



“Where Love and Learning Go Hand in Hand”

2020-2021  
PELC Handbook  
School Policies and Procedures

PELC’s COVID-19 Protocol which is updated as directed by the Santa Clara County Public Health Department will take precedence over PELC’s Policies and Procedures.

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Licenses: 430700524, 430709698

## INTRODUCTION

PELC (Presbyterian Early Learning Center) is able to offer Full-time Preschool for 3 year olds and PreK children for the school year 2020-2021. Since 1961, PELC has been an outreach of the Sunnyvale Presbyterian Church as a response to the community's need for quality child care.

***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 7:45 AM to 4:30 PM Monday - Friday.** Holidays are listed on the PELC calendar which is on our website and posted in each classroom.

## ADMISSIONS POLICY

We serve children who are 3 years old through 6 years old. Age requirements for each class are listed on the registration form and on our website. **All children in the Full-time 3's and PreK 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. Our Full-time Preschool 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 through the 30 day notice.

## FINANCIAL POLICY

A signed Financial Agreement is 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. We are asking all families to sign up for our automatic payment system this year. Credit card/ACH transfer payments will be collected on the 5<sup>th</sup> of each month. Any alternative payment arrangements must be approved in advance by the Directors.

- **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.**
- Tuition is based on a twelve (12) month (August through July) rate divided into 12 equal monthly payments. 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.
- **During any unexpected school closure, PELC will continue with distance learning and 25% of monthly tuition will be charged during online learning days.**

Unless prior arrangements are made with the Directors, PELC reserves the right to discontinue enrollment of 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.

There is a \$30.00 late fee for each 15 minutes you are late (\$30.00 is the minimum charge.) **PELC closes at 4:30 PM every day.** \*\*During COVID-19 it is essential for everyone to pick up children and leave campus as quickly as possible. **It is necessary for each parent to arrive by 4:20pm in order to be able to sign out his/her child and collect their child's belongings by 4:30pm.** 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.

### 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. Classroom events are posted on whiteboards daily outside our classrooms.

**Evaluations:** PELC provides written evaluations for the 3's and PreK 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.

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

### 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 diarrhea, or vomiting has stopped and the child shows no other symptoms of illness. A child

who shows symptoms of illness will be isolated in the classroom and the parents will be called to take him/her home. During COVID-19, a child must be kept home at least 72 hours after the end of a fever. 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 72 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 next to 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.

### **CLOTHING**

We recommend that children wear washable play clothes as we encourage them to experiment with many mediums 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.

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.

### **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. Bring lunch in a lunch box with an ice pack. We are not able to heat children’s lunch food in the class microwaves this year so we recommend a thermos to keep food warm. **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. 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.**

**During COVID-19 only staff and students are allowed in the classrooms or on the playgrounds.**

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 teachers' main focus is the children in their care so we ask that your communication with them be as brief as possible. You may contact your teachers through classroom email: [sunshine@svpc.us](mailto:sunshine@svpc.us) or [rainbow@svpc.us](mailto:rainbow@svpc.us) or the teachers' personal cell phone. They will respond to you by email, text, phone, or a Zoom conference can be scheduled. The office staff is working remotely, and can be contacted at our regular phone number 408-245-2253 or email [pelc@svpc.us](mailto:pelc@svpc.us).

## **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.

In case of an emergency please contact your teachers directly via their cell phone.

## **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.

**IMPORTANT REMINDER: Never leave personal items visible in your car.**

### **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.

**Field trips and school tours are canceled until further notice.**



## PELC Handbook Signature Page

**This handbook is available on our website  
[www.pelc.us](http://www.pelc.us) on the “Enrollment” page.**

I, \_\_\_\_\_, agree to abide by all the policies and procedures stated in the 2020-2021 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.***

8.5.20