

**BELLA VISTA CHRISTIAN ACADEMY
PRESCHOOL**



**PARENT HANDBOOK
2025-2026**



WELCOME TO BELLA VISTA CHRISTIAN ACADEMY

An educational ministry of St. Paul's Lutheran Church

BELLA VISTA IS A SPECIAL PLACE! FOUNDED ON BIBLICAL CORE VALUES AND MOTIVATED BY OUR MISSION, BELLA VISTA EXISTS TO PARTNER WITH YOU IN THE EDUCATION OF YOUR CHILD.

- **AT BELLA VISTA**, YOUR CHILD WILL BE TAUGHT BY TEACHERS WHO LOVE GOD UNCONDITIONALLY.
- **AT BELLA VISTA** YOUR CHILD WILL BE TAUGHT TO LIVE RESPECTFULLY- HONORING GOD, FAMILY AND EACH OTHER.
- **AT BELLA VISTA**, YOUR CHILD WILL BE TAUGHT VALUES, CONCEPTS AND SKILLS THAT WILL PREPARE HIM/HER FOR LEADERSHIP IN LIFE TODAY, TOMORROW AND FOREVER!

OUR SUCCESS AS PARTNERS WILL BE DEPENDENT ON SHARING A COMMON VISION AND COMMON VALUES. PLEASE READ THROUGH THIS HANDBOOK CAREFULLY. IT OUTLINES OUR VISION, AND OUR VALUES. IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO REACH OUT. YOUR CONCERNS WILL BE HEARD.

MAY THE LORD BLESS OUR SCHOOL YEAR OF PARTNERSHIP AS WE GROW TOGETHER IN HIM.

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BELLA VISTA PRESCHOOL DIRECTOR

IN COMPLIANCE WITH STATE REGULATIONS THE FOLLOWING FORMS MUST BE COMPLETED AND ON FILE BEFORE YOUR CHILD MAY BE ADMITTED TO THIS FACILITY. EXTRA FORMS ARE IN THE OFFICE AT ALL TIMES,

- IDENTIFICATION AND EMERGENCY INFORMATION ON TADS
- CONSENT TO TREAT ON TADS
- PERSONAL RIGHTS
- PARENTS RIGHTS
- PARENTS REPORT: HEALTH HISTORY
- PHYSICIANS REPORT AND PROOF OF IMMUNIZATIONS

THE MISSION

Bella Vista Christian Academy is a ministry of St. Paul's Lutheran Church and is focused on helping people connect and grow in relationship with Jesus for life!

THE VISION

Bella Vista's vision is to create a Christian school that cares for future generations and brings glory to our Creator. Our vision is to help young people realize their value and God's role in their lives.

THE CORE VALUES

We believe that any great school must have guiding principles or core values that direct how it responds to needs.

Bella Vista students **CARE:**

CHRIST COMMUNICATORS

ASPIRING LEADERS

RESPECTFUL AND RESPONSIBLE CITIZENS

ENGAGED LEARNERS

OUR STATEMENT OF FAITH

ST. PAUL'S LUTHERAN CHURCH (AFFILIATED WITH THE LUTHERAN CHURCH- MISSOURI SYNOD) OWNS AND OPERATES BELLA VISTA CHRISTIAN ACADEMY.

AS LUTHERAN CHRISTIANS WE BELIEVE AND TEACH:

- THAT GOD IS ONE GOD IN THREE PERSONS: FATHER, SON AND HOLY SPIRIT.
- THAT JESUS CHRIST IS THE SON OF GOD, LORD AND SAVIOR OF ALL.
- THAT THE BIBLE IS THE INERRANT WORD OF GOD, AND RELIABLE FOR TEACHING DOCTRINE.
- THAT JESUS DIED FOR OUR SINS, AND ROSE AGAIN. NOW LIVES IN HEAVEN, AND WILL SOMEDAY RETURN TO TAKE ALL BELIEVERS TO BE WITH HIM.
- THAT THE ONLY WAY TO SALVATION IS THROUGH FAITH IN JESUS CHRIST
- THAT WE CAN NOT BE SAVED BY OUR GOOD WORKS, BUT ONLY BY GRACE THROUGH FAITH.
- THAT FAITH IS A GIFT, NOT A WORK.
- THAT AS WE WALK WITH HIM DAILY, GOD CONTINUES TO WORK IN OUR HEART AND LIFE TO MAKE US MORE LIKE JESUS.

THESE CHRISTIAN BELIEFS ARE INTERTWINED IN EVERYTHING THAT IS DONE AT BELLA VISTA. WE IMMERSE STUDENTS IN A CHRISTIAN ENVIRONMENT, SURROUNDED BY TEACHERS, ADMINISTRATORS AND STAFF WHOSE LIVES ARE A TESTIMONY OF THE CHRISTIAN LIFE AND FAITH.



ELIGIBILITY AND ADMISSION

We offer different levels of enrollment from 24 months and not potty trained to 5 years old in PreK enrollment is open to all children without regard to race, color, national origin or ancestry.

TODDLER PROGRAM- *NOT POTTY TRAINED*

The main focus in this class is learning through play, social emotional development and self regulation. The children will also work on potty training and small group activities.

- STUDENTS MUST BE 24 MONTHS TO ENROLL
- RATIO IS 1:5
- WILL WORK ON POTTY TRAINING

YOUNG 3 YEAR OLD PRESCHOOL- *POTTY TRAINING AVAILABLE*

The main focus in this class is learning through play, social emotional development and self regulation. The children will also begin zoo phonics and follow core knowledge curriculum.

- STUDENTS SHOULD BE 3 AUGUST TO ENROLL
- RATIO IS 1:6- one teacher and a full time aide
- ***DIAPERING AVAILABLE FOR \$50/MONTH***

OLDER 3 YEAR OLD PRESCHOOL- *MUST BE POTTY TRAINED*

The main focus in this class is learning through play, social emotional development and self regulation. The children will also begin zoo phonics and follow core knowledge curriculum.

- STUDENTS SHOULD BE 3.5 BY SEPTEMBER TO ENROLL
- RATIO IS 1:12
- PULL UPS are OK ***FOR NAP TIME ONLY***

4 YEAR OLD PRE-KINDERGARTEN-

The main focus in this class is kindergarten preparation. The children will follow core knowledge curriculum as well as handwriting without tears and zoo phonics in depth.

- STUDENTS NEED TO BE 4 BY SEPTEMBER 1ST
- RATIO IS 1:12

PICK UP AND DROP OFF PROCEDURE

We are open from 6am-6pm for our full day classes.

Full day children need to be at school no later than **9:30am**.

HALF DAY CHILDREN need to be at school no later than **9am**.

CHILDREN ENTERING AFTER THIS TIME WILL EITHER need a Dr. note, or preapproval. IF NOT, a 10\$ Late fee per occurrence WILL BE BILLED TO YOUR TADS ACCOUNT.

We pride ourselves in the children receiving a well rounded education, and in order to do that, children need to be here and not missing out on important social and educational parts of our day.



DROP OFF: IF YOU ARE DROPPING OFF BETWEEN 6AM AND 7:30AM, PLEASE GO TO THE "DOORBELL" DOOR. ANYTIME AFTER 7:30 AM PLEASE GO THROUGH THE FRONT OFFICE, AND WALK YOUR CHILD TO THEIR CLASSROOM. DROP OFFS AFTER 9:30AM WILL RESULT IN A 10\$ PER INCIDENT ADDED TO YOUR TADS ACCOUNT. **WE DO NOT TAKE KIDDOS AFTER 12:30PM.**

PICK UP: PLEASE PICK UP YOUR CHILD IN THEIR CLASSROOM ANYTIME BEFORE 4:30 PM. AFTER 4:30 PLEASE PICK UP YOUR CHILD IN THE DOORBELL ROOM.

Late fee: AFTER 6:00PM THERE IS A LATE FEE OF **\$2.00** PER MINUTE. HALF DAY LATE PICKUPS MAY HAVE A FEE DEPENDING ON THE CIRCUMSTANCES. ALL LATE PICK UP FEES WILL BE ADDED TO YOUR MONTHLY STATEMENT. IF YOU KNOW YOU ARE GOING TO BE LATE, PLEASE LET YOUR CHILD'S TEACHER KNOW THROUGH LILIO.

WITHDRAWAL POLICY: IF WITHDRAWAL FOR ANY REASON IS NECESSARY OR IF A STUDENT IS DISMISSED FROM BELLA VISTA FOR ANY REASON AT ANY TIME, ANY TUITION REFUNDS WILL BE PRORATED.

vacation allowance: EACH FAMILY IS ENTITLED TO ONE WEEK OF VACATION TIME, FREE OF CHARGE, EQUIVALENT TO ONE WEEK OF CLASSES ATTENDED A SCHOOL YEAR. ANY ADDITIONAL DAYS WILL BE BILLED AS NORMAL ATTENDANCE. THIS IS NOT APPLICABLE FOR FAMILIES WHO PAY IN ADVANCE FOR THE WHOLE YEAR.
Any closures or changes in hours parents will be notified through our LILIO CHILD care app.

TUITION: ALL FEES AND TUITION ARE TO BE PAID IN ADVANCE- PRIOR TO THE MONTH OF SERVICE.

CLOSURES: ANY CLOSURES OR CHANGES IN HOURS, PARENTS WILL BE NOTIFIED THROUGH OUR LILIO CHILD care app. IF THE PRESCHOOL IS REQUIRED TO CLOSE DUE TO A PUBLIC HEALTH CRISIS AS ORDERED BY SAN JOAQUIN COUNTY HEALTH DEPARTMENT, CALIFORNIA DEPARTMENT OF HEALTH AND OF THE CALIFORNIA COMMUNITY

Care Licensing- we WILL CREDIT TUITION FOR THE DAYS we are CLOSED. VOLUNTARY TUITION payments DURING THAT TIME WILL BE ACCEPTED.

Separation from Parent

THE PROCESS OF SEPARATION FROM THE PARENT AS THE CHILD ENTERS AND ATTENDS PRESCHOOL IS ONE OF THE MOST IMPORTANT ACCOMPLISHMENTS OF THE PRESCHOOL CHILD. AT EACH LEVEL, A CHILD WILL REACT DIFFERENTLY. AS CHILDREN MATURE, THEY BEGIN TO IDENTIFY THEMSELVES AS INDEPENDENT PERSONALITIES. IN SEPARATING FROM YOU- THE PARENT YOUR CHILD IS LEARNING SO MANY THINGS SUCH AS:

- DEVELOPING AN INTEREST IN ACTIVITIES OF THE PRESCHOOL.
- DEVELOPING A TRUSTING RELATIONSHIP WITH THEIR TEACHERS.
- LEARNING TO FEEL COMFORTABLE WITH THEIR PEERS.
- UNDERSTANDING THAT HIS/HER PARENTS WILL COME BACK TO PICK THEM UP.
- LEARNING THAT PARENTS OFTEN ARE CONCENTRATING ON THEIR OWN INTERESTS AND DUTIES WHICH ARE SEPARATE FROM THOSE OF THE CHILD- WE TELL THE CHILDREN THEIR "JOB" IS TO BE AT SCHOOL.

IT IS IMPORTANT TO POINT OUT THAT SOONER OR LATER, AFTER THE INITIAL SUCCESSFUL ADJUSTMENT AT THE SCHOOL IS MADE, ALL CHILDREN WANT TO EXPLORE THE LIMITS OF "NOT GOING TO SCHOOL". THIS PERIOD MAY OCCUR AFTER THE CHILD BEGINS PRESCHOOL, BUT IT WILL USUALLY LAST ONLY A SHORT TIME. IF THIS HAPPENS, HERE ARE SOME SUGGESTIONS WHICH MAY HELP YOU HANDLE THE SITUATION:

- PLACE AN EMPHASIS ON WHAT THE CHILD IS DOING WHILE AT SCHOOL RATHER THAN ON WHAT YOU ARE DOING WHEN HE/SHE IS IN SCHOOL.
- TELL THE CHILD WHEN YOU ARE LEAVING, AVOID PROLONGED GOODBYES, AND DO NOT SNEAK OUT.
- ASK THE TEACHER FOR HELP IN SEPARATION. WE EXPECT CRYING, AND USUALLY THE TEARS ARE SHORT-LIVED AND ONLY FOR THE PARENTS' BENEFIT.



WHAT WILL MY CHILD Learn?

THE BELIEF THAT CHILDREN ARE CURIOUS, COMPETENT AND CAPABLE OF CONSTRUCTING KNOWLEDGE IS CENTRAL TO ALL CURRICULUM PLANNING. CHILDREN EXPLORE, AND DISCOVER, ASK QUESTIONS AND BUILD NEW UNDERSTANDINGS AS THEY INTERACT WITH FRIENDS, TEACHERS AND PARENTS. SAFE AND STIMULATING ENVIRONMENTS, DEVELOPMENTALLY APPROPRIATE ACTIVITIES AND RICH AND VARIED MATERIALS ARE USED TO PROMOTE OPTIMAL DEVELOPMENT IN THE FOLLOWING AREAS:

- FURTHERING THEIR RELATIONSHIP WITH GOD, UNDERSTANDING THEY ARE A UNIQUE CHILD OF GOD AND JESUS LOVES THEM.
- SELF AWARENESS, SELF REGULATION AND EMOTIONAL UNDERSTANDING
- POSITIVE SOCIAL SKILLS, EMPATHY AND CARING.
- ABILITY TO THINK, REASON, QUESTION AND EXPERIMENT
- SPEECH AND LANGUAGE SKILLS FOR COMMUNICATING AND SELF EXPRESSION.
- INTEREST IN LITERACY AND CONCEPTS ABOUT PRINT.
- MOTOR SKILLS AND OPTIMAL PHYSICAL FUNCTIONING.
- CREATIVE EXPRESSION INCLUDING ART, MUSIC AND DRAMA.
- AWARENESS, APPRECIATION AND UNDERSTANDING OF GOD'S CREATION (NATURE).
- KNOWLEDGE OF SOUND HEALTH, SAFETY AND NUTRITIONAL PRACTICES.
- RESPECT FOR INDIVIDUAL DIFFERENCES.

CURRICULUM:

A DAY IN OUR PRESCHOOL PROVIDES EACH CHILD WITH OPPORTUNITIES FOR FREE CHOICE AND SELF EXPRESSION. WE BALANCE OUR TIME WITH GROUP AND INDIVIDUAL TIME, TEACHER DIRECTED AND SELF DIRECTED ACTIVITIES, INSIDE AND OUTSIDE PLAY, QUIET AND ACTIVE TIME. WE PROVIDE AN ENVIRONMENT FOR LEARNING SOCIAL SKILLS AND INDEPENDENCE, LANGUAGE DEVELOPMENT, CREATIVE EXPRESSION, CREATIVE THINKING, CURIOSITY

and experimentation. IT IS VERY IMPORTANT TO REMEMBER THAT A CHILD'S WORK IS THEIR PLAY! THE ROLE OF OUR TEACHERS IS TO FACILITATE, ASSIST, ENCOURAGE AND MEDIATE. WE FOLLOW THE FOLLOWING CURRICULUMS:

- CORE KNOWLEDGE
- THE BEGINNERS BIBLE
- ZOO PHONICS
- HANDWRITING WITHOUT TEARS



LEARNING
Without Tears™



STAFF

THE DIRECTOR AND TEACHERS ARE ALL TRAINED IN EARLY CHILDHOOD EDUCATION AND MEET CALIFORNIA STATE REQUIREMENTS. ALL OF OUR CLASSROOM TEACHERS ARE FULLY QUALIFIED WITH A MINIMUM OF 12 UNITS IN EARLY EDUCATION. WE KEEP UP WITH NEW DEVELOPMENTS AND CONTINUALLY EVALUATE AND UPGRADE OUR PROGRAM. WE REGULARLY ATTEND WORKSHOPS AND SEMINARS TO CONTINUE TO DEVELOP.

CHAPEL

ON WEDNESDAYS OUR PRESCHOOL (EXCEPT OUR TODDLERS) WILL GO TO A SCHOOL WIDE CHAPEL SERVICE. **PLEASE BE SURE YOUR CHILD IS IN CLASS BY 8:05AM ON WEDNESDAYS**, SO THEY CAN JOIN THEIR CLASS AND THEIR 6TH GRADE BUDDIES AND HEAD TO CHAPEL. PARENTS ARE ALWAYS WELCOME TO JOIN US, THE BACK FEW ROWS ARE RESERVED FOR PARENTS.

SNACKS AND LUNCHES

WE PROVIDE A MORNING SNACK FOR OUR ½ DAY CLASSES, AND A MORNING AND AFTERNOON SNACK FOR OUR FULL DAY CLASSES. THIS INCLUDES MILK.

YOU WILL NEED TO PROVIDE LUNCH EACH DAY. WE ARE ABLE TO DO "WARM-UPS" FOR LUNCH.

PLEASE REMIND YOUR CHILD THAT WE NEVER SHARE FOOD FROM OUR LUNCH BOXES AT SCHOOL. WE HAVE SEVERAL CHILDREN WITH ALLERGIES AND WE TEACH ABOUT THE DANGERS OF EATING OTHER PEOPLES FOOD/SHARING FOOD BECAUSE OF ALLERGIES. BE SURE TO LET US KNOW IF YOUR CHILD HAS ANY FOOD ALLERGIES OR INTOLERANCES.

WE UNDERSTAND THAT CHILDREN, ESPECIALLY AT PRESCHOOL AGE ARE VERY PICKY EATERS. WE SUGGEST PACKING A PROTEIN, A FRUIT OR VEGETABLE, SOMETHING SALTY AND SOMETHING SWEET. BE SURE TO

COMMUNICATE WITH YOUR CHILD'S TEACHER ABOUT ANY FOOD CONCERNS YOU HAVE. YOUR CHILD'S TEACHER WILL NOTIFY YOU IF THEY NOTICE ANY CHANGES IN THEIR EATING HABITS.

BIRTHDAYS:

WE INVITE YOUR CHILD TO CELEBRATE THEIR BIRTHDAY AT SCHOOL. PLEASE COORDINATE WITH YOUR CHILD'S TEACHER ON DATES/TIMES. BE SURE TO CHECK WITH THE TEACHER FOR ANY ALLERGIES AS WELL. WE ASK THAT ALL FOOD/TREATS PROVIDED BE STORE BOUGHT. EACH CHILD WILL BE CELEBRATED WITH A SPECIAL BIRTHDAY HAT AND A GROUP OF SONGS. IN ORDER TO AVOID ANY HURT FEELINGS, PLEASE DO NOT PUT PARTY INVITATIONS IN CUBBIES UNLESS YOU ARE INVITING THE ENTIRE CLASS. WE APPRECIATE YOU MAILING INVITATIONS IF THE ENTIRE GROUP IS NOT INVITED. THANK YOU FOR YOUR COOPERATION IN THIS SENSITIVE MATTER.

FIELD TRIPS:

WE GO ON A FEW FIELD TRIPS EACH YEAR. USUALLY TO THE FIRE STATION, PUMPKIN PATCH AND FARM. EACH STUDENT WILL RECEIVE A PERMISSION SLIP WELL IN ADVANCE. WE DO NOT HAVE MASS TRANSPORTATION, SO FOR FIELD TRIPS- EACH STUDENT WILL NEED A GROWN UP TO DRIVE THEM TO AND FROM THE FIELD TRIP. WHEN NECESSARY A PARENT CAN TAKE ANOTHER STUDENT WITH THAT STUDENT'S PARENTS PERMISSION. IN THIS CASE, THE DRIVER NEEDS TO HAVE THEIR LICENSE AND INSURANCE ON FILE IN THE OFFICE. COSTS FOR STUDENTS TO ATTEND FIELD TRIPS ARE COVERED WITH YOUR REGISTRATION FEE.

DISCIPLINE:

BELLA VISTA BELIEVES THAT EACH CHILD IS A UNIQUE CREATION OF GOD AND SHOULD BE TREATED IN A WAY THAT IS SUPPORTIVE, RESPECTFUL AND ALLOWS STUDENTS TO LEARN AND GROW IN EVERY WAY, UNDERSTANDING THE FULL LOVE AND GRACE OF GOD. PART OF THAT GROWTH COMES THROUGH FAIR, LOVING AND CONSISTENT DISCIPLINE, GROUNDED IN CHRISTIAN LOVE AND CONCERN. WITH THAT SAID, THERE ARE EXPECTATIONS AND STANDARDS OF STUDENT BEHAVIORS TO WHICH ALL STUDENTS ARE ASKED TO ADHERE. EACH TEACHER CREATES A CLASSROOM MANAGEMENT PLAN WHICH PROVIDES THEIR CLASSROOM EXPECTATIONS FOR STUDENTS. THESE PLANS ARE GENERALLY THE FIRST STEP IN ADDRESSING POOR CHOICES. TEACHERS ABIDE BY THE FOLLOWING BEHAVIOR EXPECTATIONS WHEN CREATING THEIR MANAGEMENT PLANS.

- TO ENCOURAGE POSITIVE BEHAVIOR WE SET CLEAR LIMITS AND MODEL AND ENCOURAGE EXPECTED BEHAVIORS.
- WE REDIRECT BEHAVIOR TO ALLOW FOR ALTERNATIVE CHOICES AND ENCOURAGE COOPERATION AND NEGOTIATION TO SOLVE PROBLEMS.

SOMETIMES A CHILD MAY NEED TO CALM DOWN OR BE REMOVED FROM THE CLASSROOM SO IT DOES NOT TAKE AWAY FROM THE OTHER CHILDREN'S ACTIVITIES. IF THIS BECOMES A REGULAR OCCURRENCE, A CONFERENCE WILL BE HELD WITH THE TEACHER, PARENTS AND DIRECTOR. A BEHAVIORAL MANAGEMENT PLAN MAY BE IMPLEMENTED FOR THE CHILD WITH THE APPROVAL OF THE TEACHER, PARENT AND DIRECTOR. IF THAT DOES NOT BENEFIT THE CHILD, THE CHILD MAY BE ASKED TO LEAVE. **WE DO NOT USE ANY FORM OF CORPORAL PUNISHMENT.**



HEALTH-

We require a HEALTH FORM AND PROOF OF IMMUNIZATION TO BE COMPLETED BY YOUR CHILD'S DOCTOR. IN CONSIDERATION OF OTHERS, PLEASE DO NOT BRING YOUR SICK CHILD TO CLASS.

WE WILL CALL YOU TO COME AND TAKE YOUR CHILD HOME IF YOUR CHILD HAS ANY OF THE FOLLOWING SYMPTOMS.

- Fever of 100.4 or HIGHER WITHIN THE PAST 24 HOURS
- COUGHING or severe congestion
- DIARRHEA or VOMITING
- Runny nose where mucus is THICK and GREEN
- PINK eye or eyes THAT are DRAINING or INFLAMED
- UNEXPLAINED RASH
- Runny nose

RUNNY NOSES CONSISTING OF YELLOW or GREEN COLORING are a DEFINITE SIGN OF INFECTION. HOWEVER, SOME CHILDREN MAY HAVE ALLERGIES IN WHICH THEIR NOSE WILL RUN CLEAR- THESE CHILDREN WILL BE ADMITTED INTO CLASS.

YOUR CHILD WILL NEED TO STAY HOME FOR 24 HOURS WITHOUT FEVER REDUCING MEDICATION, AFTER HE OR SHE HAS FULLY RECOVERED FROM ANY OF THE ABOVE MENTIONED SYMPTOMS.

COMMUNICABLE DISEASES- DISEASES SUCH AS COVID, MEASLES, MUMPS, WHOOPING COUGH, CHICKEN POX, PNEUMONIA, PINK EYE, PINWORMS, RINGWORM, SCABIES, IMPETIGO, SCARLET FEVER, AND STREP THROAT ARE CONSIDERED CONTAGIOUS, PLEASE NOTIFY THE SCHOOL IMMEDIATELY SO THAT WE CAN NOTIFY THE PARENTS OF EXPOSED STUDENTS. YOUR CHILD MAY NEED A WRITTEN CONSENT FROM A PHYSICIAN BEFORE RETURNING TO SCHOOL.

INJURIES- ALL INJURIES WILL BE DOCUMENTED ON LILILU. WE WILL CALL FOR ALL HEAD INJURIES.

EMERGENCY TRANSPORTATION- IN THE EVENT OF A STUDENT INCURRING A LIFE-THREATENING EMERGENCY, THE SCHOOL PERSONNEL WILL MAKE EVERY ATTEMPT TO PROVIDE APPROPRIATE MEDICAL ATTENTION AS SOON AS POSSIBLE AND MAKE CONTACT WITH THE PARENT/GUARDIAN. THE PARENT WILL BE RESPONSIBLE FOR ALL RELATED MEDICAL EXPENSES, INCLUDING AMBULANCE SERVICE IF NECESSARY.

MEDICATION- FOR A TEACHER TO GIVE ANY MEDICATION, THE PARENT OR LEGAL GUARDIAN MUST SUPPLY DETAILED AND WRITTEN INSTRUCTIONS WITH ANY MEDICATION THAT IS IN THE ORIGINAL LABELED CONTAINER.

THE MEDICATION WILL BE KEPT IN THE SCHOOL OFFICE, THIS INCLUDES INHALERS AND NEBULIZERS.

UNATTENDED CHILD IN MOTOR VEHICLE SAFETY ACT- PARENTS ARE NOT TO LEAVE ANY CHILD UNATTENDED IN THEIR VEHICLES WHEN DROPPING OFF OR PICKING UP CHILDREN. (FOR EXAMPLE, LEAVING SLEEPING INFANTS OR TODDLERS IN THE VEHICLE). WE ARE HERE TO HELP, IF YOU NEED ASSISTANCE PLEASE DO NOT HESITATE TO CALL THE OFFICE. **KAITLYN'S LAW** WAS INCORPORATED INTO THE CALIFORNIA VEHICLE CODE (DIVISION 6.7) AND BECAME EFFECTIVE 1/1/2002. THIS LAW MAKES IT AN INFRACTION PUNISHABLE BY A FINE OF \$100 FOR A PARENT, GUARDIAN OR OTHER PERSON RESPONSIBLE FOR A CHILD AGE 6 AND UNDER TO LEAVE THAT CHILD IN A VEHICLE WITHOUT SUPERVISION. *SECTION 101225(e) AND 102417(K) PROHIBITS CHILDREN FROM BEING LEFT IN PARKED CARS IN LICENSED CHILD CARE CENTERS.*

DRESS CODE- PRESCHOOL CHILDREN ARE **NOT REQUIRED TO WEAR UNIFORMS**. PLEASE DRESS YOUR CHILD IN COMFORTABLE PLAY CLOTHES, AND STURDY SHOES. NO FLIP-FLOP SANDALS! REMEMBER, CHILDREN PAINT, COLOR AND GLUE DAILY- THEY WILL GET MESSY! PLEASE LABEL ALL EXTRA CLOTHING, AND PLACE ITEMS IN A ZIPLOCK BAG TO BE KEPT IN THEIR CLASSROOMS.

REPORTS AND CONFERENCES- PARENT-TEACHER CONFERENCES ARE HELD IN JANUARY EACH YEAR TO DISCUSS YOUR CHILD'S PROGRESS SOCIALLY AND ACADEMICALLY. IN ADDITION, YOU WILL BE UPDATED REGULARLY THROUGHOUT THE SCHOOL YEAR WITH FEEDBACK FROM YOUR CHILD'S TEACHER.

COMMUNICATION- COMMUNICATION IS EXTREMELY IMPORTANT TO US. WE WILL DO OUR BEST TO CONTACT YOU AND KEEP YOU INFORMED, PLEASE HELP US BY:

- USING OUR LILLIO APP WHEN COMMUNICATING WITH THE TEACHER.
- READING ANY AND ALL ANNOUNCEMENTS POSTED IN THE CLASSROOM.
- READING THE MONTHLY NEWSLETTER FROM YOUR CHILD'S CLASSROOM.
- READING THE WEEKLY UPDATE FROM THE DIRECTOR
- CALLING US WITH ANY QUESTIONS OR CONCERNS

WE ARE REQUIRED BY THE STATE OF CALIFORNIA REGULATIONS TO INFORM YOU OF THE FOLLOWING:

INSPECTION AUTHORITY (SECTION 101195 B C): *THE DEPARTMENT OF LICENSING AGENCY HAS THE AUTHORITY TO INTERVIEW CLIENTS, INCLUDING CHILDREN OR STAFF, AND TO INSPECT AND AUDIT THE CLIENT OR FACILITY RECORDS WITHOUT PRIOR CONSENT. THE DEPARTMENT OF LICENSING AGENCY HAS THE AUTHORITY TO OBSERVE THE PHYSICAL CONDITION OF THE CLIENT, INCLUDING CONDITIONS WHICH COULD INDICATE ABUSE, NEGLECT OR INAPPROPRIATE PLACEMENT, AND TO HAVE A LICENSED MEDICAL PROFESSIONAL EXAMINE THE CLIENT..*

COMPLAINT PROCEDURES: (SECTION 101223 a): *ANY PERSON MAY REQUEST AN INSPECTION ON ANY CHILD DAYCARE FACILITY IN ACCORDANCE WITH THE CALIFORNIA CHILD DAYCARE FACILITIES ACT BY TRANSMITTING TO THE DEPARTMENT, NOTICE OF AN ALLEGED VIOLATION OF APPLICABLE REQUIREMENTS PRESCRIBED BY STATUTES OR REGULATIONS OF THIS STATE. THE SUBSTANCE OF THE COMPLAINT SHALL BE PROVIDED TO THE LICENSEE AT THE TIME OF THE INSPECTION. UPON RECEIPT OF A COMPLAINT, THE DEPARTMENT SHALL MAKE A PRELIMINARY*

review, and UNLESS THE DEPARTMENT DETERMINES THAT THE COMPLAINT IS WILLFULLY INTENDED TO HARASS a LICENSEE OR IS WITHOUT ANY REASONABLE BASIS, THE DEPARTMENT SHALL MAKE AN ON-SITE INSPECTION WITHIN 10 DAYS AFTER RECEIVING THE COMPLAINT. IN EITHER EVENT THE COMPLAINANT SHALL BE PROMPTLY INFORMED TO THE DEPARTMENTS PROPOSED COURSE OF ACTION,

BELLA VISTA CHRISTIAN ACADEMY LICENSE NUMBER: 39031052