

Dear Parents,

We are excited that you will be a part of the Contra Costa Christian Preschool family this year. The staff has been working over the summer preparing for the school year ahead. We hope that your child will have a wonderful school experience.

The staff and I are looking forward to getting to know you and your child. We view your child's preschool experience as a team effort; your child, you, and the teaching staff. Please know that the staff and I are available to you and encourage you to contact us at anytime.

Thank you for letting us be a part of your child's life.

Sincerely,

Cordy Porto,
Director



HOLIDAYS

Labor Day.....	September 1
Teacher Convention (no school).....	October 30 & 31
Parent/Teacher Conferences (K-12).....	November 7
Veteran's Day.....	November 11
Thanksgiving recess.....	November 24 - 28
Christmas Holiday.....	Dec. 22 – Jan.2
Martin Luther King Day.....	January 19
PK & JK P/T Conferences (no school).....	February 4 & 6
President's Holidays.....	February 13 & 16
Teacher In Service (no school).....	March 20
Easter Vacation.....	April 10 - 17
Memorial Day.....	May 25

PRESCHOOL EVENTS

CCCS Kick Off Day (return packets).....	August 25
Get Acquainted Days.....	Aug. 25 & 26
Back to School Night.....	September 13
Harvest Festival.....	October 18
Classroom Christmas Celebrations.....	Dec. 17 & 18
Mother's Day Tea (PK & JK classes only)	May 8
Open House.....	May 14
End of the Year Picnics.....	June 8 & 9
Last Days of School.....	June 11 & 12

PURPOSE AND PHILOSOPHY

Contra Costa Christian Preschool is privileged to have the opportunity to help guide your child during the most influential years. We look at each child as a special gift God has given us to nurture. To understand and meet your child's needs is of the utmost importance to us. As a school, we are dedicated to serving the Lord by providing for the total child.

Emotional Development: We seek to have the children know that they are loved unconditionally by God. It is our desire to create an atmosphere in which your child can develop a good self-esteem.

Social Development: Our goal is to provide your child with a safe, loving, and caring group environment in which he/she can become socially competent.

Intellectual Development: We will provide your child with a developmentally age appropriate curriculum that will facilitate your child's ability to learn at his/her full capacity.

Physical Development: Large motor skills are learned through daily group play experiences in our outside play area, as well as in our weekly perceptual motor program.

Spiritual Development: Our goal is to present Biblical truths to your child about God and His Son, Jesus, so that he/she can know that God loves him/her unconditionally.



GENERAL PROGRAM

Our daily program is devoted to the needs and interests of the individual child and the group as a whole. Each child has many choices of activities within the classroom and playground. Every aspect of our program is planned with the following objectives in mind:

- To provide a loving and caring environment in which children can learn.
- To provide learning experiences that foster emotional, social, intellectual, physical, and spiritual development.
- To provide a safe environment where your child can be free to discover, create, and explore.
- To provide a nurturing environment that promotes the development of responsibility and a positive self-concept.



ADMISSION

We require you to meet with the preschool director before enrolling your child so that all questions can be answered. Children benefit most when the school and the home have a similar philosophy and utilize similar methods of teaching and disciplining.

You are welcome to visit our school at any time. Please make an appointment in advance with the preschool director so that your specific needs can be met. You will be given a tour of the facility and will have an opportunity to observe a class if one is in session.

Enrollment is limited and governed by the terms of the license issued by the California Department of Social Services, or such other governmental agencies, as may have jurisdiction.

The minimum age for enrollment is three years old as of September 1st. Children must be in good health.

Preschool (T-Th, 6 hour week) Three years old by September 1
Tuition: \$2,225 per year

Pre-Kindergarten (M-W-F, 9 hour week) Four years old by September 1
Tuition: \$2,925 per year

Jr. Kindergarten (M-W-F, 10 1/2 hour week) Five years old by January 31
Tuition: \$3,625 per year

(Prices include all fees)



ARRIVAL AND DEPARTURE PROCEDURES

A responsible adult must accompany all children to their classroom. This adult must sign the child in with their full legal signature on the sign-in sheet provided by the school. The preschool playground will be available to students from 7:30am to 8:00am, only when accompanied by a designated adult. The students are not officially under the supervision of the preschool until 8:00am.

A child may not leave the classroom or school premises until he/she has been released by the teacher or director to a responsible adult and signed out by that adult. Children will be released only to those authorized by their parents.

Preschool & PK classes begin at 8:00am and end at 11:00am. The afternoon session of PK begins at 12:00pm and ends at 3:00pm. The classroom doors will not be opened until 8:00am. JK class begins at 8:00am and ends at 12:30pm on M & W, and Friday. The afternoon session of JK begins at 12:00pm and ends at 3:30pm. Parents should pick up children promptly. If your child is picked up after the scheduled dismissal time, you will be charged a late fee. The late fee is \$5 for every 15 minutes or fraction thereof. If your child is picked up after the scheduled dismissal time more than three times, the late fee will be \$1 per minute.

EMERGENCY INFORMATION

In case of illness or an emergency, it is imperative that you leave a local phone number on the sign-in sheet where you or someone you designate can be reached if you are away from home.

OUCH REPORTS

(Scrapes and bruises)

An ouch report is made in the event of a minor injury that involves bleeding or a bump to the head. You will be notified of any injury. If you have any questions, please do not hesitate to ask.

INJURY

In the event of a more serious situation, you will be called immediately. The signed registration form gives us permission to seek medical treatment for your child if you and/or the person you have designated are unavailable.

MEDICATION

No medication of any kind, (including sunblock and aspirin) will be administered to a student without the parent's instruction. Only medication prescribed by a physician in its original container will be given. The child's name must be on the medicine container.



ILLNESS

If a child comes to school when he/she is not feeling well, he/she will be more susceptible to other viruses and infections. It is in the best interest of your child, the other students and the staff if you keep your child at home when they are ill. A child that comes to school must be well enough to actively participate in the program (including outdoor playtime.) We require that your child's temperature be normal (98.6) for 24 hours before they return to school. If your child becomes ill while at school, you will be called. Please cooperate by promptly picking up your child. We will not call unless your child needs to be at home.

CLOTHING AND OTHER ITEMS

Since your child will have opportunities to play with many different types of equipment and to explore many kinds of materials while at school, he/she should wear clothes that allow him/her to actively participate in the program. Washable, comfortable clothing that is free from complicated fastenings is most appropriate. Close-toed shoes that fasten securely on your child's feet are also the most appropriate. Please remember to label all jackets and sweatshirts.

If your child brings something to share, please make sure that it has their name on it.



COMMUNITY DISASTER GUIDELINES

If an emergency, earthquake or other disaster occurs at Contra Costa Christian Preschool:

Communication with the school may be temporarily disrupted.

Community disasters will be reported on the radio.

Be assured that the staff will give your child any emergency care needed. They will also be listening to the radio and will be hearing the same instructions as you.

When it is determined to be safe, and you arrive at school to pick up your child:

Park cars so emergency vehicles can get through.

The staff will be responsible for the release of your child.

If evacuation is necessary, look for posted communication in the Preschool area.



SNACKS

The preschool will provide a snack of crackers and something from a secondary food group, or a special nutritional snack that the children will prepare at school, on Mondays, Tuesdays, and Wednesdays. On Thursdays and Fridays, each family will have at least two opportunities during the school year to provide the class with a healthy snack. We try to link snack days with your child's birthday.

BIRTHDAYS AND SPECIAL HOLIDAYS

Special holidays are observed during the school year. For birthdays, a special snack for the class may be brought to school. Please contact the staff to make the arrangements and to reserve the date. (Individual servings of muffins, fruit or cookies are the easiest for the children to manage.) Please do NOT bring cupcakes. In order to avoid hurt feelings, please mail party invitations unless every child in the class is invited to the party.

COMMUNICATION

We believe that communication is the best tool for promoting optimum success for your child. In the best interest of the child, we believe that the child, his/her parents, and his/her teachers should work together as a team. The preschool staff encourages you to call or set up a conference anytime you feel it is necessary. A school bulletin will be available on the school website every week. A preschool newsletter will be sent home monthly.

Guidelines for Volunteering in the Preschool Classroom:

Time and purpose must be pre-arranged with the Preschool Director. Time and purpose for volunteering must be specific:

- Helping with an art, cooking, or science project
- Helping with the snack set-up on their child's birthday or for Class Parties
- Chaperoning a field trip
- Assisting with the End of the Year Picnic
- Assisting with the set-up and clean-up of the Christmas or other Programs
- Sharing a prepared theme-related subject (i.e.: a veterinarian might share what he does at work during Community Helper month)
- Sorting and stuffing information to go home into cubbies

According to California State Licensing, the volunteer must have a current TB test on file.

The volunteer's child must be comfortable with their parent in the classroom and able to participate as usual.

The preschool director and staff must feel that the time and purpose of the volunteer are beneficial to the class as a whole.

Unfortunately, classroom volunteers are not able to participate on Kindergarten assessment days or during Reading Buddy times.

Preschool Staff / Parent Avenues to Communication:

Preschool Parent Handbook

Daily drop off and pick up times at the preschool door

Daily Bulletin Board by the sign in table

Phone: 925-934-4964 ext. 230

E-mail: cporto@cccass.org

Fax: 925-934-4966

Monthly Preschool Newsletter

Monthly Parent-Ed Newsletter (Early Years)

Parent / Teacher Conference

Parent Orientation

Back to School Night

Open houses

Christmas and other Programs

Preschool Staff:

Cordelia Porto, Director/Teacher

Julia Hallmark, Teacher

Alicia Lozano, Teacher's Aide

