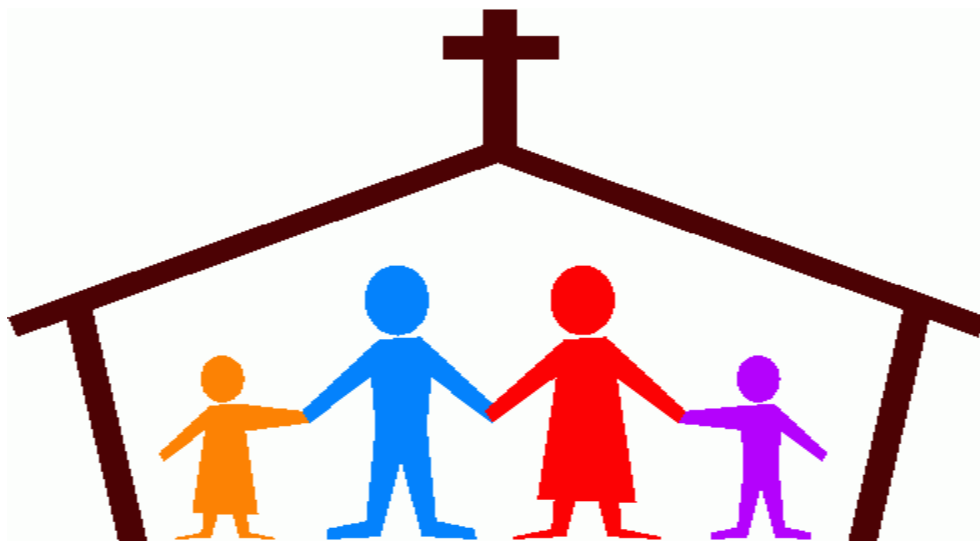




State License: 013421981

Preschool Parent Handbook



Director: Ms. Sharon Shi

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12/15/2015

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MISSION STATEMENT

Daniel Christian Academy (DCA) is a ministry of FRCC and governed by an appointed School Board. DCA's mission is to prepare our children to inherit God's rich spiritual blessings, and be the positive influential citizens of the society and the world.

DCA's vision is to raise up "Modern-Day Daniels", young men and women who are equipped spiritually, emotionally, physically and academically to go into the world, bringing the Lord's presence and using their gifts of multiple-intelligence to serve the society.

DCA's strategy is to provide loving nurturing, high quality, Christ-centered of educational environment and provide highly individualized Montessori academic curriculum to encourage children to explore, discover, love to learn and learn to love. Understanding that all children are uniquely created by God, we design our educational, and Christian value programs to encourage their growth and leaning on an individual basis and whole child approach methods.

DAYS AND HOURS OF OPERATION

We open Monday-Friday 8:00am-6:30pm. All national Holidays are observed (school is closed). We also follow Fremont School District schedule for Spring Break and Winter Break.

HOLIDAYS AND VACATIONS

Holidays and Vacation credit will not be given during the school year (Sep.-June.). If you are planning an extended vacation, you are required to pay tuition in order for your child's spot to be kept. Vacation notification should be submitted to the office at least two weeks in advance.

ENROLLMENT REQUIREMENTS

DCA accepts applicants at any time of the year when space is available. A registration fee and deposit of one month's tuition will be required to secure the enrollment slot.

- Children must be between 2 years and 5 years of age at the time of admission. We reserve the right to refuse kids with behavior, emotion, physical and social disorders
- Employees, church volunteers and then members of FRCC do have priority for admission
- Siblings of currently enrolled children have priority for admission, and the lower tuition receives 10% discount.
- Other forms include:
 - Personal Rights (LIC 613A)
 - CCC Notification of Parents rights (LIC995)
 - Consent for emergency medical treatment (LIC 627)
 - Identification and Emergency Information (LIC 700)
 - Child's preadmission health history – Parent's report (LIC 702)
 - Physician's report (LIC 701) with Immunization record
 - If your child has special medical needs a copy of their needs and services plan.

Re-Enrollment for returning students begins in February. Open registration begins in mid of March. Packets for enrollment and re-enrollment are available in the school office.

ARRIVAL AND DEPARTURE

We are a school, so it is important that all children arrive on time to participate and benefit from all the teachings we provide. If you are going to be late or need to pick up your child early, please notify the office and the necessary arrangements will be made at that time. Your child may be sent home if tardiness continues, or the late arrival constantly disturbs the class session.

Child(ren) must be with you at all times until they are released to our staff. When picking up your child, please do not stay to chat or to play on the school premise. Once you pick up your child, we are no longer responsible for their supervision and safety.

Please keep in mind teachers are not available for private conversations when they are teaching or supervising the students. Should you need to speak with your child's teacher in depth, please set up an appointment with them through the office, or arrange a private phone call at the teacher's convenience.

SIGN IN AND OUT

California State Licensing requires that each child be signed in and out each time the child attends class. Parents/Guardians are required to sign with their full legal signature when arrival/departure. Person signing child in and out of the facility must be 18 years or older. **Signing in and signing out your child(ren) with a parent's legal signature is mandatory.** Failure to do so will result in a fine or expulsion from our program.

AUTHORIZED PICK-UP

When enrolling your child in our program the parent/guardian must register the names of persons authorized to pick up their child. (Authorized person must be 18 years or older.) It is the parent/guardian's responsibility to inform the school in writing of any changes in the names of persons authorized. We will release children to authorized persons only. Photo identification will be requested before child is released. In the event of a divorce, separation, or joint custody ruling, both parents will be granted equal access to their child unless legal documentation is provided.

LATE PICK-UP

If you will be late, please call the office to notify us and we will let your child's teacher know.

Extended care can be scheduled in advance at a rate of \$8.00 per hour before 6:30pm, and \$10/15min. after 6:30pm for any portion of the 15 min. When using extended care it must be scheduled 24 hours in advance with the office so staffing arrangements can be made. There is no refund on the unused fee.

Unscheduled late pick-up - If parents did not contact the school to schedule a late pick-up:

- The late pick-up will be charged \$10 for any portion of every 15 minutes until your child has been picked up.
- We will contact both parents and guardians listed on your Emergency Contact and Authorization Form to inform them to pick up the child either in the classroom, on the playground, or in the office depending on the circumstance.
- If there is no response from parents/guardians or they could not be reached by 7:00 pm, (30 minutes after our closing time) the Fremont Police Department or Child Protection Services will be contacted, and the arrangement will be posted on the door.

REGISTRATION FEE

A one-time non-refundable fee of \$150 must accompany the application form. Re-enter registration fee of \$100 is required for returning student who withdrew.

MATERIAL FEE

Materials fee of \$100 per year will cover the costs of your child's miscellaneous supplies needed throughout the year to support our current curriculum.

DEPOSIT FEE

Deposit fee is one month tuition used for the last month of your child's stay, or prorated refund if you give us 30 days of notice to withdraw.

POTTY TRAINING ASSISTANCE

A fee of \$200 (full-time) or \$100 (part-time) per month will be added to your monthly tuition if assistance is needed with potty training in our 2-3 1/2 year old rooms. Parents are responsible for supplying pull-ups and wipes. All supplies need to be marked with the child's name and restocked as needed. Potty training fees are paid along with tuition which can be paid in the office.

LATE PAYMENTS

Tuition is due on the 25th of each month. Payments received after that date, will be subject to a \$30 late payment fee. In the event you become 7 days past due, your child will be in jeopardy of being suspended until full payment is received. If arrangements have not been made and your account remains unpaid, your child's enrollment will be terminated and your account will be submitted to a collection agency with collection costs added to the account.

A \$30 fee is charged on all checks that are returned by the bank. We may require all future payments to be made through money order after two bad checks.

TERMINATION/WITHDRAWAL

If for any reason you need to withdraw your child during the school year, **a 30-day written notice is required.** Please come by the office to fill out a “Withdraw Form”. Your deposit will be prorated and refunded if there is a remaining credit. Or you will be notified if there is a balance due.

We also reserve the right to terminate the enrollment of a child due to the following reasons (but not limited to):

- Failure to pay the agreed fees, monthly tuitions
- Failure to complete the required forms within three weeks
- Lack of parental cooperation, or lack of compliance with DCA’s policies
- Failure of child to adjust to the school after a reasonable amount of time
- Physical and/or verbal abuse to any DCA’s staff or property, from either the parent/guardian or the child
- Disrespectful or inappropriate conduct, behavior, or attitude directed at the preschool, staff, or other clients/children by a parent/guardian or the child
- Our inability to meet the child's special physical or emotional needs, or in some cases, to meet the parental expectation(s)
- Serious illness of the child

For involuntary termination, DCA will give a 2-week advance notice and tuition will be prorated and charged for these two weeks. DCA reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

After two weeks of termination, any unpaid remaining balance will be turned over to collections agency, you will have a \$20 per week late fee plus 35% collections fee added to the amount due.

NOTICE OF CHANGE

Your contract and tuition remain in effect until 30 days written notice of change tuition amount or cancelation of the current contract.

PHOTOGRAPHING YOUR CHILD

There will be times throughout the year that your child will be photographed or video recorded. It is possible that these pictures and video clips are used in school brochures, publications, promotions, advertisement, websites (including social media), or articles about Daniel Christian Academy. By signing the Admission Agreement, you give us the consent to photograph and video record your child and to allow Daniel Christian Academy to use these images/clips for the said purposes above. You also agree to hold DCA no liability of any harm as a result of the usage of these pictures and clips.

If you do not wish to have your child photographed or video recorded, please ask office about our “Photo/Video Consent Form.” for you to sign.

PARENT PARTICIPATION and COMMUNICATION

Parent/Teacher conferences are held in November and in May. Additional conferences can be scheduled with the preschool office if you think they will be helpful or as needed. Please keep in mind teachers are not available for private conversations when they are teaching or supervising the children. Staff must devote all their attention to the children. If at any time you feel you need to speak to your child’s teacher in depth, please set up an appointment with them through the preschool office, or leave a note to call you at teacher’s convenience time.

There are other opportunities parents could involve:

- Teacher Helper/Art Helper /Classroom Helper
- Fieldtrip Driver/Chaperon
- Attend orientations, curriculum nights and Parenting Classes, and family events

BIBLE/PRAAYER/WORSHIP TIME

Our purpose is to always maintain a Christian environment where children are allowed to grow spiritually, physically, emotionally, and socially. We teach the children the love God has for them through daily Bible lessons and prayer. We practice praise, wait upon Jesus, prayer for healing, intercession, and memorize bible verses.

OUTDOOR PLAYGROUND TIME

Children will participate in outside wide range of activities throughout the day. It is important your child is dressed appropriately for this time of day. **Flip flops are not allowed.**

NAP TIME

Nap is encouraged for all full and extended students, but not forced. If a child is not napping after 1:30pm, they are invited to participate in our afternoon activity. For children who nap, a fitted crib sheet (58" X 42") and a blanket is required from home. The size of the linens is required to fit into the child's cubby (11x11x11). Linens will be sent home on a weekly basis unless it is necessary to send them home sooner.

LUNCH, SNACKS AND BIRTHDAY TREATS

We are a Nut-Free school so please do not pack anything containing nuts. Healthy lunch will need to be provided from home. We have a microwave to warm up children's lunches. We do not offer school lunch at this time. Please do not pack fruit roll ups, cookies or candies. Sweets will be sent home. Two snacks are provided by the school per day. Please see daily schedule for list of snacks.

Students are welcome to celebrate their birthdays in school, please arrange with the teachers in advance. We celebrate birthday Montessori way and with prayers of blessings. Goody bags are not permissible

DRESS CODE

Please dress your child appropriately for weather, art activities, and outdoor play. **All clothing should be marked with your child's name.** We are not responsible for lost, soiled, or ruined clothing. **It is important to provide your child with at least one change of clothing in a ZIP lock bag (this should include socks, underwear, pants, shirt).** The clothes should be easy for students to manage themselves. NO open toed shoes are allowed. Fancy clothing, belts and overalls are not suggested. Socks and shoes that securely fit are a must. Please leave all jewelry at home as this can be a hazard.

DISCIPLINE

Discipline is a "process". This process includes modeling positive reinforcement, redirection, communication, and direction about what is appropriate and inappropriate. Daniel Christian Academy uses the Love and Logic approach, and Culture of Honor system. If you would like more information on these methods, please speak with the director. We also use Montessori Peace education method to teach kids to resolve conflicts, and understanding feelings and communicating needs.

If the child's behavior still remains unacceptable we will contact you by telephone to discuss behavior. If behavior persists the following steps will be taken:

- A conference will be scheduled.
- A plan of action will be developed and discussed.
- A time frame will be given for behavior to change
- If behavior persists we will assist you in finding other arrangements more suitable for your child.

We reserve the right to withdraw the child from our program and terminate the contract with the parent/guardian. **WE WILL NEVER USE CORPORAL PUNISHMENT OR VIOLATE PERSONAL RIGHTS IN ACCORDANCE WITH [CCR TITLE 22, SECTION 101223]**

PARKING LOT SAFETY

Please avoid rushing when dropping off/picking up your child. There are two entries you can drive in and park. Our goal is to encourage **one-way traffic and safe driving.**

Reminders:

1. Please adhere to the **5mph** speed limit, and watch out for the speed bump. (限制車速 5mph, 注意減速坡)
2. Please do not park by the corners, in handicap, or by the fire lane. (禁止在轉角, 殘障區, 或火線停車)
3. Please be cautious of other cars and pedestrian. (小心其他車子與行人)
4. Please have control of your child at ALL times in the parking lot. Please do not allow your child to run around unattended. (請抓住小孩, 禁止小孩獨自跑耍)

5. Please do not leave the sibling unattended in your vehicle while dropping off or picking up your preschooler. (當你接送時，請不要把其他小孩留在車上一人)

FIELDTRIPS

Each teacher plans off-campus learning experiences for his/her class that will enhance the classroom work. Family will be notified in writing and permission slip is required for a child to participate in the field trip. There will be a fee charged depending on the type of field trip and transportation need. Parent volunteers are required to participate to maintain a min. ratio. School T-shirt is required which you will need to purchase. If your child shows up on a fieldtrip day without his/her shirt we will provide one and you will be billed the cost.

If your child is not able to participate for any reason, it will be your responsibility to make other arrangements for childcare for that day.

HEALTH POLICY

Please keep your child home if he/she **fever, vomiting, diarrhea, pink eyes or eye discharge or crust, coughing, discharge of discolored mucous from the nose, nits or lice, and rash.**

Your child must be without a fever of 100°F for a minimum of 24 hours without use of medications before sending him/her back.

Children suspected of having contracted a contagious disease will be readmitted into the program with a doctor's release. If your child becomes ill at school, you will be contacted, and asked to pick up your child immediately. If a medical or dental emergency does occur and we cannot contact you, we will call 911 or an ambulance.

MEDICATION

Medications are only given if prescribed by a doctor and in the original container. You must fill out the Medication Administration Consent Form and written instructions must be given.

RIGHTS OF THE LICENSING AGENCY:

The state of California Licensing Agency has the following authority and right: 1. To interview students, or staff, and to inspect and audit child or facility records without prior consent. 2. To observe the physical condition of the students, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have License medical professional physically examine the child. The local licensing agency may be contacted at: 1515 Clay St. #1102, Oakland, CA94612. (510) 6222602

NON-DISCRIMINATION POLICY

Daniel Christian Academy admits students of any race, color, nationality 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 administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.



Sample Daily Schedule

8:00am-9:15am - Free choice of play, books, art work, or academic work

8:55am-9:05am - Drop-off, reading

9:15am-9:45am - English Circle Time (prayer, worship songs, calendar, lessons...)

9:45am-11:15am - Montessori Work Time (math, language, sensorial, practical life, science, snacks)

11:15am-11:30am - Chinese Circle Time (prayer, bible verses, worship songs, lessons)

11:30am-12:00pm - Playground Time

11:55am-12:00pm - Departure for Half-Day Students

12:00pm-12:30pm - Lunch Time

12:30pm-2:30pm - Nap Time

2:30pm-3:00pm - English Circle Time (movements, songs, lessons, bible, stories...)

3:00pm-4:20pm - Montessori Work Time

4:20pm-4:40pm - Snack

4:40pm-5:00pm - Chinese Circle (games, group activities, Bible Study...)

5:00pm-5:30pm - Playground Time

5:30pm-6:25pm - Free play, Extra Curriculum, and Departure

6:30pm - School Closed



Things to Bring on the First Day of School:

1. All Forms
 - a. Personal Rights (LIC 613A)
 - b. CCC Notification of Parents rights (LIC995)
 - c. Consent for Emergency Medical Treatment (LIC 627)
 - d. Identification and Emergency Information (LIC 700)
 - e. Child's Preadmission Health History – Parent's Report (LIC 702)
 - f. Physician's Report (LIC 701) with Immunization Record
 - g. If your child has special medical needs, a copy of their needs and services plan is required.
2. Extra set of clothes (shirt, pants, underwear, and socks according to the season)
3. Emergency Kit
 - a. bottled water and boxed juice
 - b. dried fruit snacks
 - c. non-perishable food (crackers, bars etc.)
 - d. place all items in a one-gallon Ziploc bag and label with **your child's name and date**
4. Nap bedding: sheet and blanket (a standard crib fitted sheet is preferred.)
5. Diapers/ Pull-ups and wipes labeled with your child's name

Sample Snack Menu

Mon	Tue	Wed	Thu	Fri
Ritz Crackers Apple Juice	Goldfishes Apple Juice	Animal Crackers Apple Juice	Cheerios + Raisins Apple Juice	Cheez-It Apple Juice
Ritz Crackers Apple Juice	Goldfishes Apple Juice	Animal Crackers Apple Juice	Cheerios + Raisins Apple Juice	Cheez-It Apple Juice
Ritz Crackers Apple Juice	Goldfishes Apple Juice	Animal Crackers Apple Juice	Cheerios + Raisins Apple Juice	Cheez-It Apple Juice
Ritz Crackers Apple Juice	Goldfishes Apple Juice	Animal Crackers Apple Juice	Cheerios + Raisins Apple Juice	Cheez-It Apple Juice

Sample Lunch Menu

 DANIEL CHRISTIAN ACADEMY 2016 January 一月 Lunch Menu \$50* / month \$2.75* / meal				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4 Pizza ◦ bananas ◦ milk	5 Stir-fried Chicken + Bok Choy over Rice ◦ mandarins ◦ milk	6 Sauteed String Beans + Ground Turkey + Tofu over Rice ◦ bananas ◦ milk	7 Spaghetti + Beef Meatball + Steamed Mixed Veggies ◦ mandarins ◦ milk	8 Ground Meat + Tomatoes + Eggs over Rice ◦ bananas ◦ milk
11 Pizza ◦ oranges ◦ milk	12 Chicken Fried Rice w/ Eggs + Veggies ◦ apples ◦ milk	13 Mac & Cheese + Broccoli ◦ oranges ◦ milk	14 Chicken/Veg. Dumplings ◦ apples ◦ milk	15 Chicken Chow Mien w/ Eggs + Veggies ◦ oranges ◦ milk
18 Martin Luther King, Jr. Day - NO SCHOOL	19 Stir-fried Chicken + Bok Choy over Rice ◦ bananas ◦ milk	20 Sauteed String Beans + Ground Turkey + Tofu over Rice ◦ mandarins ◦ milk	21 Spaghetti + Beef Meatball + Steamed Mixed Veggies ◦ bananas ◦ milk	22 Ground Meat + Tomatoes + Eggs over Rice ◦ mandarins ◦ milk
25 Pizza ◦ oranges ◦ milk	26 Chicken Fried Rice w/ Eggs + Veggies ◦ apples ◦ milk	27 Mac & Cheese + Broccoli ◦ oranges ◦ milk	28 Chicken/Veg. Dumplings ◦ apples ◦ milk	29 Chicken Chow Mien w/ Eggs + Veggies ◦ oranges ◦ milk
				

Organic low-fat milk + fruit (apples, cuties mandarins, oranges, or bananas) is served everyday

Please submit your January Lunch Order Form before the 18th! Thank you! (Detach Here)



Child's Name _____ DOB _____ Parent _____ Parent _____

I---Permission to Provide Emergency First Aid and Transportation:

I hereby give DCA permission to provide my child emergency first aid when deemed necessary. I also give permission for my child to be transported by car, ambulance, or other emergency vehicle to an emergency center for treatment and agree be responsible for all the fees and payments of the treatment.

Parent Signature: _____ Parent Signature _____ Date _____

II---Permission to Provide Medical Care and Treatment:

I understand that in any medical emergency, DCA may call 911. In the event that I cannot be contacted immediately, I give DCA authority to act on my behalf to secure medical treatment for my child. This includes my permission for a physician to administer medical or surgical treatment to my child in the case of an accident or emergency. I agree to hold Daniel Christian Academy harmless.

I agree that I will be responsible for any and all medical costs incurred for treatment of the medical emergency care. I further acknowledge DCA shall not be responsible for paying for my child's health care. This includes negligent emergency medical treatment, ambulance/medical transportation, medical, hospital or any other associated fees.

I agree that neither I nor my child will bring any claims of any kind against Daniel Christian Academy as a result of any injuries, expenses, or damages that I or my child may suffer in a way as a result of providing or receiving medical treatment, including those that may not be immediate bur arise in the future.

Parent Signature _____ Parent Signature _____ Date _____

III---Refusal to Treat:

I DO NOT give DCA my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school to take the following action (please describe below):

Parent Signature: _____ Parent Signature _____ Date _____

IV---Emergency Contacts:

I understand that in the event of a medical emergency, every reasonable attempt to contact me will be made. However, if I cannot be reached, the following people may authorize emergency care and, if needed, pick-up my child from DCA. Contacts should be someone other than parents. Two contacts are required.

1. Name _____ Relationship _____ Daytime phone _____
2. Name _____ Relationship _____ Daytime phone _____

V---Child Emergency Medical Information:

Child's Physician _____ Physician's phone _____

Preferred Hospital/address _____ Hospital phone _____

Insurance Company _____ Policy# _____

Medicine Allergic to _____ Food Allergies _____ Other _____