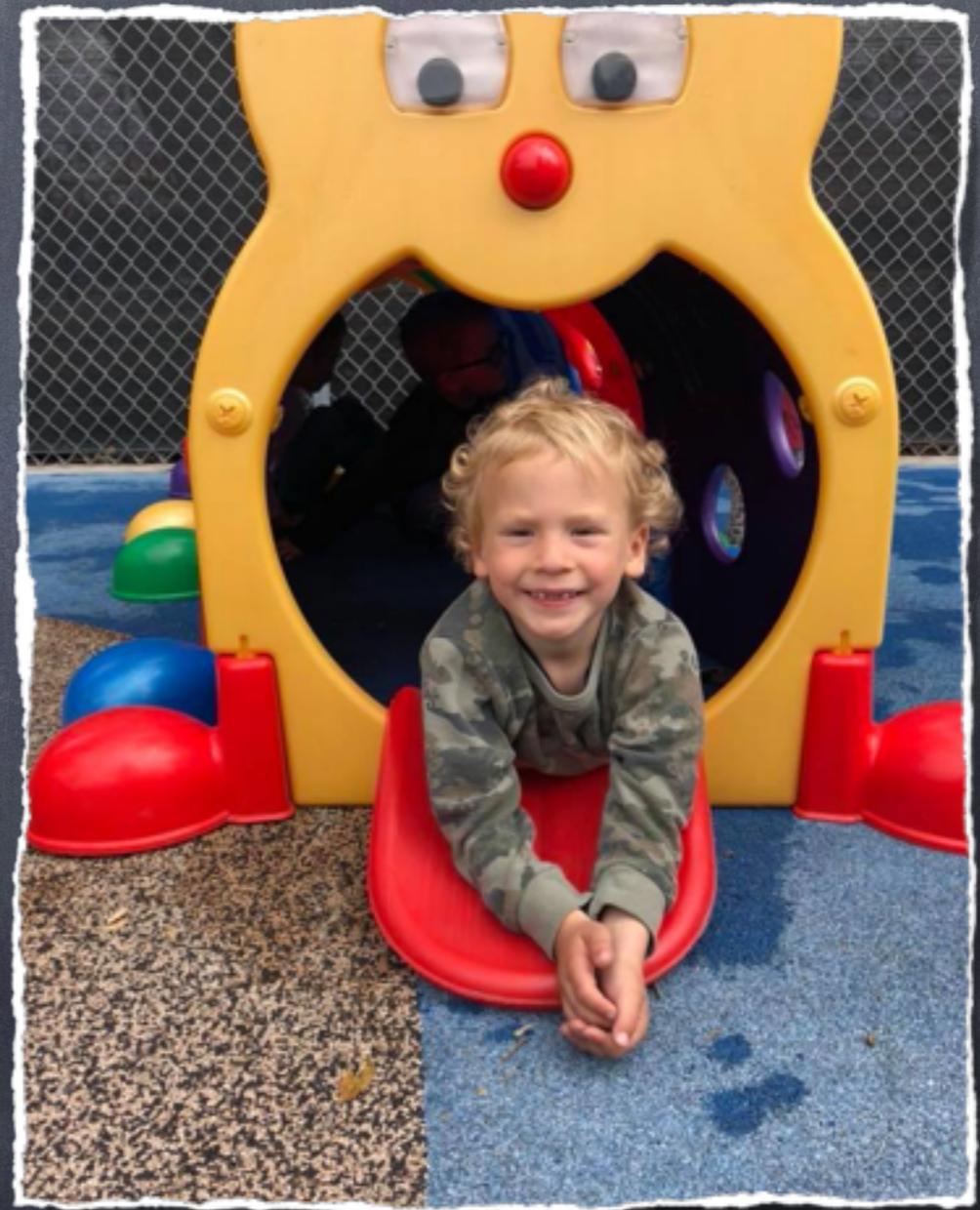


# Parent Orientation

Capo Beach Church Preschool

# Welcome

Capo Beach Church Preschool welcomes you and your child(ren) to our preschool program and we thank you for entrusting them to our care. It is our prayer that your child's experience will exceed your expectations and that they will love God, school, friends and teachers.



# A note from the Director, Ms. Kim

Thank you for taking the time to be a part of our Parent Orientation. The information in this presentation will go over important topics that you will need to know at some point during the school year. There is a hard copy of the Parent Handbook on our website as well and I would recommend that you save a copy so that you can refer to it should questions arise.

Welcome to the 2019-2020 Capo Beach Church Preschool  
Year!

# Open door policy

I have an open door policy and if you ever have questions regarding any of our policies and/or procedures please do not hesitate to contact me (contact info is at the end of the presentation).

# R.E.L.A.X

Realize that this is the beginning of your child's educational experience.

Enjoy all that preschool has to offer.

Laugh at the little things with your child.

Anticipate your child's growth.

Expect the unexpected, you never know what these little kids can do.

In other words... R.E.L.A.X. it's preschool!

# CBC Preschool Staff

Passionate

Loving

nurturing

educated

experienced

qualified

fingerprinted

CPR/First Aid certified

Mandated Reporters



# Kim Horner Director

Mom of four daughters ages 29, 27, 24, and 16

7th year as CBC Preschool Director (9 years total)

Over 20 years of experience (home preschool  
owner, teacher, director)

It is my duty and passion to:

help families understand the value of an early  
education and how we can all help children  
thrive in school.

interact with the students

support parents

connect with the community

mentor teachers

build and maintain a quality program



# Maggie Penuelas Sea Turtles

Teacher

Assistant Director

20 years experience

With CBC Preschool for 13 plus  
years

bilingual

Wife and Mother of a daughter age  
16 and a son age 7



# Rose Mastrianna Dolphins

Teacher/Teacher assistant

CBC Preschool going on seven years

25 years of teaching experience

Energetic

Mom of two daughters ages 44 and 48, and  
a son age 34.

Grandmother to eight grandchildren

One great grandchild on the way



# Rachel Catania

## Dolphins

Teacher

11 years teaching  
experience

Third year with CBC  
Preschool

Psychology degree with  
ECE

ABA with special needs for  
three years



AnnaLisa Jones  
Angelfish and  
Starfish

Teacher

Preschool Teacher for 25 years

First year with CBC Preschool

Married and a mother of one son age 29

Three daughters ages 32, 37, and 41

Five grandchildren

Musically gifted



# Tracy Fitzpatrick Angelfish and Starfish

Teacher

First year at Capo Beach Church  
Preschool

Two years teaching experience

Married and a mother of two  
daughters ages 13 and 9, and a son  
who is 11 years old.

Fresh Ideas



# Gina Underwood

## Sea Turtles

Teacher Assistant

20 years experience

10 years experience as a  
kindergarten teaching assistant

Married with one son age 28

Lived in Capo Beach for 32  
years

Nap room expert





# CBC Preschool Program

"Let the Little children come to Me and do not hinder them for the kingdom of God belongs to such as these." Luke 18:16

# Mission Statement and Philosophy

It is our mission to put Kids in touch with God through the introduction of His love and the instruction of His word.

It is our belief that children must have concrete, meaningful experiences in all areas of development that help them build foundational skills they will carry with them for years to come. Kids love to learn at this age. It is our belief that learning experiences must be fun and personally relatable to them in order for it to have meaning. Children need to be challenged to expand their thinking and encouraged to step outside of their comfort zones. In order for them to take that step they need freedom to explore, guidance, structure, limits and mostly to feel safe and loved in their environment.

# Objectives and Goals

To help develop and foster

Positive relationships with God, friends, and their teachers

Spiritual Growth

Physical Health and Well-being

Emotional Development

Social Development

Communication and Language Development

Cognitive Development

# Angelfish

Angelfish are 2-3 years old who are just experiencing being away from their parents for the first time.

Physical health and well-being, Social, and Emotional development are the key areas of focus in this class. In the angelfish class teachers guide children in self help activities, help them develop language and communication skills to express their needs and wants, give them tools to solve conflict, teach them how to enter play groups, and help build their vocabulary.



# Starfish

Starfish are kids ages 3-4 years old and are completely independent in their bathroom needs.

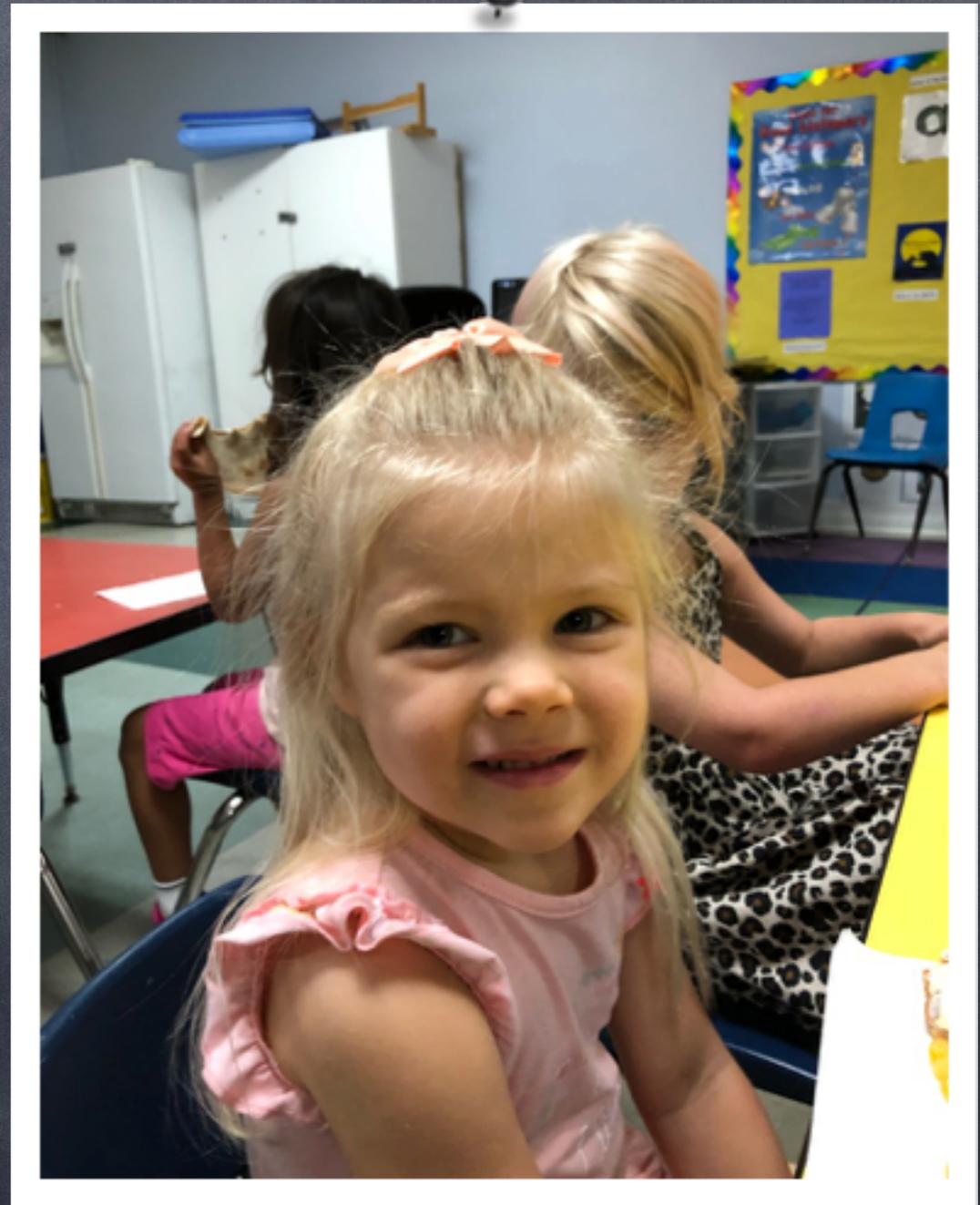
The kids in this class are learning how to play and interact with others cooperatively, so social and emotional development along with communication and language are still the focus. Their attention spans are expanding so there are more opportunities for circle time activities and engaging story time.



# Dolphins

The Dolphin class is for children ages 4-5 years old who are preparing to go to kindergarten in the next school year.

Listening, following directions, cooperating with peers and teachers, following routines, having responsibility, responding to language and expanding general knowledge are just some of the areas of focus. Simply put, the dolphins are learning how to be students.



# Sea Turtles

Sea Turtle class is designed for students 5-6, or who'll be 5 between September 1st and December 31st. This class is an extension of the dolphin class, it is the goal to prepare these students for kindergarten entrance.



# Observations and Assessments

We believe parent communication along with teacher/child interaction and teacher observations of the child are tools that are useful to assess children's development.

Our teachers observe progress in skills, examine children's work, and document observations of milestones and/or areas of concern. Teachers use these assessments to plan curriculum, meet the needs of their students on a group and individual basis, and evaluate the effectiveness of their plan. They also use these to help identify developmental delays that need to be communicated to parents.

Teachers and parents communicate on a daily, weekly and/or monthly basis through verbal, face to face interaction, email or by phone. Twice per school year they meet for scheduled parent/teacher conferences.



Southern  
California  
Sensory  
Screening

***Attention  
Capo Beach  
Families***

**Wednesday, September 11  
is our annual  
Early Childhood  
Health Screening Program  
for all children,  
ages 3 and older.**

**Please remember to return your  
Parent Permission Slip  
to the School Office.**

# Tuition Policies

# What Services does Tuition Cover?

Capo Beach Church Preschool offers a half and full day program with morning and aftercare options for children ages 2 to 6 years old, Monday through Friday. Each child will receive quality care, instruction, and opportunities to play, explore, and nap in a safe and nurturing environment. A healthy mid-morning and late afternoon snack will be provided for children enrolled. Tuition also covers some field trip fees, and occasional extra-curricular activities.

# How Tuition is Determined and Collected

Tuition rates are based on an annual fee, calculated by the number days on the school calendar from August- June, divided into ten equal installments. Payments are set up for monthly automatic collection through your bank account and processed through Tuition Express between the 5th and the 10th of each month (depending on holidays and/or weekends). The first month's tuition is due by August 10th and the last month's tuition is due by May 10th. Summer rates begin in June.

# Returned Payments and Delinquent Accounts

If a payment is returned or declined for any reason a \$25.00 bank service fee will be applied to your account. In addition, your account would be considered delinquent and a late fee of 8% of your monthly tuition cost will be added.

Any account delinquent 15 days will result in the suspension of services until the account is paid in full. All accounts and obligations to the school must be satisfied before a student can be enrolled for the next school session.

# School Closures

CBC Preschool follows the CUSD calendar and is closed on all major holidays. In addition, school is closed one week at Thanksgiving, two weeks at Christmas, and one week for Spring break.

CBC Summer Adventure is separate from the fall session and there will be breaks between the last day of the fall session and summer school.

Monthly tuition is due in full each month regardless of holidays and school closures.

Please see CBC Preschool Calendar for specific dates.



# Minimum Days

There are several days on the calendar when school will close for all students at 12:00 pm. We call these Minimum Days.

Monthly tuition is due in full each month regardless of Minimum Days.

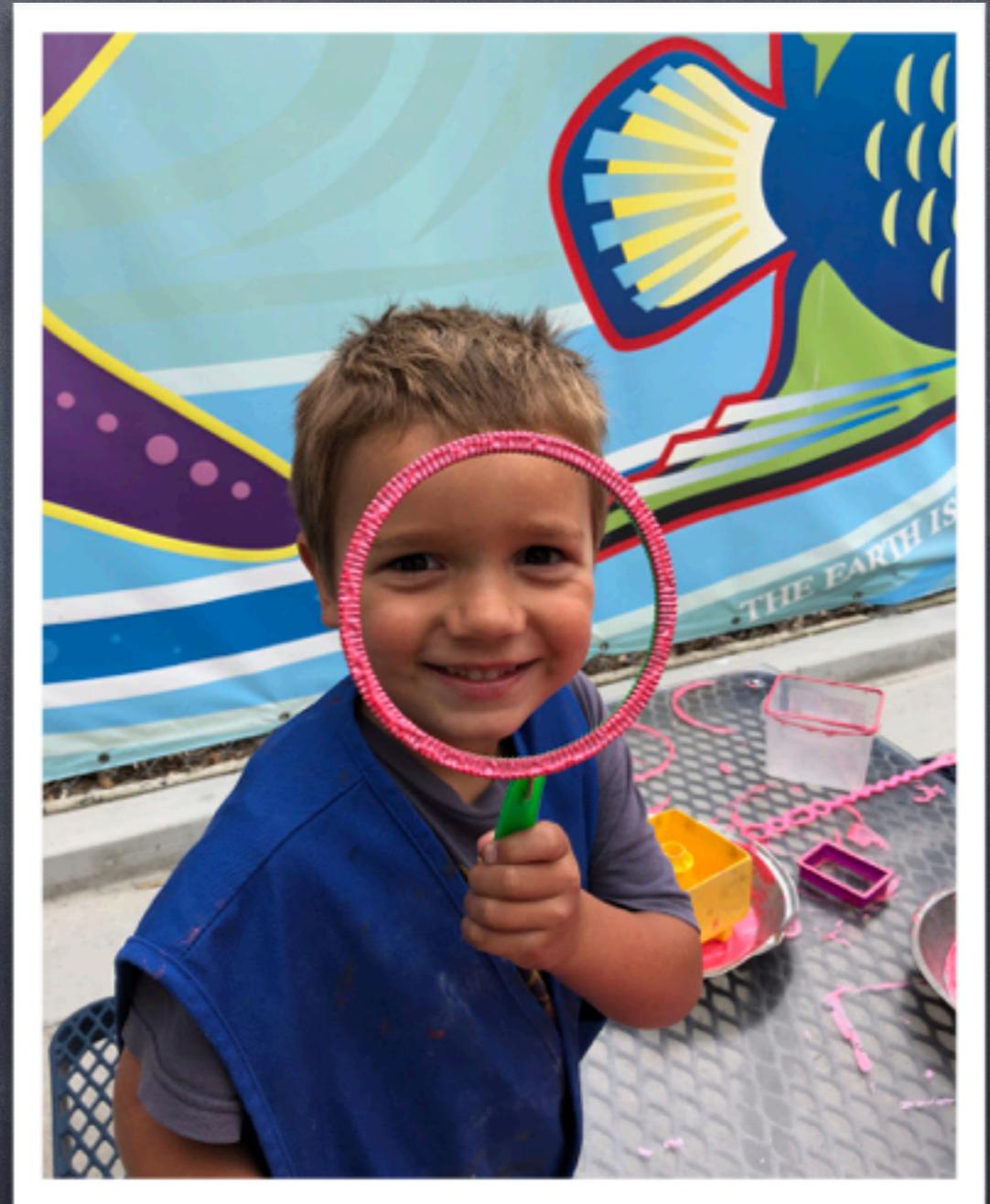
Please refer to the school calendar for specific dates.



# Health Polices

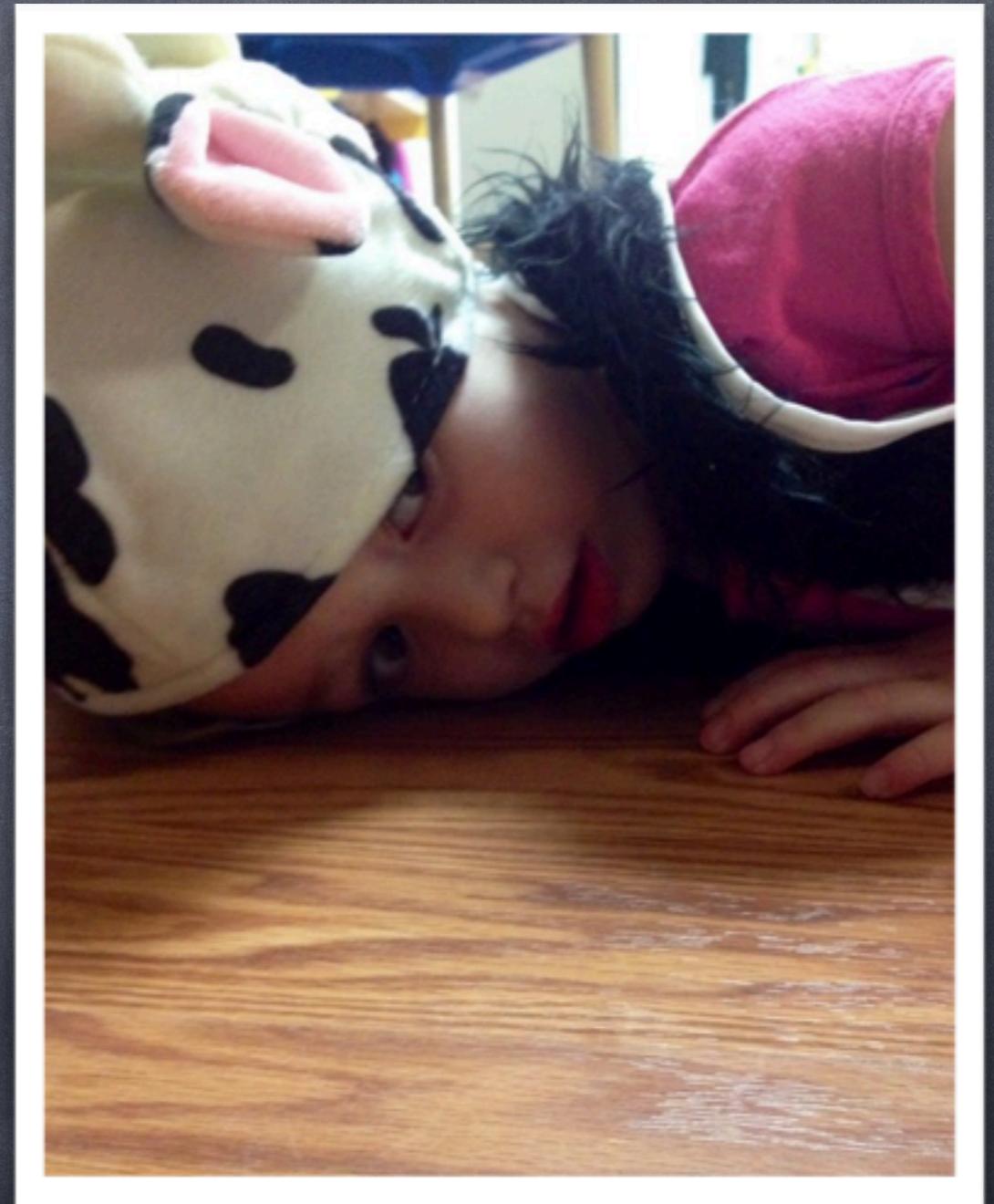
# Being healthy at school

Parents need to do an overall health assessment each morning before bringing students to school. Sometimes obvious illness symptoms are not present but there are other indicators that your child may be sick. Please pay close attention to your child when they are "not themselves" as this can be an indicator that they are getting sick and may be contagious.



# Fatigue

If your child is feeling extremely fatigued please keep them home to give them the rest they need as they may have the onset of an illness. If they are sent to school with extreme fatigue they will have difficulty participating in activities such as playtime, learning centers, and lunch time.



# ILLNESS

To make sure illness does not spread, children may not attend school if they are sick or have symptoms related to an illness.

Furthermore, your child needs to stay at home for a period of 24 hours after symptoms are gone without the aid of fever-reducing medicine, any other symptom reducing medicine and/or antibiotics.

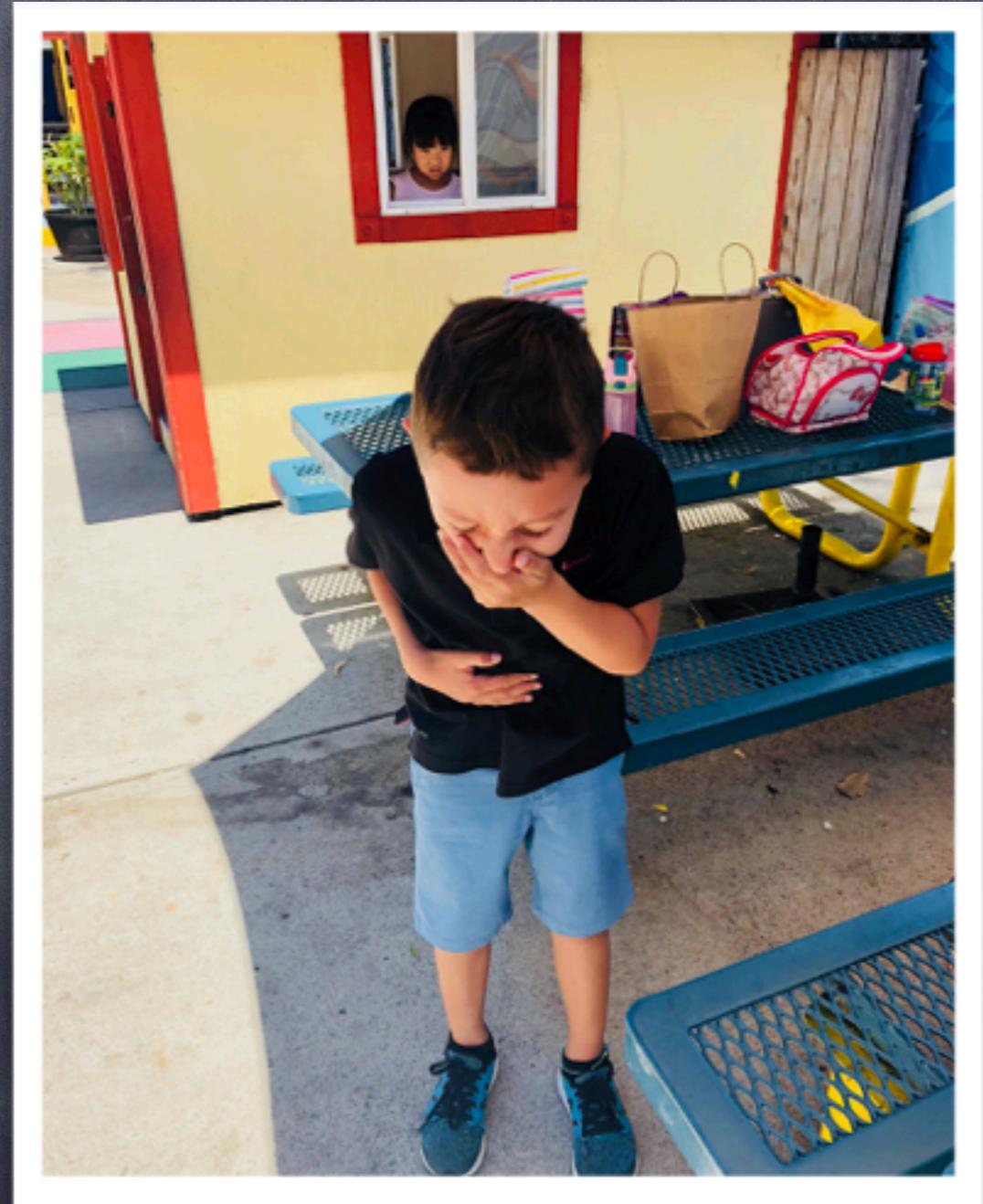
# Getting sick at school

If your child experiences symptoms mentioned on the next page while at school they will be removed from the classroom and taken to the preschool office. At that time you will receive a phone call from either your child's teacher or the preschool director to let you know of your child's condition and you will be asked to come pick them up immediately.

If for some reason the school cannot reach you, the person on your Emergency Information Form will be called.

If your child is sent home from school due to illness, they may not return to school until after the 24 hour period from the time they left school or 24 hour waiting period after symptoms are gone.

A doctor's note may be required before returning to the classroom.



# What symptoms will exclude students from school?

If a child has the following symptoms before coming to school, or is sent home with these symptoms they will not be permitted to attend school until they are symptom free for 24 hours or if they have been cleared with a doctor's note.

Fever, chills

runny nose and/or congestion with green or yellow mucus

Excessive coughing

sore throat

Unknown rash

stomach ache

diarrhea

pink eye

ear pain

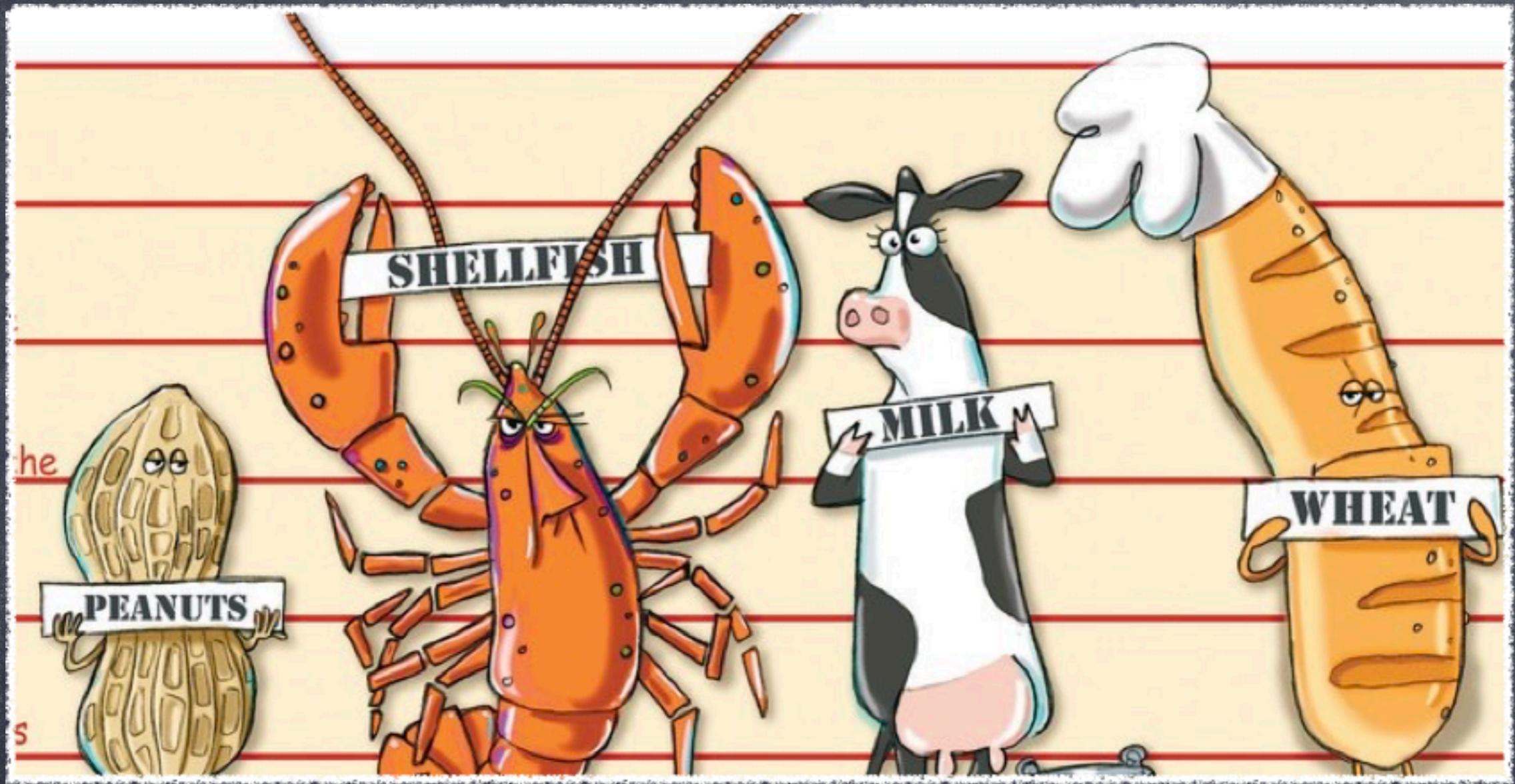
Nausea, vomiting

Head Lice

# Student Absences

- Good attendance is vital for school success, however there are times when a student is sick or away for family time. If your student is going to be absent for any reason please call or email the preschool office to let the director know.
- There are no make up days.
- Monthly tuition is due in full each month regardless of student absence.





Allergies

Please inform the school if your child has any allergies to the following:

Peanuts

Tree nuts

Dairy

Wheat

Bees

Plants

Other

We will need to know this information when we plan our snack schedule and class parties. There are also state required forms to be completed by the child's parents/ guardians with instructions on how to administer medication and symptoms to look for in case of an allergy attack.

# Medications

If a child is required to take medicine while at school the medicine must be delivered to the Preschool Office. Please do not send medication in your child's backpack, lunch box or store in their cubbies.

Prescription medicines must be in the labeled prescription container (State Law, No Exceptions) and over the counter medication must be in the original box with a proper measuring cup. You must complete and submit an Incidental Medical Plan and a Parent Consent for Administration of Medications and Medication Chart (lic.9221). The medicine will remain in the preschool office or the student's classroom and will be administered from there by the child's teacher or the preschool director.

# Injuries

If a child sustains a minor injury while at School the parents/guardians will be notified via a phone call or an injury report, depending on the injury. Under title 22 for the State of California, teachers are not permitted to treat injuries such as cuts and/or scrapes with first aid ointment or bacterial spray. Teachers are permitted to clean the wound with water and apply a bandaid.





## Emergencies

Parents/guardians will be notified immediately of an emergency that occurs at school. It is vital that you keep emergency contact information current. In an extreme emergency 911 will be called and then the parents/guardians will be notified. The child's teacher or the Preschool Director will remain with the child until parent/guardian arrives. If we are unable to reach a parent/guardian, the child's teacher or preschool director will accompany the child in case they need to go to the hospital.

# Frequently Asked Questions

# Do I pack a lunch for my child?

You are to provide a nutritious lunch each day your child attends school. In order for us to stay within our ratio and provide necessary supervision during lunch time we will be unable to heat lunches or store in the refrigerator, so please plan accordingly.

Students enrolled in the half-day or full day program will receive a mid-morning snack. Children enrolled in the aftercare program will receive an additional late afternoon snack. A snack schedule will be posted in your child's classroom and in the preschool office.



# What should I pack in my child's lunch?

All students will eat lunch at 11:30 AM. PARENTS ARE RESPONSIBLE for packing a nutritious lunch, free of ALL PEANUT PRODUCTS AND CHOKING HAZARDS.

CBC Preschool does not heat nor refrigerate lunch items. Please see the following website for ideas on what to pack your child for lunch.

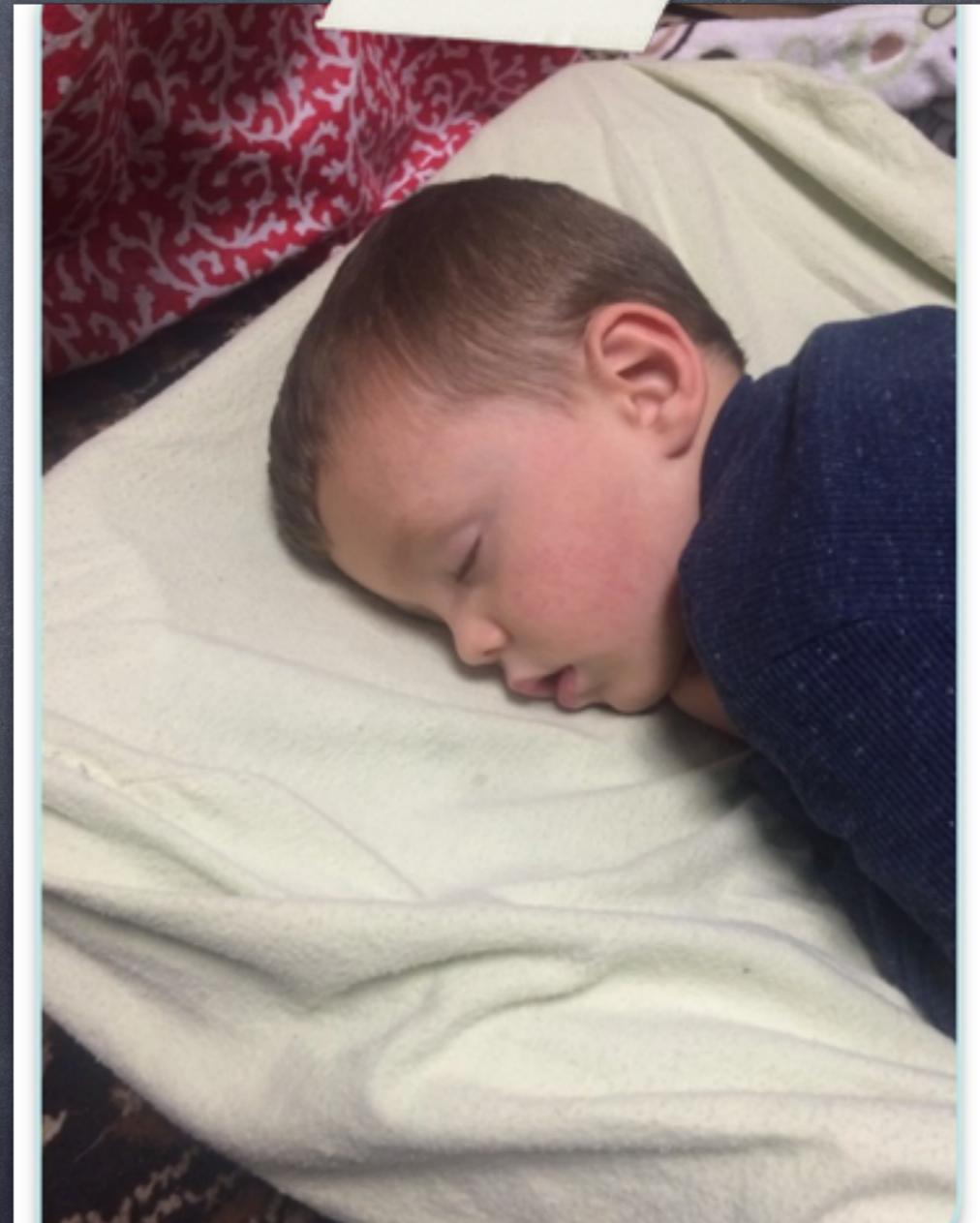
<https://www.choosemyplate.gov/health-and-nutrition-information>



# What time do kids take a nap?

Children enrolled in our full day program will be required to nap or rest without distractions. Nap time is from 12:30-2:30 or when they wake up on their own. In compliance with title 22 section 101230, no child will be forced to stay awake or stay in the napping area longer than the normal napping period.

Children that do not sleep will be required to lie quietly on their cots for the duration of the nap period. Their teachers may choose to give them a quiet activity as long as it is not disruptive to the children sleeping.



# What does my child need for Nap Time?

Students that stay for nap time will need to bring one crib size fitted sheet and a small soft blanket to cuddle with. Items must fit into a one gallon size ziplock baggie. Napping items will be stored in their cubby boxes and sent home so that you can wash them and bring them back clean each week.

Pillows are not permitted.

Children may bring a small soft toy with out any removable parts, but it will be at the discretion of the teacher if they will be allowed at nap time.



# What do students wear to school?

Please dress your child in easy care, washable play clothing that does not restrict movement and is easy for your child to:

Button

Zip

Snap

Pull down

Pull up

And is not too small or too big!



# What shoes are permitted at school?

It is required that that your child wear supportive shoes so they can:

Run

Jump

Climb

Ride Bikes

Part of their growth and development is strengthening their large muscles and they will be participating in daily gross motor activity.



Shoes must fit!  
As a precaution to bee stings,  
stubbed toes and other foot  
injuries, closed toe shoes must  
be worn at all times. Sorry, no  
flip flops, stilettos, or fairy  
princess shoes.



What if my child has an potty accident  
at school?

All students need to bring an extra set  
of clothing in case of an emergency.  
Emergencies can consist of, but are not

Limited to:

Spilled paint or liquid

Potty accident

Broken zipper

Wardrobe malfunction

# Emergency Clothes

Every child needs to bring a ziplock bag with emergency clothes, labeled with their name. The bag should consist of:

Underware (diapers, pull-ups)

Shirt

Pants/Shorts/Dress

Socks

Shoes

Sweater

If your child needs these items on any given day you will need to provide a replacement set the next school day. The emergency clothes will be stored at School.



# Which class will my child be in?

The Preschool Director will determine class placement based on the child's age and level of development when student is enrolled. The general guidelines are as follows (some exceptions may be made at the director's discretion):

- Angelfish- Students must be 2 years old at the time of enrollment before December 31st of the current school year.
- Starfish- Students must be 3 years old and potty trained by September 1<sup>st</sup> of the current school year.
- Dolphins- Students must be 4 years old and potty trained by September 1<sup>st</sup> of the current school year.
- Sea Turtles- Students that are five or will be five before December of the current school year.



# Can my child move to another class?

There are times when a child may not be developmentally ready for the class they are in or showing signs that more challenges are needed. In either case the preschool director will:

1. Conference with child's parents to discuss concerns.
2. conference with the child's teacher to discuss development.
3. Observe the child in the classroom environment.
4. Determine whether or not the child should be moved.
5. There also must be space available in the class where the child may transfer to.



# Can I change my Child's Schedule?

Requests for a change in attendance schedule must be in writing on an Account Change Form and will be granted if space is available and with the approval of the Preschool Director. Each family will be permitted two attendance changes per school year (Sept.-June). Any change request above and beyond that will incur a \$25.00 Account Change Fee. No change requests given verbally or by email will be accepted.

# What do I do if I need to withdraw my child from the program?

Enrollment to Capo Beach Christian Preschool is an annual commitment (August-June). In the case where withdrawal before the end of the school year is necessary, a 30-day written notice must be given via an Account Change Form. The 30-day written notification is determined from the day that the Account Change Form is received by the Preschool Director and you will be responsible for tuition covering that 30-day period. Any past due amount on your account must be paid in full before the thirty day period can begin. Refunds will not be provided once tuition is paid.

# Extra-Curricular Activities

# Amazing Athletes

We are happy to add Coach Debi with Amazing Athletes to our program this year for all of our students.

This program is designed to enhance your Child's learning experience through movement. Your child will learn basic fundamentals and mechanics of 9 different sports (basketball, baseball, soccer, football, volleyball, hockey, golf, lacrosse, and tennis), while also building self confidence, teamwork, and 7 areas of motor development (balance, running, jumping, throwing, catching, and kicking).



# Dancing in Harmony

Dancing in Harmony introduces your child to a positive environment where creativity is encourage, respect for others is shared, and performance and self-confidence is valued.

Kids will learn and memorize age appropriate, fun, and entertaining routines and movement in jazz, tap, ballet, and hip hop.

Class is held on Wednesday mornings at 10:30 am only. Registration and additional payment is required for this class.

For more information go to  
[www.dancinginharmonyinc.com](http://www.dancinginharmonyinc.com)



Communication

# When is the best time to speak to my child's teacher about their time in school?

The best time to discuss your child's day is by asking the teacher at the end of day. You can expect a quick response from the teacher like "he had a great day," or "she seems a little out of sorts." If there is a bigger issue to discuss an email will be the best way to communicate. An email keeps the conversation private which is important especially if there is a problem with another child.

Teachers will have time to check emails in the mornings between 8:30-9:00, in the afternoons around 1:00-2:00, or after school around 3:15-4:00. You can also reach out to the preschool director.

Twice per year we will schedule parent conferences but if there is ever a time that you feel a conference is necessary, just let the teacher and director know and arrangements will be made.

# How do you discipline the children?

Guidance

Redirect

Quiet time

Notice of Concern

Parent Conference

Behavior Plan

Suspension

Withdrawal



# Contact Information

School Address:

CBC Preschool

25975 Domingo Ave

Capo Beach, Ca. 99262

Preschool Office Phone number:

(949) 443-1316

Preschool Website:

[www.capochurch.com/preschool](http://www.capochurch.com/preschool)

Staff Email:

Kim Horner- [kimh@cbcpreschool.com](mailto:kimh@cbcpreschool.com)

Maggie Penuelas- [maggiép@cbcpreschool.com](mailto:maggiép@cbcpreschool.com)

Rachel Catania- [rachelc@cbcpreschool.com](mailto:rachelc@cbcpreschool.com)

Tracy Fitzpatric- [tracyf@cbcpreschool.com](mailto:tracyf@cbcpreschool.com)

AnnaLisaJ@cbcpreschool.com

# Fundraisers

- Apparel Sales- September
- Family Portraits- October
- Sees Candy- November
- Open House Family Dinner Night- May
- Open to other ideas

# Volunteers

Classroom Parent

Play dough maker

Fundraiser specialist

Scholastic Book Orders

Classroom Parties

Teacher Help

Thank you for choosing Capo Beach Church Preschool to be your child's first educational experience. This will be an extremely important time for them as these learning years set the tone for their future education. It is the goal of our staff to see that every child has a wonderful experience and develops a positive attitude towards school. Even though your child will be assigned to a particular teacher you can be assured that the entire staff will be a part of their learning experience. Safety and security will always be the number one priority for everyone in our facility including students, staff, parents and special visitors. If you ever have any concerns please feel free to contact me, my door is always open.

In closing, I will be praying for all of the families here that they will feel the presence and peace of our Lord and Savior Jesus Christ and that the experiences you have while here will be full of God's blessings. No one understands children more than Jesus. I believe He truly invites them to come as they are; unaware of sin, believing with pure faith and overflowing with joy. Let us not hinder them, for the kingdom of God belongs to such as these.



The End