

A top-down view of a white ceramic cup filled with light brown coffee, sitting on a circular cork coaster. To the left, a portion of a white tablet is visible, resting on a light-colored wooden surface.

**CROSSROADS CHRISTIAN  
EARLY EDUCATION  
DEPARTMENT**

# **Parent Handbook**

**2021-2022 SCHOOL YEAR**





# **table of contents**

- 4** Philosophy
- 4** Mission Statement & School Rules
- 5** Goals
- 6** Hours of Operation
- 7** Holiday Celebrations, Birthdays, Share Days
- 8** Clothing, Naps, Nutrition
- 9** Policies
- 11** Health Requirements
- 11** Morning Inspection
- 12** Tuition and Withdrawals
- 12** Absenteeism
- 13** Admissions
- 14** Procedure of Admissions
- 14** Statement of Nondiscrimination
- 15** Handbook Acknowledgement

# philosophy

Crossroads Christian Early Education Department is a ministry to families in the Corona/Norco community and surrounding areas designed to create an environment of love and trust where children can grow emotionally, intellectually, socially, physically, and spiritually. We are, therefore, concerned with the whole child rather than any one aspect of his/her growth.

The early years of a child's life are the most important to his/her development. In these years he/she develops a concept of God, him/herself, and others. This concept creates a pattern of feelings and behavior which underlies all his/her later experiences.

Crossroads Christian Early Education Department is a learning place. It is a place to experience oneself in relationship to God, to others and to the environment through planned guided activities. The Preschool is a place of caring, a place where each child is accepted and valued as a unique creation of God. It is a place of wonder that provides the opportunity to question, explore, succeed, and celebrate in God's world.

Though the learning environment is planned to allow the child freedom to be creative, limits will be set to help the child learn about safety and to develop a respect for property and the rights of others. It is the desire of the Preschool to be an extension of the home. The Preschool is designed to reinforce the values and character building which begins in the home. For this reason, a strong working relationship between the home and the Preschool is encouraged.

## mission statement

Crossroads Church and School exists to create a passionate Commitment to Christ, His cause and His community.

## school rules

1. I use good manners.
2. I am kind to everyone.
3. I take care of my classroom.
4. I am safe at all times.
5. I take care of my playground.

Golden Rule:

I am Responsible for ME!

# goals

**All teaching will be based on Christian principles, not humanistic educational philosophy.**

**Spiritual | To help each child develop:**

1. Awareness as a unique creation of God
2. Appreciation of the beauty of God's creation
3. An appreciation of music, art and literature
4. Appreciation of the Bible as God's Word
5. Knowledge of Bible characters, truths and principles
6. An ability and desire to pray
7. A realization of the love and person of Jesus

**Emotional/Social | To help each child develop:**

1. Respect for adults
2. Awareness as a person of worth
3. An awareness of others as persons of worth
4. Inner control
5. The ability to function as a cooperative member of a group
6. A sense of security by living in a consistent environment of acceptance and affection

**Physical | To help each child develop:**

1. Large and small motor control
2. Awareness of his/her body
3. Habit of personal hygiene
4. Awareness of proper nutrition
5. Safety habits

**Intellectual | To help each child develop:**

1. Skills of communication
2. Problem-solving skills
3. A sense of curiosity
4. Personal inner creativity
5. A readiness for reading and math skills
6. Art and musical skills

# hours of operation

1. The Preschool provides scheduling options of Full Day, between the hours of 6:00am - 6:00pm; Modified Full Day, between the hours of 7:30am -3:15pm; or Half Day, 8:00am—12:30pm. You may choose 2, 3, 4/5 days based on availability. Full Day and Modified are year-round schedules beginning in June. Half Day schedule is a 10-month program with options for the Summer.
2. Late fees begin accruing when a child is not picked up on time. Modified late fees are \$25.00 per half hour. Full Day closing time is 6:00 p.m. Late fees begin accruing thereafter at the rate of \$1.00 per minute. After the third late pick-up, the fee is assessed at \$5.00 per minute. These fees will be added to your tuition account.
3. Half Day students are to be picked up promptly at the end of class. When a child is left longer than fifteen minutes after dismissal time, a late fee is assessed at \$1.00 per minute. After the third late pick-up, the fee is assessed at \$5.00 per minute. These fees will be added to your tuition account.
4. The Early Education Department will be closed on the following days:
  - 4th of July and the day after
  - Labor Day
  - Veteran's Day
  - The week of Thanksgiving
  - Christmas break
  - Presidents' Day
  - Lincoln's Birthday
  - Martin Luther King, Jr. Day
  - Good Friday
  - Easter Monday
  - Memorial Day
  - A week between school years
  - In-Service Days\*

You **will** be charged tuition for holidays that fall on a day your child normally attends school.

You will **not** be charged tuition for the days we are closed at Christmas break.

*\* Non-Student Professional Development days will be announced on the annual school calendar.*

# birthdays & holiday celebrations

We are always happy to help your child celebrate his/her birthday at school. **Due to possible food allergies and CDC restrictions, Holiday Parties and Birthday celebrations will be planned by the school.** For holidays, each classroom will send home notices of the planned party activities. Parents **MAY NOT** provide outside food, goodie bags, treats, etc. for the classrooms.

## share days

Your child's teacher will send home information regarding what days Share Day will occur in their classroom. Mouth toys or toy guns and weapons are not permitted. Be sure each item is clearly labeled with your child's name. We cannot be responsible for any item that is lost or broken.

# clothing

Children should wear play clothes so they can feel free to play and experiment without fear of getting dirty. Shoes must be appropriate for safe play. No backless sandals, no flip flops, or platform-style shoes may be worn. Socks must be worn at all times. Parents will be called to bring proper shoes for any child who comes to school in inappropriate footwear. It is the parent's responsibility to provide the school with at least one extra set of clothes for his/her child. This clothing will be kept in the classroom and used in case of an accident or spill. All clothing items that are brought to school must be labeled, including all jackets and sweaters.

# naps

The Preschool classrooms have scheduled naps times for Modified and Full day schedules. The Preschool provides individual, assigned cots or mats for each child. You must provide a nap mat, small beach towel or crib-sized blanket for your child to lay upon. These items are brought at the beginning of your child's week and returned for laundering on his/her last day of the week. Please label ALL bedding your child brings to school.

# nutrition

Children staying during lunchtime will need to bring a lunch which should consist of healthy choices: sandwich, fruit and fresh vegetables. If desired, milk will be provided. Drinking water is available at all times. NO candy or gum, please, as they will be returned home. We recommend a cold pack for your child's lunch if necessary. A morning and afternoon snack consisting of foods from at least two food groups is provided for each child.



# policies

## **Signing Your Child In and Out of School**

1. The only person permitted to pick up a child is one whose name is indicated on the child's records. The Early Education office staff will request photo identification from the person picking up a child.
2. If for any reason the parent or guardian wants someone to pick up their child who is not listed on the child's information form, they must bring a note signed by the parent or guardian, and a State-issued photo I.D.
3. We will only release your child to an adult, 18+ with valid photo ID.
4. It is required by California law that all children be signed in and out of school each day. Please sign legibly on the class clipboard.
5. All pick-up persons must sign their full names when signing a child in and out. This is a state requirement.

## **Parent/School Communication**

1. Parents will be informed of the latest developments and announcements relative to the Early Education Department through letters, notices and/or E-mail. Please read all papers sent home with your child.
2. Conferences:
  - A. The school will schedule conferences twice a year for all parents.
  - B. If a parent requests a special conference, an appointment should be made with the teacher and/or Program Coordinator.
3. Parents are welcome to observe in their child's classroom, but must not interact with any other children in the class while observing.
4. The Parent Bulletin board and Calendar are located in the Preschool Office. These are designed to notify parents of pertinent upcoming events. Please check it regularly.

## **Discipline**

1. Corporal punishment, humiliating or frightening techniques are never used; nor is punishment ever associated with food, rest or isolation for illness or toilet training.
2. Disciplinary problems are prevented or lessened by:
  - A. Not expecting more than the child is able to do.
  - B. Giving recognition for achievement.
  - C. Using timely, unobtrusive interference before a crisis develops.
3. "Thinking spot" is utilized to give children the time necessary to get themselves back under control.

4. If a child does not respond to the above disciplinary procedures a parent conference with teacher and/or Director to discuss a behavior modification plan may be required.
5. Course of action for disciplinary issues: A child who engages in biting, kicking, hitting, and/or causing bodily harm or injury to another individual will be brought to the office and the following action will be taken:
  - 1st offense = Call to parent/guardian
  - 2nd offense = Sent home for remainder of the day
  - 3rd offense = Conference required to discuss behavior modification planFailure of parent to meet with Program Coordinator regarding discipline at third offense may result in immediate withdrawal from program.

## health requirements

Your child's health is of utmost importance. For their protection, The Early Education Department. has adopted the following regulations:

1. Every child should be inspected at home each morning before he/she associates with other children in the school. The office staff or a teacher has the authority to refuse admittance to your child if signs of illness are observed. In case of rejection, the office staff/teacher's judgment is final. If a child becomes overly-fatigued or ill later in the day, the parent will be called and asked to pick up the child as soon as possible.
2. A child who is fatigued or shows signs of illness should be kept home. Your cooperation is for your child's protection.
3. If your child should be exposed to a communicable disease, you must inform the Early Education office immediately so incubation dates may be verified and the health needs of all children protected.
4. There is space on your child's enrollment forms to list allergies. Please fill this out carefully, including sensitivity to insect stings.
5. Parents must secure alternate day care for sick children. This is in accordance with the State Health Department.
6. If a child is sent home from school with a temperature, he/she may not return to school the following day to allow the opportunity for recovery.

7. The State of California requires a physical examination and proof of completed immunization in order to enroll in school. A list of required immunizations are included in the registration packet. It is the policy of Early Education Department that all students and staff be immunized.
8. No medication may be sent to school or given to a child by the school staff without written authorization from the child's physician (forms are available in the Early Education office).  
All medications must be signed in and kept in the Preschool Office. All medications must be in the original container with printed pharmacy label verifying medicine was prescribed for that child. Medication can only be accepted and administered within the confines of the expiration dates.

**Please Note:**

Any staff member who suspects injury which may threaten the physical or emotional health of any child is required by the State of California to report it to the Department of Social Services.

**MORNING INSPECTION**

1. Each child must be observed by a staff member who knows the child and has had instructions as to early signs of illness and screening procedures.
2. The adult bringing the child must remain until the child has been accepted.
3. The inspection procedure will take place before the child enters the group.

# tuition & withdrawals

1. All tuition is due monthly, depending on which program the child is enrolled in. There will be a late charge on accounts after the 15th day of the month. There will be a service charge for all checks returned from the bank. Payments are made through FACTS ParentWeb.
2. Unpaid tuition may jeopardize your child's place in the Early Education Program.
3. Two weeks written notice must be given if your child is to be withdrawn from school or tuition charges will continue.
4. Annual registration fees are not refundable.
5. Continued disciplinary issues may jeopardize your child's place in the Early Education Program.

# absenteeism

1. Days your child is absent CANNOT be made-up as we are licensed for a specific number of children each day. Please notify the school if your child is not going to be at school for the day.
2. No credit will be given for the first week of any illness. If your child is absent for the second week or longer with the same illness, no tuition will be charged if you provide a doctor's note. You must keep the Early Education Department posted on the nature and extent of your child's illness in order to receive these benefits and to hold your child's spot in our program. If your child is absent more than two weeks without any notification to the Preschool office, we may assume that you have withdrawn your child from our program and your child's spot will be jeopardized.
3. Crossroads Christian Early Education Department does not offer Vacation Credit.

# admissions

1. At Crossroads Christian Early Education Department, children will be admitted who can benefit from care away from their own homes for part of the day, and whose parents can better carry out their child-rearing responsibilities with such a plan. Separation of a child from parents before the child is emotionally ready to adjust may do irreparable damage. The best interests of the child and parents will be kept in mind in determining admission.
2. Our Preschool Program is available to children three years of age by September 1st (of the current school year) AND FULLY POTTY TRAINED. However, chronological age is not an absolute determination for admission. Many children are still not ready to leave their parents even at the age of three. This will be determined at the initial interview and in the child's first few weeks at school.
3. Children must have completed their toilet & nasal hygiene training.
4. Each child admitted must be determined to be able to benefit from the program offered.
5. Birth Certificate and Immunization card is required.
6. A child who is physically or neurologically handicapped shall not be accepted unless it is determined that:
  - A. Our Early Education Program is able to meet the individual needs of the child.
  - B. There will be no adverse effect upon other children, either through direct behavior of the child or through requiring additional or individual staff time needed by other children.

# procedure of admission

When parents are ready to enroll their child in the school, a non-refundable annual registration fee is due. A school handbook for parents and a packet of paperwork containing the goals, purposes, philosophy, policies of the school, State-required forms and general information concerning the child will be given to the parent. An appointment will be made for the parents to return the required, completed student registration packet before the child's first day of school.

Completion and acceptance of the online application, forms, and payment of fees constitutes registration:

- A. Class Card
- B. Registration Information Sheet
- C. Parent Handbook (back page)
- D. Identification and Emergency Information
- E. Health History-Parent's Report
- F. Physician's Report
- G. Medical Release
- H. Permission Slip
- I. Personal Rights Form
- J. Parent's Rights Form
- K. Immunization Cards-all immunizations must be current
- L. Late Pick-Up Policy
- M. Potty Training Policy
- N. Sign In - Sign Out Policy
- O. Safety contract
- P. Parking Information
- Q. "Lets Get Acquainted" Form
- R. Statement of Faith/Parent Commitment Form
- S. Financial Registration Forms

## STATEMENT OF NON-DISCRIMINATION

Crossroads Christian School admits students of any race, color, national 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, athletic and other school administered programs. We do screen applicants and personnel on the basis of: (1) Christian faith and lifestyle, (2) academic ability, and (3) character.

# handbook acknowledgement

**Child's Name:** \_\_\_\_\_ **Birth date:** \_\_\_\_\_

- ☐ Full Day Schedule
- ☐ Modified Schedule
- ☐ Half Day Schedule
- ☐ Kindergarten

**Child's Days of Attendance:**

M      T      W      Th      F

I hereby acknowledge that I have read, fully understand, and agree with the Policies and Admission Procedures.

**Parent or Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

PLEASE RETURN THIS PAGE WITH YOUR CHILD'S PAPERWORK.



**crossroads**  
**CHRISTIAN SCHOOL**

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