**BLESSED SACRAMENT**

**CHILDREN’S LEARNING CENTER**

1314 N. ANGELINA DR.

PLACENTIA, CA

(714)528-3070

### *“Where Children Know They’re Loved”*



#### **PARENT HANDBOOK**

**BLESSED SACRAMENT CHILDREN’S**

**LEARNING CENTER**

FROM THE DIRECTOR:

Welcome to Blessed Sacrament Children’s Learning Center. I am immensely proud of our school and look forward to being a part of your child’s growth and development, their love of learning, and their excitement toward exploring the world around them. Over the many, many years of working with young children, I have learned that a child’s play is “their work”. It is how they take in new information and ideas and then apply them to what they have experienced before. Whether it is discovering that leaves float and rocks sink, or that a blanket can turn into a picnic cloth or a bear’s cave, a child’s ability to learn is boundless if he/she feels safe, loved, supported, and nurtured. And if the school environment is stimulating and full of interesting activities and challenges, a child’s brain is like a sponge, soaking up everything that can be seen, heard, smelled, tasted, or touched. Our curriculum is built around this philosophy, and we are confident that the children “graduating” from our program will go on in their education feeling confident and competent in whatever they try to do.

FROM OUR RECTOR:

Dear Friends – Back in 1998 when the Blessed Sacrament Children’s Learning Center was first being organized, it came time to devise a mission statement. After much discussion with many fine suggestions, we decided that our mission statement would be simple: “where children know they’re loved”. The fact that most of our new enrollments come from referrals is a testimony that the families we have served since our foundation strongly believe that we have been successful. I am confident that you will agree with them

Facility # 304270495

Tax ID# 95-247-8956

“WHERE CHILDREN KNOW THEY’RE LOVED”

MISSION STATEMENT

The mission of Blessed Sacrament Children’s Learning Center is to serve Children ages 2 to 6 years and their families through:

* Providing a developmentally appropriate educational

program and daily care in which the children’s

 confidence and competence are stimulated and

 strengthened

* Providing a safe, supportive, and nurturing environment

 where everyone is valued and respected as a

 unique and special child of God.

* Promoting and supporting each child to grow and reach

his/her full potential.

* Supporting parents in raising their children in a loving,

 Christian environment.

OUR PHILOSOPHY

Each child is a unique and special child of God and has the right to grow and develop in a safe, caring, and nurturing environment that stimulates their curiosity while strengthening their sense of self.

Children learn and develop more successfully when done at

their own pace through hands-on experiences with their environment. This is accomplished best through a wide

variety of play activities that help to develop the whole child -

physically, cognitively, emotionally, socially, and spiritually.

Each individual child’s growth is helped through activities that enhance and enrich their ongoing development.

Children need a safe and loving atmosphere where an awareness of God’s love, respect for oneself and others, responsibility and compassion are seen as important Christian values. This leads to a positive school experience that parallels the home environment as much as possible. As part of a child’s extended family, a caring and loving teaching staff supports the family as well as the children with whom they are entrusted. Together, we help raise children to reach their full potential in the world in which we live.

BLESSED SACRAMENT C.L.C. ADMITS STUDENTS OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGIN TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS, AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO STUDENTS AT THE SCHOOL. IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL AND ETHNIC ORIGIN IN THE ADMINISTRATION OF ITS EDUCATIONAL POLICIES, ADMISSION POLICIES, AND OTHER SCHOOL ADMINISTERED PROGRAMS.

ANY DULY AUTHORIZED OFFICER, EMPLOYEE, OR AGENT OF THE LICENSING DEPARTMENT OF SOCIAL SERVICES MAY, UPON PRESENTATION OF PROPER IDENTIFICATION, ENTER AND INSPECT THE CENTER WITH OR WITHOUT ADVANCE NOTICE

OUR STAFF

When we combine the years of teaching experience of our staff, it spans more than a century of working with young children. All our teachers have the required educational courses; they are current with their CPR and First Aid certification; they have been fingerprinted and have a background clearance; and they continue to add to their knowledge by attending workshops and seminars.

C.L.C. ADVISORY BOARD

There is a governing board that oversees the smooth operation and growth of the preschool. It is made up of members of both the church and the school with the rector as its chairperson. The board’s functions include:

* Monitoring the financial stability of the program
* Fostering good relations between school and the church
* Helping with our fundraisers
* Supporting the school’s mission and goals
* Working to maintain the quality of our program

Board members are elected for 1- or 3-year terms of office. If you are interested in serving on the board, please contact the preschool director for more information.

PROGRAM

Our school is licensed under Title 22 with the Department of Social Services, Community Licensing Division. The C.L.C. program operates year-round. Our hours of operation are 7:00 a.m. to 6:00 p.m., Monday through Friday. We are closed for the following holidays and events:

* Labor Day
* Veteran’s Day
* Thanksgiving Day and the day after
* Christmas Eve through New Year’s Day
* Martin Luther King Jr’s Birthday
* Presidents Day
* Good Friday
* Memorial Day
* The Friday following the last day of school in June
* Juneteenth
* Independence Day
* The last week in summer before the new school year begins (it will be on the calendar)
* Staff in-service days (two separate days, to be announced on the calendar

The following opportunities for school attendance are offered:

* ½ Day: 9:00 a.m. - 12:30 p.m.
* ¾ day: 8:30 a.m. - 3:00 p.m.
* Full Day: 7:00 a.m. – 6:00 p.m.
* 2, 3, 4 or 5 days per week. Schedules are usually Tuesday, Thursday; Monday, Wednesday, Friday; or Monday through Friday. Alternative days can be accommodated if space is available in the classes. There may be an extra fee charged.

Half day and ¾ day children will not be accepted at school more than 15 minutes before their scheduled time without being charged extra. A late fee will also be charged if a child is not picked up within 15 minutes of their scheduled end time. Additional hours, beyond scheduled hours, can be arranged for an additional $15.00 per hour, and will be added to the following month’s tuition.

Extra days may also be added if total capacity permits. Extra days will be charged at the following rate: $60 for ½ day; $65 for ¾ day; and $70 for a full day. Extra fees will be added to the following month’s tuition.

SUMMER PROGRAM

Our regular school year runs from early September to the middle of June. However, we offer a fun summer program that continues through the month of August. Our summer program remains the same, but we add some different activities, such as water play days, visits from special “guests” in lieu of field trips, etc. Monthly tuition policies remain the same, but a $50 activity fee is required to help fund some of these events.

AFTERNOON PROGRAM

For the children who are enrolled full day, there will be a planned afternoon program, offering something fun and different each day. Art, music, cooking, and perceptual/motor activities will all be included.

CURRICULUM

Our school follows a “developmental approach” to learning. Much of this is based on what was stated in the welcome letter from the director. The staff will use a variety of activities that will strengthen the child’s cognitive, physical, social, emotional, and spiritual growth. Starting from the youngest class all the way to our “pre-K” class, the staff will plan and implement activities centered around language arts, math readiness, perceptual motor skills, science, creative art/music and social/dramatic play. Lesson plans are posted weekly for each class. Families will be kept apprised of their child’s growth through on-going informal dialogue throughout the year and a formal teacher-parent conference in the spring. At that time, a written developmental assessment will be given.

SIGN IN & OUT PROCEDURES

Every child must be signed in and out of the C.L.C. program, by an adult, each day. This is done through the Brightwheel app. Parents, or another authorized adult, must accompany the child to and from the classroom or playground. The center cannot accept responsibility for children left at the gate or outside the classroom or who have not been signed in. A parent may be called in the event a child was not signed in or out.

The only persons allowed to pick up a child are those whose names are indicated on the child’s records. No child will be released to any adult during school hours who does not properly identify himself/herself. If someone other than the parent or guardian is to pick up a child, a written note must be sent to the school. Staff may request identification of anyone picking up children. Please keep emergency card information current.

No child will be released to any adult who appears to be under the influence of alcohol or other substances.

**Closing time is 6:00 p.m**. All children must be picked up no later than that time. A late fee of $3.00 per minute will be charged and will be included in the following month’s tuition statement.

After 6:00 p.m., if no contact has been made by a parent, a responsible party from the emergency list will be contacted to come to the center and pick up the child.

REGISTRATION

A per-family registration fee is required each year at the time of registration. This fee is nonrefundable. Families may register at any time for the current school year and summer program, space permitting. Formal registration for our yearly school program opens February 1st for the following September. Current CLC families and church families have priority from February 1 to March 17th. After March 17th, registration and enrollment is open to the community. No space will be reserved without payment of the registration fee.

Because our best “advertising” is the recommendation of our school by the families who are attending, we give a 2-week tuition credit for any referral that ends up as a new CLC enrolled family.

WITHDRAWAL:

The school or the parent has the right to terminate participation in the program within the first thirty days of the initial enrollment under the following conditions:

* The program is not able to meet the child’s special needs.
* The child is not emotionally or physically ready to participate in the preschool program.
* The parent has a job change, there is a change in the family’s financial situation, or the family is moving out of the area.

A refund of registration fees and unused tuition payments will be granted. After 30 days, there cannot be any money refunded. If withdrawing during the course of the school year or summer, 2-weeks’ notice must be given in writing to the school office. Tuition fees for those 2 weeks are due and payable. If no notice is given, Blessed Sacrament CLC has the power to demand full payment of those fees.

TUITION/FEES

Tuition and fees are determined yearly beginning in September and will be effective through August of the following calendar year. If necessary to maintain the responsible operation of the program, a tuition increase may be implemented mid-year. Thirty days’ notice will be given prior to tuition and fee increases.

Tuition is payable in advance on the first day of each month. Arrangements can be made with the director if a payment is to be made on another specified date. Tuition payments may be made in cash, by check, or through the Brightwheel app (NOTE: there is a fee to pay through Brightwheel. We recommend connecting through your bank as that fee is significantly lower than using your credit card). Automatic payments can be arranged through the app as well. Please make checks payable to Blessed Sacrament C.L.C. We will give receipts for cash payments only. Year-end statements may be requested. Our tax I.D. number is #95-247-8956.

A grace period of 10 days is permitted. If the tuition is not received within this period, a late fee of $10 per student may be charged.

For families with two or more children enrolled, a 15% discount will be given on the lesser of the two tuition amounts.

If an account becomes more than 1 month overdue, the student(s) involved may not be admitted to class. To be re-admitted, the tuition payments must be up to date, including any tuition fees accumulated during the suspension period. All late fees must be paid in full.

No students will be permitted to re-enroll if the family has unpaid

tuition from the previous year. Payments may be made at registration.

Because tuition is prorated, to ensure the continued operation of the program, tuition will not be discounted for absences. However, each family is allowed 1 week of vacation, tuition free, per year. The week must be taken all at the same time.

There will be a $25 fee charged on all returned checks. After two incidences of returned checks, all payments must be made by money order.

BEHAVIORAL GUIDANCE

Children need to know that they are safe and loved. This means not only that the adults around them will keep them out of harm’s way, but also that those adults will set limits and boundaries so that the children will learn appropriate behavior. This is done through positive guidance and reinforcement. Expectations will be clear, simple, and consistent. Children may not make choices that will either hurt themselves, hurt another child, or damage school property. We stress making right choices. If a child is having a hard time making the right choice, a staff member will first restate the desired behavior. If the problem behavior continues, the child will be removed from the area of concern, with the chance to return once he/she is ready to try again.

There are times when the child may need to be removed from the other children or classroom. When that happens, he/she will go to the office where the director or assistant director will help identify the problem and guide the child to more appropriate behavior. If a child continues to have problems with controlling his/her behavior, the parent will be called in to conference with the teacher and director so that, together, we can come up with ideas to help the child succeed. The school has the right to withdraw a child if, after all resources have been exhausted, the behavior is still a consistent problem.

LUNCH

Children bring their lunch from home or may purchase a hot lunch. Hot lunches are offered Tuesdays, Wednesdays, and Thursdays. Parents who choose to sign up for hot lunch do so by circling their child’s name on the hot lunch list, located on the parent table. The cost per lunch is $4.00. Lunches may be paid for individually or ahead of time. The money for lunch needs to be placed in the envelope that is marked with the child’s name, also on the parent table. Lunches must be prepaid.

If your child is bringing a lunch from home, be sure to include an ice pack to help keep the food fresh. Lunchtime is at 12 noon. Please clearly label lunch pails and thermos bottles. Candy and soda are not allowed at school. Chocolate covered bars, cookies, etc., are strongly discouraged.

CHAPEL TIME

Our school is an outreach of Blessed Sacrament Episcopal Church and is current with its certification from the Episcopal Commission on Schools, L.A. Diocese. We have chapel time two mornings a week, held in the church sanctuary. Our service starts by lighting a candle that is set on our welcoming table. We then open with a song, followed by a prayer. The lesson, or story, will center on God’s love for us and our response to His love. We talk about being kind; about taking care of each other; about listening to our parents and teachers; and about making choices that would make God happy. We thank God for all that he has created for us and know that God will always love us.

We learn about Jesus, God’s Son, and how he tells wonderful stories and teaches us important things. During chapel time, we will acknowledge birthdays by singing “Happy Birthday”. After a closing song, we will put out the candle and return to our classrooms.

SNACKTIMES

The school provides a nutritional morning and afternoon snack. The snacks will include servings from at least two food groups and will be served family style in the classroom. The menu for snacks will be posted outside on the display board above the drinking fountains. If

you would like to provide snack for your child’s class on his/her helper day, please observe the menu and supply the indicated snack listed for that day.

NAP TIME

Parents are responsible for purchasing a “Rollee Pollee” blanket from the school. The fee is $35. We will make sure that your child’s name is marked on his/her blanket, and we provide the mat that the blanket attaches to. Each mat will be marked with a child’s name. At naptime, the teachers will sit with the children and settle them down to sleep. If, after a reasonable amount of time, a child does not fall asleep, that child will be taken to a “quiet room”. The nap room and “quiet room” are always supervised. All children need a period of rest and quiet play in the middle of the day. Those children who are unable to fall asleep in the nap room will go inside a classroom and rest quietly for approximately 20 minutes and then play quietly in the room until the children in the nap room wake up.

HEALTH

Each morning, when your child arrives, he/she will be given a health check by a member of the C.L.C. staff. Staff has the authority to refuse any child who shows signs of illness. Parents must remain with their child until he/she is accepted and enters the facility.

It is the parent’s responsibility to verify that their child’s daily health is adequate for participation in the program before bringing the child to the center. A child who is fatigued or shows signs of illness should be kept at home.

If a child becomes overly fatigued, ill, or injured while at the center, the parent will be notified promptly. Parents are responsible for having their child picked up immediately. Until they are picked up, children will be kept separate from the other children.

If a child comes down with a contagious disease, the parent must notify the center immediately so that incubation dates may be verified, and the health of all children concerned may be protected. Children with infectious diseases, serious colds less than three days old, fever, diarrhea, vomiting, or any other signs of illness, should be kept at home. A child with a fever over 100, or with vomiting/diarrhea the night before must be kept home for 24 hours after all symptoms have cleared. Any child on antibiotics must remain home for the first 24 hours after beginning the medication. A child who is not well enough to participate in the total preschool program is not well enough to be at school.

The school may only administer medication if you have given us written permission on a medical form provided to you. If it is prescription medicine, the child’s name must appear on the bottle, with the dose and times indicated. If the medicine is an over-the-counter type, the child’s name must be written on the bottle. The parent is responsible to take all medicine home when the required time is over. Staff will not administer any medicine without the required form filled out.

Special health services (i.e.: medication by breathing machine, care of diabetes, use of EpiPen, etc.) must have written procedures and staff training provided by the parent.

BIRTHDAYS

The children enjoy celebrating their birthdays at school, and the teachers are happy to spend snack time celebrating the event. We ask, however, that sugary sweets be kept to a minimum. Party plates and napkins are always fun to have. Muffins, frozen yogurt, fresh fruit, etc. are nice alternatives. We will also celebrate the day by letting the birthday child light and put out the candle during our chapel service.

CLOTHING

All clothing should be comfortable and easy for your child to handle. A lot of time is spent outdoors, so children should be dressed to be able to sit in the sand (shorts are recommended for under dresses), play in the water table (weather permitting), paint, and generally explore and experience their environment, without fear of ruining their clothes. A complete change of clothes is required in each child’s cubby.

Socks and tennis shoes are preferred; flip flops, boots, open toed sandals, etc., are not satisfactory for safe play on playground equipment.

POTTY TRAINING

Children who are not potty trained may be enrolled in our program. The teachers and parents will work together to help develop a routine. Parents are responsible for supplying all diapers or pull-ups and wipes. Training will be done in a very nurturing, non-pressured way.

COMMUNICATION:

The monthly newsletter is our attempt to keep you informed about the upcoming month’s activities. It will NOT keep you informed if you do not read it or save it for reference during the month. We use the parent table for information that is in addition to that published in the newsletter. Each teacher also uses her classroom board for specific information for her class.

PARENT INVOLVEMENT

Our program strongly encourages involvement of the entire family in any way possible. There are many opportunities for parent participation, such as helping in the classroom, preparing activities at home, supplying general supplies, helping with snack or hot lunch, and repairing toys and equipment. To keep our program at a level of excellence we all work hard to achieve, we need our parents’ help. Each year, parents help by signing up for a particular service. There will also be several opportunities during the year for families to socialize together in the evenings, or on Saturdays.

FUNDRAISING

We have 3 scheduled fundraisers each year. In the beginning of the year, we have a “Wheel-a-thon”. In November, we have See’s Candies to sell in time for the holidays. In the Spring, we have our BIG event – a silent auction and dinner. In addition to our scheduled fundraisers, it is common for us to have smaller fundraisers throughout the year. The purpose of these fundraisers is to augment our operating budget so that our program can maintain its high quality without burdening our families with high tuition costs.

MANDATORY SUPPLY LIST FEE-$300 PER FAMILY

Our school is funded entirely by the tuition fees collected each month. It takes every family’s participation in the supply fee obligation for us to keep the tuition fees as reasonable as possible while maintaining the high quality of the school program. This helps with buying the school supplies that are needed and the overall running of the school and donations are tax deductible. You have the option of the following payment structures:

* Pay the full fee of $300 at the start of the school year.
* Make quarterly payments of $75 in September, December, March and June.
* Add $30 to your tuition for 10 months.

EMERGENCY/DISASTER PLAN

In the event of an emergency or natural disaster, the following

procedures will be in effect:

* During the school day all children will follow the school site disaster plan.
* All children will be kept at the center until they are picked up by the parent or other authorized person. A person authorized by the parent to pick up a child will be requested to present identification before the child will be released.
* Should it be necessary to evacuate children from the center, the evacuation site will be posted on the center door and

every effort will be made to contact parents and guardians.

* Staff members will remain with the children until they are released to the parent or authorized person.
* The school is equipped with sufficient supplies to accommodate children in the event of an emergency.
* In the event of unforeseen circumstances (fire, power outages, etc) a parent may be called to pick up their child early.
* Please keep emergency information cards current to assist the staff in the event of an emergency.

Thank you for choosing to join the Blessed Sacrament C.L.C. family!

