**First Day of Fall 2022-2023 Session is August 29, 2022**

Icon

Description automatically generated

**San Carlos United Methodist Preschool**

6554 Cowles Mtn. Blvd.

San Diego, CA 92119

**2022-2023 PRESCHOOL PROGRAM INFORMATION & VERIFICATION PACKET**

**Please contact us if there are any changes or concerns**

**NO LATER THAN August 8, 2022**

CHILD’S NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAYS OF ATTENDANCE: [ ] 2-Day [ ] 3-Day [ ] 5-Day

CLASS TIME: [ ] HALF-DAY 8:00-12:00PM [ ] FULL-DAY 8:30-4:00PM

**♦ PARENT INFORMATION ♦**

**Instructional Hours**

Half-Day 8:00-12:00 PM Full-Day 8:30-4:00 PM

**Hours of Operation**

Office hours will remain 7:00 AM-4:00 PM. Extended Day Care (EDC) is available from 12:00-2:00 PM @ $7 per hour for half-day classes.

**Cell Phone Policy**

Our campus is a **CELL PHONE-FREE ZONE,** so please do not use yours while on campus.

**Drop-Off/Pick-Up and Classroom Procedures**

* Student with one adult will be allowed through the front gate. Additional staff will be in the parking lot to assist in watching siblings that must remain in cars. Parents and children will exit the campus from the upper gate by Room 11.
* All children and adults must wash their hands *BEFORE* going to the classroom.
* Parents **will not** be allowed to enter the classroom at pick-up or drop-off. Sign-in sheets will be placed on the shelf outside the classroom door.
* Children’s water bottles must have a snap top lid that covers the straw. Water bottles will be placed on the shelf outside the classroom. A staff member will wipe off the outside of all water bottles before bringing them into the classroom.
* Classroom doors will open ten (10) minutes before class begins.
* All children must be SIGNED-IN to class! Signatures are also required when taking children off campus. No signature at pick-up will result in a $25 charge.

**\*\*\* CHILD AND CLASSROOM INFO \*\*\***

**Classroom Sizes**

We enroll for 12 children in a classroom per day.

**Outside Play**

Classrooms will go outside on a 1-hour rotation schedule. The forest, slide and swing area, Fellowship Hall and grass area will be used. Children will commingle outside with other classrooms.

**Snack & Lunch Services**

Snacks will be prepared and placed in baskets for teachers to take to their classrooms. Teachers will wear gloves while serving snack. Lunch will be prepared and placed on disposable plates with disposable utensils. Extra food will be supplied, as needed, from the kitchen. Hot lunch is included in the full-day tuition. Half-day students staying for day care can purchase a lunch for $3.

**Bathroom Procedures**

Only staff can take children to the bathroom. Children will be taken to the bathroom as needed by one of their classroom teachers. After use, the toilet handle will be cleaned. Sinks will be cleaned before and after each child washes their hands. Adults are not allowed to use campus bathroom facilities.

**Rest Time**

According to state law, all children staying after regular class time or full-day children must nap/rest, All cots will be placed 6 feet apart with children positioned head to feet. Nap bags will be taken home daily and returned the next morning. Napping items will not be stored on campus.

**Extra Clothing**

Children are required to have two sets of extra clothes in case of an accident. Extra clothes must be placed in a large zip lock bag labeled with the child’s name. These extra clothes will be kept in the classroom. Soiled clothes will be returned in the same zip lock bag.

**Personal Information**

Telephone numbers, addresses and emails may be given to other parents for birthday parties, etc. This information will never be given to any other outside source. Confidentiality of unlisted telephone numbers will be honored at the request of the parent.

Candid photographs may be taken of the children for use on bulletin boards at school.

**Observations and Conferences**

Observations are sent home in January and June. However, if you would like to confer with the teacher at any time, please contact them directly. Conferences are scheduled in February and/or March.

**Monthly Newsletters**

Will be sent via email each month from the office. Teachers send weekly emails and bulletin boards outside each classroom will keep you informed of the daily activities of your child’s class.

**Birthdays**

May be celebrated at school. Please discuss arrangements with your child’s teacher ahead of time and confer about any possible food allergies in your child’s class.

**Late Pick-Up**

Any child scheduled for half day attendance who is picked up after the 4-hour class will be signed into day care, given a hot lunch for $3 and charged the $7 per hour rate. Please have an alternative pick-up person on file. Full-day children need to be picked up no later than 4:00 P.M. Any child who is picked-up after 4:00 P.M. will be charged $25.00 for any portion of the hour they are late.

**\*\*\* HEALTH, ALLERGIES AND MEDICATION \*\*\***

**Covid Protocols**

Classrooms/individuals exposed will have direct communication from administration with necessary instructions.

**Health Information**

Only well children may attend school. Please refer to the “Exclusion Policy” for more information.

**Allergies and Special Needs**

All allergy related paperwork MUST be on campus with medicine on the first day of school. All staff are aware of children with allergies and what emergency medical action plan is in place. All parents with a child in a classroom with a peanut allergy will be required to sign a letter of acknowledgement. Chronic Medical Condition forms are available for those children with chronic non-contagious issues. Please request one from the office.

**Medications and Sunscreen**

As required by law, all medications given at school must be stored in their ORIGINAL CONTAINER. When prescriptions are filled, ask for two original containers – one for home and one for school. ALL MEDICATIONS MUST BE GIVEN TO THE OFFICE AND A MEDICATION AUTHORIZATION FORM COMPLETED.

PLEASE PUT SUNSCREEN ON CHILDREN BEFORE COMING TO SCHOOL. You may complete a permission slip and provide sunscreen so we can apply additional sunscreen during the school day.

**\*\*\* BILLING AND MORE \*\*\***

**Tuition Rates:** Half-Day 8:00-12:00 Full-Day 8:30-4:00

$350.00 2-Day Program T/TH $535.00 2-Day Program T/TH

$484.00 3-Day Program M/W/F $753.00 3-Day Program M/W/F

$732.00 5-Day Program M-F $1,200.00 5-Day Program M-F

Monthly tuition is figured on a 37 week/9-month school year. Tuition payments remain consistent from September through May. The months of June and August are prorated on a weekly rate. Vacation or illness credits are only given up to two full weeks during the Summer Session.

**Tuition Discount**

The following tuition discount will be applied during the regular session for the second child when there are two or more children in one family (with exception of June): 2-Day: $30.00, 3-Day: $40.00, 5-Day $50.00

**Billing**

Monthly tuition bills are emailed at the beginning of the month and are due within 10 days of being sent.

**Payments**

**PayPal/Credit/Debit Cards**

Payments can be made through the church web page. Instructions to access this feature will be provided with your invoice. **If you choose to use this payment option a convenience fee of 3% will appear on your next month's statement.**

**Check**

To limit the traffic in the office, a lock box is posted outside the office for you to drop off checks. The payment

box will be emptied multiple times throughout the day. Please write your child’s name in the memo line.

**Bill Pay** (not electronic debit) through your bank is another easy check option Please inform the office if this is

your choice of payment as sometimes the checks come in past the due date.

**Cash**

Cash payments will be the only payments accepted inside the office.

**Delinquent Accounts**

All payments are past due 11 days after the billing date each month. Delinquent accounts will be assessed a $25.00 late fee. Parents whose payments are delinquent will be notified and given five (5) days to pay their bill or contact the office. If there is no response, the child will not be allowed to return until payment has been made or arrangements for a payment plan has been made with the office. There is a $25.00 charge for all returned checks

**\*\*\* CLEANING AND DISINFECTING INFORMATION \*\*\***

**Cleaning, Sanitizing and Disinfecting Schedule**

Teachers will follow the cleaning, sanitizing, and disinfecting schedule below:

**Clean (soap and water)**

*Hand washing sinks and faucets Before & After use*

*Mixed use tables, plastic toys, cots After use*

*Hats/Play Activity Centers Daily at the end of the day*

**Clean (soap and water) and Sanitize (bleach and water)**

*Mixed use tables Before use*

*Plastic toys Daily at the end of the day*

**Clean (soap & water) and Disinfect (Re-Juv-Nal and water)**

*Doors & handles, light switches,*

*counter tops, sinks & faucets Daily at the end of the day*

We have a cleaning service that comes nightly to disinfect the classroom floors, sinks, the bathrooms and kitchen area.

**Please refer to the Parent Handbook provided in your parent packet on the first day of school**

**for information on Behavioral Plans, our Dismissal Policy and more.**