

Parent Handbook

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Dear Parents,

I want to take a moment to share my enthusiasm about your child's adventure here at My School. I rejoice over your decision to entrust us to not only teach, but to nurture, your child's spiritual, emotional, and physical growth. Our school and our staff strive toward providing your child with a safe place to learn and play, the opportunity to connect with our Lord and Savior through his word and through our actions, and finally we want to uplift and praise your child as they begin to explore and discover all that God has set before them.

We want to thank you for allowing us to prepare your child for a grandeur adventure of education.

Blessings,

*Louise Pulido
Director*

Matthew 18:3

"I tell you the truth, unless you change and become like little children, you will never enter the Kingdom of Heaven. Therefore, whoever humbles himself like this child is the greatest in the Kingdom of Heaven."

Mission & Philosophy



Let Us Love One Another

OUR MISSION

To humbly educate the child, to appreciate the vast differences amongst each child's personality and character, to interact and work with them in a respectful manner and to truly value their time here at *My School*.

OUR PHILOSOPHY

Our School was created with one purpose, to Glorify God. Therefore, We stand on God's Word and Believe His Truth For

My School
&
The Children

“He is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever he does prospers.” Psalm 1:3

We believe through God's promise, your children and our school will flourish!

No child is refused because of race, color, creed, or religion.

Admission Policies



School Hours & Overtime Charges

My School
2315 Canoas Garden Ave.
San Jose, CA 95125
979-3025

School Hours:

Regular Full-day students
7:00 a.m. thru 6:00 p.m. (Office Closed 12:30-1:30)
Monday – Friday

Half-day students
7:00 a.m. thru 12:00 p.m.
Monday - Friday

***Our Extra Day Rate: \$55.00 per day**

Half & Full Day overtime charges

There is an overtime charge for students left at school past 12:05 p.m. and 6:00 p.m. **The school does not pay for staff overtime! It is the parent's responsibility to pay for the overtime late fees- this charge is paid directly to the teacher, cash is preferred.**

Fees are to be paid in CASH at the time of pick-up.

Late fee Schedule for Half-Day students after 12:05 p.m.

\$2.00 per minute	12:05-12:30
\$4.00 per minute	12:30-2:00

*If you need your child to remain at school after 2:00 p.m. you will be charged a flat "Extra day" fee of \$27.50.

Late fee Schedule for Full-day students after 6:00 p.m.

\$2.00 per minute	6:01-6:30 p.m.
\$4.00 per minute	6:31-7:00 p.m.
\$10.00 per minute	7:00-8:00 p.m.

After 8:00 p.m. Child Protective Services will be contacted.

Admission

*Complete Enrollment Applications include NON-Refundable Registration Fee, birth certificate, immunization card, and Fact agreement.

Tuition

Tuition is automatically withdrawn from your account by FACT. You will need a voided check attached to your FACT Application. Payment is due on the 5th or the 20th of each month depending on which day you chose.

***PLEASE NOTE-OVERDUE TUITION**

Our financial company, FACT, will continue to withdraw funds throughout the month until your account balance is paid in full.

Absences: *You can call the school office 979-3025, office hours are 7:00-6:00p.m. Our voicemail is available 24 hrs a day (Please include child's name, classroom, days out, and reason for absence).*

There are no refunds or allowances for absences/vacations/holidays closed. If your child is absent on one of their scheduled school days we will not allow the child to come on an unscheduled school day to make up for the days absent.

***Your Admission Agreement only gives your child the right to attend on specific scheduled days and times, to alter this schedule without written notice or pre-arrangements could jeopardize our ratios and compliance with State Licensing!**

Withdrawal:

Written Notification must be given to the Director at least 30 days prior to the student's last day, **Without the 30-day Written Notice YOUR CHILD'S FULL TUITION will be charged to your account.**

Immunization

All immunizations must be completed prior to enrollment. Immunizations required by the State of California are:

4 DPT, 3 Polio, MMR, Hepatitis B, Meningitis, Varicella, Pneumoccal, and TB skin test.

Admission (continued)

Your child must be at least 2 years old to attend *My School*. Our school provides classes for ages 2 through kindergarten. **If your child is older than 3 ½ years old or ready to be placed in the Jr. Prekindergarten class they must be completely potty-trained.** *My School* ONLY provides potty training and diaper changing service to our 2-3 ½ year olds. Please note that your child will be expected to be completely potty-trained before moving up to our Jr. Pre-kindergarten class, prior to this transition you will be notified through a letter. It is pertinent that both parents completely support the potty-training process at school as well as at home!

**No Pull-ups. We transition the child from diapers to underwear.*

**If your child is still in diapers you must provide enough diapers and wipes for each week. Diaper rash ointment must be signed-in on the medication sheet and must be stored in the child's cubby in the restroom.*

**We request that NO milk/juice bottles, sippy cups, or pacifiers be brought to school!*

The School Reserves the right to dismiss or temporarily exclude children from the Program if:

The parents do not observe the School Rules/Parent Handbook

The child does not abide by our standards of conduct determined by the school board, Director, and or teachers.

The child appears to be ill (runny nose, diarrhea, coughs, fever, and or over fatigued) or injured.

The parents are unable to pay the tuition or the tuition is 30 days past due.

The child is not ready for group activities or does not appear to benefit from our school program.

The child does not abide by school rules as well as health and safety restrictions.

Health & Safety Regulations

Safety: You are responsible to visually supervise your child in the school parking lot as well as accompany your child to and from class, especially in the school hallways.

In the case of an emergency, where our school becomes unsafe, we would relocate all children to the CHURCH ON THE HILL, at which time we would contact parents to pick up children.

If your child becomes ill at school:

The child will be isolated and the parent must make provisions for the child to be picked up as soon as possible.

No sick children will be admitted to school:

If your child shows signs of being ill (coughing, runny nose, vomiting, diarrhea, sore throat, fever, etc.) do not bring him/her to school. **Your child should stay home for a minimum of 24 hours; if nothing else develops they can return to school the following day.**

State Health Regulations Require:

The parent must notify the school immediately if the child has a contagious disease. Children should not return to school after a contagious illness without a physician's notice. All parents will be notified if their child has been exposed to a communicable disease at school.

***Your child must be in good health (including hygiene: combed hair, clean nails, brushed teeth, & bathed regularly) to attend school.**

Medicines: Must Be Doctor Prescribed

All medicines must be logged in on the school medicine sheet & stored in the medicine box or refrigerator, located in the resource room next to the school office.

The child's name, medication name, date, amount to be given, and parent signature must be logged in on a daily basis. No medication will be given unless there is written permission by the parent.

The staff member who administers the medication will sign and mark the time the medicine was given.

Never place medicine in the child's cubby or backpack!

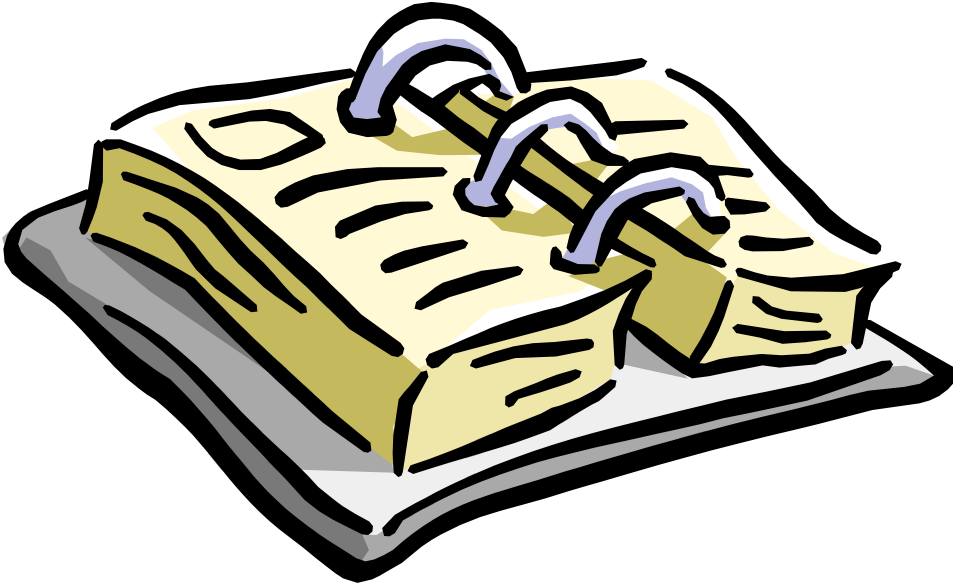
*If your child has special **medical problems** or **food allergies**, please discuss thoroughly with the Director upon enrollment.

*Medicine will not be given for more than 5 consecutive days unless it is accompanied with a Doctors note/stated on prescription.

*If your child receives an injury at school you will be notified by an "OUCH REPORT," which will be attached to your child's sign-in sheet. For serious injuries you will be called.

If a contagious sickness/injury is suspected: A Doctors note may be required for the child to attend/return to school.

School Calendar 2008-2009



Preschool Calendar

- **No Reimbursements, Credits, or Exchange of days will be given for Holidays, Inservice, days closed/days absent**

- If your child is in Kindergarten please check Kindergarten Section for School Calendar.

SCHOOL CLOSED

Aug. 25-29, 2008	Teacher In Service –School Closed
Sept. 1, 2008	Labor Day-School Closed
Nov. 26, 27, 28	Thanksgiving -School Closed
Dec. 22-Jan. 2, 2009	Christmas & New Year-School Closed
Feb. 16	President’s Day-School Closed
April 10, 2009	Good Friday-School Closes at 12:00 pm
April 17, 2009	Teacher In Service-School Closed
May 25, 2009	Memorial Day- School Closed
July 4, 2009	Independence Day-School Closed
Aug. 27-29, 2009	Teacher In Service-School Closed

School Events

Aug. 28	Parent Back-to-School Night
Sept. 23 & 24	School Pictures
Oct.31	Harvest Party/Pumpkin Patch @ 10:00
Nov. 19	Thanksgiving Feast
Dec. 12	Parent Night Out
Dec. 18	Christmas Party @ 10:30 (classroom)
Jan. 21	Pajama Day
Feb. 12	Valentine Party @ 10:30 (classroom)
Mar. 30-Apr.3	SAT Testing (Kinder & Ms.Divinia Only)
April 9	Easter Egg Hunt/Party @ 10:00 (lawn)
April	Spring Pictures
May 7	Mother’s Day Tea @ 3:30
June 19	Father’s Day BBQ
July 3	Parade/Picnic
July 14	Hat Day
Aug. 18	Backwards Day

Preparing Your Child For Pre-School



Preparing your Child for Pre-School

It is advisable that the Parent talks with the child about:

- Hitting
- Biting
- Name-calling
- Foul language
- Severe Disobedience

If your child is reported having any of these behaviors you will be called in for a Parent-Teacher Conference, after the third notice your child will be dismissed from our program!

It is advisable that the Parent acquaints the child with there:

- Classroom
- Teacher
- School office
- Bathrooms
- Belongings
- Nametag
- Seat
- Classmates
- Cubby

Not allowed at School:

- Guns/weapons
- Candy
- Toys (exception: Friday Only- Sharing Day)
- Chewing Gum

Clothing for School

- Casual clothes that are allowed to get dirty, paint on, and comfortable enough to play in, secure walking shoes, **NO Strapless Sandals/CLOGS.**
- Make sure your child has at least 2 sets of changing clothes and extra underwear.

*If a child has an accident and does not have an extra set of clothes, the parent will be notified to pick-up the child or to bring clothes to change into.

Learning Can be Wonderful



Learning Can Be Wonderful

ALL CHILDREN SHOULD ARRIVE NO LATER THAN 9:00.

Our Academic Year is from September to June. June through August our school setting slightly changes to a summer program, in which we have more arts & crafts, water-play, children's games, and hands-on activities.

Our Curriculum Includes:

- A Beka Curriculum (ABC's, 123's, colors, shapes, beginning reading and writing skills)
- Music (Christian music & children's music)
- Art (painting, crafts, cutting, coloring, gluing)
- Drama (musical productions)
- Technology (children's computer lab)
- Weekly Chapel Service and offering **Wednesday morning (9:15-9:45)**
- Biblical teachings (learning about Jesus, disciples, God's creation, prayer, scripture, Christian character)

Pledges & Prayers

Meal Prayer

God is great; God is good
Let us thank him for our food,
By his hands we've all been fed,
Give us Lord our daily bread.

American Flag

I pledge allegiance to the flag,
Of the United States of America.
And to the Republic for which it stands
One Nation under God, indivisible,
With Liberty and Justice for all.

Christian Flag

I pledge allegiance to the Christian Flag,
And to the Savior for whom it stands,
One Savior, crucified, risen and coming again,
With life everlasting for all who believe.

Bible Pledge

I pledge allegiance to the Bible,
God's Holy Word.
I will make it a lamp unto my feet,
And a light unto my path.
I will hide God's word in my heart,
That I might not sin against God.

Remember that every experience is a learning experience for your child.

Monthly Themes

For every Month of the year we have a special theme and color. Lessons, artwork, room decorations and special events are planned according to these themes.

September: Learning about School- color Red
(Apples)

School and class rules, my new environment, friends and teacher's names, learning about my class, learning where my belongings go, learning how to be a good listener, helper, and friend.

* Learning self-control.

October: Learning about Myself-color Orange
(Pumpkins)

God created me, who am I, what do I look like, my body, my fingerprints, the things I like, what I like about myself, my feelings, using my imagination-dressing up in my favorite costume.

* Learning to use my words.

November: Learning about Thankfulness-color
Brown

(Corn)

Autumn, harvest, leaves, Pilgrims & Indians, celebrate what we are thankful for, family and our Savior, thankful for our country.

* Learning how to say Please & Thank you.

December: Gods Gift to the World-color Green
(Pears)

The birth of Jesus, why we celebrate His Birthday, the meaning of the tree, the meaning of gift giving, learning about God's Angels, the meaning of the candy cane.

* Learning how to share.

June: Celebrating Fathers, Grandfathers & Uncles-
color Green

Graduation & Father's Day. Learning about machines, tools, wheels, trucks, big equipment, and transportation. Learning about different professions, dentist, firefighter, doctor, nurse, teacher, construction worker, postal server, etc.
* Learning how to be independent.

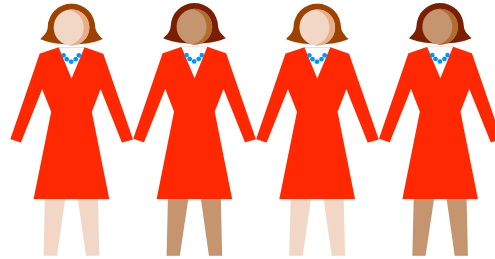
July: All Gods Animals Great and Small-color Red

Forest animals, zoo animals, wild animals, extinct animals, dinosaurs, the rain forest, and the jungle.
* Learning to respect creation and our earth.

August: The World Around Us-color Rainbow

Oceans and sea creatures, streams, lakes, and water play. Learning about space, the moon, stars, the sun, and our natural environment on earth.
* Learning to pray for all things.

Meet Our Staff



General Information

Staff:

I. Education:

1. 12 early education units from a community college
- II. Criminal Clearance:
2. Live Scan fingerprinting with criminal clearance
- III. Health Clearance:
3. Physical with TB Skin Test required
- IV. CPR Certification:
4. Updated every two years

Ratio:

State Licensing Codes:

Age 2, not potty trained:

One teacher to 12 children, our goal is to keep ratios at one teacher to 10 children.

1:12

Age 3,4 (potty trained)

One teacher to 12 children

1:12

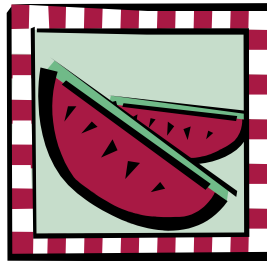
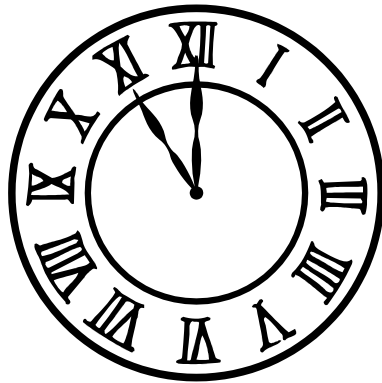
Kindergarten

One teacher to 24 children

1:24

Daily Schedule By Class

Meals/Naptime



Schedule for Breakfast & Lunch

Breakfast:

2 yr. Olds-Lynette

In Classroom RM# 117

8:00-8:25

Jr. 3 yr. Olds-Elaine	In Classroom RM# 116	8:00-8:25
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All other classes	Lunch Room	8:00-8:25
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Kindergarten	Lunch Room	8:25-8:45
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Lunch:

2 yr. Olds-Lynette	Classroom	11:00-11:25
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Jr. 3 yr. Olds-Elaine	Lunch Room	10:55-11:20
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3 yr. Olds-Rose	Lunch Room	10:55-11:20
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Jr. Pre-K & Pre-K	Lunch Room	11:25-11:55
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Kindergarten	Lunch Room	12:00-12:30
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Kindergarten Recess	Outside	12:30-1:30
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*It is the parent's responsibility to make sure the child is fed if they miss their scheduled mealtime.

Nap Time

All children are required to lie quietly on their mats and rest.

*My School will not provide children with alternative options for naptime!
Our school requires all children to lie down between their scheduled
naptime, they do not have to sleep but they are expected to lie quietly.*

Mats: Each child has their own mat provided by the school. The child's mat will be labeled with their name. The mats are disinfected on a weekly basis.

Supplies: Small blanket or beach towel, small pillow, and a stuffed animal or doll to sleep with.

***Your child's blanket will be sent home every Friday. It is the parent's responsibility to take it home, wash it, and return it to the child's cubby every Monday.**

If you do not send in a blanket your child will have nothing to sleep with!

Nap time for 2-year-old classroom: 11:45-2:00.

Nap time for 3 & 4 year old classroom: 12:00-2:15.

General Information

**LOST & FOUND
BIRTHDAYS**



**FIELD TRIPS
PARENT CONFERENCE
SAT TESTING
DISCIPLINE**



**MAJOR DISASTER PROCEDURES
PLAYGROUND RULES
DROP-IN VISITS**

Lost and Found

-Everything that is brought to school **MUST BE LABELED** with your child's **FIRST & LAST NAME**.

-**There will be a table set up the last week of every month with unlabeled jackets,** these will be placed in the main entrance of the school. If your

child's jacket is not claimed by the end of that week (Friday by 6:00 p.m.)
All Remaining Jackets Will Be Donated!

-My School Staff is not responsible for lost toys if your child wants to bring a toy for Friday's Sharing Day, it should not be an expensive toy.

Birthday Celebrations At School

At My School Birthday treats are the parents responsibility.

It is greatly appreciated if you notify the teacher in advance so that arrangements can be made.

If you would like to provide a special treat for the child's classroom you must:

- Bring enough treats for each child attending class for that day
- Bring the treats before 10:00 am if your child is a Half Day student and before 2:30 pm if your child is a Full Day student.

Simple treats: These can be served by the Teacher
Parents provide cookies or cupcakes for the class.

Elaborate treats: Served by the Parent with the Teachers Help
Parents provide cake with ice cream
Parents provide goodie bags
Parents bring balloons

***For Birthday Party Invitations-** these must be distributed by the parent, not the teacher. The parent is responsible for putting the invitation in classmate's cubby and or sign-in sheet.

Field Trips

Our Kindergarten Class will be the only group going off-campus for field trips.

*Kinder Parents: The field trip schedule will be discussed at the beginning of the school year.

Each child will be given a permission slip. The permission slip must be signed and dated by the parent and then returned as soon as possible. Without a permission slip the child will not attend the field trip.

Parents that Chaperone and transport children Must:

- Submit a copy of their Valid Drivers License
- Submit a copy of Valid Car Insurance

-If your child will not be attending the field trip they will be sent with a younger classroom for the remainder of the day and will be expected to lie down at naptime.

Parent-Teacher Conference

An appointment must be made:

- In order for the Director to be present
- In order for the Director to make arrangements for both teachers to be present.
- The parent can always speak with the teacher when picking up the child, but keep in mind that class is still in session so please keep it brief.

SAT TESTING

Testing will be administered on March 30-Apr. 3, 2009.

-SAT Tests are given to Ms.Divinia's students and Kindergarten class ONLY.

-It is the parent's responsibility to make sure the child is present everyday (even on days they do not regularly attend) and get the child to class no later than 9:00 am.

-Every child is expected to be well rested and given breakfast!

If your child is late they will be sent to another classroom until after morning recess, at which time they will be able to join the class for the end of the test, NO MAKE-UP TESTS will be given!

*** 9:00 a.m. the classroom doors will be locked.**

Drop-In Visits

Parents are invited to visit at anytime during regular hours 7:00-6:00 (naptime 12:00-2:00pm, is not a convenient time unless you just want to speak with the Director).

The time that works best is between 9:00-10:00 a.m. or after 2:15p.m.

Discipline

The purpose of discipline is to provide order to our classrooms and establish guidelines for our students. Discipline includes giving clear

directions to the child in such a way to help them understand our concern for their welfare.

Discipline Procedures:

The first warning is verbal and the child will be redirected to another activity, the second warning is with a time-out (the teacher will explain why the behavior is unacceptable), the third warning is a visit to the school office (the child and Director will discuss and pray for the situation), and finally, **if the behavior continues the parents will be notified and the child will be sent home.**

*Fairness and consistency are essential. Keep in mind that if other children or our teachers safety is in jeopardy, due to your child's behavior, we will require the parent to make arrangements for the child to be picked up immediately.

Parents and teachers are expected to communicate the child's behavior and work together towards resolving these issues. If we are unsuccessful at resolving the problem it is possible that the child will be dismissed from our program.

Noah's Park Playground Rules

- Rule #1 No Pushing**
- Rule #2 No Playing Behind the Bushes**
- Rule #3 No climbing the fence**
- Rule #4 No jumping off the swing when airborne**
- Rule #5 Being cautious while swinging**
- Rule # 6 Being cautious while on the monkey bars, making
sure not
To kick anyone**
- Rule #7 No throwing sand or tan bark**
- Rule #8 Sharing the bikes and taking turns on the swings**
- Rule #9 No throwing toys over the fence**
- Rule #10 No walking up the slides**
- Rule #11 No sliding on the edges of the slide**
- Rule #12 Sliding on your bottom NOT Head First**
- Rule #13 No climbing on the fish statues at the entrance of
Playground**
- Rule #14 Remove sand from your shoes before coming
inside**
- Rule #15 No climbing on the Ship or Lion's Head**

***Reminding your child about the playground rules will help
reduce any serious accidents.**

Kindergarten Section

Requirements

Calendar

Miscellaneous

Overtime Charges

Class Schedule



PARENT HANDBOOK

ACKNOWLEDGEMENT: I/WE HAVE BEEN PERSONALLY ADVISED OF AND HAVE RECEIVED A COPY OF THE MY SCHOOL PARENT HANDBOOK. I AGREE TO ABIDE BY ALL POLICIES, RULES AND ACKNOWLEDGE THE SCHOOL CALENDAR AND DATES CLOSED.

*DUE UPON RECEIVING HANDBOOK

X _____ DATE _____

SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN