

Dear Parents:

The staff of The Creek is excited to teach your children this summer school term! Thank you for giving us the opportunity to partner with you to make a difference in the lives of your children. We thank you for trusting us with your children. It is our goal to provide them with a nurturing and fun summer experience, and that we will show them God's love each day!

Summer School Basics

Summer School runs Monday through Friday 9am-1pm with Split schedules of Mon/Wed/Fri or Tues/Thurs & 8am Early Drop off available Mon-Fri and 1-3pm Extended Day Available Mon, Wed, & Fri. Enrollment in our school summer program is open to children 2.0 years through 6 years of age. Potty training is not required.

In order for the Creek to remain open during the ongoing COVID-19 health crisis, we have modified a number of policies and procedures to do our best to protect the health of our families and staff.

We have compiled information from the Centers for Disease Control, California Health and Human Services, and our licensing oversight agency, Community Care Licensing. Our plan is developed with an emphasis on keeping children and staff safe and may need to be modified or amended under the direction of local or state authorities.

The information in our updated policies and procedures for summer handout has been integrated into our Summer Parent Handbook and receipt of this handbook serves as your official notice of our COVID policy updates.

Important Contact Info

School Phone: (714) 633-0402

After Hours Voicemail: (714) 497-0581

Main Email: info@thecreekpreschool.org

Billing Questions: tuition@thecreekpreschool.org

Web Site: www.thecreekpreschool.org

Facebook: [ww.facebook.com/TheCreekPreschool](https://www.facebook.com/TheCreekPreschool)

School Address: 250 S Prospect St. Orange CA 92869

What to Bring to School:

Please pack your child's bucket with the following:

- A change of clothes, just in case
- Snack (2 food groups!)
- Lunch (2 food groups!)
- Diaper kit with wipes if needed

Please do not bring toys to school.

Students are not required to wear masks or other face coverings while at school, though the current mandate from the California Department of Public Health (dated June 18) recommends face mask coverings for everyone over age two.

If you send your child to school with a face mask, your child will need to be able to independently remove and replace it as needed. Staff will not assist in replacing of the mask should your child decide not to wear the mask; it will be placed with your child's belongings for end of day pick up.

Mission & Ministry: Our Philosophy Statement

The Creek Preschool is an extension of Revive Covenant Church, serving the community around us, offering a Scripture-based curriculum that blends developmental and academic techniques. The preschool provides hands on learning experiences that prepare each child for his/her future schooling and most importantly to prepare him/her to give God the glory that is due Him by choosing to follow Him.

Necessary Paperwork

The school is regulated by the State of California through the Orange County Department of Social Services. In order to meet state licensing regulations, it is mandatory that **all forms be completed and returned to us before your child can join us for Summer School.** Your current paperwork for the previous school year or the upcoming school year counts!

Summer School has 1 additional form that all students will need to have on file: Summer School admissions agreement.

If you move, change phone numbers, or need to modify who is allowed to pick up your child from school please come into the office and update the forms. It is important that we have accurate information at all times to reach you in an emergency.

Curriculum

Our school is a mix of academic and developmental approaches to learning with a lot of fun and play! We believe in introducing academic concepts to the children at their appropriate developmental level combined with providing a Christian environment where they can develop a love for God.

Our summer school students are working with our Zoo Phonics curriculum, a great phonics based program that uses sight, sound, and movement to teach letter concepts. This language development program also has math, science, art, social science, music & movement components that engage children's minds and bodies.

For summer, we are planning for age-mixed classrooms with a flexible differentiated curriculum where everyone will be challenged and met where we're they're at!

Potty Training

It is not required for your child to be potty trained to attend Summer School.

We recognize that potty proficiency is a developmental skill. We are happy to work with you as you start the potty training process at home. Our teachers will encourage your child to use the potty at school, and be available to help as they transition to being fully potty trained.

You provide your own pull-ups and wipes. There are no additional fees for not being potty trained.

Communication

Our teachers and staff members are here to help. We want to hear from you, whether you have a question, a problem, or just need to talk to someone. We are available by email, phone (during office hours) and Facebook as well as in person during the school day in the school office.

Each classroom displays their weekly lesson plan in the window for you to check out so that you know what they're getting up to! We also have a parent board in each classroom with notices and reminders posted, as well as the summer themes and schedule.

Parking

It is a matter of safety that all children be walked to their classrooms from the SOUTH parking lot. Please do not park in the fire lane adjacent to the school. (Those gates are not entrances, they are emergency exits only).

In addition, please **do not leave children, purses, or other valuables in the car** when you are going in to drop off or pick up your child. It is not only unsafe to leave your child in the car, but illegal.

Appropriate Dress

Here are a few things to keep in mind regarding dress:

- Only closed-toe shoes are allowed. Tennis shoes are great for play. Remember, we spend part of our day outside in the sand and wood chips of the playground so wear play shoes! **Sandals or any shoe that has open toes are not permitted.**
- Choose school clothing that allows your child to take care of his/her bathroom needs independently—we're here to help but making it easy helps them feel "so big"
- Select clothing that can stand the wear of school: painting, sandboxes, markers, etc. can be messy!
- Make sure to label jackets/sweaters with your child's name so we can get them back to you.

*Please check for all the clothing your child had in the morning before you leave school for the day. Things are more easily found on the day they are worn than they are the next day or week.

Arrival & Dismissal

All children must be brought to school and picked up from school by a person **18 years** or older. **The state requires that you sign your child in on the class list each morning, using full legible names.**

COVID-19 Updates for drop off & pick up

- Only students and staff will be allowed to enter the classroom.
- Only one adult should be dropping off/picking up a child to minimize exposure
- If you have other children who are not Creek students with you, they must stay with you & are restricted from entering the classroom as well.
- If there is a queue to enter the room, please maintain 6 feet of social distancing between households.
- It is mandated by the CDPH that all adults wear face coverings at pick up and drop off.
- All drop off and pick up visits need to be kept as brief as possible.
- The California Department of Public Health (CDPH) asks that you bring your own pen.

Arrival: Children cannot be dropped off at school earlier than 5 minutes before their scheduled start time. Parents may not leave the child if the teacher is not present in the classroom.

- As students enter the room, they are to immediately sanitize their hands at the dispenser or to go to the student bathroom to wash their hands, depending on the room configuration

At Sign In, parents will be asked to attest to our COVID-19 screening questions, including whether anyone in the household has had symptoms in the past 48 hours or a positive Covid-19 test.

Dismissal and Pick Up: It is very important that children be picked up on time as many children experience anxiety when they see other pick ups occurring but their own is not there.

Children who remain on campus past their scheduled end time will be brought to the office. A late ticket will be given to you, the value of which will be \$1 for every minute five minutes after your pick up time, payable at the time of pick up.

Your child will not be released to anyone (other than a parent or legal guardian) who is not listed on your emergency information sheet. Please make sure you update the list in the office, or send a **written note** for the days a new person is to be authorized to pick up your child.

If the teacher does not recognize the adult who is picking up your child the teacher will ask them to stop in at the office to be verified. They will need to show ID. An office staff member will then walk the adult back to the classroom to confirm their approval. If a non-custodial parent is not to pick up your child we must have an official restraining order or other legal paperwork in our files.

Financial Information

Registration – there is no registration fee for summer

Summer Tuition – We accept cash & checks. There is a \$20 charge for returned checks.

Session 1: June 7-July 2 4 Weeks

	M-F	MWF	T/Th
Add 8am-9am	\$65	\$40	\$30
Core : 9am-1pm	\$470	\$345	\$245
Add 1pm-3pm	X	\$80	X

We will be CLOSED Thurs. June 10

Session 2: July 12- August 13 5 Weeks

	M-F	MWF	T/Th
Add 8am-9am	\$95	\$45	\$55
Core : 9am-1pm	\$585	\$435	\$335
Add 1pm-3pm	X	\$80	X

Signing up for the summer school program is a commitment to attend for the entire session(s) of the program. Due to the limited capacity, you are responsible for the entire financial cost of the session(s) you signed up for. If you need to cancel your attendance, there will be no refunds unless we can fill your spot for the remaining time.

Walk-Ins: We will not be able to take irregular drop ins, but we will allow late starts provided we have space.

Discounts: There are no discounts for summer school tuition.

Snack & Lunch

All children must have a two different food groups for each meal on campus, as required by the state. This means one set for snack and one set for lunch.

Grains, dairy, vegetable, fruit or proteins are food groups. Water, chips, cookies, candy & juice that is not 100% juice are considered 'extras' and not part of the two food group minimum.

Please do not send food with your child that requires a microwave or other special heating instructions. We do not stock snack items at school, have refrigeration or heating options for the food.

If we are in violation of the snack requirements, we are fined by the state.

Failure to provide a snack with two healthy food groups will result in a 'snack attack' reminder card being sent home with your child and a \$5 fee added to your week's bill per occurrence.

Birthday Celebrations: Individually packed items are a great celebration treat. Check with the office for allergies & logistics prior to the celebration day.

Allergy Alert

We are not a peanut free campus.

If your child has food allergies, be aware that there is a potential for them to come in contact with foods that may cause an allergic reaction.

Snack & Lunch: Children bring their own snacks and lunches and this food is not to be shared, even among members of the same household.

Birthday Parties: If your child can't have items at a pot-luck style event or a special treat occasion, you can always send a substitute from home that you know is safe. We will do our best to let you know about birthday parties ahead of time.

Medicine & Illness

Your child's health is important to us. We want to protect your child and all the children in our program. **State law requires that we have only healthy children in attendance.**

By keeping your ill child at home, infections are not being spread to others and your child is not being exposed to something new while his or her resistance to infection is low.

Do not bring your sick child to school. Children who appear ill when they arrive will not be admitted.

COVID-19 Update If you or your child has been sick, we ask that all household members stay home until they've been **fever-free without medication for at least 72 hours or 14 days after a COVID-19 positive test.**

No one with a fever of 100.4 or higher is allowed on campus. This includes parents or caregivers who are dropping off or picking up.

Health screening and temperature checks

When students are signed in, parents will be asked to attest to our COVID-19 screening questions, including whether anyone in the household has had symptoms in the past 48 hours or a positive Covid-19.

Thermometer temperature checks will be utilized if a fever is suspected.

Staff will continue to monitor student health throughout the day.

If your child becomes ill at school, we will isolate him or her until you can pick up. Please make sure your emergency forms are current and update any contact information, especially phone numbers! Per the Authorization for Emergency Medical Treatment & Consent for Medical Treatment forms on file, we reserve the right to call for emergency services should we see your child develop symptoms of acute respiratory illness that appears life threatening.

We will continue to encourage all students to use “respiratory etiquette” – covering their cough, using a tissue, and utilizing our trashcans for disposal. And our handwashing policy – after restroom use, on return from the playground, and after eating – remains in effect.

Should we have confirmation of a COVID-19 exposure at The Creek, we will notify all families immediately through our email system. We may need to close the campus for cleaning, or shift staffing for quarantine precautions.

If we have a confirmed Covid-19 exposure or confirmed case at The Creek – student or staff - we are required to notify the California Department of Public Health and file a report with Licensing.

For all other health situations, your child will need to be kept at home if he/she:

- Has vomited in the last 24 hours
- Is taking antibiotics and has not been on the antibiotic for 24 hours
- Has had diarrhea, even if caused by taking an antibiotic, in the last 24 hours

- Has eye discharge or crust. Must wait 24 hours after starting medication for conjunctivitis (pink eye) and eye must be free of redness or discharge before returning to school.
- Has croup. Your child must stay out until the fever and cough are gone.
- Has a constant runny nose (& no official doctor’s diagnosis for allergies).
- Has an undiagnosed body rash. Doctor’s note is required to return.
- Has a doctor’s appointment for a suspected illness. Please do not bring your child to class prior to the appointment.
- Has head lice. Child must remain at home until treatment is completed and lice and nits are gone.
- Has ringworm. Unless completely covered by clothing, child must remain at home for 48 hours after beginning treatment.

Administration of Medicine: If your child is on medication for any condition or illness and it will need to be distributed during school hours, please contact the office. State law requires a release form to be signed for each and every day that medication is to be given.

Prescription medicines must be in the bottle in which the pharmacist dispensed it. Do not leave medicine in your child’s bucket. It needs to be kept in the school office. Teachers and aides cannot distribute medication. It can only be distributed by a parent/guardian or office staff with a permission note.

Medicine & Illness: Special Situations:

- **Inhalers:** Form “Nebulizer Care Consent/Verification” (LIC9166) to be filled out and on file with the inhaler. Inhalers will be returned to the parent/guardian at the conclusion of the need or upon the student’s final day on campus, whichever comes first.
- **Epipens:** For children who have been issued an epipen for emergency use, the medication is stored in the school office. We require parents to fill out an “Administration of Medication” (LIC 9221) form in conjunction with an Anaphylaxis Action Plan form.
 - Unused epipens will be returned to the parent/guardian at the conclusion of the need or upon the student’s final day on campus, whichever comes first.

- Used epipens will be disposed of in the “Sharps Container for Biohazard Needle Disposal” located in the school office; the container will then be taken to an authorized disposal facility as needed for replacement.
- **G Tubes:** Creek staff is not trained or equipped to manage tube feeding, tube replacement, or emergencies that may arise related to the G-Tube. Parents would need to provide a trained aide or nurse to administer feeds and manage tube care and replacement as needed.
- **Blood/Glucose Testing:** We do not have a nurse on site and are unable to perform blood/glucose testing. If a student needs testing during the school day the parent or guardian would need to perform this procedure and manage all hygiene and safety related requirements.

Staff Training: Staff members are trained in CPR and Basic First Aid procedures and recertify to EMSA standards as required.

Safety Precautions and Materials: Staff is provided with medical grade disposable latex free gloves for all emergency procedure needs. Each classroom, the playground, and the office has a first aid kit that exceeds ANSI and OSHA standards.

COVID-19 Update for Personal Protective Equipment:

- Staff will wear a face covering in the form of a cloth or disposable mask, and will have the option for a face shield as well.
- Staff may remove their face masks during times of phonics learning or where the ability to see the mouth is necessary for communication.
- Staff will wear gloves when handling trash, food, changing diapers, or assisting a student with the toilet.

Cleaning & Sanitation COVID-19 Adjustments

Our facility continues to receive a daily cleaning of both classrooms and bathrooms at the end of the day by our janitorial staff.

During the day, teachers wipe down high touch classroom surfaces (tables, chair backs, door handles, etc) as well as bathroom implements (sink handles & toilet flush levers) with disinfecting wipes.

Staff also have spray bottles of cleaning and disinfecting products along with paper towels available for larger cleaning wipe downs.

After each play block, toys will be sanitized before being returned to the communal bins. Smaller selections of toys may be offered so that used items can be put into the sanitization bin after each play cycle while retaining another round of that toy for the next play block that day.

Communal group touch items such as playdough or slime have been discontinued unless individually packaged and labeled for play. Each child will have a separate set of crayons, pencil, & scissors.

Sensory tables, large pillows or stuffed animals, and other materials that are difficult to clean have been temporary closed or removed from the classroom.

The play food has been removed from the kitchen areas.

Emergency Procedures

The many forms that you have filled out after registering have an important purpose. They’re part of our back-up system in case of an emergency.

Copies of the disaster forms are stored in several secured locations on campus in case something should happen to the main building. In addition, the teachers keep their classes emergency information with them at all time.

In the event of a serious emergency, the children will be held in the safest area on campus until an authorized person comes to pick each child up.

In preparation for any sort of extended emergency situation, we have barrels of emergency food, water, blankets and other materials stockpiled.

In the event of an emergency, the staff is assigned various emergency responsibilities.

If the school facility should become unsafe in the event of a disaster, our off-campus meeting site is Grijalva Park located at 368 N. Prospect Ave. just up the street from us past Chapman Ave.

Discipline

The children are taught to respect the rights of others, to obey, and to cooperate with the teachers. We believe that socialization and interplay with children of the same age is one of the most important aspects and benefits of the preschool experience.

We believe in using positive reinforcement and verbal praise to highlight when children are doing things RIGHT to encourage the continuation of pro-social behavior.

The staff understands that children will meet new frustrations at school that they must learn to handle. We are experienced in helping children learn through these new challenges. We believe in helping children verbalize their needs and frustrations to their friends and assisting in problem solving so that the children learn how to compromise and emphasize with others.

We believe in logical consequences for actions (both positive and negative).

However, hitting, kicking, and other acts of violence against another child always result in teacher intervention.

Our typical method of discipline is a "time out." When a child is placed in time out, they are told that they are going to sit out because of the behavior, and then they sit for 2-5 minutes, depending on their age. If at the end of this time period, the child has calmed down enough to discuss the bad choice they made and what they could do in the future to make better choices, they will be allowed out of the time out to go make amends with their friend and continue in their day.

While time outs are usually serious enough consequences, a child who continues to act violently against his or her classmates may need to be sent to the office for the time out and a talk with the director or office staff.

Should the dangerous behavior continue, a teacher will conference with the parents so that home and school can work together to solve the problem.

Biting will not be tolerated; if your child should bite another, they will immediately be sent to the office and you will be called to come and pick them up.

Bullying of others will be a sure subject for an immediate parent and child conference with the director.

What is bullying? Hitting, name-calling, exclusion, or other behavior that is meant to hurt another person. Bullying is often carried out by someone who has more power against someone who has less power. For bullying to exist, it must satisfy three requirements:

- 1) There is an imbalance of power.
- 2) The aggressor must be bullying intentionally.
- 3) It typically occurs over time and is not a onetime event.

Everyone has the right to feel safe at The Creek. Our discipline policies are in place to help encourage positive social behavior, and to help with conflict resolution and social growth.

Licensing Agency Rights

Per Title 22: Section 101200 (b) & (c) The Department or Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff members. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed for copying if necessary.

Worship Opportunities with Revive Covenant Church

Sunday Worship

Your family is invited to attend our weekly worship service, small group Bible studies, and Sunday school classes here at Revive Covenant Church. Sunday Service runs from 10:00am - 11:30 am. Nursery care and Children's Church classes for children 6 weeks old – 5th grade are provided during the worship service.

There are also a variety of Bible Studies, group activities, and special events happening! See them all at www.revivecov.church

Please keep the above pages for your reference.
This form is to be printed and turned into the office once completed.

Confirmation of Receipt of
Updated Creek Policies & Procedures for COVID-19 Prevention

Effective July 2, 2020, The Creek Preschool & Kindergarten has put in place preventative measures to reduce the spread of COVID-19 including an enhanced illness policy, updated drop off and pick up procedures, the use of masks and other PPE, staffing and schedule restructuring, food & mealtime policies, and cleaning and sanitation procedures.

I have received, either electronically or in print, a copy of The Creek Preschool & Kindergarten's policies & procedures for COVID-19 prevention in the current edition of the parent handbook and agree to abide by the requirements listed therein.

Child's Full Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent Name (printed): _____