselves and others safe and respect the property of others and the school. When a child is not functioning well in a group setting, one or more of the following procedures are used.

1. Children are verbally asked to stop a certain activity and choose another one.
2. A staff member may direct a child from an activity and direct him or her to another one, usually by taking their hand and leading them to another area.
3. A child may be asked to sit away from the group for a brief period until he or she is able to re-join group activities.
4. A staff member may place their arms around a child whose behavior is out of bounds to stop him or her from striking others.
5. The staff member will discuss the child's behavior with the child (and others in the group, if appropriate) and establish better ways to work and play.
6. A child's behavior will be discussed with the parent to get new insight and establish common goals.
7. The teaching/learning environment may be re-evaluated to make changes that would suggest different behavior.
8. If a child's behavior consistently disrupts the functioning of a group and the staff has used the above-mentioned procedures, the parent may be asked to either seek professional help or remove the child from school.
9. If the above procedures have been implemented and there are still safety concerns for others, the parent may be asked to seek a different learning environment for their child.

At no time will corporal punishment be used by anyone at our preschool.

Mandatory Reporters

The staff members of Peninsula Community Church Preschool are mandatory reporters of child abuse.

Director

Nicole Woo

Office: 310-377-4391

Email: nicole@pccpv.org

Nearest Licensing Office:

Department of Social Services,

Community Care License Division

300 N. Continental Blvd. Suite 290A, MS29-13

El Segundo, CA 90245

Phone: 424-301-3077

(License Number: #191602167)

Appendix A



Peninsula Community Church Preschool Parent Admission Agreement 2025-2026

1. Basic Services

Peninsula Community Church Preschool provides a safe and well-rounded program of Christian education for children ages 2 – 5 years old. We present a developmentally appropriate curriculum for preschool children in order to prepare them for kindergarten. Each class provides a daily schedule of circle time, teacher-directed activities, individual and group play, a mid-morning snack and lunch time for those who are enrolled in our 3, 5 and 8-hour program. And an afternoon snack will be provided for those who are enrolled in our 8-hour program. Lunch and morning snack are provided by the family each school day. Chapel time consists of age-appropriate songs and stories that communicate God's love for all of us.

2. Optional Services

- a. Early Care is offered as a daily sign-up as you use basis, from 7:45-9 am at an additional charge of \$10.00/half hour. This daily optional service must be pre-arranged on the Early Care sign-in sheet 24 hours in advance.
- b. Monthly early may be added to your regular program at \$200 for 5 days.

3. Payment Provisions

- a. A non-refundable registration fee of \$150.00 (\$125.00 for returning families) will be paid to the school at the time of registration. This registration fee must be paid each new school year or before the child attends school to secure his/her school enrollment. If you do not enroll, this fee is not refunded.
- b. Tuition is based on a 176 day school year from August 25 through June 5. We divide the yearly tuition into 9 ½ payments for your convenience. Parents will pay the monthly tuition agreed upon by the parent and the school for the child to attend two, three, four, or five days each week, 3 hours, 5 hours or 8 hours a day, regardless of the number of school days, holidays or absences in that month. The initial payment for fall (Aug./Sept. tuition and security deposit, see below) is due by August 6, 2025. Subsequent tuition payments are due on the first calendar day of each month, October through May.
- c. The security deposit is equal to ½ month tuition. This fee will be paid **with** the first month's tuition. This is the child's tuition payment for the month of June 2026. This is a non-refundable fee; however, if a family leaves PCC Preschool before the end of the school year, this fee may be applied to the last month of attendance if proper two-week notice is given. This fee may be forfeited if the school is not properly notified, if tuition is past due, or if there is a balance on the account.
- d. An earthquake kit has been pre-ordered for each child. This payment is included with your initial registration fee.
- e. Late payments: If the school has not received payment from the parent or guardian for the monthly tuition before the 10th calendar day of each month, a \$15.00 late fee will be applied to the family account for each week the payment is not received for each child enrolled in the school. A \$25 fee will be charged for returned checks.

- f. **Absence & Holidays:** Our monthly tuition is a yearly fee which is divided into payments for your convenience. Tuition is the same regardless of the number of school days in the month. Tuition is based on days in the total school year. Tuition is payable each month of the school year regardless of whether the child is absent for any reason, including, but not limited to illness, vacation and holidays. Please notify the office if your child is absent. **NO financial adjustment is made for vacation time or absences.**
- g. **Refunds:** If your child cannot remain in school for a full school year, please give the school a two-week prior written notice by completing the withdrawal from school form and meet with director for an exit interview. The school will then refund the security deposit less any account balance. If departure occurs mid-month, a portion of the monthly tuition will be refunded based on a pro-rated amount. If you fail to give the school a two-week written notice, your security deposit may be forfeited.
- h. **Late pick up fee:** Please be on time to pick up your child. A late fee of \$1 per minute will be charged after you are 5 minutes late for the second time. The first late pick up will not be charged.

4. **Holidays**

The school generally follows the holiday schedule of the Palos Verdes Peninsula School District. There will be two staff development days that will affect our days and hours during the school year. The school holiday calendar will be given to parents in August or on your child's first day of school.

5. **Termination Condition**

- a. **The school may immediately terminate a child's enrollment** upon notice to the parent of such termination, if any of the following conditions arise:
 - 1. In the sole judgment of the school director, a child's behavior threatens the physical mental health or well-being of one or more of the other children at the school.
 - 2. In the sole judgment of the school director, any parent, in any way prevents the school or staff members from performing its/their duties in a satisfactory manner.
 - 3. In the sole judgment of the school director, the school's program does not meet the individual needs of the child.
 - 4. In the sole judgment of the school director, the child's non-compliance with the rules would endanger his/her safety and the safety of others.
 - 5. In the sole judgment of the school director, any parent or guardian who exceeds one month delinquency of any payment to the school.

If the school terminates the child's enrollment pursuant to the paragraphs above and the child's account balance is paid to date with no outstanding balance, the school will refund the security deposit. If such termination occurs mid-month, a portion of the monthly tuition will be refunded based on a pro-rated amount. A withdrawal form must be completed by the parent and an exit interview conducted. Refunds are sent after interview and form are completed.

- 6. **Terms:** This agreement shall be in effect for the school year of 2025-2026 or until the child is withdrawn from the school by the parent, unless terminated sooner in accordance with the provisions of this agreement.
- 7. **Waiver of Compliance:** No right under this agreement shall be waived (lost) merely by delaying or failing to exercise it.
- 8. **State Rights:** The Department of Social Services or any agency authorized by it, shall have the right and authority to interview children attending school and/or the school staff and to audit a child's or school's records without notice or prior consent, to observe the physical condition of children attending school and to have a licensed medical professional physically examine the school children, as part of the Department's regulation of a licensed day care center. The parent acknowledges and understands such right.

You have read, signed and returned this with your registration packet.

Appendix B

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

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: Department of Social Services-Community Care Licensing

Licensing Office Address: 6167 Bristol Parkway, Suite 400, Culver City, CA 90230

Licensing Office Telephone #: 310-377-4333

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

LIC 995 (9/00)

(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.

Peninsula Community Church Preschool

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

LIC 995 (C/06)

You have read, signed and returned this with your registration packet.

Appendix C

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

Department of Social Services-Community Care Licensing

ADDRESS

6167 Bristol Parkway, Suite 400

CITY

Culver City, CA

ZIP CODE

90230

AREA CODE/TELEPHONE NUMBER

310-337-4333

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)

Peninsula Community Church Preschool

(PRINT THE ADDRESS OF THE FACILITY)

5640 Crestridge Road, RPV, CA 90275

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

LIC 815A (8/08)

You have read, signed and returned this with your registration packet.

Appendix D

Snack Suggestions

List A: Grain (preferably whole grain & low sugar)	List B: Fruit, Vegetable, Protein (preferably fresh)
Mini muffins (whole wheat) Mini bagels (whole wheat) & cream cheese	Applesauce – squeeze pouch preferred
Dry cereal - i.e. Cheerios/plain or other whole grain cereal	Cheese: string or pre-sliced cheddar, Monterey jack, mozzarella, etc.
Cheeze-its Goldfish crackers Ritz crackers Wheat Thins Triscuit – thin crisps Cheddar Bunny Crackers Graham Crackers Teddy Grahams Pretzels Pirate's Booty Veggie Sticks (Trader Joe's) Snap Pea Crisps Rice crackers *Children usually prefer plain rather than spiced flavored crackers	Fruit: Choose one: apples, bananas, grapes, strawberries, blueberries, orange slices, peaches, pears, cantaloupe chunks, watermelon & other melon chunks, raisins, dried fruit. Veggies – Carrot sticks *Be careful with baby carrots; they're considered a choking hazard* cucumbers, or broccoli Dip - can be yogurt, Ranch dressing, or cream cheese *Please no fruit juice. We prefer children enjoy whole fruit. Filtered water is served to children at snack and lunch time.
BUT NO popcorn, please; It's considered a choking hazard	Yogurt