

Ascension
Montessori
Children's
Center



"Lighting up the child's innate fire for exploration"

Parent Handbook

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From the Director...

Thank you for your interest in the Ascension Montessori Children's Center. It is our pleasure to serve the community with the provision of high-quality early childhood education in a safe, warm, and nurturing environment.

AMCC has a staff of creative, knowledgeable individuals from diverse backgrounds. Most of our teachers have been employed by us for over 6 years and possess a Child Development Associate's credential or degree in Early childhood.

Our school also offers dynamic, inspired cultural arts programming throughout the year.

Parents are always welcomed! We have volunteering opportunities for our curriculum planning (such as Field trips chaperoning, Fairs/seasonal special activities booth attendants, Story tellers and much more) as we are partners in caring for your children. We invite you to share ideas, give feedback and get involved through volunteerism and participation in these events. Family potlucks, community celebrations and fundraising involvement are just a few ways in which families can contribute.

It is my sincere hope that your experience at AMCC will be as rewarding to you and your family as it has been for countless other families who have been part of the AMCC community in the past.

Warmest Regards,

Laura Valdez-Oropeza

Director



History

Ascension Montessori Children's Center has served this church and the community for over forty years. It first opened as Ascension Nursery School on February 2, 1970, providing activities for approximately twenty children, aged 3-5, three mornings a week.

In 1993, the name was changed to Ascension Children's Center to better describe the care offered.

Recently, in 2018, under new administration and management, Ascension Children's Center re-assessed the needs of the growing community with young families. Since then, the curriculum and educational structure transitioned to an approach that could include the spiritual growth of the children and the Montessori Method.

Mission/Philosophy

"We discovered that education is not something which the teacher does, but that it is a natural process which develops spontaneously in the human being".

~ Maria Montessori.

Ascension Montessori Children's Center operates as an educational outreach ministry of Ascension Evangelical Lutheran Church. We seek to partner with parents and family to contribute to the healthy formation of the whole child: academically, physically, socially, and spiritually. This goal is mandated to us in Proverbs 22:6, "Train up a child in the way he should go, and when he is old, he will not depart from it." This scripture has become our guiding directive in every part of our school's existence.

We follow Jesus' request to "Let the children come to me" and welcome all children to the center without regard to race, religion, or ethnic origin. God treasures and loves all children, as He is their Creator. We welcome God's children with open arms.

Staff

The Center is fully licensed by the State of California and is staffed according to all State Licensing requirements. The Director is fully qualified and trained in Early Childhood Development, with a degree in Montessori EC Education. Teachers have received ample training in Early Childhood and/or School Age education. Beyond this, the staff is committed to the deliberate Christian educational goals of the center and work hard together with their combined experiences, education, and personal faith to provide the best possible educational and spiritual atmosphere and experience for the students.



AMCC Goals

1. To support individual **academic growth** through educational activities in a fun and joyful atmosphere where students learn as they play and enjoy each day's activity.
2. To foster **physical development** through indoor and outdoor play and activities geared at the development of large and small motor skills, coordination, and manipulation.
3. To nurture **social development** by interaction with other students and teachers. Valuable social skills emphasized include, manners, kindness, respect, tolerance, empathy, responsibility, and love for nature.
4. To promote **inclusiveness and embrace different abilities** and learning development through love, respect, and acceptance. The staff members' role model plays an important part in this goal; together, as a team, we strengthen our ethical and moral value of empathy and respect by embracing each other and each student's individual needs.
5. To instigate **spiritual development** through chapel, prayers, and Bible stories and lessons with appropriate related activities.

OPERATIONAL INFORMATION

Ascension Montessori Children's Center is a Montessori Christian school, though we maintain an atmosphere **welcoming and open to all denominations**. We are an equal opportunity provider. Applications for enrollment are accepted without regard to race, color, religion, sex, sexual orientation, or ethnic origin. We accommodate children with special needs if we can meet their individual requirements.

We operate as a year-round Academic Preschool Program August to June, with a Summer Camp Program during the month of July.

Licensing

The State of California Department of Social Services Community Care Licensing Division Licenses Ascension Montessori Children's Center. We have two licenses. One is for children aged two through five. Community Care Licensing shall have the authority to interview children or staff, and to inspect records without prior consent. AMCC shall make provisions for private interviews with any child(ren), and/or staff member, and for the examination of all records related to the operations of the facility.

Licensing shall have the authority to observe the physical condition of the children, including conditions that would indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional examine the child(ren). {Authority Cited: Section 1596.81, California Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.81, 1596.852, and 1596.853, Health and Safety Code.}



Hours of Operation

AMCC is open Monday through Friday from 7:00 am – 5:00 pm. We currently operate three classrooms for children ages 2 – 6, as well as a before/after school program for students attending Foster Elementary. Parents have a variety of options from which to choose, based on availability. These options include attendance with the following schedule choices:

Full Days: 7am – 5pm | **Academic Program:** 9am – 3:30pm

Holidays School is Closed

- Martin Luther King Jr. Day
- Presidents Day
- Good Friday
- Easter Monday Observed
- Memorial Day
- Independence Day
- Staff Development Days
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Day after Thanksgiving
- Winter Break: 1 week (from Christmas Eve until January 2nd)



Programs

Toddlers 2-2yr 11mo

Montessori Infant & Toddler programs offer a curriculum that emerges from each child's unique skills and interests. Based on daily observations, teachers introduce new materials and activities that pique curiosity and stimulate learning.

The teacher, child, and environment create a learning triangle. The classroom is prepared by the teacher to encourage independence, freedom within limits, and a sense of order. The child, through individual choice, makes use of what the environment offers to develop himself, interacting with the teacher when support and/or guidance is needed.

Preschool 3-6 (Primary Classrooms)

The Early Childhood level, for children ages 3 – 6, encourages preschoolers to explore and discover, to collaborate with classmates, and to take ownership of their education. The Montessori Method encourages self-directed learning that promotes self-confidence, independent thought and action, and critical thinking, while fostering social-emotional and intellectual growth.

After School Program for School Age Children: Rainbow Club (K – 1stGrade)

AMCC offers an afterschool Program for students K thru 1st grade attending Foster Elementary. We provide care, assistance with homework, arts and crafts activities, 1 hot meal and an afternoon snack. We also offer drop off/pick up to and from Foster Elementary.



Registration Policy

The following forms in the registration packet must be completed upon enrollment:

1. Admission Agreement (AMCC)/Registration Fee
2. Enrollment Form (AMCC)
3. Blood Lead Test (AMCC)
4. Immunization Record (CCL)
5. Child's Pre-Admission Health History –Parents Report (CCL)
6. Consent for Medical Treatment (CCL)
7. Identification and Emergency Information (CCL)
8. Parent's Rights (CCL)
9. Personal Rights (CCL)
10. Physician's Report (CCL)
11. Immunization Record copy
12. Picture/photos waiver (AMCC)

****Non-Refundable Registration Fee of \$150 is due before the child's first day to complete his/her enrollment.**

Tuition Policy

Payment is due on the first day of each month. A late fee of \$50.00 will be applied on the 6th day of the month. Repeated late payment of tuition may result in the termination of enrollment. A returned check fee of \$25.00 will be assessed for NSF; this payment needs to be made within five days of bank notification. Continuous NSF checks may also result in termination of enrollment agreement.

THERE ARE NO DEDUCTIONS, REFUNDS, EXCHANGES OF DAYS, OR OTHER TUITION ADJUSTMENTS FOR DESIGNATED HOLIDAYS.

A 30-calendar day written notice will be placed in your child's file prior to any tuition or rate changes.

We hold a contract with CDA and YMCA Childcare Resource Center GAIN program and alternative payment/certificate program. Parents are responsible for all tuition and fees that these programs do not pay.

Discounts:

Sibling Discount - 10%

(If two or more children from one family are enrolled in the center, a 10% discount will be applied toward the highest individual tuition amount)

Military Discount – 10%

Active Members of Ascension Lutheran Church – 10%



MONTHLY TUITION RATE SHEET

September 2020– July 2021

FULL DAY — 7:00A-5P

(2 Programs: Academic & Before/After Care Program included)

Toddlers (2-3 yrs. old)

FT5 (M-F)	\$990
PT3 (M, T, W)	\$815
PT2 (Th, F)	\$626

Preschool and PreK (3.5-5 yrs. old, potty trained)

FT5 (M-F)	\$919
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ACADEMIC PROGRAM — 9A-3P

(1 Program only: no Before/After Care Program)

Toddlers (2-3 yrs. old)

FT5 (M-F)	\$940
PT3 (M, T, W)	\$772
PT2 (Th, F)	\$604

Preschool and PreK (3.5-6 yrs. old, potty trained)

FT5 (M-F)	\$887
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SUMMER CAMP | Full Day-7:00A-5P

Elementary Age (5yrs-8yrs)

FT5 (M-F)	\$887
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RAINBOW CLUB

(TK-2nd Grade)

Registration Fee:

\$75/per child

AM/PM Care | \$520/mo.

Drop off at 7A @ALCC—Pick up at dismissal M/T/TH/F @ 2P | W @ 12P | ALCC After school Care until 5:50P

PM Care Only | \$499/mo.

Pick up at dismissal M/T/TH/F @ 2P | W @ 12P | ALCC After school Care until 5:50P

**Same fees apply as preschool program*

Additional Fees

Initial enrollment registration fee: \$150.00

Monthly Meal Fee: \$100 FT/ \$70 PT

Returned Check Fee: \$ 25.00

Late Fee (tuition payment on the 6th day of each month): \$50

Late Pick Up Fees and policy

All staff members have a home and families to attend to, please make sure to pick up your child on time or plan ahead if you will be unable to do it personally to avoid any type of inconveniences.

5:01pm– 5:15pm \$1.00 per minute

5:16pm-5:30 pm \$5.00 per minute

We will call all authorized people register in your child's file at 5:00 pm. Unsuccessful contact with any of them will result in a phone call to the police department and follow their procedures for children left in Child Care Centers after school hours. Questions regarding all fees should be referred to the director.



Terminating Care

Parents are required to submit a **TWO-WEEK WRITTEN NOTICE** when deciding to withdraw their child from our Program. If your child starts the month you will be charged for the full month.

Any child who drops for the summer or any other time and wishes to re-enroll will be placed on the waiting list. The \$100.00 registration fee will be assessed, and the paperwork re-evaluated pending available space.

The school may terminate your child's enrollment if your child:

1. Is not ready to benefit from the program.
2. Is having emotional or behavioral problems which harm other children or teachers.
3. Interferes with others being able to participate in the program.
4. If parents do not comply with enrollment agreement and children's center policies.

If your child has difficulty adjusting to the program, the Director will:

1. Set up a conference with the child's teacher and parent.
2. Work out a plan with you and the staff to help your child be successful.
3. Possibly recommend an assessment from a specialist in the criteria involved. In some cases, this may be a requirement for continued enrollment.
4. Schedule a second conference after two weeks to appraise the child's enrollment. Either parent or child may give termination of enrollment at that time.

Discipline and Guidance

Our objective is to help children learn self-control; therefore, we set realistic, age appropriate limits and behavioral goals. Social-emotional growth takes time to develop and, in some cases, it may require a longer period to master or fully acquire it.

We stress peaceful, positive solutions and skills for conflict resolution. It is our goal to support each child on achieving the understanding of proper rules of engagement and follow common ground rules therefore our approach is based on redirection, where children are encouraged to express their feelings in an appropriate manner).

For younger children, redirection as a guidance tool is practiced and children are encouraged to express their feelings in an appropriate manner. For older preschoolers, choices, when suitable, are offered to solve problems, and then natural or logical consequences are used.



Our most successful preventative method to avoid conflict is prevention and we achieve that success through our active curriculum which keeps the children focused, engaged, with the initiative of exploring while enjoying themselves and becoming more interested in the multiple activities planned annually, monthly and weekly by the teaching team.

Curriculum

Children are exposed to a monthly themed curriculum that includes daily life activities and chores, critical thinking, problem solution, Language development, Phonics, Art, Rhythm and Movement, Math and Plays.

Additionally, Christian principles and moral universal values are fully integrated into each aspect of the curriculum. Our Christian worldview affects not just a compartment of life, but it serves as a guiding structure that will shape the way we embrace and respond to the needs of the people in our world.

Topics included in the Annual curriculum include:

- **SEPTEMBER:** The family, All about me, My School
- **OCTOBER:** Fall season, harvest, Corn, Pumpkins and apples. History: Christopher Columbus Geography: North America countries and its flags.
- **NOVEMBER:** Farm animals, The Food Pyramid. History: The Pilgrims and the Mayflower, Thanksgiving meaning, Día de los Muertos: a Mexican tradition. Geography: South American countries: Peru, Argentina, Brazil, Venezuela, Colombia, Chile and their Flags.
- **DECEMBER:** Winter season, Arctic animals. USA-Christmas Geography: Antarctica Continent Cultures traditions: Winter Holidays around the world: MEXICO-Las Posadas, ISRAEL-Hanukkah, AFRICA-Kwanzaa, GERMANY-Noel.
- **JANUARY:** Sea Mammals, The mountains, The oceans, Vertebrates & Invertebrates. History: Martin Luther King Jr. legacy. Geography and culture traditions: Asia Continent: China, Russia, Japan, India, Philippines, and its flags. Chinese New Year celebration. Animals of Asia.
- **FEBRUARY:** Friendship, Our Five Senses, Dental Hygiene, Amphibians, Rain, and rainbows. History: Presidents George Washington and Abraham Lincoln. Geography: Oceania continent and its animals.
- **MARCH:** Insects, Arachnids, Bees and honey, Spring season, Types of trees. Geography: Europe continent: France, Germany, Spain, Great Britain, Italy, Ireland countries and its flags.
- **APRIL:** Types of flowers Zoo animals, pets, Birds, The Rain Forest. Celebrations: Earth Day. Geography: Africa continent: Nigeria, Madagascar, Uganda, Kenya, South Africa, and its flags.
- **MAY:** Dinosaurs, Reptiles, Lizards, The Desert. Celebrations: Mother's Day, Memorial Day, Teachers' Day. Geography: USA states review.
- **JUNE:** The Solar System, Summer season, Community Helpers.



The First Day of School/First Day of New School Year

The staff wants to make your child's first experience at AMCC a positive one.

On your child's first day, you will need to bring:

1. Any paperwork that has not already been submitted.
2. Fitted crib sheet and blanket* (child's size) with your **child's name clearly marked in a reusable/recyclable bag or personal backpack**
3. Bring **2 complete** change of clothing. This includes pants, shirt, and jacket or sweatshirt/sweater (according to the weather), underwear and socks, **each set in a gallon size Ziplock bag**. Please label them with your child's name.
4. A water bottle*

*** These items MUST go home for wash every week. Please make sure to take them with you on the last the of the week he/she attends to school (according to the Program enrolled).**

The first day of school is an exciting milestone in your child's life. She/he will be embarking on a journey that will lead them on many roads of discovery and learning. As wonderful as this new experience may be, it can also be quite stressful for the young child. New situations and change can, at times, be unsettling for all of us. For many children this may be their first experience of separation from parents or care givers at home. It is common for even the most outgoing child to be anxious the first day of school.

We have provided a few suggestions for assisting your child during this time. Remember the preschool staff will be available to provide support and assistance, making your child's first school days happy days.

- Prepare your child for the new school experience by explaining what to expect. Answer all questions directly and honestly.
- Convey a positive attitude. Young children are aware of your feelings. Your enthusiasm will assure the child that school can be a fun and exciting place.
- Establish a routine involving both the night before a school day as well as morning preparation. Rituals and routines will add predictability and are comforting in unfamiliar situations.
- Bring something from home. This is acceptable and often reassuring in helping the child with the initial adjustment to school. This item may be a treasured blankie or even a photo from home.
- Clearly state to your child where you will be and when you will return. It may also be helpful to discuss what will happen when you are reunited.
- Maintain a clear good-bye routine. This may include warning the child you are leaving in 3 minutes, a kiss and hug, or a wave from the window. Once you tell your child you are leaving, it is important to follow through. Extending the good-bye with, "Ok just one more kiss, and then I really have to go" tends to



heighten anxiety rather than relieve it. Avoid sneaking out, as this seems to encourage children to become less trusting and makes the second day of school even harder.

On your child's first day, you will also need to:

1. Have a staff member help you to sign-in your child.
2. Locate your child's cubby assigned by her/his teachers.
3. Leave your child's lunch box in the kitchen cart located outside the kitchen. A staff member will store each lunch box in the refrigerator.
4. Inform the teacher or director of any allergies or fears your child may have. Tell us about any of your concerns.

Separation Anxiety –

Tips to help your child on her/his first days of attendance to preschool

Your child may be worried or upset and cry when you leave them on the first day, or other days. The following suggestions may help:

1. Help your child settle into an activity.
2. Let your child know you will be leaving and when you are going to pick them up. Use times that they will understand, such as "after nap," "before dark," etc.
3. It may also be helpful if you let your child know where you are going to be.
4. Give them that "one last hug and kiss," and leave. Lingering goodbyes may cause them to act out more strongly.
5. Feel free to call us to check on your child. Usually they recover quickly, however, there is no need for you to worry endlessly. Our number is (619) 582-2699. Call for any updates anytime.
6. If any questions or concerns arise, please feel free to address them to us.

Arrival & Departure

Arrival and departure is a busy time at AMCC. Parents are asked to walk their child to their classroom. Please sign your child in at arrival and out at departure at the computer located just inside the main door. **For Billing and attendance purposes, parents must sign their child in and out of the program.**

Arrival

During arrival it is especially important to set up a routine that your family can follow every day. This provides your child with a sense of security. Please keep teachers informed about your child's health, mood, eating habits, family situation, or anything you think might affect your child's behavior at school. We recommend that you help put away items in their cubby, greet the teachers and friends, help wash their hands and assist your child in integrating into the



classroom. When it is time for the person dropping the child off to go, tell the child you are leaving, and say, "Good-bye". Feel free to call or text in WhatsApp later if your child is upset when you leave, and we will let you know how he or she is doing.

Departure

If someone we do not know is to pick up your child, please inform the teacher. This person must be listed as authorized to pick-up your child on the enrollment paperwork. Remind the authorized person that we may ask for picture identification to ensure your child's safety. We are not allowed to release your child to an older sibling.

If there are any changes in emergency contact information or individuals who are authorized to pick up your child, please fill out a Change of Information Form immediately. You may have up to three (3) different people who are authorized to pick up your child on the emergency directory. We strongly encourage families to have at least two (2) authorized people listed.

During departure, it is also important to follow a set routine. We recommend that when you arrive, you greet your child and the teachers, and let your child know how much time he or she has to wrap up the ongoing project or activity. While your child is finishing up is a good time to talk with the teachers to discuss your child's day, but this is not the time to have a full conference with the teachers. If you feel you need a conference, please ask the teacher to set a separate time for you to meet. On the way out, check your child's cubby. Be sure and say, "Good-bye" to your child's teachers, so they know you and your child are leaving.

Once you have reunited with your child and begun departure, AMCC is no longer responsible for your child's safety. Please be sure he/she remains with you both inside and outside of the building.

Health Policy

Each child must have a current health form with immunization history signed by a physician on file at AMCC. Classroom teachers will notify parents when certain communicable diseases are present, and we ask that you notify the center when your child is out with a communicable disease.

Allergy Policy- When children are diagnosed with an allergy or there is a known allergy at the time of enrollment the parent must notify AMCC with a written doctor's statement. This would include food or other allergies (such as bee stings). If there is doctor's plan for care of the child due to the allergy, this must be given to the center and must have the doctor's signature to meet licensing standards.



If, for any reason, your child cannot eat a certain food, please provide a written notice from your physician and discuss this issue with your child's teacher or the director. Food service may be able to accommodate different dietary needs (e.g. vegetarian, lactose intolerant). AMCC will provide food substitutes to the best of our ability.

A list of the children with allergies to various foods will be posted in the kitchen for those that prepare snacks and lunch to use in providing alternate selections. Parents will be asked to complete a release form allowing the center to post identified allergies. This form will be available from the AMCC administrator.

Our center is licensed to keep only children who are well. If your child shows symptoms of illness or fever, the child will be isolated, and you will be expected to come for your child as soon as possible or decide for someone to pick up your child.

Children with the following may NOT be brought to AMCC:

- Chicken Pox
- Conjunctivitis
- Whooping Cough
- Lice
- Measles
- Scabies
- Mumps
- Rubella
- Scarlet Fever
- Flu

Unusual behaviors will be monitored closely, and parent(s) will be contacted if other symptoms develop. These behaviors include, but shall not be limited to:

- Cranky or less active behavior than usual
- Crying more than usual
- Feeling general discomfort or seeming unwell
- Loss of appetite

AMCC has limited isolation space, children developing any symptoms that require dismissal shall be picked up by the parent/guardian as soon as possible. Children will be kept in the Directors' Office until the parent/guardian comes. The child will be supervised at all times while in the Directors' Office either by the Director or administrator. If the child is well enough to come to school, he/she is well enough to participate in the regular program, including indoor and outdoor activities.



Children may remain at AMCC if they have ONE (but not more than one) of the following symptoms: *(See Covid-19 Preparedness Guide for updated Restrictions)*

- A child with a temperature of up to one hundred degrees Fahrenheit (100o F) by mouth or ninety-nine degrees Fahrenheit (99o F) under the arm.
- After an illness has been evaluated by a physician, medication has been prescribed, and any period of contagion has passed as determined by a licensed physician.
- When it has been determined that a child has a common cold unless the director and the parent(s) agree that isolation precautions should be taken.
- When a child has experienced vomiting only one (1) time with no further problems or symptoms.
- When a child has experienced loose stools only one (1) time with no further problems or symptoms.

Please know that the decision for the child to remain is based upon the teacher's discretion. For example, if the child vomited only one time but seems cranky, tired, or unwell; the teacher may recommend the child be picked up. In these situations, the child can return the following day if the reasons for concern are no longer present.

Children with (1) ONE OR MORE of the following symptoms may NOT be brought to AMCC or will be sent home if these symptoms occur –

- Diarrhea: More than one (1) abnormally loose stool
- Headache or stiff neck
- Severe coughing
- Unusually dark, tea colored urine
- Difficult or rapid breathing
- Gray or white stool
- Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.
- Fever over one hundred degrees Fahrenheit (100 F) by mouth or ninety-nine degrees Fahrenheit (99o F) under the arm.
- Pinkeye-tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus
- An infected skin patch(es)-crusty, bright yellow, dry or gummy areas of the skin
- Unusual spots or rashes
- Vomiting
- Sore throat or trouble swallowing
- Yellowish skin or eyes



Also, the child may not be brought to AMCC if he or she is taking an antibiotic prescribed within the last 24 hours – children must be on antibiotics for 24 hours before returning to school.

Children Sent Home for Illness

Children sent home from AMCC due to illness shall not return to school the following day. A child who is feeling ill needs to be in a quiet place where he/she can rest and have lots of attention and tender loving care.

If children develop a fever while at school they will be isolated and cared for in the Directors' office the parent or emergency contact person can pick them up.

Children may return to school 24 hours after the disappearance of all symptoms, including the disappearance of fever, fever-reducing medicine free. Children returning with any of the previous symptoms or illness will be excluded from AMCC immediately. The decision is at the discretion of the staff. Your child's physician may be called if staff members have questions concerning your child's condition.

Children Returning After Illness

When your child is ready to return and medication is required, a "Medication Authorization" form must be signed by the parent and placed on file so that the Director or classroom teacher can administer the medication.

Medication Authorization

All medication will be given to the child only with the dated, written permission of the parent(s) stating the length of time the medication may be given.

Prescription medication shall be in the original container and labeled with the child's name, instruction for administration, including the times and amounts for dosages, and the physician's name. This may include sample medication provided by the physician.

All nonprescription medication shall be in the original container and labeled by the parent(s) with the child's name, and instructions for administration, including the times and amounts for dosages.

Medication Authorization forms are available for short-term (two weeks or less) and long-term (daily medications). If AMCC will be administering medication daily or over a long period of time, a physician's signature is recommended. Parents must also



update the form monthly by initialing and dating the form. Parents are asked to take home medications once they are no longer administered at AMCC.

Accident and Illness Policies and Procedures

If a child is injured after arriving at school, the parent will be called. The Parent Information Sheet requires home, office, and emergency phone numbers. It is the parent's responsibility to update the family's emergency contact numbers. If we cannot reach a parent, the emergency contact will be phoned.

If the child is injured during the day, the parent will be contacted to pick up the child. If we cannot contact a parent, we will call the emergency contact. The emergency contact must be someone who can be available in case of mild illness, to provide temporary care for a sick child, and has transportation to AMCC. If the child would require treatment in the Emergency Room, the parent will be contacted, and arrangements will be made for transporting the child to the Emergency Room.

If a child needs immediate medical attention, the teacher will call 911. Then the parent or the child's physician will be called. If we cannot reach the parent, the emergency contact will be phoned. The teacher who witnessed the emergency situation will accompany the child to the hospital, bringing records and all parent permission forms.

Parents will be notified of all known minor injuries.

Nutrition and Meals

AMCC follows the guidelines of the USDA food program and children are served an approved mid-morning snack, lunch, and afternoon snack. Menus are posted in each room. The cost for snacks and meals is \$100 per month for full-time students, and \$70 per month for part-time

Meals are served to children by teachers. Your child will be encouraged to sample all foods served but will never be forced to eat. Morning and afternoon snacks are planned in accordance with the USDA nutritional guidelines. The snacks are minimum prep items. Every effort is made to provide a variety of snacks that meet the standards and encourage children to try new and different food items.

Parents that have children with food allergies must notify AMCC with a written doctor's statement at the time of diagnosis or at enrollment. If, for any reason, your child cannot eat a certain food, please provide a written notice from your physician, and discuss this issue with your child's teacher. Food service may be able to



accommodate most different dietary needs (e.g., vegetarian, vegan, lactose intolerant). If this is not possible, foods may need to be sent with the child on a daily basis. Please talk to the teacher or director if you have any questions.

Outdoor Play

Outdoor play is an important part of the early childhood curriculum, and we consider the outdoors an extension of the indoor classroom. Toys, materials, and activities are also available outdoors to enhance the children's play experience. Typically, children go outside twice each day. If your child is not well enough to play outdoors, he or she is not well enough to attend the Center.

It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, boots, etc.)..

In warmer weather, the shade trees often shelter our playground from the hot sun. Parents are encouraged to provide sunscreen (medication form must be signed for staff to apply sunscreen). Children are also encouraged to get plenty of drinks to replenish body fluids. Typically, the length of time spent outside is reduced and often the children wait to go outside until late in the day or early morning when the sun is less intense.

Nap Time

A designated rest time is required by the State of California Community Care licensing Division, for all preschool age children. Pre-K students will have their nap schedule shortened to an hour as the school year goes by. Toddlers and 3 yrs. old children may require up to 2 hours of sleep.

Field Trips

Field trips and nature walks are an important part of the educational program at the school and will be held periodically. Parents are encouraged to participate as chaperones. Parents who will participate with our field trips must leave their child's younger siblings at home. A copy of the driver's license and proof of insurance is required for all parents and staff who will drive students. We adhere to the DMV's car seat requirements strictly. Field trip permission slips will be required. Since field trips are a part of our educational program, parents who choose not to have their child participate will have to make other arrangements for their care during the field trip hours.

Things from Home

We have an ever-changing variety of educational toys for your children to play with. Toys and jewelry from home may get lost or broken and cause squabbles. **Keep them at home.** Ask your child's teacher about sharing days. We are glad to have your child



share special items with us, however, we appreciate your good judgment on what to bring to share. Please share books or items that relate to weekly themes. Do not allow your child to bring any toys, action figures, or other toys that promote violence.

Birthdays

We like to celebrate birthdays! A special treat may be brought in such as cupcakes. Sweets are limited to these special occasions. Please inform your child's teacher if you wish to bring in something to share. Please, no party favors or parties, just a treat. We will make sure your child enjoys his/her special day.

Dress Code

In order to foster independence and self-help skills, we ask that you send your child to AMCC in clothes that he/she can manage independently. Active indoor and outdoor play is a regular part of our school day. Please dress your child in clothing that is suitable for running, climbing, and other vigorous activity, and that is appropriate for the weather. Because the children work with paint, clay and other messy materials, they should wear clothes that can be laundered easily.

- Tennis shoes or shoes with rubber soles are required. For your child's safety we recommend that you do not send your child in flip flop shoes, sandals, or Crocs as they may cause your child to slip or fall.
- A complete change of clothes is essential for preschool messes, please have at least two complete set of clothing for your child. The extra sets of clothing will be stored in a Ziploc baggie at school. Please be sure to mark your child's name on the outside of the baggie as well as the extra clothing.
- Swimwear will be requested seasonally, as it is part of the curriculum.

Parking

Please park in marked spaces only in the parking lot. The spaces in front of the fence are for people with disabilities. **Buckle up.**

Under no circumstances, never, ever leave your baby or another child inside the car while you sign in or out your student child.

Drive in and out the parking lot SLOW, please!

Avoid leaving your car's ignition ON. Always hold on to your child's hand while walking towards or from your car.

Drive in through the driveway closest to the classrooms and out through the driveway at the end of the parking lot to avoid collisions.

Please do not leave valuables in your car.



Child Abuse Policy

Mandated Reporting

As professionals in contact with young children and their families, we at AMCC are required by law to report to the proper authority all cases of suspected child abuse under section 11166 of the California Penal Code. According to the law, public or private school teachers, educational administrators, guidance or family counselors; as well as day care/child care workers, are mandated reporters. Thus, it is policy of AMCC to report any and all suspected cases of child abuse and/or neglect to DFS immediately by telephone and to follow up in writing within 24 hours the same information as reported by telephone. Our school will offer full cooperation of its staff during the investigation of the reported incident.

Disaster/Emergencies

In the case of an earthquake or disaster, the staff is required to stay on site up to 3 days. We may need or be asked to relocate to the vacant field next to the church parking lot or to Allied Gardens Recreation Center depending on the severity of the disaster and emergency services required. We have a disaster plan in conjunction with the church, the community, and with licensing. Staff members must keep current with first aid and CPR. We are continuously updating our earthquake kits and procedures, and we hold monthly fire and semi-annual duck and cover drills.

Please remember to keep a phone number where you can be reached each day on the sign-in sheet. Keep your list of emergency contacts up to date.

In case of a medical emergency, firstly we will call one of the parents and then 911 if necessary. If we cannot reach you, we will begin calling the emergency numbers you have given us. If your child needs medical attention and we cannot reach you or anyone on the list of contacts, your child will be taken to the nearest hospital.

Please include your child's medical record or insurance number on the Medical Consent Form and Emergency Card.



Family Involvement

Knowing and Understanding Our Preschool Families

Families and culture are celebrated at AMCC. The role of parents is vital. Family involvement and connectedness is an integral piece of what makes our program strong. Families are frequently visible in and around the center, sharing life and what they love with the children. Their role in informing and working together with their child's teacher is the glue that keeps our center in place. It is important to us that we develop skills and knowledge to work effectively with our diverse families. Our staff will use a variety of formal and informal strategies (including conversation) to become acquainted with and learn from families about their family structure, their preferred child-rearing practices and information families wish to share about their socio-economic, linguistic, racial, religious and cultural backgrounds. Program staff will actively use information about families to adapt the environment, curriculum and teaching methods to the families we serve.

Parent Participation

Your participation is eagerly welcomed in the programs. Your involvement can take many forms, and we hope that all parents will find meaningful ways to participate in their child's experience. Some ways in which you may choose to participate include, but are not limited to:

- Field trip supervision
- Leading or assisting in special projects (carpentry, sewing, music, cooking, science experiments, cultural experiences, etc.)
- Construction or collection of materials for AMCC use such as paint aprons, raw materials for art projects, dress-up clothes, dramatic play props, carpentry materials, etc.
- Attending or planning parent workshops

Family Arrangements

AMCC recognizes that all families are not structured similarly and that some families may live apart due to a variety of circumstances.

The AMCC teachers and staff are sensitive to the needs of children in these situations and will work to support the entire family. We are happy to provide duplicate information in the child's mailbox to accommodate both parents' need for information.

If information is needed by the AMCC staff regarding custody, child pick-ups, etc., please provide us with the formal paperwork. Unless we have the appropriate paperwork, we cannot keep a child's biological mother and/or father from picking up his or her child.



Parent Communication

We encourage you to provide AMCC with an e-mail address. This can facilitate timely communication and notification of special classroom and AMCC events.

WhatsApp- We are committed to staying in constant communication with you. Please sign-up to be added to our WHATSAPP Group chat. It is an app you can download through your Android or Apple store and it will be the quickest and most efficient way to connect with us through the day.

AMCC will also host a private group, AMCC Parent Connect on Facebook where happenings and pictures will be posted only to the members of the page

Parent and Teacher Conferences

Individual parent-teacher conferences will be offered at least twice during each school year. During the conference, you will review and receive a copy of the Developmental Summary on your child. Ongoing, informal communication of parent or teacher concerns and the sharing of special joys, sorrows, and accomplishments in the child's life are important. Please feel free to speak with your child's teacher during arrival/departure, or schedule a time to talk privately

Please let your child's teacher or the director know if you have any concerns during the school year. Conferences may be scheduled at any time at the parent or staff member's request if there are concerns about your child's progress.

Good communication is vital to our success. Studies have shown that children whose parents are involved in their school community are more confident and successful students. Let us work together to make AMCC the best it can be!



COVID-19 PREPAREDNESS GUIDE

Healthy Environment

- We will separate children into smaller groups that fall within state or local guidelines.
- We will not share equipment and will clean equipment between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Designated bins for toys/materials that need to be cleaned, sanitized, or disinfected before being introduced back into the classroom environment.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands several times throughout the day
- All products used are approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and will be kept out of children's reach.
- No program tours will be given during business hours until further notice to reduce the number of visitors in the building. All tours will be conducted after-hours.
- MASKS:
 - *ADULTS*: Masks are REQUIRED for all staff and visitors on campus for the church.
 - *PRESCHOOL CHILDREN*: masks are not required for children
 - *RAINBOW CLUB*: masks are highly recommended while indoors, or places where social distancing cannot be adhered to.
 -

Check-In and Pick-Up

- Masks are REQUIRED for all adults before entry into the facility
- Families will be greeted at the door where a staff member will greet the child(ren). Parents and other family members will not be allowed inside the classrooms. Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) and ask parents the following questions:
 - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?



- Do you or anyone in your household have a fever, cough and/or shortness of breath?
- Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
- Children and staff will be required to wash their hands throughout the day.
- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.

Classroom Space/ Physical Distancing

- Classrooms furniture and play spaces will be rearranged to maintain 6 feet of separation, when possible.
- Children will be outside as much as possible while trying to maintain physical distancing.
- Indoor and outdoor play will be staggered to reduce the number of children in the same area.
- Outdoor play equipment will be clean and disinfected between uses of different groups of children.

Child Health

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at childcare, will be isolated from other children until they can be picked up.
- Teach children to avoid contact with eyes, nose, and mouth, and proper nose wiping and cough/sneezing etiquette.
- Label and keep children's personal items in separate bags.
- Use washable bedding. Each child's bedding will be separate and stored in individually labeled containers. Cots will be labeled for each child.
- Until further notice, all program field trips will be suspended.

Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify the director if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify the director if any develop (fever or respiratory symptoms).



- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

Meal Preparation & Service

- Children will practice proper handwashing before and after eating.
- Staff and children will not share or touch each other's food.
- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff, instead of served family-style.

Communication

- Families - please notify the Preschool Director & Administrator of confirmed cases/exposure of children, family and staff. The local public health department will be consulted if there are confirmed cases.
- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, **we will notify key family contact by email within 24 hours of first notice of exposure.**
- You may follow our Facebook Page or download the WhatsApp to make sure you get the most up to date program updates.



COVID-19 INTERVENTION PROTOCOL FOR STAFF & STUDENTS

by Test Status, Exposure History, & Clinical Status

Current test status	Contact to COVID-19 in past 14d		≥1 current COVID-19 symptoms ¹		Disease control intervention
	Yes	No	Yes	No	
Positive	N/A ²	N/A ²	X		Isolate at home until: <ul style="list-style-type: none"> Without fever for 24 hours³, AND Other symptoms improving, AND ≥10 days since onset of illness
	N/A ²	N/A ²		X	Isolate at home until 10 days after positive test specimen was collected
Negative	X		X		Isolate at home until: <ul style="list-style-type: none"> Without fever for 24 hours³, AND Other symptoms improving, AND ≥10 days since onset of illness
	X			X	<ul style="list-style-type: none"> Quarantine at home until 14 days after last exposure Re-test promptly if symptoms emerge
		X	X		Isolate at home until: <ul style="list-style-type: none"> Without fever for 72 hours³, AND Other symptoms improving
		X		X	No isolation or quarantine necessary
Not done ⁴	X		X		Preferred: get tested and re-classify based on results Inferior alternative: isolate at home until: <ul style="list-style-type: none"> Without fever for 24 hours³, AND Other symptoms improving, AND ≥10 days since onset of illness
	X			X	COVID-19 exposure without symptoms <ul style="list-style-type: none"> Quarantine at home until 14 days after last exposure Pursue testing if symptoms emerge
		X	X		Preferred: get tested and re-classify based on results Inferior alternative: isolate at home until <ul style="list-style-type: none"> Without fever for 72 hours³, AND Other symptoms improving OR written verification from a licensed MD, DO, PA-C, ARNP, or DNP indicating “not COVID-19.”
		X		X	<ul style="list-style-type: none"> No isolation or quarantine necessary No testing necessary

¹For current list of COVID-19 symptoms, go to <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

²Not applicable—does not impact disease control decision making.

³...without the use of fever reducing medications (e.g., acetaminophen, ibuprofen)

⁴COVID-19 testing is recommended (when available) for all contacts and all people with symptoms. If the personal health care provider is unwilling or unable to conduct testing, consider pursuing testing through SHD or another community-based testing venue (e.g., SeaMar, Community Health Centers, UW Medicine, other).



RETURN TO WORK/SCHOOL:

For Employee's suspected or confirmed Positive Covid-19 test:

- Follow Flow Chart for immediate isolation from School, Reporting requirements, & return to work requirements

For Students with Positive Covid-19 test : Follow above protocol

For Students/Staff with close contact to someone (<6 feet) for ≥15 minutes of someone with Covid-19 :

- Stay home for at least 10 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath, or other [symptoms](#) of COVID-19
- Avoid contact with [people at higher risk for severe illness](#) from COVID-19
- Follow [CDC guidance](#) if symptoms develop

SCHOOL CLOSURE:

CONFIRMED CASE:

If our program experiences a confirmed case of COVID-19, ALCC will contact San Diego County Public Health Department for guidance. Depending on the extent of exposure, part or all of our program may need to close for no less than 14 days but may be longer if advised by local health officials. Those individuals who were in close contact with a confirmed case will need to follow intervention protocol.

CONFIRMED EXPOSURE:

If our program experiences a confirmed exposure, we will dismiss students and most staff for 2 -5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

If individuals with confirmed or suspected COVID-19 spent minimal time (i.e. 15 minutes or less) in contact with others in the program or if there are multiple individuals who were close contacts of a known case who spent time in the program but were not symptomatic, the program may consider closing for 2-5 days to do a thorough cleaning and disinfecting and check for ill individuals. San Diego County Public Health will be contacted for guidance.

*****If the school needs to close, there will be no tuition reimbursement***



Cleaning and disinfecting your building or facility if someone is sick:

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- [Vacuum the space if needed](#). Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on [List N: Disinfectants for use against SARS-CoV-2](#)[external icon](#). Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
 - Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.