



CENTERVILLE CHURCH PRESCHOOL - CCL#010200106

## Frequently Asked Questions:

### Daily Activities and Schedules

1. What time can I drop off my child?

Our school is open from 7:30am to 6:00pm. Both Preschool (*ages 2.9 - young 4's*) and Pre-K (*older 4's - 5 year olds*) begin at 9:00am and end at 12:30pm. Extended Care begins at 7:30am-9:00am, and then again at 12:30pm-6:00pm.

2. What is the latest time that I can pick up my child?

The latest pick up time is 6:00pm if your child is registered for extended care. Otherwise, there is a \$8.50 late fee for any pick-ups made 5 minutes after your child's session ends.

3. Are meals provided?

We provide a snack during the school day. Children in extended care are required to bring their own lunch.

4. Are nap times provided?

If your child attends the extended care program, a nap time is offered to every child. Children who are unable to nap will need to be picked up by 2:00pm. Children bring a crib sheet, a small blanket and (if desired) a comforting stuffed animal. These remain in their cubby during the day.

5. Will my child go on field trips outside the facility?

During the school year, our preschool classes go on one off-site field trip a year. A parent or adult guardian is required to accompany the child. All other special presentations are done on site.

6. Can I visit the facility without an appointment?

At CCP we have an open door policy. We welcome current and prospective parents to our school any time. We believe your time is valuable, and our commitment to our currently enrolled children is our first priority. Usually, the best time to visit is between 9:15am and 10:30am (our project and free choice time).

7. Is there an education curriculum?

We have adapted our activities to optimize each individual child's learning capability. When children play, they are building social skills and learning about the world around them. Through the HANDWRITING WITHOUT TEARS program we build reading, writing, and letter recognition. Through the ALPHATALES program we further build on reading, phonics, and vocabulary. We work on the following concepts: shapes, primary and secondary colors, numbers, spatial awareness, fine motor control, hand-eye coordination, sorting, categorizing, left/right page orientation, and of course we work with them on recognizing and writing their name. In our CALENDAR/STORY TIME we work with numbers, counting, days of the week, months of the year, listening, following 1 and 2 step directions, sequencing events, speaking in a group, singing, and building their language skills.

8. What activities will be available for my child?

We have many different types of **art projects** and crafts for the children including opportunities to: paint using different modalities, using scissors, glue, paste, chalk, crayons, marker pens, colored pencils, play-dough, shaving cream, etc. **Music and movement** activities include rhythmic exercises, rhythm instruments, dancing, and songs. **Outside time, story time, snack time, and daily self-selected activities** (including puzzles, Legos, toys, dress-up clothes, and library books) are all part of our educational curriculum.

9. Do you have an outdoor playground?

We have a great outdoor playground that is shaded by an overhang. The playground offers tricycle riding, sand play, play-dough, painting, climbing/sliding structures, and outdoor toys such as balls and rocking “horses.”



## Safety and Illness

1. What is your sick policy?

Our sick policy is written with the best interest of all children – sick and healthy - in mind. *If your child has had a fever or diarrhea within 24 hours, feels sick, or needs medicine to feel well enough to participate in all of our activities - **they should stay home.***

2. What happens if my child becomes sick at preschool?

You will be called at the telephone numbers listed on your ID/Emergency Contact Form should your child become ill while at school and we will ask that you come immediately to pick him or her up. We will make the child as comfortable as possible until the parent arrives.

3. What is your policy for handling falls or unusual incidents?

You will be called at the telephone numbers listed on your ID/Emergency Contact Form should your child fall or have an incident **other than** a normal bump or typical preschool injury. We can offer the children soft ice packs to apply to bumps and other similar “owies,” and wash open cuts/abrasions with soap and water before applying Band-Aids.

4. Are immunizations required?

A Health Certificate signed by your family doctor and **current immunization records** are required by the state of California for school entrance.

5. How do you discipline the children?

When children behave inappropriately, we make every effort to help them understand how to get their needs met in more effective and appropriate ways. CCP Staff use a variety of approaches to meet the children’s needs including: gentle guidance, proximity, direct teaching & instruction, reflective listening, problem solving, redirection, shadowing, and age-appropriate time-outs. Children with extreme behavior challenges whose needs are not met with these interventions will be placed on a Behavior Plan at a Parent-Teacher Conference.

6. Are there restrictions on who may pick up my child?

Parents are required to list individuals other than themselves who are able to pick up their child/children on our registration form. If you know in advance that you are unable to pick up your child/children and will be sending someone else, we ask that you inform us as soon as possible. Anyone picking up any child from our center is required to show I.D. (at the staff’s request) for the safety of the children.

## Staff Training and Facility Licensing

1. Are you licensed and accredited?

The preschool is licensed by the State of California. CCL#010200106

2. How long has your school been in business?

As the first preschool offered in Fremont, Centerville Church Preschool has been teaching and nurturing children in the Fremont, Newark, and Union City area since 1955.

3. What is the child-to-teacher ratio?

Our teacher-to-child ratio is one of the lowest at 8 children to 1 teacher, with a total daily enrollment of 23 children school-wide. (*Subject to change upon Director's discretion within State licensing requirements of 1:12 ratio.*)

4. Does your staff have training in early childhood development?

All our teachers have early childhood development training, and either hold an A.A. or the equivalent Certificate of Achievement in the field or a higher degree.

5. Are teachers trained in first aid and CPR?

Yes, all our teachers have current pediatric first-aid and CPR training certification.

6. What is your staff turnover?

The Director of CCP, Linda Hall, has been with the preschool for 18 years, 16 years as Lead Teacher.



## Preschool Registration and Fees

1. How do I register my child?

A child is accepted for enrollment when the enrollment forms (including a copy of the immunization record) are complete, all fees are paid (**both the Tuition Deposit and Activity/Enrollment Fee**), and at the discretion of the Director.

2. What age children can attend?

We accept children at age 2.9 (and potty trained, *see potty training policy below*) up through kindergarten age which is usually 5 or 6 years of age.

3. What is the potty training policy?

Children are considered potty trained when they initiate using the bathroom, can independently pull their pants and underwear up and down, wipe themselves, and are successful in these measures 85% of the time. Children who still wear “pull-ups” will only be changed in the event they tell us they need to change or they are obviously wet/dirty. Otherwise they will be treated as the other students wearing regular underwear. Parents will be asked to come to the school and help change their child should they have a bowel movement “accident.”

4. What class options do you offer?

Children can be enrolled for classes 3 days a week (Monday/Wednesday/Friday), 2 days a week (Tuesday/Thursday), or 5 days a week (*this is actually enrollment in both the 3 and 2 day sessions and will include overlap in some activities*). Both the Preschool and Pre-K classes run from 9:00am to 12:30pm.

5. What are your preschool fees?

Preschool 9:00am-12:30pm	Per Month	Pre-Kindergarten 9:00am-12:30pm	Per Month
Tuesday/Thursday	\$385.00	Tuesday/Thursday	\$385.00
Monday/Wednesday/Friday	\$490.00	Monday/Wednesday/Friday	\$490.00
Five Days	\$750.00	Five Days	\$750.00

6. Are there other fees?

There is a yearly activity/registration fee of \$150.00. If your child is enrolling during the middle of the year, this fee may be adjusted to a lower cost.

7. Are there discounts for more than one enrolled sibling?

Yes, there is a 10 percent discount given on the second (or third) enrolled sibling.



**Extended Care Registration and Fees**

1. How do I register my child?

Children that are enrolled in the preschool and pre-kindergarten sessions are able to attend the extended care program. Parents can fill out either the “Daily Drop-In Form,” or purchase a “Block of Hours” (*see below*). Children with reservations will have priority over drop-in use.

2. What are your extended care fees?

Scheduled and Drop-in care fees are always \$8.50 per hour, and are due at pick-up. A “Block of Hours” can be prepaid and used for drop-in fees at the same rate. These “hours” carry over from month to month, but must be used before the end of the year. Credit will not be given for unused hours. Blocks are available only in 10, 20, or 30 hour increments.

3. Are there discounts for more than one enrolled sibling?

There is a 10 percent discount given on the second (or third) enrolled sibling for Scheduled Extended Care.

4. What activities are offered in the extended care program?

Children will experience a fun, closely supervised afternoon, with a scheduled lunch time (~12:15pm) and nap/quiet time (around 1:30-3:30pm). Children will enjoy more self-selected activities and participate in special craft projects. Optional participation in enrichment activities (tumbling or science classes) may be a part of this program. *Important note: Lunch must be brought by the family; no lunch will be provided by the school. However, a microwave is available to warm up soups, pasta, chicken nuggets, etc.*