

2025/2026
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:
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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. 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. 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.

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 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 three months of age to two years old.

Preschool - Enrollment in the preschool is limited to children two years old to entry into kindergarten. A student ages out of our program once they are Kindergarten eligible (5 by 9/1 of current school year)

Enrollment is available during the school year as space allows.

- The Licensing Agency requires us to inform you that they have the authority to:
- Inspect facilities that provide care and supervision
 - Interview children and staff
 - Review records

Registration

Registration is held annually in the spring for the upcoming school year and for our summer session if applicable. Priority registration is offered for members of Foothills UMC and children continuing at our school. Enrollment forms must be completed and



non-refundable registration fees must be received before your child is considered enrolled.

The following forms are required for registration:

- Identification and Emergency Information (LIC 700)- Must be updated every year
- 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- **Child must be up-to-date on immunizations for admission**
- 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

- **PRESCHOOL:** Tuition is due the 1st of each month and considered late after the 10th. 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. Tuition is billed August through June of the current school year and is based on an overall monthly average of 4 weeks of attendance. Tuition stays the same amount monthly with the exception of December 2025, in which only 3 weeks of attendance will be charged.
- **INFANT CENTER:** The infant center school year runs July 2025 through June 2026. Tuition is billed July through June of current school year. Tuition is due the 1st of each month and considered late after the 10th. 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. Tuition stays the same amount monthly with the exception of July 2025 and December 2025, in which only 3 weeks of attendance will be charged.



- If summer program applies, summer tuition for preschool is separate from school year tuition for students who enroll.

Monthly payment is required regardless of holidays, vacations or illness.

When more than one child from the same household are enrolled in our programs there is a sibling discount that is applied to the oldest child's tuition. A discount is given for each additional child and always applies to the oldest child/children. The sibling discount will be 10% of tuition per month- applied to the oldest child/children.

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.

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. Requests to terminate enrollment must be given 2 weeks in advance and in writing to the director.

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

- Is not ready to benefit from our program.
- Is having emotional or behavioral problems which harm other children or interfere with others being able to participate in the program.
- If your child has not met the required immunizations or the parent refuses to abide by the immunization schedule for personal or religious beliefs.

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.

Preschool Enrollment Options: Minimum of 2 days per week- days cannot be changed/switched.

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



Session Hours

Foothills Faith Academy is open all school days from 7:30am- 5:00Pm. Please refer to this year's school calendar for exact dates.

Infant Care: *additional hour (till 5pm) may be available depending on if space and staffing allows

Full Day	7:30am – 4:00pm*
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Preschool:

Morning Session	9:00am – 12:00pm
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Partial Day	8:00am – 1:00pm
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Full Day	7:30am – 5:00pm
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Extended care before or after regular enrollment hours may be available occasionally at \$15 per hour. All children enrolled in the Foothills Faith Academy are eligible for enrollment in extended care **if space allows and it is approved by the director beforehand.**

Please carefully observe all session hours. **ONLY** full time students may be dropped off before 8am. Morning and partial day students **must** honor the stated drop-off and pick-up times. **All students should be at school by 9:00am each morning so they do not miss enrichment time and they are not marked absent.** On occasion, if your child will be later than 9:00am due to an appointment, please let us know so they are not marked absent. **With appointments, we do ask all students are at school by noon the latest so as to not throw off lunch/nap routines.** Once a student is signed out for the day, they cannot be signed back in on the same day so we do recommend scheduling early appointments and bringing your child to school after, by noon.

If you are late picking up your child, you will be charged a late fee. Late fees begin at \$1.00 per minute for the first 15 minutes then increase to \$2.00 per minute every minute until your child is picked up. Continuous late pickups can result in a conference with the director and even dismissal from our program.

If you are unavoidably detained, please phone the school, 619-772-6182, 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 day
Veteran's Day	President's day
Day before Thanksgiving, Thanksgiving day and following day	Good Friday and the proceeding week for Spring Break
2 weeks at Christmas	Memorial Day
	Independence Day- if summer program applies

Arrival and Departure

Licensing requires that any adult (18 or over) dropping off or picking up a child sign-in the daily attendance sheet using first and last names and **full signature**. Please keep in mind the sign-in sheets are legal documents so please do not allow children to write or draw on them.

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 12:30 (2's) and 1:00pm (3/4's). Please provide a crib sheet 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.

Classroom placements do not usually change mid-year but instead at the start of the next school year. 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 learning 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 very important at 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.

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.
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 if staffing allows.

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. If the child who has bitten is under 3, a meeting will be called to discuss next steps.

After every attempt has been made to provide a program that protects the children from 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 bottoms. 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.

Please note that being fully toilet trained is a requirement for students to move into the preschool (3-5) building. This is because the bathrooms are not in the classrooms and the teachers don’t have dedicated assistants like they do in the 2/3’s building. Students in the preschool building may not wear pull-ups to class. Pull-ups during nap time are permitted.

Infant Program

1. Basic Information

- All babies will have their own cribs.
- All toddlers will have their own nap mat 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
- Napsack for napping
- One case of diapers per month; more if necessary
- Baby wipes
- Diaper ointments or lotions as needed
- Daily food and bottles **clearly labeled with name and date**. All opened and unused portions must go home daily.

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 back 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 reason for exclusion, but continuous runny noses, especially with 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: any episode of vomiting or 2 or more episodes of diarrhea in a 24 hour period
- Temperature over 100° within the past 24 hours, accompanied by behavior change or other symptoms of illness. **Our policy is any temp 100.1 or over is reason for exclusion until at least 24 hours free of temperature over 100.0.**
- Head lice, scabies or other insect infestation- Lice requires a head check for clearance.
- Any undiagnosed, unusual rash- Any active rash requires a Dr's note to state the nature of the rash & clear the child to be at school as long as the rash is active.
- Sore or discharging eyes or ears or profuse nasal discharge- Red and/or goopy eyes require a Dr's note to state the nature of the illness & clearing the child to be at school.
- Severe coughing, especially if there is a high-pitched whooping sound

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. **Any child sent home for temp over 100.0, diarrhea or vomiting at school must be excluded for the full next school day and they must be at least 24 hours free of temperature over 100.0, diarrhea or vomiting prior to returning to school.** Children with obvious cold or illness will not be admitted on the day that they display symptoms. All appropriate and current protocols implemented by CA state Licensing must be followed and supersede school policy.

Please note that parents' "best guesses" for causes of temperatures over 100.0 cannot be accepted. If a child has a temp of 100.1 or higher, they **must** be excluded unless there is a Dr's note stating the child is clear to be at school.

The final decision to exclude a child is made by the preschool staff/director.

CA state Licensing requires us to notify all parents of any communicable disease exposure so please report all illness absences and all cases of communicable diseases to the director.

With vaccinations, we highly recommend vaccinations be scheduled after school hours. If a child does not feel well enough to participate normally in regular activities and/or



they develop a temp over 100.0 after being vaccinated, the child may be excluded from school.

Medication

If your child needs to be given prescription or over the counter medication, a Parent Consent for Administration of Medications and Medicine Chart 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 your 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 a central location. 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 2-5 year olds so there are staff available for emergency situations. During all hours of operation (7:30am-5:00 pm), there is at least one staff member available in the event of an emergency and that staff member 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 is not 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
- 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 non-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, class newsletters and director emails. Please feel free to utilize the site cell phone at 619-772-6182 with any questions.

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. **All footwear must be adequate for playground use. Sandals must strap across the foot and behind the heel. Please no heelys or any other shoes that prevent a child from walking normally.** *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

Morning snack, Lunch and mid-afternoon snacks are to be provided from home. We recommend the use of a cold pack and/or thermos for hot foods as we cannot microwave any foods.

Water is available to your child throughout the day although we do ask that you include a water bottle in their lunch box that is clearly labeled with their name.

When choosing snacks and a lunch menu for your child, please consider healthy options and keep excessively sweet options to a minimum. Please refer to our Snack and Lunch policy handout for additional information. No candy/gum is allowed at school at any time.

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 teacher can inform you of any allergies in the class. Your child's teacher will provide candles and a birthday crown for the celebration.



Toys

Please do not bring toys from home to school. The school equipment includes a wide range of toys carefully selected to encourage the development of your child. Toys from home can cause frustration if fought over or lost.

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 these trips.

Parent Involvement

Parents play an important role at Foothills Faith Academy and 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.

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.

Room parents may volunteer to help in the classroom on special occasions but any person around children that are not theirs **must** be volunteer cleared, per CA state Licensing, by the director prior to the volunteering. All volunteer clearances must be renewed each school year. Room parents may see their "Room Parent Guide" for more info on this.



Christian Education and Chapel Time

Beginning in September of the current school year, the students will have monthly chapel time in the sanctuary with our Children's ministry director and 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/neglect 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 appear 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

It is the school's policy that current teaching staff may not babysit current students.

All people picking up a child must be 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 needs to be made from the Academy's care of the child from the preschool to parental responsibility.

Parking Lot and Campus Safety

In order to maintain the safety of all students and their siblings, children should not be left in cars in the parking lot unattended at any time, especially not with a vehicle



running. If you require assistance with a pickup, please call or text the site phone at 619-772-6182.

Because our playground is a licensed playground, it can only be used by children who attend the facility and only during school hours.

Parents should never allow students or siblings to play unattended on campus grounds.

