

Foothills Faith Academy

located at:

Foothills United Methodist Church
4031 Avocado Blvd., La Mesa, CA 91941
Phone: 619-670-4024 ~ Fax 619-670-4012

www.foothillsumc.org

License Numbers:

370800213 ~ Preschool
376700978 ~ Infant Center
Tax ID # 95-2220885

Parent Handbook

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About Our School

Foothills Faith Academy was founded in 1969 when Foothills United Methodist Church had a vision of a high-quality preschool to meet the needs of families in our community. We have grown and matured, but we have never lost the vision of serving children and families in a professional and caring manner. Foothills Faith Academy is a ministry of Foothills United Methodist Church, ~~is located in well equipped, spacious surroundings.~~ We are well known in the community for providing rich learning experiences to meet the developmental needs of preschool children.

In the spring of 2013, the preschool officially changed its name to Foothills Faith Academy. The name Foothills Faith Academy was chosen to reflect the expansion of our weekday school that includes an infant program.

The environment at Foothills Faith Academy is designed to provide opportunities for students to grow emotionally, socially, spiritually, mentally and physically in a well-equipped and spacious facility. Our Christian Education is reviewed and implemented by our Pastoral Staff.

Our staff is qualified by education, experience and character to work with young children. All staff is encouraged to participate in continuous programs of in-service training and studies for professional advancement. ~~Monthly staff meetings are mandatory. Lead teachers are required to submit their weekly lesson plans to the director and post them in their classrooms. All staff receives yearly reviews and personnel policies are governed by the policies of Foothills United Methodist Church.~~

About Our Church

Foothills United Methodist Church is a joy-filled, open and welcoming community. We love and care for each other because we know a God who has loved and cared for us.

Our vision is to be "community serving community, for the transformation of the world." With God's help, we work together to build a healthy faith-life community that is ready and willing to serve others locally and globally. Whether it is through our partnerships, with nearby schools, or missions to far off countries, at Foothills there is an opportunity to serve that will fit for everyone.

Our mission is to make disciples of Jesus Christ for the transformation of the world. We reach out and receive people; help them build a relationship with God; nurture and strengthen them in Christian faith; and then send them forth to live



transformed and transforming lives – to be the hands, heart and mind of Christ for the world.

Foothills United Methodist Church is part of the United Methodist denomination, which has been in ministry in our country and abroad for over 200 years. For more information on the United Methodist Church, go to www.umc.org.

Jesus sought out and welcomed all who wished to know and love God – the poor and marginalized as well as the powerful. As United Methodists, we are called to:

- Open our hearts to love and care for all people;
- Open our minds to learn all we can about God’s love and explore new ideas, fresh perspectives, and thoughtful dialogue; and
- Open our doors so that we may both welcome the stranger and go out to love and serve the world.

We believe in God’s grace, which is the unearned, loving action of God in our lives. In spite of suffering, violence, and evil in the world, we believe that God’s grace exists everywhere.

While United Methodism retains much from its several heritages (the early Christian church, through Roman Catholicism and the Protestant Reformation), different theological positions grow out of the circumstances and experiences of different groups. We acknowledge the virtues of different points of view even within the same community of believers.

We hold weekly worship services at 8:30am (traditional style) and 10:30am (contemporary style) and have Sunday school and childcare throughout the morning.

General Information for Parents

Infant Care – Enrollment in the infant care center is limited to children six weeks of age to two years old.

Preschool - Enrollment in the preschool is limited to children two years old to entry into kindergarten.

Enrollment is available during the school year as space allows.

Registration

Registration is held annually in the spring for the upcoming school year and for our summer session. Priority registration is offered for members of Foothills UMC and



children continuing at our school. Enrollment forms must be completed and a non-refundable registration fee must be received before your child is considered enrolled.

The following forms are required for registration:

- Identification and Emergency Information (LIC 700)
- Child's Preadmission Health History – Parent Report (LIC 702)
- Child's Preadmission Health Evaluation - Physician's Report (LIC 701)
- Consent for Medical Treatment (LIC 627)
- California School Immunization Record
- Current Admission Agreement
- Notification of Parent Rights, signed and dated (LIC 995)
- Personal Rights , signed and dated (613A)

Infants require the following additional forms:

- Infant needs and service plan
- Infant feeding plan

Tuition

Tuition is due the 1st of September – June and considered late after the 10th. The exception is the first month of our school year, August. Payment received by the first day of the school session will be considered on time and no late fee will be charged. Payment for August is 50% of the monthly tuition. Monthly payment is required regardless of holidays or illness.

There will be a \$25 late fee charged for any payments received after the 10th of each month and a \$25 charge for any returned checks.

When more than one child from the same household are enrolled in our programs there is a \$10 reduction in tuition for the second and additional students.

Automatic recurring payment of your tuition with a credit or debit card is encouraged and paperwork to implement automatic payment will be given at registration. **Please make checks payable to: Foothills Faith Academy.** An email is sent to the homes of all preschool families at the beginning of each month as a reminder that payment is due.

Current tuition and registration fees are available from the Director.



Termination

The school has a two week mutual notice period to terminate enrollment. The school does not refund for vacations, our registration fee or the child's last two weeks of enrollment. The school may terminate your child's enrollment if your child:

- Is not ready to benefit from our program
- Is having emotional or behavior problems which harm other children or interfere with others being able to participate in the program

If your child is having difficulty adjusting to the program, a conference will be arranged with the child's teacher, the director and the parents. Our goal is to develop a plan with the staff and parents to help your child be successful.

Enrollment Options

Minimum of two days attendance per week

5 Day	Monday through Friday
3 Day	Monday, Tuesday, Wednesday
2 Day	Thursday, Friday

Session Hours

We are open all school days from 7am – 6pm. Please refer to this year's school calendar for exact dates.

Infant Care:

Partial Day	7am – 2pm
Full Day	7am – 6pm

Preschool:

Morning Session	9am – noon
Partial Day	9am – 2pm or 7am – noon
Full Day	7am – 6pm



Extended care before or after regular enrollment hours is available at \$10/hour.

All children enrolled in the Foothills Faith Academy are eligible for enrollment in extended care. The routine in extended care is less structured than the classroom environment. It includes inside and outside playtime with classmates and time for stories, games, art activities and other enrichment activities.

Please carefully observe all session hours. If you are late picking up your child you will be charged a \$10 late fee for the first 15 minutes and \$10 will continue to accrue for each additional portion of 15 minutes period(s) ~~you are late~~ until your child is picked up.

If you are unavoidably detained please phone the school, 619-670-4024, as soon as you are able so that we can reassure your child that you will arrive soon.

Holidays

The following holidays are observed and the school is closed:

Labor Day	Martin Luther King, Jr Holiday
Veteran's Day	President's Day
Thanksgiving Day & following day	1 week at Easter
2 weeks at Christmas	Memorial Day
	Independence Day

Arrival and Departure

It is required that the adult dropping off or picking up a child sign-in the daily attendance record using first and last names.

For your peace of mind and your child's safety we will not release your child to anyone that has not been authorized in advance by the parent or guardian in writing. If we are not familiar with the person, identification will be required.

Rest Period

A rest period is observed daily for preschool students following lunch for children remaining after 2:00pm. Please provide two crib sheets and a light blanket for those students remaining for the rest period. Please clearly label rest period supplies and place them in a small tote bag or backpack that is also clearly labeled.



Curriculum

It is our goal to create an enriching environment that helps each child grow to become capable, confident, caring, and healthy individuals. This is done through a partnership with parents. We encourage parents to share ideas and suggestions with us anytime about your child and/or our program.

Our program is play-based which means that through play, children explore, experiment, create, problem solve, and take risks that lead to valuable learning. Our areas of learning include: math, science/technology, oral and written communication, creative art, music, active movement, fine motor skills, self-help, imaginative pretend play and social/emotional.

Children move up from one classroom to the next based on 3 factors: Chronological age, developmental readiness, and placement availability. When a child moves from one class to the next, we assist the child with the transition and adjustment to their new setting.

We recognize that:

Each child is unique and children have different leaning styles.

Young children are active learners and concrete thinkers. They need many hands-on activities to gain understanding of their world.

Learning occurs in diverse social and cultural contexts and we respect each family's culture.

The domains of development – cognitive, communicative, social-emotional, spiritual, creative, physical, and adaptive (daily living skills) – are interrelated and work hand-in-hand contributing to who the whole child is.

Early childhood is a precious and unique stage of human development and is the foundation of who the person will become as an adult. Social interactions are this age

Discipline

We believe that planning an interesting, age-appropriate curriculum is the first step in preventing classroom discipline problems. Of equal importance, our teachers are alert to the total classroom and assist children with positive guidance before problems occur.



A child learns social skills by modeling adults and practicing with friends. When children are having a difficult time, they need the support of adults to help them be successful. This is a learning opportunity. The children are entrusted to our care and deserve respect, and kind treatment at all times.

By California law, and because we believe it is best, children will not be subjected to any form of corporal punishment including but not limited to hitting/spanking, slapping, grabbing, shaking, yelling, withholding food, rest, or access to toilet, ridicule, embarrassment or humiliation.

Some of the practices we might use include:

Role Modeling: Children learn from what they see in the world around them. Teachers, parents, and older children, especially, are important role models for them. We avoid the word "No" when possible. Instead of saying "No running.", for example, we make positive statements like, "Walking feet inside the classroom". We model good manners by using please and thank you with the children.

Redirection: One very effective strategy to use with young children is redirection. This involves guiding the child away from the unacceptable behavior and offering an acceptable alternative. For example, "Blocks are for building. If you would like to throw, here are some soft yarn balls you may use."

Positive Reinforcement: When we notice a child making a good choice, we provide them with genuine and encouraging words. By giving attention to the positive behaviors, the negative ones diminish.

Gentle Touches: We teach the children and model loving, gentle touches with our friends. We explain that hands are not for hurting and encourage them to use words to tell friends what they need.

Focus on the Deed, not the Person: We talk about the behavior, not the person. We acknowledge that they may feel angry but hurting others is not acceptable. We can kick a ball if we are angry. We need to handle our feelings in appropriate ways.

Offer Choices: When possible, we offer the children a choice of two things. "You may look at books or do a puzzle but we are not painting right now".



Sitting with a child: We do not use time-out at our preschool. If a child repeats a behavior several times and does not listen to the teacher's words, the teacher may sit with a child for a few minutes to discuss what happened.

Biting Policy

Our priority is to ensure that every child entrusted to our care is safe and healthy. Our program encourages respect for others, problem solving and positive, cooperative interactions.

Biting is a normal part of development for some young children. It is a temporary stage. Some of the reasons a child might bite are tiredness, frustration, attention, lack of impulse control, inadequate verbal skills or teething. Though it is normal for infants and toddlers to explore and sometimes mouth toys and other people, biting is upsetting, hurtful, and potentially dangerous. By age three, this behavior should not continue. For health and safety reasons, we take biting very seriously.

What we do:

Because children bite for many different reasons, careful observation and effective intervention are essential. While maintaining the nurturing, loving caregiver relationship, it is important to understand why the biting is occurring.

1. Carefully **watch** what happens before and after the incident. What are the child's experiences when this happens?
2. **Ask why** it is occurring. Is there a pattern to where, when, or who is involved? Are the child's individual needs being met? Are there factors in the child's health or family situation that might be affecting their behavior?
3. **Adapt** the environment and **teach** positive ways to handle the child's needs and feelings. Examine the child's schedule. Could the child be overtired or hungry?

If a child bites another child:

1. Intervene immediately to stop the behavior. Stay calm but remove the biting child from the area and firmly say, "No, that is not okay." Care for the child that is bitten with comfort and by washing the affected area with soap and water. Apply an ice pack or cool cloth to prevent swelling.
2. Talk with the child who bit. Be firm but calm. Use a tone of voice and facial expression that shows that this behavior is NOT acceptable. Say, "No biting people. That hurts your friend (use name of child)." If an older child bites, you



- may remind them that teeth are only for biting food. Give the child that has bitten toys or materials that encourage oral exploration such as a teething toy.
3. Notice the child when they are doing the right thing and give positive attention. Never label, humiliate, or isolate a child who bites.
 4. Notify the Director immediately if the skin is broken. The Director will call the parent of the bitten child and the one who bit. An Incident Report will be written and sent to Community Care Licensing.
 5. Use universal precautions if there is bleeding.
 6. Notify co-teachers of the incident so they can be alert to the situation.
 7. Always complete an "Ouch Report" but never reveal the name of the child who bit. Be careful not to label the child "a biter".

When biting occurs:

First Incident: The above procedure will be followed. Sometimes it is best to redirect the child to a different area or activity. Both the parent of the child that is bitten and the child who bit are informed of the incident. After a child has bitten one time, more carefully shadow the child, especially at times when biting is more likely to occur. Prevention is the goal. While shadowing, take notice of times when the child may be frustrated and reinforce pro-social behavior ("You feel mad when Mary took your truck away"). Acknowledge feelings and be reassuring and nurturing.

Second Incident: A written incident report is given to the parents of the child who bit. A meeting with the parents, teachers, and director will be arranged to create a plan to help teach the child socially-acceptable behaviors and prevent future biting, with the support of the parents. A staff person will be assigned to pay special close attention to the child.

Third Incident: The parent will be called to pick up the child and a written report will be made. If the child who has bitten is 3 years of age or older, parents will possibly be asked to make other child care arrangements for their child and withdraw from our program. Perhaps a different environment with fewer children and/or more one-on-one adult attention would better suit the child's needs.

After every attempt had been made to provide a program that protects the children being bitten and a child continues biting, we may consider asking the family of the infant or toddler who bites chronically to withdraw their child from the program.



Toilet Learning

As a toddler matures and grows, he/she demonstrates an increasing interest in taking care of him/herself, including begin to use the toilet. According to the American Academy of Pediatrics, most children are expected to toilet train around age 3. As with all new skills, it takes time and practice to master. Signs of readiness include:

- No longer has bowel movements at night
- Stays dry for hours and can wake up dry after a nap
- Asks to be changed or gives sign of urinating or pooping
- Is skilled enough to sit on the potty and pull pants up and down
- Is in a generally cooperative period
- Follows simple verbal directions
- Can verbalize the need to use the toilet
- Shows an interest in using the toilet and wearing "big" girl or boy underwear

During the toilet training period, please bring several pair of underwear and pants or skirts. Try to send clothes that are easy for the child to manage independently.

At preschool, this is what we do:

- Teachers discuss readiness with parents. Parents share strategies that are tried at home.
- We regularly encourage trying to use the potty as part of the regular routine.
- Proper terms for body parts are used.
- We give lots of positive encouragement!
- Accidents are part of the learning process.
- If the child regresses, the parents and teachers will meet to discuss why the child may be having difficulty.

This is a big milestone in a child's development. Our staff will treat each child with respect and sensitivity and will promote the child's self-esteem throughout the process.

Infant Program

1. Basic Information

All babies will have their own cribs.



All toddlers will have their own cots when a crib is no longer necessary.

All children will have their own cubbies.

All infants will be placed according to mobility.

We ask parent to provide:

- two sets of portable crib size sheets
- two light blankets
- one case of diapers per month; more if necessary
- baby wipes
- diaper ointments or lotions as needed
- daily food and bottles. All opened and unused portions must go home daily.
- Infants allowed to eat table food and requesting additional food after food from home has been eaten will be provided with daily snack from preschool. Please refer to page 11 of handbook.
- *If your child needs to be given prescription or over the counter medication, complete a medication report in the director's office and leave medication with director or assistant director.*

2. Needs and Services Plan

Parents are to complete a needs and services plan upon enrollment. This plan will be updated at least quarterly and as necessary.

3. Daily Reports

The preschool will provide daily reports to the parents concerning diapering, napping, and eating schedule for the day.

All infants will be placed on their backs to sleep unless other preference is received in writing.

Health Policy

Please use the following guidelines to determine if your child is unable to attend school:

- The staff cannot adequately care for the sick child without compromising the care of the other children



- The spread of germs cannot be reasonably controlled
- Runny and/or stuffy noses are not in themselves a reason for exclusion. Green or yellow discharge is a sign of infection and may require medical treatment.

A child will be excluded from Preschool if he/she exhibits the following condition/s:

- The child does not feel well enough to participate in regular activities
- The child has any of the following symptoms: diarrhea or vomiting more than once in the past 24 hours
- Fever over 100° within the past 24 hours, accompanied by behavior change or other symptoms of illness
- Head lice, scabies or other insect infestation
- Any undiagnosed, unusual rash
- Sore or discharging eyes or ears or profuse nasal discharge
- Severe coughing, esp. if there is a high-pitched whooping sound
- Behavior changes such as irritability, loss of appetite, listlessness, excessive, unexplained crying, difficulty breathing, and/ or general discomfort
- Communicable diseases including but not limited to:
 - a. Respiratory: chicken pox, rubella, hemophilus influenza, measles, mumps, whooping cough, strep throat, tuberculosis
 - b. Gastro-intestinal: giardiasis, hep A, salmonella, shigella
 - c. Contact Illness: impetigo

If your child develops any of these symptoms while at preschool, he/she will be isolated from the other children. You will be called and asked to take him/her home as soon as possible. Children with obvious cold or illness will not be admitted on the day that they display symptoms. A child sent home with a fever needs to be fever-free for 24 hours after being sent home.

If your child has any allergies, please notify the Director and note it on the appropriate paperwork. If an enrolled child should have a life-threatening allergy such as peanuts, the preschool may determine that it is necessary to have a "nut-free" policy. In this case, we would ask parents not to send peanut butter or other nut products to preschool.

The final decision to exclude a child is made by the Preschool Staff.

Please report all absences and all cases of communicable diseases to the director.



Medication

If your child needs to be given prescription or over the counter medication, a Parent Consent for Administration of Medications and Medicine Chart (LIC 9221) must be completed and left with the director or assistant director. Medication must be in its original container labeled with your child's name. Prescription and non-prescription medication shall be administered in accordance with the label directions. Medication is kept in the Director's office or the center refrigerator. Diaper rash creams and sunscreen also require the completion of the Medication form.

Please do not leave medicine in our child's cubby, backpack or lunch. Leftover medication is sent home when no longer needed.

Incidental Medical Services Plan

Foothills Faith Academy will administer the following types of medications as requested and authorized by the child's parent/s (authorized representative) and the child's doctor:

- *Epi-pens and/or Benadryl as needed for allergic reactions;
- *Hand-held inhalers for asthma (no nebulizers);
- *Prescription medications such as antibiotics for ear, sinus, or eye infections; and
- *Over-the-counter medications and creams with a doctor's note.

Parents will provide written permission by completing the "Parent Consent for Administration of Medications and Medication Chart". Some medications such as Epi-pens, Inhalers, and Benadryl may be left on site. Parents will include the Child's Name, Medication Name, Dosage, Time to be Administered, Date/s it is to be Given, and the Parent Signature. A doctor's note must accompany the completed Medication form. All prescription medication must be in its original container with clear instructions. The Director or other assigned staff member will complete the Medication Chart providing the date, time given, and staff signature.

Children who require ongoing monitoring for severe allergies and asthma have the parent and physician authorization forms in the child's file.

Epi-pens, Asthma Inhalers, and Benadryl are stored in the Academy Office. The cabinet is clearly marked, "Medication". Short-term prescription medications and over-the-counter medications are stored in the Office. If refrigeration is required, the medication is stored in the designated shelf in the center kitchen.



Parents will be notified by phone whenever an Epi-pen or Asthma Inhaler is administered.

Used Epi-pens and any unfinished medication are returned to the parent. Medication will not be kept after the period of time authorized by the parent. Medications are monitored for expiration dates. All medication will be returned to parents upon completion of use. The medication form will be kept in the child's file in the office upon completion of the medication.

A special needs list, including allergies, is updated regularly and is posted in the office and in each classroom (in a discrete area) so that all staff is aware of any medical issues.

Staff training including First Aid and CPR certification is conducted regularly through Sav-a-Life. Current courses include training on the use of Epi-pens and Inhalers. All supervisors and Lead Teaching Staff hold current First Aid and CPR certification. Supervisors or assigned personnel with training administer medication as needed. Parents will also train staff on any specific instructions on administering medication. Staff also review emergency procedures regularly at staff meetings.

In an emergency, staff will follow protocols to alert 911. Epi-pens and Inhalers will be administered immediately when the need is recognized. Parents will be contacted immediately. Emergency medical consent forms are kept in each child's file in the Office and Emergency Information forms are kept in each child's file as well as in each classroom.

The Academy makes every effort to maintain a 1:8 ratio with the 2-6 year olds so there is staff available for emergency situation. During all hours of operation (7 am-6 pm), there is at least one staff member available in the event of an emergency and is First Aid/CPR certified.

All safety precautions such as use of gloves, hand hygiene, and proper disposal of used instruments in approved containers will be followed. Gloves will be worn in case of exposure to blood and bodily fluids.

In case of disaster, a supervisor or assigned staff person will take charge of all medication, equipment and supplies and the medication log including the red book with authorization and instructions for Epi-pens and Inhalers will be taken upon evacuation. An insulated bag is stored in the Director's office for this purpose.

Foothills Faith Academy will follow all protocols for reporting serious incidents as



well as this plan of operation to the licensing agency as required. The Director or Assistant Director will fill out the form, LIC 624, for reporting any unusual incident that threatens the physical or emotional well-being of any child. Licensing will be called and the LIC 624 will be faxed to CCL within the legal time frame, as required by law.

Emergencies

In the rare case of a major injury we will make every effort to contact the parent, guardian, or emergency contact person immediately. If this not be possible, then 911 will be called.

Emergency situations requiring immediate medical care include:

- A child with a fever of 105° F or more
- A child that has neck pain when the head is moved or touched
- A child with a stiff neck or severe headache
- A child that has a first-time seizure
- A child that acts unusually confused
- A child that has uneven, different sized eye pupils
- A child that has a blood-red or purple rash with pinhead spots or bruises not associated with an injury
- A child with a rash of hives or welts that appear quickly
- A child whose breathing is hard and rapid so they cannot play, talk, cry, or drink
- A child with a stomach ache after a recent injury or that causes the child to double over in pain
- A child with continuous, clear drainage from the nose after a hard blow to the head
- A child with black or bloody stool
- A child that has not urinated in more than 8 hours and that has a dry mouth and tongue
- A child that looks or acts very ill or seems to be getting worse very quickly

The above policy is based on the most current recommendation of the CDC.

Smoking

The entire Foothills campus is a no smoking area.

Cell Phones

We ask that you do not use your cell phone while on campus. Your child needs your undivided attention while at preschool.



Communication

We will make every effort to keep you informed of upcoming dates and announcements via our parent boards and emails. In addition a newsletter will be sent to you each month or you can visit our preschool webpage at www.foothillsumc.org.

Please keep us informed of any changes in your address, home and cell phone numbers, email address, places of employment or additional persons who you authorize to pick up your child at the end of their day.

Clothing

Please dress your child in comfortable play clothes with shoes suitable for active play. Select clothing that enables your child to easily use the toilet or be diapered. Sandals must strap across the foot and behind the heel. *Please label all clothing.* Please understand that children will get paint and other assorted spots on their clothing.

We also ask for a spare set of clothes to be kept in your child's cubby including socks and underwear.

Nutrition

Lunch and morning and mid-afternoon snacks are to be provided from home. We recommend the use of cold pack and/or thermos for hot foods.

Birthdays

Your child's birthday is a special day here. We celebrate birthdays at snack time. You are encouraged to provide a special snack in your child's classroom. Please speak to your child's teacher in advance so the snack will be expected. Your child's teacher will provide candles and a birthday crown for the celebration.

Toys

Please do not bring toys to school. The school equipment includes a wide range of toys carefully selected to encourage the development of your child.



Field Trips

Occasionally field trips are planned to a nearby place when it coordinates with our lesson plans. Parent vehicles are the usual mode of transportation. Occasionally we have even taken a walking trip when appropriate. Parents will be notified and release forms will be distributed in advance. Parent help is needed on trips.

Parent Involvement

Parents play an important role at Foothills Faith Academy your involvement is a gift both to your child and the school. The gift of parental involvement is strongly encouraged and highly valued at the Foothills Faith Academy and it creates a strong community environment.

We encourage parents, and grandparents, to be involved by serving on a committee that help to plan and organize major events such as Halloween Carnival, Yearly Craft Fair, See's Candy Sales, Christmas Sing-A-Long, and the End of the Year Picnic. Each classroom needs room parents to help the teacher to coordinate special events for the classroom, distribute reminders for special events and teacher appreciation. We love it when parents visit our classroom to share a hobby or occupations with the children and we are always grateful when you recommend our school to your friends and relatives.

The Foothills Faith Academy has an Advisory Board which consists of the director, assistant director, teachers, room parents, church members and members of the student's families interested in the welfare of Faith Academy. The intent of the board is to provide guidance, counsel, and support for issues regarding the staff, school and families of the Faith Academy.

Christian Education and Chapel Time

Beginning in October, the students will have monthly chapel time in the sanctuary with our Lead Pastor for songs and story time.

We look forward to an exciting school year with your family and hope to provide rich learning experiences for your child.



Child Custody Issues

In the event that a parent is no longer legally authorized to pick up a child, the parent who has custody of the child must provide a court order to the preschool. Without a court order, the preschool cannot withhold a child from his/her parent.

Mandated Reporting of Suspected Child Abuse

As employees of a state-licensed child care facility, our staff is legally mandated to report to Child Protective Services any reasonable suspicion of child abuse in the scope of his/her work (Section 1116 of the Penal Code).

Releasing a Child to an Impaired Parent

As part of our responsibility to your child's safety, a child may not be released to a parent or other pick up person if this person appears to be impaired. If, in good faith, a staff member believes that a child is at risk of harm if released to an adult who appears to be impaired as the result of being drunk, on drugs, etc, the staff member will make every effort to release the child to another authorized pick up person or to provide another safe means of transportation such as an Uber at the parent's expense.

Babysitting & Pick up of Children

All people picking up a child must at least 18 years of age. Staff members of FFA cannot be authorized to pick up and sign out a child from preschool. A transition need to be made from the care of the child by the preschool to parental responsibility.

FFA accepts no responsibility or liability for a babysitting arrangement made between a parent and a staff member.

