



“Where Love and Learning Go Hand in Hand”

2018-2019  
PELC Handbook  
School Policies and Procedures

728 W. Fremont Ave.  
Sunnyvale, California 94087  
Tel (408) 245-2253  
Fax (408)739-3491

[www.pelc.us](http://www.pelc.us)

Licenses: 430700524, 430709698

## INTRODUCTION

PELC (Presbyterian Early Learning Center) offers an Infant/Toddler Program, Intro to Preschool Program, Part-time Preschool, and Full-time Preschool. Since 1961, PELC has been an outreach of the Sunnyvale Presbyterian Church as a response to the community's need for quality child care. The policies and procedures of this handbook are in effect for the 2018-2019 school year and the 2018 and 2019 summer programs.

***Philosophy:*** We believe in the development of the whole child. This includes the child's physical, social, intellectual, and emotional growth and development. In a warm and loving environment children are encouraged to reach their fullest potential in all areas of life.

- We nurture each child's development in the natural way children learn, through play.
- We believe each child is a gift, a special and unique individual.
- We provide experiences that enhance each child's creative abilities and intellectual curiosity in a community of love and support.

***Mission Statement:*** PELC is committed to providing a nurturing, creative, and stimulating environment for children. Our experienced faculty is dedicated to creating a safe and engaging place of learning emphasizing love, respect, and compassion.

## LICENSE

We are licensed by the State of California, Department of Social Services. The licensing agency has the right to inspect the facility at any time. The agency also has the authority to interview clients, including children and staff, and to inspect and audit the client or facility records without prior notice. **The licensing agency monitors our sign-in and sign-out records.**

## HOURS OF OPERATION

PELC is open from 7:00 AM to 6:00 PM Monday - Friday. Hours of operation for individual programs can be found on our website ([www.pelc.us](http://www.pelc.us)), as well as in the "Our Classes" school flyer. Holidays are listed on the PELC calendar which is on the website and posted in each classroom. Our part-time programs go from late August to early June. PELC also offers 5 or 6 week part-time summer programs. Our full-time programs are year round, from August to August.

## ADMISSIONS POLICY

We serve children who are 5 months old through 6 years old. Age requirements for each class are listed on the registration form and in the "Our Classes" school flyer. **Children in the Infant/Toddler, Intro to Preschool, and Part-time 2's program do not need to be toilet trained, but all children in the Part-time and Full-time 3's and 4's programs must be toilet trained.**

Children accepted into the program must be able to adjust to a group environment and be able to relate to adults and other children. If for any reason, the child is unable to adjust to the new environment, he or she will be re-evaluated by the teachers and a recommendation will be made

by the Directors for a more appropriate child care placement and/or dismissal from the program.

**Failure by parents to comply with school policies and procedures may result in dismissal from the program.**

### **REGISTRATION**

Registration takes place in January/February for the following school year. A non-refundable registration fee of \$150 will be required for students new to PELC, and \$100 for continuing students. Upon registration parents will pay a tuition deposit (half of a month's tuition for full-time programs, and one month's tuition for part-time programs.) This amount is non-refundable and can only be applied to tuition for June 2019 for the part-time program and July 2019 for the full-time program.

- **Part-time Preschool:** Registration is by lottery. Currently enrolled children and their siblings, church members, and alumni are given priority in that order.
- **Full-time Preschool:** This is a year-round program, and applicants are enrolled on a space-available basis.

Enrollment of a student may be terminated by the parent at any time with 30 days written notice. It is the responsibility of the parent to pay the tuition due up through the 30 day notice. The tuition deposit remains non-refundable upon early withdrawal.

### **FINANCIAL POLICY**

A signed Financial Agreement will be required for each child. Monthly tuition statements are emailed to the email address listed on your child's registration form on the first of each month and tuition is due by the 10<sup>th</sup> of the month. Credit card/ACH payments will be collected on or around the 5<sup>th</sup> of each month. Any alternative payment arrangements must be approved in advance by the Director.

**There is no reimbursement of tuition for illness, absence, vacation, or extended trips.  
Tuition is not pro-rated for school holidays or in-service days.**

- **Part-time Preschool:** tuition is based on a yearly (late August through early June) rate divided into 10 equal monthly payments.
- **Full-time Preschool:** tuition is based on an eleven (11) month (September through July) rate divided into 11 equal monthly payments. August tuition for full-time students will be pro-rated based on the daily rate. A 10% sibling tuition discount applies for the 2<sup>nd</sup> (and 3<sup>rd</sup>) child when 2 or more siblings are enrolled in the Full-time Preschool.

**Unless prior arrangements are made with the Directors, PELC reserves the right to drop any family whose payment is two weeks overdue.**

### SIGN IN AND SIGN OUT

Parents are required to **sign in** upon arrival and **sign out** at the time of pick-up. When signing in or out each parent is required to sign his/her full name, the child's full name, and the time in the spaces provided. ***This is a monitored requirement of our licensing agency.*** Parents will be assessed a \$15.00 fee if they fail to sign in/out, fail to note the time, or if they fail to follow school policy and procedures for signing in and signing out.

Always be certain that a staff member is aware of your child's arrival and departure. Your child will be released only to those people listed on your emergency form - anyone else must have a written letter of permission signed by you on file in the office. Anyone other than parents must be prepared to show a photo ID card.

### PICK UP

Parents must be on time to pick up their children. Late pick-ups are a hardship for the child and an inconvenience for the staff. In the event of an emergency, please contact the school to advise us of your situation. If you are late three times to pick up your child, you may be dismissed from the program.

- **Part-time Preschool and Lunch Bunch policy:** There is a \$15.00 late fee for each 15 minutes you are late (\$15.00 is the minimum charge.)
- **Full-time Preschool policy:** There is a \$30.00 late fee for each 15 minutes you are late (\$30.00 is the minimum charge.) PELC closes at 6:00 PM every day. That means that our teachers finish their day at 6:00 PM. If parents hang out or want to chat, then teachers are working overtime to accommodate parents. **It is necessary for each parent to arrive by 5:50 PM in order to be able to sign out his/her child and collect the child's belongings by 6:00 PM.**

Late fees are to be paid before the child may return to class.

If someone other than a parent is picking up a child, the teachers are to be informed in advance. If the pick-up person is not the parent a photo ID card will be checked.

### TARDINESS

Part-time Preschool morning classes begin promptly at 9:00 AM and end at noon. Afternoon classes begin promptly at 1:00 PM and end at 3:30 PM. Our Infant/Toddler and Intro to Preschool Programs begin at 9:00 AM and end at 2:00 PM. It is important to be on time for the child's sense of security, to have a consistent schedule, and to help the class run more smoothly.

### CURRICULUM AND ACTIVITIES

**Lesson Plans:** Parents will receive lesson plans monthly or can read the posted lesson plans. The purpose of the lesson plans is to keep parents informed of classroom activities and to encourage discussion of classroom activities at home. (We have lesson plans for all classes

except our Infant/Toddler Program.) Classroom events are posted on whiteboards DAILY outside our 2's, 3's, and 4's classrooms.

**Sharing Time:** Language skills are enhanced by sharing time. Items related to the lesson plan are especially appropriate. Please bring non-breakable items for sharing and label them with your child's name. **No toy weapons will be accepted for sharing.** (We have sharing time in our part-time and full-time 3's and 4's classes.)

**Evaluations:** PELC does written evaluations for the 3- and 4-year-old students after the winter break. Conferences may be requested by parents or a teacher at any time. Conferences will be held during the teacher's normal work hours, but not during class time.

**Movement and Music:** Music, movement, and dance activities are included in our curriculum.

**Lunch Bunch:** (noon-2:00 PM) An enrichment program to supplement your child's day with additional learning experiences including large motor activities, art, science, dramatic play, and music.

### **HEALTH**

Each child is required to have a Physician's Report completed and signed by the child's physician on file in the office. Prior to your child's entrance to school all immunizations as required by the State of California Department of Health Services must be met and indicated on the report. All children are to be screened by a physician for TB risk factors and tested if risk factors are present. Any exceptions must be documented by your child's physician.

If your child has an allergy, it is **imperative** that you inform your child's teachers.

Upon arrival, a health check will be given. The parent must remain until the check is complete and the child is accepted. The teacher will look for obvious signs of illness and the child will be sent home if such signs are found. This daily health inspection is required by our licensing agency. **Please let us know upon arrival if your child has had a recent fever, illness, bump, injury (such as one requiring stitches), or is on special medication.**

If your child is not feeling well, is running a fever, has diarrhea, or has a green/yellow runny nose then he/she must be kept at home. Your child must be kept home for 24 hours after a fever, diarrhea, or vomiting has stopped and the child shows no other symptoms of illness. A child who shows symptoms of illness will be isolated and the parents will be called to take him/her home. If we call you to pick up your child, you are expected to arrive within 30 minutes. **After 30 minutes the late fee policy applies.**

Do not bring your child to school when he/she has any contagious illness. A child cannot be at school if he/she has:

- A fever of 100 degrees or more within the past 24 hours
- Any rash unless your doctor has written a note saying your child may attend school
- Diarrhea within the past 24 hours
- Vomiting within the past 24 hours
- A green/yellow runny nose
- Lice or nits
- Pink eye

If your child has contracted a communicable disease: i.e. strep infections, chicken pox, diarrhea, pink eye or a rash illness **notify the PELC office immediately at 408-245-2253**. We are required to tell other parents if their child has been exposed to this type of disease so they may be alert for symptoms in their own children.

**Medication**, including over-the-counter ointment and lotion, can be administered to the child by the teacher only if a Medication Release Form is filled out by the parent and on file. Prescription medications must be in the original container with the child's name, dosage, and the reason for the medication.

**Minor injuries** will be recorded in a daily "Ouch Report" book which can be found on the counter along with the clipboard used for signing in/out. A notation will be made in the comment column of the sign-out sheet indicating that your child got a bump or bruise that day. You will need to sign your name on the "Ouch Report" book when you take your copy of the report home.

Parents are to communicate to the school any significant events concerning the child. This communication will assist the teachers in their care for the child.

All information about your child will be kept confidential with one exception. **We are required by state law to report all suspected child abuse.** Failure on our part to make such a report is a misdemeanor. Suspected child abuse includes any repeated or marked incidence of marks found on a child without probable or accidental explanation. Each child's file is located in the PELC office and is always available to the child's parents or legal guardian.

### **DISCIPLINE**

An important goal for early childhood is the development of self-control and appropriate techniques for conflict resolution. Teachers will assist children in developing these abilities through discussion and positive reinforcement of appropriate actions. Children are encouraged to express their feelings and thoughts in words. A quiet conversation or the suggestion of a different activity is usually sufficient to handle most situations. Occasionally we do have children who benefit from firmer action. When this happens a teacher will spend "time-in" with the child to help work through the issue. If a child ever needs to be removed from the classroom, the Director or staff will inform the parent.

## CLOTHING

We recommend that children wear washable play clothes as we encourage them to experiment with many media including paint, chalk, sand, etc. Sensible shoes are recommended. **Open-toe sandals and flip-flops are not allowed at school.** All shoes must have a strap or a back.

Lightweight clothing as well as applying sunscreen before coming to school will help protect children's skin in sunny weather.

Knees can be protected during warm weather with long, lightweight pants. Water shoes are encouraged for water, sand, and mud play.

Identification labels with the child's name should be on all clothing including jackets, sweaters, shirts, pants, underwear, socks, and shoes.

**Full-time Preschool:** Keep 2 changes of clothing and one extra pair of shoes at school. Bring appropriate items for naptime - your child's teacher will provide a list. Parents should take these items home each Friday for laundering and return them on Monday for use during the week's naptime periods.

**Part-time Preschool 2's:** Bring 1 change of clothing each day.

**Infant/Toddler Program:** Include any security item your child may want. Pack plenty of diapers or training pants. All children should bring a fitted crib sheet. Walking children should bring shoes for outside play. Please provide a sippy cup and bib. All items **must** be labeled. You will be provided with a complete first day checklist of items to bring to class.

## FOOD

Morning and afternoon snacks are provided. We strive to serve snacks of high nutritional value and ask that candy, gum, and additional food not be brought to school except for special events and with teacher approval. If your child is here for lunch, bring your lunch in a lunch box with an ice pack. Our teachers are happy to heat food as needed. **Label containers and lids.**

## SAFETY

Parents picking up children throughout the day need to be aware of security issues. We must keep all children at PELC safe and secure. All gates must be closed and latched when entering or leaving. Parents dropping off a child need to be sure that their child has been given into the care of a PELC teacher or staff member before leaving the school. Children under age 8 must be buckled into a car seat or booster in the back seat of a vehicle. **At no time may a child be left in a car unsupervised.**

No unsupervised children are allowed on any PELC playground. **Please do not allow your children to play on the part-time preschool playground before or after school.** This creates a distraction and a potential safety hazard for the other classes on the playground.

On our church's campus, Trinity Court is a place where parents and children can visit. Children must be under the direct supervision of a parent or responsible adult. All children playing in the open area of the church campus are to be respectful of the property. **Plants, bushes, trees, and flowers are to be admired, but not touched.** There are three freestanding handicapped door openers that open doors to the Sanctuary, Fellowship Hall, and the main church office building. These handicapped door openers are for our handicapped friends only and may not be used by our children.

It has become necessary for PELC to institute a **"no cell phone"** policy for our playgrounds. The use of cell phones on playgrounds has become a safety issue. Teachers must be able to approach parents as they bring in or pick up their children. Please leave your phone in your pocket or purse at drop-off and pick-up time.

Church policy prohibits the use of bikes, skateboards, scooters, or any recreational vehicle with wheels on campus. Please have your children walk their bikes, skateboards, and scooters when they are on campus.

Dogs are not allowed on the church campus.

### **COMMUNICATION**

The monthly **newsletter** is our primary method of written communication. It is emailed to the address on your registration form. Please notify the office of any email address changes. A paper copy is available in the office if you are unable to receive email. The newsletter contains general school information, upcoming events, and a section specific to your child's class. In early February, there is an **Open House** so parents and community members can visit our classrooms, meet our teachers, and learn about the variety of programs offered at PELC. Our website **www.pelc.us** has a section for parents, which includes our school calendar. If you have any questions or comments about the program, please do not hesitate to make an appointment with your child's teacher or the Directors.

### **INJURY**

In case of injury, we will attempt to contact a parent immediately. If we cannot reach a parent, we will call the emergency contact person(s) and 911 if necessary. Until the arrival of a parent or paramedics, the Directors or teacher will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resulting expense. The school will maintain a signed parental consent form agreeing to the procedures listed above.

### **SHELTER-IN-PLACE/ LOCKDOWN**

Children and staff will remain in our classrooms in the event of a shelter-in-place or lockdown order from local authorities. The PELC staff are trained and have a plan of action for each classroom/building.



### **EARTHQUAKE/EVACUATION**

In the event of an earthquake or other disaster, children will be cared for by their teachers who are trained in emergency and first aid procedures. PELC is equipped with enough food and water to handle an emergency lasting 3 days. If it becomes necessary to move to a safer location, a sign will be posted telling you the location. The pre-defined off-site location is Resurrection School next door to us on Hollenbeck Ave.

Be sure that your family has a plan of action that includes the person who will pick up your child. Your child can be released only to people listed on your emergency form.

Please avoid telephoning us in the event of an earthquake, as lines need to be kept open for emergency use.

### **PARKING**

Each person who comes to PELC is required to park in an appropriate parking place. We are not allowed to park in the mortuary parking lot or to park in marked handicapped spaces without the proper handicapped identification. Parents who fail to comply with this policy jeopardize their student's ongoing enrollment at PELC.

### **HOLIDAY GIFTS**

If you choose to give a holiday gift, instead of giving gifts to individual teachers we recommend you give gifts to the classroom in honor of the teachers. Items such as books, puzzles, games, puppets, or manipulatives are examples of great gifts and are well-appreciated by the class. This gift then becomes a lasting memory and a reminder of your child, your family, and the honored teacher.

### **BIRTHDAYS**

Birthdays can be celebrated at school. Check with your child's teacher for details.

### **VOLUNTEERS**

We encourage parents to help with field trips and other special activities. We will provide sign-up sheets in the classroom well in advance of such events. We appreciate your participation. Without your help we wouldn't be able to provide these special opportunities.

**Field Trip Drivers:** If you drive on a class field trip you are required to submit a copy of your driver's license, a copy of your car insurance, and a Personal Vehicle Use Form.

### **VISITATION**

PELC has an open-door policy. We welcome your visits and encourage you to be involved in your child's class and school. Periodically, we offer parenting classes and other educational and faith-development opportunities through the church.

**DONATIONS**

PELC gratefully accepts donations (toys, books, strollers, etc.) if the school has a need. Donations must be in good condition. Please contact the PELC office to arrange donation.



## PELC Handbook Signature Page

**The entire handbook is available on our website [www.pelc.us](http://www.pelc.us) on the “Enrollment & Forms” page, or a paper copy is available in the office.**

I, \_\_\_\_\_, agree to abide by all the policies and procedures stated in the 2018-2019 PELC Handbook.

Please be aware that your child’s picture may be used anonymously in PELC publications or marketing materials.

If you prefer we NOT use your child’s picture, please email us at [pelc@svpc.us](mailto:pelc@svpc.us).

\_\_\_\_\_  
Print Child’s Name

\_\_\_\_\_  
Class

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

***PELC (Presbyterian Early Learning Center) is an outreach of the Sunnyvale Presbyterian Church and is administered by the PELC Advisory Board. Any questions, concerns, or input can be sent to the Executive Director or any member of the Advisory Board. Check with the PELC office for contact information.***