



“Where Love and Learning Go Hand in Hand”

2024-2025  
PELC Handbook  
School Policies and Procedures

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Licenses: 430700524, 430709698

## **INTRODUCTION**

PELC (Presbyterian Early Learning Center) offers the following programs: Infant/Toddler, 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 childcare. The policies and procedures of this handbook are in effect for the 2024-2025 school year.

***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 7:30am to 5:00pm, Monday to Friday. Hours of operation for individual programs can be found on our website ([www.pelc.us](http://www.pelc.us)), and in our school brochure. The full-time programs are year-round, from August to August and the part-time programs go from mid-August to early June. PELC also offers a part-time summer program.

## **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 our school brochure. Children in the Infant/Toddler and 2's programs do not need to be toilet trained, but all children in the 3's and TK 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 their new environment, they will be re-evaluated by the teachers and a recommendation will be made by the director for a more appropriate childcare 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

For the 2024-2025 school year:

- Registration begins in January. Upon class confirmation, parents will pay the non-refundable registration fee of \$200 and a prorated tuition deposit. This deposit will be used for August 2024. The tuition deposit is refundable until April 30, 2024. Beginning May 1, 2024, the tuition deposit is non-refundable.
- All payments will be made via Tuition Express, using an automated ACH bank transfer from your bank account to PELC's bank account.
- Registration is by lottery. Currently enrolled children and their siblings, church members and alumni are given priority in that order for registration in all PELC classes.
- A student's enrollment may be terminated by the parent at any time with 30 days' written notice. It is the responsibility of the parents to pay the tuition due through the 30-day notice.

For Summer Programs:

- Registration begins in January. Upon class confirmation, parents will pay the non-refundable registration fee of \$50 and a tuition deposit of the total summer tuition. The tuition deposit is refundable until April 30, 2024. Beginning May 1, 2024, the tuition deposit is non-refundable.
- All payments will be made via Tuition Express, using an automated ACH bank transfer from your bank account to PELC's bank account.

## FINANCIAL POLICY

A signed Financial Agreement for the 2024-2025 school year 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 ACH payments will be processed 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, extended trips, or school closures. Tuition is not pro-rated for school holidays or in-service days.**

- **Part-time programs** operate from mid-August 2024 through early June 2025. Families will pay the regular monthly tuition for September through May. The tuition remains the same for each of these months regardless of the number of school days in the month. The tuition deposit paid at the time of class confirmation is prorated for August 2024. June 2025 tuition is also prorated based on the number of days your class meets. PELC will charge a daily rate for August 2024 and June 2025.
- **Full-time programs** operate from mid-August 2024 through early August 2025. Families will pay the regular monthly tuition for September through July. The tuition remains the same for each of these months regardless of the number of school days in the month. The tuition deposit paid at the time of class confirmation is prorated for August

2024. August 2025 tuition is also prorated based on the number of days your class meets. PELC will charge the daily rate for both August 2024 and August 2025.

- **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 programs.

**Unless prior arrangements are made with the director, PELC reserves the right to drop any family for lack of payment.**

### **SIGN IN & 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 their 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 \$25.00 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. 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.

- **Late Fee Policy:** There is a \$30.00 late fee for every 15 minutes you are late (\$30.00 is the minimum charge.) Late fees will be charged to your account and collected by Tuition Express.

### **CURRICULUM & ASSESSMENTS**

**Lesson Plans:** Parents will receive lesson plans in the monthly newsletter and daily plans will be posted outside the room on the whiteboard. We value a healthy home-school relationship and keep parents informed of classroom activities to encourage discussion of the child's day at home.

**Assessments:** Your child's teacher will provide a written assessment for our 3's and TK students. 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.

## HEALTH

Each child must have a completed and signed Physician's Report on file in the office before admission, including up-to-date immunization records as per California Department of Health requirements. Children are required to be screened for TB risk factors by a physician, with additional testing if risk factors are present.

Upon arrival, a health inspection will be conducted. Parents must remain until the check is complete. Children displaying signs of illness will be sent home. This inspection is mandatory per licensing regulations. **Please inform us if your child has recently experienced fever, illness, an injury requiring medical attention, or is on special medication.**

**Children may not attend class when they are sick.** If symptoms appear during the day, the child will be isolated, and the parents will be contacted to pick up them up within 30 minutes. After 30 minutes a late fee will be assessed.

A child cannot be at school if they have:

- Fever (100.4 degrees or higher) or chills
- Nausea, vomiting, or diarrhea
- Cough, congestion, or sore throat
- Runny nose with thick, colored mucus
- Loss of taste or smell
- Shortness of breath or difficulty breathing
- Fatigue, headache, or body/muscle aches
- Pink eye
- Rash
- Lice or nits

A child may return when symptoms have resolved. For fever, vomiting, and diarrhea, a child must be symptom-free for 24 hours without medication.

If your child has been ill with COVID symptoms or has travelled by airport, antigen testing is required. Families will be responsible for providing their own tests. Masks will be mandatory after exposure or persistent coughing. PELC reserves the right to modify our COVID policy in response to community surges.

Please notify the office immediately if your child contracts a communicable disease (i.e. Covid; Fifth Disease; Hand, Foot, and Mouth Disease; Pink Eye; Strep infection; vomiting or diarrhea; etc.). We are required to inform other parents for awareness.

If your child has an allergy or any chronic medical condition you must provide a doctor's note and list it on your Emergency Form. For a child with a rash to be at school, we require a doctor's note stating that the rash is not contagious.

**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 is on file at PELC. 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 an "Ouch Report" book. 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 and/or evidence of marks found on a child without probable or accidental explanation. Each child's file is 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 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. Water shoes are encouraged for water, sand, and mud play.

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

A first day checklist will be provided by your classroom teachers.

#### **FOOD**

Morning and afternoon snacks are provided. We strive to serve snacks with high nutritional value. We ask that sweet treats not be brought to school except for special events and with a teacher's approval. Hard candies and gum are not allowed. If your child is here for lunch, bring

lunch in a lunch box with an ice pack. Please bring heated food in a thermos to keep food warm. Label all containers, including lids. **We are a nut-free school**, and some classes may have further restrictions based on the needs of the children.

### **SAFETY**

Our highest priority is your child's safety.

- Parents dropping off a child need to ensure that their child has been given into the care of a PELC teacher or staff member before leaving the school.
- According to California law, children under age 8 must be buckled into a car seat or a booster in the back seat of a vehicle.
- At no time may a child be left unsupervised on our campus (which includes the parking lots and shared campus space.)
- Only staff and students are allowed in the classrooms or on the playgrounds during school hours.
- Please walk your bikes, scooters, etc. while on 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 by calling the PELC preschool office at 408-245-2253 or emailing [pelc@sunnyvalepres.com](mailto:pelc@sunnyvalepres.com). A teacher will respond to you by phone, or a conference can be scheduled.

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. The newsletter contains general school information, upcoming events, and a section specific to your child's class.

### **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 a parent or paramedic arrives, the director 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**

The PELC staff is trained, and we have a plan of action for each classroom/building. Our plan was developed and is regularly updated with guidance from the Sunnyvale Department of Public Safety.

### **EARTHQUAKE & EVACUATION**

In 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 food, water, and supplies in case of an emergency. 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.

**We have an alternate cell phone for use if our regular phone lines are down. 669-246-2890**

### **PARKING**

Each person who comes to PELC must 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.

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

### **BIRTHDAYS**

Birthdays may be celebrated in your child's class. Check with your child's teacher for details. **We are a nut-free school**, and some classes may have further restrictions based on the needs of the children.



# PELC Handbook Signature Page

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

I, \_\_\_\_\_, agree to abide by all the policies and procedures stated in the 2024-2025 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@sunnyvalepres.com](mailto:pelc@sunnyvalepres.com)

\_\_\_\_\_  
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 director or any member of the Advisory Board. Check with the PELC office for contact information.*