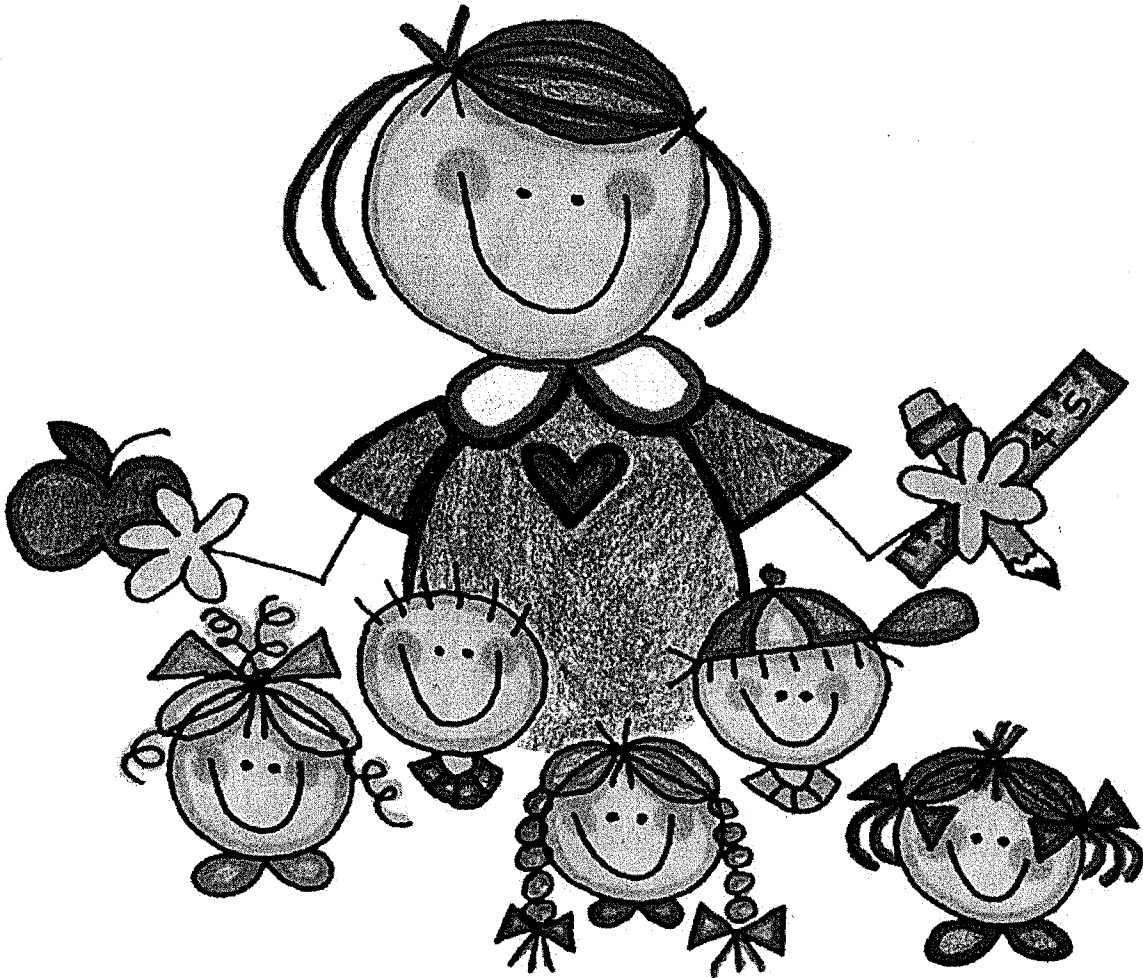




CrossPoint Children's Center

Parent Handbook

2023 - 2024



Start children off on the way they should go, and even when they are old they will not depart from it.

Proverbs 22:6 (NIV)

6950 Edison Ave., Chino CA 91710 * SCHOOL OFFICE (909) 902-1154

I hear and I forget, I see and I remember, I do and I understand



WELCOME!

Dear Parents,

It is with much excitement that we welcome you to CrossPoint Children's Center. We are very happy to have you as part of our program and family.

It is the commitment of CrossPoint Children's Center to partner with you in providing your child with a caring, Christian-based foundation in an atmosphere that encourages the social, spiritual, emotional, physical and intellectual growth and development of each child. We are dedicated to providing a safe and positive learning environment that will prepare your child for success in future schooling with an awareness and confidence in God's power and love.

We encourage parents to work with our teaching staff as partners in educating their children. Parent participation is always welcomed, and we look forward to your involvement in our program.

This handbook has been designed to explain our program and answer questions regarding CrossPoint Children's Center policies and procedures. Please feel free to contact the office at any time regarding the information in this handbook. We would also value your comments and suggestions.

Once again welcome! We look forward to working with you and your child.

Sincerely,

*Linda Mogk
CrossPoint Children's Center*

CrossPoint Children’s Center Parent Handbook

Preschool Handbook Table of Contents

	Page
SECTION 1 -- INTRODUCTION	
About the Center	1
Mission Statement	1
Philosophy	1
SECTION 2 – PROGRAM	
The Meaning of Education	2
Underlying Theory	2
Physical Environment	3
Areas of Curriculum	3
Field Trips	4
Rules of Discipline	4
Discipline Policy	5
Nutrition	6
SECTION 3 -- CONDITIONS FOR SERVICE	
Eligibility	7
Admission Policy	7
Admission Procedures	8
SECTION 4 -- HEALTH & SAFETY	
Health Requirements	9
Daily Health Check	10
Alternative Arrangements for Sick Children	11
Communicable Diseases	11
Children with Disabilities	11
Allergies	11
Medication	11
Sunscreen	12
Accidents and Injuries	13
Emergency Procedures/Natural Disaster Plan	13
Active Shooter Plan.....	13
SECTION 5 – OPERATING PROCEDURES	
Days and Hours of Operation	14

Holidays	14
Arrival and Departure	14
Drop-Off and Pick-Up per Community Care Licensing	15
Drop in Days	16
Vacation and Illness Procedures	16
Summer Session Policy	16
Withdrawal Procedures	16
“Terminate-At-Will” Policy	17
Graduation	17
Promotion	17

SECTION 6 -- FEES

Annual Registration Fee	18
Fall Registration and Summer Session Policy	18
Tuition	18
Early Drop-Off	19
Late Pick-up Fees	19
Returned Check Charges	20
Special Program Fees	20
Hot Lunch Program	20
Summer Session Reservations	20
Nap Time	21
Arrival and Departure	22

SECTION 7 -- GENERAL INFORMATION

Chapel	22
Clothing	22
Personal Items and Toys	22
Photographs and Publicity	22
Classroom Parties	23
Birthdays	23
Harvest Day (Halloween)	23
Parent Involvement and Communication	23

CrossPoint Children's Center

Parent Handbook

SECTION 1 – INTRODUCTION

About the Center

CrossPoint Children's Center is a ministry of CrossPoint Church in Chino, California. The church has made a significant commitment to the development of this center, recognizing the need for quality childcare in the community. The center is licensed for children of Preschool/Transitional Kindergarten age.

Mission Statement

As an extension of CrossPoint Church, we at the Children's Center are dedicated to serving our community by offering quality care and teaching to children in a Christian environment.

Philosophy

Our program's goal is to nurture young children in a loving environment and to provide each child with a positive introduction to formal education. We believe that each child is a unique gift from God and that a child's first school experience is important because it lays the foundation for all future educational experiences. We provide a positive learning environment that promotes individual growth and development.

We believe that each child develops at his/her own rate and we try to foster that development through a variety of activities such as music/ movement, mathematics, art, writing activities, letter/sound recognition and science. Our program promotes the growth and development of positive self-esteem, independence and teaches the word of God through our curriculum, prayer and values. The teachers partner together with the parents to ensure that their child's experience here a positive one. Parents are welcome anytime.

SECTION 2 – PROGRAM

The Meaning of Education

Successful functioning within society requires the development of a child's ability to problem solve, communicate and understand the world around them. We, at CrossPoint Children's Center, are committed to this process and strive to have our children grow and thrive.

Underlying Theory

The theory underlying the entire children's program at CrossPoint Children's Center is developmental and academic, with a foundation of Christ's love based on Biblical values and principles. We recognize that children go through sequential stages of development in a variety of skill areas. There are several points that are central to this theory:

1. Children need to master one level before moving to the next.
2. Children's growth may be uneven, quick in some areas, slow in others. Not all children develop at the same rate, so there is usually no reason to worry when children of the same age are at different levels.
3. The various areas of growth are inter-related and interactive and, therefore, affect one another.

Program Goals

Our children's center supports the following program goals for all children participating in the program:

- Each child shall have the opportunity to meet and learn about God each day.
- Each child shall be assured of a safe, clean, secure environment supervised by caring adults.
- Each child shall have the opportunity to participate in a balance of spontaneous and directed play experiences.
- Each child shall have the opportunity to use a variety of equipment and materials that promote concrete experiential learning.
- Each child shall have the opportunity to achieve the following objectives:
 1. foster positive self concept
 2. develop social skills

3. encourage expressive and receptive language development
4. enhance physical development and perceptual motor skills
5. encourage creative expression and appreciation for the arts
6. encourage discovery, exploration, and experimentation
7. develop a respect for cultural diversity
8. learn basic concepts and develop critical thinking and problem solving skills
9. grow in the knowledge of God.

Our program supports the following goals for all parents participating in the program:

- Each parent shall know that quality childcare will be provided.
- The program staff shall enhance the parent/child relationship and serve as a support system to the family unit by providing opportunities for parent participation in center activities, maintaining regular parent/staff communication efforts, and by demonstrating respect for parents as the principal influence in the young child's life.

Physical Environment

Our physical environment has been thoughtfully organized to serve the physical needs of the children. There are two distinct outdoor play areas: one for the younger children and another for the older children. Each age has equipment and activity spaces appropriate to their age groups during various times of the day. Children are free to discover, explore and learn in a safe, predictable environment.

Curriculum -Abeka

The areas around which our curriculum is organized are as follows: physical (gross and fine motor); social/emotional (awareness, respect, ability to share and cooperate); communication (verbal and non-verbal); self-esteem (self-awareness and positive self image); cognitive (comprehension, problem solving, and skill acquisition); and spiritual (introducing each child to God's love). The curriculum fosters the development of the whole child. The implementation of our program is a function of observing the children through this curricular matrix and designing and conducting the program accordingly. A key to our program is the knowledge that children are learning every moment, and our responsibility is to recognize how they learn and to facilitate the process.

Field Trips

Field trips are a part of the curriculum for CrossPoint Children's Center. These trips are designed to help meet the preschool's program and objectives. Trips are planned to offer students the opportunity for lesson reinforcement outside the classroom setting. Unfortunately, for children not attending a scheduled field trip, you will need to make other arrangements. Once reservations for a field trip have been made no refunds will be available. Transportation to and from field trips are provided by parent volunteer drivers.

Rules of Discipline

- A.** Children will always be accorded dignity when dealing with the staff or other persons. Mutual respect is an essential part of the classroom. The teacher will respect the children and in return the children will respect the teacher.
- B.** Under no circumstance will corporal punishment be allowed even if a parent requests it. Infliction of pain, humiliation, intimidation, ridicule, mental abuse or other actions of punitive nature will never be used. No discipline which would interfere with daily living functions; including eating, sleeping, or toileting will be used.
- C.** Children will be given Time outs if their behavior warrants it according to the school policy. Under no circumstance will a child be left alone in the classroom or outside a door. There are no exceptions.
- D.** The goal of CrossPoint Children's Center is to help your child grow in responsibility. This may mean returning and putting away toys and materials. It may mean using a quiet voice when other children are working or the teacher is working with another child. However, the expectation must be determined by the developmental level of the child.
- E.** The staff will always strive to help children avoid behavior problems. They will keep rules simple and clear. They will be consistent when dealing with the children, and they will provide reinforcement for positive behavior. The classroom will provide a safe and comfortable place in which encourages a child to positively participate.
- F.** Teachers will communicate with parents on a regular basis so that parents are made aware of their child's strength as well of areas of concern.
- G.** The following behaviors if they continue will be reported to the parents: kicking, hitting, biting, disrespect to authority, refusal to follow directions, intentional destruction of property, and use of inappropriate language.
- H.** In cases where negative behavior continues which threatens the health and safety of another child or disrupts the classroom in such a way that adversely affects the education of others , a conference will be scheduled with the parents, the director and teacher to try to work out solutions.
- I.** If a child is endangering himself or other students, the parent's will be called and asked to pick up the child.

J. Grounds for dismissal: It is understood that upon recommendation by the director CrossPoint Children's Center may terminate my child's enrollment if either of the following conditions arise:

1. The child's behavior threatens the physical, mental health or wellbeing of the other children or teachers at CPCC.
2. CrossPoint Children's Center experiences are not meeting the child's mental or physical needs.

Discipline Policy

CrossPoint Children's Center aims to help your child have a positive school experience. By modeling respect for your children we help them to learn to respect our school, our staff, and their classmates. In order to keep you informed about your child's progress, Behavior Notes will be sent home if a problem continues throughout the day or if he/she has been in Time Out 3 times or more.

A. Behavior Notes will be sent for the following behaviors:

1. Hitting, biting, kicking or being disrespectful to teachers or other students.

Before the child is sent to time out, we give them redirection and suggest the appropriate positive behavior. If the misbehavior continues a warning is given and if it continues a Time Out is given. After a few minutes, we talk quietly to the child about the negative behavior asking what they could do better so they can have a positive day. Then they are excused to join the class.

On the Behavior Note the teacher will explain your child's behavior. Please read the explanation and then talk with your child about their behavior. We ask that you provide consequences at home as well. This will help your child understand that you and their teacher are working together as a team. If you have any questions about your child's note please talk to the teacher and if they are gone please call them in the morning.

If your child continues to receive Behavior Notes home for a week or the behavior does not improve, the teacher will contact you to set up a conference. At that time we may begin an ongoing behavior chart so we can work together to help your child be successful at school. Occasionally children are asked to leave the school if problems continue to be severe. This is done after careful consideration and at the discretion of the director.

We want your child to have a successful school experience. We will do our best to help you and your child work through any problems that occur so that they will have a positive learning experience.

Nutrition

Nutritious morning and afternoon snacks and milk are provided daily by the center. Snacks are planned and prepared to meet the child's nutritional requirements as recommended by the U.S. Department of Agriculture in proportion to the amount of time the child is in the program each day.

A menu of all foods served is provided to parents each month. Children requiring special diets due to food allergies must have a physician's statement on file. The center will provide food substitutions as required.

Nutrition education is one of the components of our program. Parents and children alike are educated regarding the preparation of well-balanced meals, and children are encouraged to try new foods. Food is never denied to a child as a form of punishment in accordance with California Code Title 22.

At our center, meals and snack times are pleasant social learning experiences for children during where conversation is encouraged, self-help skills are fostered, and good nutrition habits are promoted.

Parents of children in the full day program and children in the half-day program remaining for lunch will have the option of purchasing lunch for their child through CrossPoint Children's Center. You must pre-order and pay for your child's lunches. A menu will be available at the Front desk for you to fill out and submit. If you need an emergency lunch through the school you will be charged \$6.00 and your child will be served what is on the menu for that day. Lunches brought from home should be packed with an ice pack to ensure freshness. Please pack nutritious foods, no candy or soda.

SECTION 3 – CONDITIONS FOR SERVICE

Eligibility

Enrollment in our center is open to any child without discrimination in regard to sex, race, color, creed, national origin, or ancestry. Enrollment is open to any child who meets the following criteria:

- The child must be between the ages of two and a half and five years.
- The child must be potty-trained – independent use of bathroom.
- The child must be physically, emotionally, and socially developed to the extent that he/she is not a hazard to him or herself and does not endanger the well being of the other children in the center.
- The child is ready for the type of group and program offered by CrossPoint Children's Center and able to benefit from the program.

Children with special physical or emotional needs shall be accepted if it is determined that the child will have no adverse physical affect on the other children in the center, the child will benefit from the program, and the staff is able to meet the special needs of the child along with the needs of the other children in the center. Each child will be evaluated on an individual basis.

Admission Policy

The primary purpose of CrossPoint Children's Center is to provide quality full day and half day care for the children of parents who work and/or live in the greater Chino, Ontario, and Corona areas.

A child's initial placement in CrossPoint Children's Center will be based on his/her birthday. The goal of the preschool is to have each class with birthdays within a six (6) month spread.

Admission Procedures

Prior to enrollment the Director/Asst. Director will give a tour of the facility and explain curriculum, and policies of the CrossPoint Children's Center. If it is determined that the program offered meets the particular needs of the child, the parent will be given registration materials and the initial application packet. The materials contained in this packet need to be returned to the school office before the child's start date.

The State Department of Social Services and the CrossPoint Children's Center require the following forms to be completed and kept current throughout each child's enrollment in the center:

- Application for Enrollment
- Parent Contract Form
- Identification and Emergency Information Form
- Physician's Report (For Child Care Centers only) and Immunization Record
- Continuing Medical Release Form
- Parent's Rights Form
- Personal Rights Form
- Receipt of Child Sexual Abuse Pamphlet
- Physical, Social, Developmental, and Family History Form
- Child Pre-Admission Health History—Parent's Report
- Certified Copy of Birth Certificate
- Field Trip Permission Form
- Permission for Taking Photographs
- Mass Disaster Emergency Card
- Family Commitment Form

SECTION 4 – HEALTH & SAFETY

Health Requirements

Health regulations are determined by the California State Department of Social Services and the State Department of Health. For the protection of all children enrolled in our program, the following requirements are necessary:

- Every child must have a pre-admission health evaluation completed by a licensed physician (Physician's Report – Child Care Centers).
- Every child must be immunized for tetanus, diphtheria, whooping cough, polio, measles, and varicella as required or must have a signed exempt form on file.
- Tuberculin clearance is required unless the doctor states otherwise.
- Parents must complete a Pre-admission Health History and Record Form.

Is your child well enough to attend school? *Each child must be healthy enough to participate in the center's regular program.* It is the parents' responsibility to verify that their child's health is adequate for participation in program activities before bringing the child to school each day. Should parents observe any of the following symptoms, parents are required to adhere to the following guidelines regarding keeping the child at home.

Symptom:	Child Must Remain Home Until:
Fever of 100.4 or above	the temperature is normal for 24 hours
Cold/Flu	thick yellow or green mucous discharge is no longer draining from nose and coughing has subsided
Diarrhea/Vomiting	loose stools and vomiting have subsided and the child has returned to normal eating without stomach upset
Ear Ache/Sore Throat	until child has been seen and treated by a physician and/or symptoms subside
Red, Watery Eyes	eyes return to normal, are no longer red and burning or itching
Rash	until the rash disappears, or it is determined that the rash is not a result of a communicable disease

When a child is fussy, cranky or generally not himself/herself it is recommended the child stay home from school. Rest at these times may prevent the development of serious illness.

Daily Health Check

Your child's health is of major importance to us. State Licensing requires the children's center staff to complete a health check for each child daily upon arrival in the program. If the Director or teacher determines that a child is ill, he/she will not be admitted on that day. If a child becomes ill while at the center, the staff will notify the parents by phone to take the child from the center. Because of limited space and personnel, it is imperative that your child be picked up within one hour after notification of illness. If your job prevents you from picking up your child within one hour, please make arrangements with a family friend or relative to provide care for your child until you are available. An isolation area is provided at the center for temporary care of an ill or injured child until picked up by an authorized adult.

Your child will not be admitted to the center or will be sent home if any of the following symptoms of illness are present:

1. *The illness/recovery results in a greater care need than the staff can provide without compromising the health and safety of the other children.*
2. *The illness/recovery prevents the child from participating in routine activities.*
3. *Temperature – 100.4 degrees or greater accompanied by behavior changes or other symptoms of illness.*
4. *Runny nose (thick secretions) resulting in persistent coughing, difficulty breathing, lethargy, persistent crying and/or irritability.*
5. *Diarrhea – 1 or 2 incidents, increases in stool water.*
6. *Vomiting – one incident.*
7. *Mouth sores accompanied with drooling or other draining sores.*
8. *Rash with fever.*
9. *Conjunctivitis (pink eye).*
10. *Scabies, head lice or other infestation.*
11. *Impetigo.*
12. *Strep throat.*
13. *Chicken pox – exclude from school for six days after onset of rash or until all sores have dried and crusted.*
14. *Mumps – exclude until nine days after the onset of gland swelling.*
15. *Measles – exclude for six days after onset of rash.*
16. *Rubella – exclude for six days after onset.*
17. *Shingles.*
18. *Respiratory illness.*

When a child is sent home ill with any of the illnesses listed above he/she may not attend school the following day. Children may not return to the center until they are symptom free for 24 hours. It is by the Director's discretion if a doctor's note is needed in order for your child to return to school.

Alternative Child Care Arrangements for Sick Children

All parents should make alternative arrangements for childcare in the event that their child becomes ill. It is difficult to make emergency child care plans at the last minute. It is stressful to the parent as well as the child and may lead to inadequate or inappropriate care of the child. It is recommended that parents keep a current list of friends and/or relatives on file in the school office who can pick up your child in the event that you cannot come to the school immediately and/or cannot be reached. If your child is left longer than 1 hour then late fees will apply.

Communicable Diseases

The director must be notified **immediately** if your child contracts a communicable disease so that incubation dates can be verified and the health of all children in the center be protected. We must notify all parents and the local Health Department of a communicable disease. ***Strep throat, pin worms, head lice, measles, mumps, chicken pox, hand foot mouth, and impetigo*** are among the conditions categorized as "highly contagious". **Please help us protect the health of all children in the program by notifying us immediately even if you only suspect that your child may have a communicable disease.**

Children with Disabilities

It is CrossPoint Children's Center's policy to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state or federal laws pertaining to the provision of services to those with disabilities. We review each child's situation on a case-by-case basis.

Allergies

When a doctor diagnoses a child as having an allergy, a statement to that effect must be delivered to the office. The statement should include the kind of allergy and what precautions, if any, should be undertaken at the center.

Medication

The CrossPoint Children's Center staff is authorized to administer oral medication under the following conditions:

1. The medication is accompanied by a current written prescription from the prescribing doctor detailing the amount, method, and time schedule by which the medication is to be administered. Please get this from your doctor at the same time as he/she is writing the pharmacy prescription.
2. Regular or on-going medication treatment must have a note signed by the physician requesting this treatment by center staff. The parent has completed an Incidental Medical Services (IMS) Plan Form. Each year the child attends CPCC a new form needs to be submitted to the preschool office authorizing treatment.
3. The parent has completed a Parent Consent for Administration of Medications Form indicating each day the child is to receive medication. A new Parent Consent for Administration of Medications Form needs to be submitted each week the child requires medication at preschool.

Over-the-counter medication, including aspirin, cough medicine, etc., is administered only upon clear written instructions by the parent on the Parent Consent for Administration of Medications Form. *Medications will not be given with instructions contrary to recommendations on labels.*

Parents must deliver all medications to the school office in their original containers. Staff will record time, date, and dosage of medication as administered.

All medications must not have passed their expiration date. Medications must be delivered to the school office and remain under lock until picked up by parent or guardian.

Sunscreen

If your child requires sunscreen the following guidelines will be followed:

Half Day Students – Please apply sunscreen to your child before coming to school.

Full Day Students – Parents are required to fill out a Permission to Administer Medication for CrossPoint staff to apply sunscreen to children. Please

apply sunscreen to your child before coming to school. Teachers will reapply sunscreen, provided by parent, if necessary after naptime.

Accidents and Injuries

Injuries sustained at school are reported to parents on an accident report that is completed in duplicate. One copy is signed by the parent at the time the child is picked up and placed in the child's school file. The other copy is given to the parent. Parents are called immediately in the event of any serious or questionable injury, including any injury to the head. If the parent or guardian cannot be reached and an emergency exists, the Director will seek medical care as needed and as designated by the parent on the Emergency and Identification form.

Emergency Procedures/Natural Disaster Plan

In the event of an emergency or natural disaster, all children will be kept on the center grounds until they are picked up by an authorized person as indicated on the Emergency and Identification form. If you are able to pick up your child during such an emergency, you must sign your child out before you leave the site; otherwise we may believe your child is missing, thus adding additional stress to the situation.

Ample food, water, and first aid supplies are on site to care for all children for up to 72 hours.

Should it be necessary to evacuate children from the center, the location of the emergency shelter will be posted on the main entrance door of the center. Every effort will be made to notify parents of an evacuation.

Active Shooter Drill

Crosspoint Children's Center cares about the safety of its children and staff. Unfortunately, in these troubled times we have had to develop a plan in case an intruder enters with a gun. We have an emergency drill for the children and have regular drills so that we may keep the children as safe as possible. Should it be necessary to evacuate the children from the center every effort will be made to notify parents of an evacuation.

Water Bottles

Parents are welcome to send a water bottle for their children. Please make sure that your child's name is clearly labeled as many children may have the same bottle. Please no Juice or milk.

SECTION 5 – OPERATING PROCEDURES

Days and Hours of Operation

CrossPoint Children’s Center operates between the hours of 6:00 a.m. and 6:30 p.m. Monday through Friday.

Holidays

The following holidays are observed during which the center is closed during the school year.

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day

We recognize that the public schools and some private schools, along with some government institutions, close on additional holidays such as the Martin Luther King Jr. holiday and Presidents day. We are respectful of these days and celebrate them in our program. However, we recognize that many businesses remain open on these days. Since we attempt to meet the needs of the greatest number of parents, many of whom are working and do not receive these holidays at work, we will remain open on these holidays.

If any of the Center’s observed holidays fall on a weekend, we will still observe that holiday. Holidays falling on a Saturday will generally be observed on the Friday before. Holidays falling on a Sunday will generally be observed on the following Monday.

An annual calendar including all Center Holidays is issued at the beginning of each new school year or when your child enrolls in the center.

Arrival and Departure

The Department of Social Services and CrossPoint Children’s Center require parents/adults to sign each child in and out of the center daily noting the arrival and departure time on the computer touch screens at the front desk.

Drop-Off and Pick-Up as per Community Care Licensing, Title 22.

Drop-Off The parent must first check their child in on the touch screen computer at the front desk and then take their child to the classroom. Please make sure the teacher acknowledges the child's arrival. Children should never be left unattended in the classroom or on the playground. Parents should allow enough time to ensure a smooth transition for the child upon arrival.

Upon arrival in the classroom, parents should take time to help their child put personal belongings in their child's cubby.

Pick-Up The parent must first clock out their child before picking them up from the classroom. Once you have checked your child out you must be prompt in going to your child's room and making sure the teacher acknowledges the child's departure.

Upon departure be sure to check for parent notices, art work, or other items in the child's cubby or classroom file. Children are eager to share their creative projects with parents, so it is important to collect these treasures.

- Children will be released **ONLY** to parents or other authorized adults listed on emergency forms. All information on emergency forms must be kept current and complete. Any changes are to be reported to the Director immediately. **Do not give your card or code to anyone else to use.**
- If anyone else is to pick up your child on a particular day, the parent is required to notify both the teacher and the front desk in writing so an identification code can be issued. Every person picking up your child will be required to show picture ID before the child will be released to them. Parents will also be asked to show picture ID until the teacher becomes familiar with them. This is for your child's safety. We ask that you inform the people designated to pick up your child of this process so they will be prepared.
- Children will **not** be released to any adult suspected of intoxication from alcohol or drugs. However, staff may not legally restrict a **parent** from picking up their child, even if they do not appear on the emergency form. Staff will only prevent a parent from picking up their child if there is an active restraining order on file. In cases of limited custody, staff will abide by the custody agreement as long as a copy is also on file. **Please notify your child's teacher and the office of any potential problem situations that may arise in this area.**

- Children will not be released to older siblings unless they are listed as authorized on the emergency cards.
- **Children will not be released to anyone under 18 years of age, including siblings.**

Drop In Days

Drop In Days are considered as days a child does not normally attend but needs care. Drop In Days, if used, have an extra charge not included in your monthly tuition.

Drop In Day requests need to be approved through the preschool office at least 24 hours ahead. If an opening is available provision will be made for the child to attend. If an opening is not available the office will not be able to authorize the Drop In Day.

Vacation and Illness Procedures

CrossPoint Children’s Center is a year round school, operating from the end of August through the middle of August. The center must provide adequate staffing and meet operational costs for the total number of children enrolled at all times. Therefore, parents are required to pay tuition fees for each week their child is enrolled in the center whether the child is in attendance or not. **Schedules cannot be adjusted during vacations, NO EXCEPTIONS!**

Parents are requested to notify the office when children are absent from the center for any reason.

Summer Session Policy

CrossPoint Children’s Center is a year round school and regularly has a long waiting list. In an effort to be fair to all of those who wish to have their child in CPCC, this Summer Session Policy has been developed.

When a current school year child is re-enrolled for the coming Fall the student must remain enrolled for the summer in order to guarantee the space for the new Fall session.

Withdrawal Procedure

Parents are required to notify the Center in writing two weeks in advance of a child’s withdrawal from the center. We make this request so that we may begin the enrollment process for other children on the waiting list and have the number of staff required to work in attendance. You may pick up a “Notification of Withdrawal” notice from front desk.

If written notification of withdrawal is not received in the office the parent will be responsible for two weeks tuition after the child's last day of attendance.
NO EXCEPTIONS!

"Terminate-At-Will" Policy

In an effort to provide the children in CPCC's care the safest positive learning environment possible, CrossPoint Children's Center has established a "Terminate-At-Will" policy. This policy can be used when the safety or security of a child or children is compromised by the actions of another child or parent of a child enrolled in CPCC. It can also be used for, but is not limited to, non-payment of tuition and fees. . But, to avoid complaints and fines from our State Licensing Agency, immediate termination of a child's enrollment may be necessary in certain situations.

No pictures may be taken of the students and no cameras may be worn by students as this infringes on the personal rights of each student in the class. Any parents posting negative comments on social media or chat groups will be asked to leave the school.

Any concerns or complaints must be made to the Director. Parents that refuse to follow the Preschools rules and protocols will be subject to termination at the discretion of the Director.

Graduation

Graduation at CrossPoint Children's Center is held at the end of each traditional school year, usually mid-June, to recognize those currently enrolled students who are old enough to move on to Kindergarten. Graduation will be reserved for CPCC's largest group of students – those children who will be five (5) years of age as outlined in the State of California's Kindergarten Readiness Act of 2010.

Promotion

The 2½ year old classes, 3 year old classes and kindergarten will have promotion parties in their classrooms instead of a graduation. Students will be recognized for promotion to the next age level for the coming Fall and for individual achievement during the school year.

SECTION 6 – FEES

All fees can be paid by cash, check, credit/debit card (Visa or Master Card), or money order.

Annual Registration Fee

A non-refundable registration fee and class fee is paid upon the enrollment of each child and upon re-enrollment each year. The fee schedule attached to your application for enrollment reflects the current registration fee. Your registration fee covers the cost of insurance and administrative fees.

Fall Registration and Summer Session Policy

When a current school year child is re-enrolled for the coming Fall, because CrossPoint Children's Center is a year round school, the child must remain enrolled for the summer in order to guarantee the space for the new Fall session. Remember to take this into consideration when registering for the new school year as you pay your non-refundable registration fee.

Tuition

The first month's tuition is due by the first day of attendance. If your child starts in the program after the beginning of the month, your first month's tuition will be prorated to the number of weeks he/she is actually enrolled during that initial month.

- Tuition fees are payable on a monthly, bimonthly, or weekly basis.
- Tuition and Fees are payable by Electronic Funds Transfer from checking or savings accounts or by recurring credit card charges. If a parent chooses not to enroll in Tuition Express, our EFT provider, a \$5.00 monthly "handling fee" will be charged to your account, as it will be necessary to continue processing your payments by hand.
- **Monthly tuition fees** are due on the first working day of each month. A late fee of \$20.00 will be charged to your balance if payment is not received by 6:30 p.m. on the 5th day of each month. Tuition is due whether the child is in attendance or not. If tuition is not paid by the end of the tenth day of the month, and no arrangement has been made with the director for payment, the child will not be admitted to the program until the tuition and late fees are paid in full.
- **Bimonthly tuition fees** are due on the 1st and 15th day of each month are subject to a 3% service charge. If the 1st or 15th fall on a weekend, the payment is due the Monday after. Bi-monthly tuition payments are considered delinquent if not paid within two working days of the due date. A late fee of \$10.00 will be charged to your balance if bi-monthly tuition is

not received by 6:30 p.m. on the second day following the due date. Tuition is due whether the child is in attendance or not.

- **Weekly tuition fees** are due the first day the child normally attends each week and late if not paid by the second day the child normally attends each week. Weekly tuition payments are subject to a 3% service charge. A late fee of \$5.00 will be charged to your balance if weekly tuition is not received by 6:30 p.m. on the second day a child normally attends each week. Tuition is due whether the child is in attendance or not.

Chronic late payment of tuition may result in the expulsion of a child from CrossPoint Children’s Center.

CrossPoint Children’s Center operates year round. Operational costs continue even when your child is away. Tuition is prorated on an average annual basis to ensure the continued quality operation of the center. **Therefore, no tuition credit is given for any of the days when the center is closed or any days a child is absent due to vacation or illness. There are no provisions for leave of absence. Schedules may not be changed due to vacation or illness. If a schedule is changed then that will be the new schedule for the remainder of the year.**

Early Drop-Off Fees

Children normally scheduled to start preschool or kindergarten at 7:00 am, 7:30 am, 8:00 am, 8:25 am who are dropped off prior to their scheduled times will be charged an early drop-off fee of \$10.00 for each 15 minutes or portion thereof. Early drop-off charges will begin at 6:00 am, 7:00 am, 7:30 am or 8:00 am depending on your child’s scheduled arrival time.

Late Pick-Up Fees

Full Day Children – The center closes promptly at 6:30 p.m. **A late charge of \$20.00 is assessed for each fifteen minutes or portion thereof beginning at 6:31 p.m. until the child is picked up.** The staff will attempt to contact the child’s parents and authorized adults on the emergency forms. If contact cannot be made by 7:30 p.m., the local police department will be contacted. Repeated lateness will result in the exclusion of the child from the center.

Shortened Full Day Children – The Shortened full day program is normally over at 4:00, 4:30, or 5:00 p.m. depending on the schedule. **A late pick-up fee of \$10.00 is assessed for each fifteen minutes or portion thereof beginning at 4:01, 4:31 or 5:01 p.m. depending on the child’s schedule.**

The child will be placed in an appropriate classroom until he/she is picked up. The staff will attempt to contact the child's parents and authorized adults on the emergency forms. If no contact can be made by 7:30 p.m., the local police department will be contacted. Repeated lateness will result in the expulsion of the child from the center.

Half Day Children – The half-day program is over at 12:00 noon, 1:00 p.m. if the child stays for lunch and 3:00 p.m. if the child stays for the optional Nap Bunch Program. **A late pick up fee of \$10.00 is assessed for each fifteen minutes or portion thereof, beginning at 12:01 p.m., 1:01 p.m. and 3:01 p.m.** The child will be placed in an appropriate classroom until he/she is picked up. The staff will attempt to contact the child's parents and authorized adults on the emergency forms. If no contact can be made by 7:30 p.m., the local police department will be contacted. Repeated lateness will result in the exclusion of the child from the center.

Returned Check Charges

Checks returned by the bank for any reason will be charged a \$25.00 fee and the parents will be notified. If this happens twice parents will be required to make all future payments with a money order, cashiers check, cash or through Electronic Funds Transfer.

Special Program Fees

Throughout the year the opportunity may exist for child participation in special extra-curricular programs such as book clubs, gymnastics, music, dance and school pictures. *The costs for these programs are above regular tuition costs and will generally be paid to the individual provider. Payment can be made in the school office.*

Hot Lunch Program

Hot lunch may be pre-ordered on a monthly basis through CrossPoint Children's Center. Late or emergency lunches not pre-ordered are available at a slightly higher cost. *Please check with the office for current prices.*

Summer Session Reservations

Please remember, CrossPoint Children's Center is a year round school (refer to page 16). **If your child does not attend Summer Session your space for Fall cannot be guaranteed.** Remember to take this into consideration when registering for the new school year as you pay your non-refundable registration fee. Each Spring you will have the opportunity to sign up for

summer session indoor field trips and activities. For parents whose children are already attending CPCC there is no registration fee, only the cost of the field trip or activity. New children to CPCC who are not currently enrolled in the program, will pay a small, non-refundable \$45.00 registration fee.

Nap Time

Each child staying after 1:00 p.m. is required to rest according to State Licensing Regulations. While children are not required to sleep, CrossPoint does feel that a nap is beneficial.

A fitted crib sheet is required to cover your child's nap mat. A small crib size blanket may be brought from home with a small crib size pillow.

Bedding goes home with the parent each Friday, or the last day of attendance that week, to be washed and returned when the child returns to school. Please mark your child's name clearly on each nap item. The purchase of a nap mat is required for all students staying for nap. If a child, who regularly stays for nap, does not have a nap sheet on a particular day we will let your child borrow an extra one.

SECTION 7 – GENERAL INFORMATION

Chapel

A twenty to thirty minute chapel service is held each Thursday morning in the church auditorium. Bible stories, songs, and prayer are an integral part of this special time. Each class has the opportunity to prepare and conduct at least two chapel services each year for the entire school.

Clothing

Children should wear comfortable, washable clothing suitable for active and messy play. Please do not send your child to school in their “dress up” clothes. Our days are filled with sand, paint, glue, and even dirt. Precautions will be taken, such as paint shirts, but the staff cannot be responsible for dirty clothing. To avoid losing a favorite jacket or sweater, we ask that you label clothing that might be taken off during the day, including towels, sheets, etc. Clothing should promote self-sufficiency. Preschool children should be able to use the bathroom independently and need to be able to get in and out of their clothing. Children must wear shoes and socks. Shoes should be sturdy and safe for climbing. Sandals, if worn, must have a back strap. Each child must have a full change of clothes in their cubby at all times. Please label the “ZIP-Lock” bag and each piece of clothing with your child's name. Soiled clothing is bagged and marked with your child’s name and placed in the cubby. Please wash and return a full set of clothing.

Personal Items and Toys

We ask that your child not bring toys and items from home, as they are easily lost. Each teacher will inform you if they have special “share days” when the children may bring an item to share. Please label the item. **Guns, weapons, money, and candy are not allowed at the center at any time. If they somehow find their way to the center, they will be taken away and kept by the teacher until the child is picked up.**

Photographs and Publicity

Photographs are taken of the children for use in the classrooms, for special crafts, our website, for our program and for memory books. If you do not want your child photographed for any of these please indicate on photo release. **At no time are you to post pictures of other children on any social media outlet (Facebook, You Tube, Instagram, etc.).**

Classroom Parties

Parties will normally be scheduled during snack time, 10:00 a.m. Observance of holidays and special events will be arranged by each classroom so as to not interfere with regular school schedules. Check with your child's teacher about items to bring and when to bring them.

Birthdays

When your child has a birthday, we want to help them celebrate their special day, if that is your preference. We ask that you check with your child's teacher for scheduling a party in the classroom. Your child's teacher will be able to give you the number of treats and any allergies children might have.

Harvest Day (Halloween)

In October CPCC has Harvest Day (Halloween) parties and a parade to allow the preschoolers an opportunity to show off their costumes. CPCC calls this Harvest Day, instead of Halloween, to promote a positive, secure non-threatening atmosphere.

Costumes: Children may wear costumes to the parade and parties. Costumes must not be scary or intimidating in any manner. Please NO monsters, ghosts, skeletons, scary costumes etc.

If there are any questions whether a costume is appropriate or not, before you purchase it please check with your child's teacher or the director.

Parent Involvement and Communication

Parents are welcome to visit the Center at any time. Participation in classroom activities, parent education meetings, and assistance in fundraising activities for the center is encouraged. From time to time, parents will be encouraged to share any special skills or talents they may have with our children.

Parents are requested to advise the center of any changes at home that may affect their child's behavior including divorce, death in family, change of residence, etc., so that staff can be sensitive to the child's special needs during stressful times. Preschool children often pick up on parents' concerns and worries, even when the parents try to keep them from them. These help the child better understand and deal with the things that are happening in their lives.

Parents receive monthly newsletters and hot lunch menus. Special notices are posted on the parent bulletin board. Please check with our website for menus, newsletter, teacher's lesson plans and for upcoming events as well.