



19211 Dodge Avenue, Santa Ana, CA 92705  
Telephone (714) 573-7723 Tax ID#: 95-226-1803  
[www.foothillspreschool.org](http://www.foothillspreschool.org)

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# Family Handbook

Foothills Preschool  
19211 Dodge Avenue  
North Tustin, CA 92705

714-573-7723  
info@foothillspreschool.org  
website: www.foothillspreschool.org

Department of Social Services  
Facility Number  
300600222

Tax I.D. 95-2261803



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Dear Foothills Preschool Families,

Welcome to Foothills Preschool! We are very excited about working with you and your child over the next school year to explore our beautiful and exciting world together. If you are new to our school, we look forward to getting to know you, and if you are a returning family, we are looking forward to continued growth in our relationship.

Over the course of the school year, our students will learn through experiences in our classrooms, on our playground, and in our community.

We are blessed to have many wonderful guardians who have unique talents that are willing to share with our students. If you would be interested in sharing your special talent or interest with your child's class, we'd love to hear from you. There are also plenty of volunteer opportunities we have available.

Please be sure to read through this Parent Handbook in order to acquaint yourself with the school's policies and procedures.

Sincerely,

The Foothills Preschool Staff

Marci Carey  
Program Director  
[Marci@foothillspreschool.org](mailto:Marci@foothillspreschool.org)

The Foothills Preschool Advisory Ministry  
Church of the Foothills  
714-544-1319



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## Philosophy

At Foothills Preschool, we believe in the child centered philosophies of the Reggio Emilia preschools in Italy and the revered child psychologists Lev Vygotsky and Jean Piaget; that the best way for children to make lifelong learning connections is through play, especially when children are engaged in activities of their own choosing. Therefore, we believe the best approach is to focus on each individual child and their interests to help them develop their personal physical, emotional, cognitive, and social skills. We use developmentally appropriate practice (DAP) with an emergent and integrated curriculum to accomplish those goals. Many of these experiences are presented through plenty of free choice and play activities, a lot of outdoor time, and enrichment programs such as working in our Motor Lab, Atelier, Gardening, Music & Movement, Performing Arts and more.

The National Association for the Education of Young Children (NAEYC), our field's professional organization, has countless resources and provides the researched based practice that we follow and implement. We urge you to visit their website at [www.NAEYC.org](http://www.NAEYC.org) to learn more about the guidelines and curriculum we follow.

## School Information, Advisory Ministry and Contacts

Address: 19211 Dodge Avenue, N Tustin, CA 92705

Preschool Phone: 714-573-7723

Website: [www.foothillspreschool.org](http://www.foothillspreschool.org)

License No. – 300600222

Tax I.D. 95-2261803

Umbrella Organization: Church of the Foothills

Church of the Foothills: Foothills Preschool is a not for profit ministry of Church of the Foothills. We are a secular school and do not teach religion at the preschool. The preschool is owned by, and financially and ideologically supports the Church of the Foothills and their ministries. For more information on Church of the Foothills, please visit their website: [www.churchofthefoothills.org](http://www.churchofthefoothills.org)

Church of the Foothills Preschool Advisory Ministry: The preschool is supervised by a ministry made up of volunteers from the congregation of the Church of the Foothills. The Foothills Church of the Foothills Preschool Advisory Ministry may be reached by calling the church office at: 714-544-1319

## Admission Requirements

Children ages 2 to 6 years are eligible for enrollment. Children with special needs are welcome as long as they can integrate into our program well enough to not require more supervision than their typical peers. Children must be able to use the toilet and attend to all of their own toileting needs, including changing their clothes and cleaning up after an accident. Children must be pull-up/diaper free and wearing underwear.

## Hours/Months of Operation

### School Year:

We are a 10 month program and follow the Tustin Unified School District Calendar.

### Daily Schedule

8:00 - 9:00:	Outdoor Classroom
9:00 - 12:00:	Core Preschool Curriculum
12:00 - 12:30:	Dismissal or Lunch
12:30 - 1:00:	Outdoor Classroom
1:00 - 2:00	Motor Lab or Nap
1:00 - 3:00	Nap and dismissal (nap program contingent upon satisfactory enrollment)

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## Summer Camp

Our school usually offers a Summer Break camp contingent upon sufficient enrollment. Camps are for currently registered students and their families/friends through age 6, including this year's TK/Pre-K graduates. We do not start new students during camp. Student/teacher ratio is 12:1. Camps are not included in the school year tuition and are available at an extra charge. Camps are usually 5 hours per day or less and there is no nap time. There is no guarantee that Summer Camp will be offered. Camp is a pay by the week program.

## Tuition

We are a non-profit ministry of the Church of the Foothills. We attempt to keep our fees reasonable. Tuition may be paid in one lump sum for the full year or may be divided into 10 equal installment payments. Each installment is one-tenth of the total session's tuition and NOT the payment to cover just the month. To ensure that your account is in good standing, we ask that you make your payments in a timely manner. Regardless of the number of days a child attends each month, the full installment is due.

- We do not make adjustments due to illness, vacations, emergency school closings or holidays.
- First installment payment is due on the first day of school and on the first day of each month thereafter.
- **Tuition and all other fees, including pre-paid, is non-refundable.**

## Late Tuition Fees

- Installments not paid on or before the 5th of the month for which it is due will be assessed a late fee of \$20.00. If the 5th falls on a Saturday or Sunday, the payment is due by the following Monday.
- If the installment payment is not paid by the 15th of the month for which it is due, the child will not be able to attend Foothills Preschool until the payment is paid in full. If the 15th falls on a Saturday or Sunday, the payment must be paid by the following Monday.
- If payment is not paid by the last day of the month for which it is due, the child will be permanently expelled from Foothills Preschool unless other arrangements are made in advance with the director.

## Forms of Payment

Foothills Preschool accepts Debit Cards, Credit Cards and checks. Credit and debit card payments must be made online via the invoice you will receive via email at the beginning of every month. Foothills Preschool offers a discount for check payments. Check payments should be put in the payment drop box on the inside of the office door.

## Make Up Days

We do not offer make up days due to child illness, family vacations/emergencies or school closure days.

## Emergency Closures

If the school, or any classroom, building, cohort or part of a cohort is closed due to acts of nature beyond our control, including natural disasters, public or private utility failures, epidemics or pandemics under the mandate of the Orange County Department of Health, any pre-paid tuition will not be refunded. No further tuition will be due during the time the school, classroom, building, cohort or part of a cohort is closed. Online distance learning may be offered during this time at an additional charge.

## Registration

A non-refundable annual registration/materials fee is due upon enrollment/registration. This fee will hold your child's spot for the upcoming school year and is used to purchase materials for the classroom. If your child enrolls after January 1st of the current school year, the registration fee is prorated to 50%. If your child's class becomes waitlisted before school starts, we may request that you pay your first month tuition to hold your spot.

## Admission Packet and Licensing Forms

An admission packet must be completed for each child and turned in to the office by the child's first day of school. The packet contains forms that are required by the State of California Community Care Licensing Division.

## **Returned Check/Deposit Policy**

A \$30.00 fee will be assessed for all returned checks or banking transactions that are returned from your bank. Replacement transactions must be issued immediately and late fees are applicable to late tuition.

## **Vacation and Holidays/School Closure Dates**

We loosely follow the Tustin Union School District holiday schedule. Please see the school calendar on our website for the most current dates. In addition, we may close the school up to 2 days a year for teacher professional development.

## **Holiday Celebrations**

Foothills Preschool maintains a secular, inclusive environment. Celebrations of common holidays for our student's cultural demographic, such as Halloween, Christmas, Hanukkah, Kwanzaa, Lunar New Year, Tet, Eid and others may be celebrated during the school year at the discretion of your child's teachers. We encourage all families to share their own cultural celebrations throughout the year with your child's teacher and classmates. The gift of your time as a classroom guest to introduce your cultural traditions to your child's classmates is an invaluable contribution to our school and is welcomed and encouraged.

## **Staff Qualifications**

Our Lead Teachers and Teachers meet the requirements for education and experience set forth by the State of California in Title 22 licensing requirements. All staff members have completed a rigorous background screening, which includes criminal records. All staff members have had a health screening, immunizations and T.B. test.

## **CPR & First Aid**

All staff members are certified in Pediatric CPR and First Aid. First Aid supplies are stocked and ready at all times. Injury assessment and treatment will be given under the supervision of a Teacher or Director. If further treatment is deemed necessary, the parent, guardian or emergency contact person will be called. All injuries that leave a mark are recorded on an Injury Report in our Procure software and emailed to the guardian of the child.

## **Medications**

We will dispense prescription medications only in their original packaging. Medicine must be in its original container, labeled with the child's name, dosage, expiration date, physician's name and pharmacy name. Antibiotic ointment, sunscreen, lotion and food supplements are considered medications by Social Services and we cannot apply them to your child without a prescription.

## **Confidentiality**

All student records are confidential. All records are subject to on-site review by officials representing Community Care Licensing, the California State Department of Education, the Health Department, U.S.D.A., or local police authorities in the event of suspected child abuse or neglect. Written permission from guardians will be obtained for the release of confidential information and for permission for photographs or videotapes taken of the children while they are in the school if these will be either published or used in public.

## **Signing In & Out**

Children must be escorted to and from the classroom each day by a guardian. The guardian has the choice of using their device or our device to sign the child in on our Procure software. This is required by law by the Department of Social Services. The parent or guardian is transferring authority to Foothills Preschool and so it is imperative that you remember to sign in and out. The preschool will be fined by licensing for children not signed in and out and reserves the right to pass that fine on to the guardians of the child who was not signed in and/or out.

## Release of Children

Children will be released only to an authorized adult (must be 18 years old or over). The person picking the child up must be listed as an authorized pick up in Procure or on licensing form 700. For safety reasons, photo identification will be required from all persons not known by the staff. Your child will not be released to anyone not listed as an authorized pick up or who is unable to show proper identification.

## Drop off and Pick Up

**Drop Off:** After children are signed in, the child must be escorted to the teacher(s) on duty. For early drop off between 8:00 and 9:00 am that teacher is usually on the playground. From 8:30 – 9:00 is our lead teacher prep time, so we ask that the lead classroom teachers not be disturbed during this time. No child should ever be left unaccompanied in a classroom or on the playground. For safety, liability and licensing purposes we ask that guardians leave promptly after they have signed their children in and escorted them to the teacher on duty

**Pick Up:** Please come to the classroom (unless the children are outside) to pick up your child. Children will not be released to the parking lot or to the playground from the classroom. For safety, licensing and liability purposes, we ask that you leave the preschool grounds with your child promptly after you have signed them out. If you need to speak with a teacher, please keep your child with you. Please be aware that once you have signed your child out, you are responsible for their safety.

## Late Pick Up Policy and Fees

Parents have a 5 minute grace period from their scheduled time to pick up. **If you are more than 5 minutes late you will be billed a \$20 late charge.** We staff based on how many children we know we will have at any given time. When you are late picking up, you may create a licensing violation that would result in a fine to the preschool. Alerting the staff that a guardian will be late is always appreciated and helps relieve your child's anxiety, however, late fees will not be waived. In the event that a child is not picked up by ½ an hour after the school closes, and the parent or guardian has not called or is unavailable by phone, the local authorities will be called to pick up the child from the school, per Title 22 regulations.

## Emergency Contact Change Notification

Guardian must update their Procure record, or fill out a new LIC700 form to the director for any changes, additions or deletions of phone numbers, addresses, family status, emergency contacts or physician. If a person is not listed as a pick up in Procure, we will not release your child to that person.

## Photograph Release

Unless you complete and submit the Picture Release form from your Admissions Packet informing us otherwise, all photographs of students of Foothills Preschool taken by the Foothills Preschool staff or their designees can and may be used in Foothills Preschool marketing materials including print advertising, social media and our website, [www.foothillspreschool.org](http://www.foothillspreschool.org)

## School Directory

Unless you complete and submit the School Directory release form from your Admissions Packet informing us otherwise, all students and families will be listed in our school directory that is distributed to the families of students at the preschool.

## Procure Communication

Our primary form of communication with guardians is via our Procure App. You will receive an invitation to join shortly after you return your completed enrollment application. Procure is used to send you photos, notes, injury reports, lesson plans, event info, and general communication about your child.



## **Drop in Care: Early Bird, Lunch Bunch and Motor Lab Hour**

We offer “as needed” drop in care on a “first come, first served” basis. Early Bird hour is free play outside from 8-9am. Lunch Bunch is lunch and playground time with friends from 12-1, Motor Lab is from 1-2pm and nap time is from 1-3pm. You can sign up in advance on the drop in sheet on the bulletin board on the office door. Children cannot be at the school for more than 5 hours without being offered a nap.

## **Meet and Greet/Orientation**

We have an orientation day each year, usually on the day before school begins, for the guardians and children. We encourage all families to attend so that we can answer any questions the guardians may have about the school and the children can meet their teacher and their classmates during a low-key event in the school surroundings.

## **Visitor and Volunteer Policy**

We love our preschool families and love to have visitors and volunteers! That said, due to California State law and Community Care licensing, there are guidelines we need to follow to ensure the safety and health of all of our enrolled children and avoid licensing fines. Here are the guidelines for volunteers and visitors at our school:

- Anyone who volunteers or has interaction/contact with enrolled students during our school day must submit a copy of their proof of vaccinations from a licensed physician showing up to date measles, pertussis, and Covid 19 vaccinations.
- The influenza shot needs to be dated between 8/1 and 12/1 of the current year.
- Only adults over the age of 18 may volunteer on site during preschool hours.
- Siblings not enrolled in Foothills Preschool may not be on the grounds while their guardians are volunteering during school hours.

## **Pick up/drop off times and guidelines**

- Our campus will remain closed and gates locked except for pick-up’s and drop-off’s during hours of operation.
- If you bring a child not enrolled at the school with you to pick up or drop off a FPS student, they must wait with you outside the classroom door for the teacher to open the classroom or dismiss the children. They may not co-mingle with the preschool children or use the school equipment.
- Children that start school at 9am must remain with their guardians and wait near their classroom door until their teacher escorts them into the room. Per community care licensing, they may not co-mingle with the children who arrive earlier than them on the playground or in the classrooms.
- After the school closes for the day, you may not remain on the playground or school grounds.

## **Toileting**

- We define “toilet trained” as the child’s ability to feel and act on their need to use the restroom and to take care of all their own toileting needs, including pulling up and down their pants and wiping/cleaning. We, of course, will help them if they are struggling in the beginning of their school journey.
- Children need to be diaper/pull up free and must wear underwear to preschool.
- Children with a documented disability may wear pull-ups to school. The guardians of the child will be expected to come to FPS and change them, should they have a bowel movement at school.
- Accidents will happen. Please make sure your child always has a clean set of clothes in their cubby.
- The first 8 weeks of school are a transition time. Some children have a hard time making this transition and may regress in terms of using the toilet. They also may be so distracted by the new environment that

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they forget to use the restroom. We expect to see no more than 1 accident a week after the first 8 weeks transition time. The child may be disenrolled if they have more than 4 potty accidents in the 4 weeks following the end of the 8 week transition time period.

## Snacks

We will serve a nutritious mid-morning snack each day. Each month's snack menu is posted on the information board each week. Our snacks always must contain 2 food groups, usually a fruit and a carbohydrate or dairy and a carbohydrate. The snack menu is subject to change. Due to allergy concerns, we do not serve nut products.

## Lunch

Lunch will be provided by the guardians of the children that are staying for our lunch time program. Each year we have children with different allergies. We will ask you to refrain from sending food products that contain allergens based on the current allergies in the student population each specific year. Staff are not responsible for making sure the children eat their food in any specific order or the amount of food they consume. These are developmentally appropriate practices and give the children the control to decide when they are full and what sorts of food their body needs. If food needs to be kept cold, please pack an ice pack since we cannot provide refrigeration. Please do not send meals that need to be heated.

## What to Wear (We get MESSY!)

Preschool is a time to explore and use all our senses when doing so! Your child will be using a variety of materials to help them discover as much as they can, such as paint, mud, bubbles, water, or anything else sticky or gooey. Since it's impossible to explore these things without getting messy, your child should **wear clothing that is able to get dirty or soiled**. Your child may also come home in wet or muddy clothing. If it is raining or wet, please consider sending your child to school in water resistant boots and jackets. We often go outside during the rain to explore!

## Birthdays

If you would like us to celebrate your child's birthday please let your teacher know in advance. You are welcome to bring in a treat on that day. Treats must be store bought with an ingredients label intact. If you are planning a party outside of school, please mail your invitations unless every child in the class is invited, in which case you may place invitations in the children's mailboxes.

## Rest/Nap Time

If a child attends our 8-3 program they will have nap time from 1-2:30ish. Children nap on cots in the Sprouts classroom. We provide the sheets and the cots. Families provide blankets, pillows and whatever else they feel may help a child relax and go to sleep. The cots are crib mattress size, so keep that in mind when providing bedding. We ask that no children are picked up during nap time if possible so as not to disturb sleeping children.

## School Animals

A wonderful part of child development at our school is learning to care for and handle our school pets. Although our staff is always with the children and supervising the handling of our animals, accidents may still occur. In your admission packet there is an animal handling release form for you to sign.

## Guardians or designees suspected under the influence

The safety of your children is of the utmost importance to us. Therefore, if a guardian or guardian designee arrives to pick up a child and appears to be (based on the observations of our staff) impaired or under the influence of drugs or alcohol to the point of it being a perceived hazard to the safety of the child, our staff will contact the local Police or Sheriff's Department.

## Student Expulsion

All children are enrolled on a trial basis. If at any time and for any reason the Director feels our school is not best suited for the personal needs of a family or their child, the child may be expelled from the school. We will do our best to exhaust all other options prior to expelling a child.

## Student Withdrawal

Parents/guardians may withdraw a child from school at any time by giving written notice to the Director. A two-week notice is requested. Tuition must be paid in full for the final period of attendance. No tuition refunds will be given.

## Guidance and Student Behavior

All staff members are trained in positive guidance techniques to solve behavior problems at school. There are set ground rules that are necessary to guarantee a quality education for each child and to ensure a happy, safe environment. No corporal punishment, time-outs, humiliation or any kind of discipline that would impair a child's self-respect will be used. Only behaviors that are dangerous to the child themselves, or behaviors that impose upon the rights of others will be addressed by teachers. In the case where a child needs guidance in learning to control his/her behavior, the following steps will be taken:

1. Children will receive a warning and full explanation of why the behavior is not acceptable and how it impacts others or is dangerous to themselves or others. It will be explained that if the behavior continues, the child will lose their privileges to play in that area/with that friend. This tells them of the consequences of their actions.
2. If the same behavior continues, the child will be redirected to another space to play and/or other friends to play with. This teaches them that there are consequences for their actions and that we will follow through.
3. If the behavior continues after being moved to a different area, the child will be redirected to a quiet, calming center, or one person area, to relax for a bit to help them calm down. The teacher will work with them using relaxation techniques to help calm their brains and bodies. When the child has relaxed and is able to calmly discuss the situation, they will be given a choice of centers again. A Mood Report will be filled out in Procure and sent to parents.
4. If the behavior continues, and is uncontrollable and disruptive to the class, a 2nd Mood report is filled out with a request that the family will meet with the director and teacher to make a plan of action to help the child going forward, which may include assessment by a child psychologist or therapist and the introduction of a 1 on1 behavioral aide to continue attending Foothills Preschool.

If at any time, the child's behavior becomes destructive or violent and needs attention beyond the scope of a typical preschool classroom and teacher, **the parents may be called to remove the child from the school immediately**, without enacting steps 1-4 above. Dangerous behaviors include biting, scratching, hitting, punching, pushing, and anything else deemed so by the teachers. A child may be unenrolled from Foothills Preschool at any time without prior notice by the Director based on behavior that is deemed dangerous to others or themselves.

## Immunizations

All children entering preschool are required by California law to show proof of immunization. Copies of your child's immunization card must be submitted by the first day of school. Children not fully immunized are not eligible for admission to preschool.

## Food Allergies

Parents must be sure to notify the school, in writing, of any food allergies. Allergy notices are posted in the preschool kitchen and in the child's Procure profile.

## Illnesses

Any and all guidelines listed below are secondary to the current CDC guidelines for the Covid-19 Virus and are superseded by those guidelines as they change.

We are licensed to care for healthy children only. For the safety and protection of the children, each classroom will follow the recommendation of the Centers for Disease Control (CDC) by providing each child with a health check prior to his/her entering the group. Each child will be checked for the following:

- Fever
- Swollen neck glands or very sore throat
- Unexplained rash or skin eruption
- Any symptoms of communicable disease (chicken pox, pink eye, tonsillitis, strep, viruses)
- Head lice
- Vomiting, diarrhea, or severe nausea
- Acting listless, excessively drowsy, headache, flushed or clammy, or show any unusual behavior
- Nasal discharge that is thick yellow or green

The school must be notified of all communicable diseases such as chicken pox, head lice, impetigo, strep throat, hepatitis, etc. These require posted notices of possible exposure for other children.

Students who become ill at school will be isolated in the Director's office and guardians will be notified for immediate pick-up. If a guardian cannot be reached, the director or Teacher in charge will decide the next step according to the circumstances and seriousness of the situation. Any of the following may apply:

- Call emergency contact person listed by guardian
- Call doctor listed by guardian
- Call paramedics/emt's

The child may return to school when:

- Fever-free for 24 hours or more.
- Nausea, vomiting or diarrhea has subsided for 24 hours or more.
- Child has been given at least 4 doses of antibiotics over a 24 hour period for any type of infection.

## Child Abuse/Mandated Reporters

Our preschool staff are all mandated reporters and are required by California State law to report any suspicion of child abuse or neglect. Please report any new bruises or injuries to your child's teachers at drop off.

## Department of Social Services

California law mandates that the Department of Social Services have the authority to interview children or staff, and to inspect and audit child or facility records without prior consent. The Department has the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren). [Title 22, Division 12, Chap 1, #101200, (b) & (c).]

## **Emergency and/or Disaster Plan**

Due to the possibility of earthquake or other disaster, we have implemented the following plan:

- The staff will be responsible for all children until a guardian or authorized adult arrives to get them.
- During an earthquake or other act of nature the children will be instructed to shelter in place until the weather/earthquake permits. When it is deemed safe, children will be evacuated to our parking lot and held there until it is safe to return to the buildings. Evacuation route is posted in each classroom near the entrance door,
- In case of other safety concerns, such as threats from outside the grounds, children will shelter in place and the doors to the classrooms will be locked until the threat is over.
- In case of threat from a pandemic or epidemic such as Covid 19, staff will follow the guidelines in the Foothills Preschool Covid-19 Pandemic Guidelines and Modifications, which are separate from this document. A copy of the Covid-19 guidelines may be requested from the Director.

=====END=====

Thanks for taking the time to review our Parent Handbook. If you have any questions or concerns that were not answered in this document, please feel free to contact the director or any teacher.