



PARENT HANDBOOK

A Ministry of First Christian Church
1207 Main St. Huntington Beach, CA 92648 | fcchb.com/pierside |
714.536.4111



Dear Parents,

How exciting it is to have so many wonderful children and families in our program!

We believe that children are precious in the sight of God and that He has entrusted us with their nurture and care. We have the important job of not only laying the foundation for future academic growth, but we also have the responsibility of making sure that each child comes away from our program knowing they are unique and loved by God.

Each teacher is qualified and competent to provide loving, understanding care for each child while creating a stimulating environment for learning.

Children truly are a treasure from the Lord, and I thank you for allowing us to contribute towards the development of their young lives.

For His Children,
Martha Deghi
Director



Our Purpose and Philosophy

We are dedicated to providing a learning environment for the preschool child that is conducive to their spiritual, mental, physical, emotional and social growth. The school seeks to provide each child with the Christian atmosphere and experience that will encourage an awareness of God's love for them as individuals. We believe each child is wonderfully made by God and is unique and special in every way, deserving quality care and academic excellence.

Pierside Preschool is open to children of all races, creeds, national origin or ancestry. The children will be surrounded by a Christian atmosphere of respect and loving appreciation for each other and for the wonders of God's world. Because we encourage a Christian atmosphere at the school and want to instill Biblical values in our children, any appearance, behavior or language exhibited by a child or parent that is not representative of our philosophy will not be permitted.

We believe that positive expression and attitudes should be used to guide the behavior of each child to help him or her become a self-directed individual. Weaknesses and strengths shall be viewed individually and objectively.

Each child will be encouraged to progress at his or her own pace through enriched experiences with self-discipline and the ability to make choices. Our goal is to develop the potential of each child by providing an educational experience of lasting value in the following areas:

Intellectually – By encouraging an enthusiasm for learning, exploring and firsthand experiences.

Physically – By offering experiences which will develop large and small muscle coordination

and motor skills.

Socially – By participating in group activities, getting along with others, and developing a feeling of security, belonging and self-esteem.

Spiritually – By having prayer time, Bible stories and songs that will be included in daily activities, giving each child the awareness and knowledge of God's love for them and others.

"And the Child continued to grow and become strong, increasing in wisdom; and the grace of God was upon Him."

Luke 2:40

..positive expressions...

...positive attitudes...

Mission & Faith

MISSION STATEMENT

Pierside Preschool exists to serve families as a ministry and outreach of First Christian Church. The preschool will maintain a Christ-centered academic education, connecting students to God and establishing values for Christian growth.

WHAT WE BELIEVE

As a partner in ministry with First Christian Church, we share the same beliefs and statements of faith.

Authority of the Bible

The belief that the bible is the word of God and has the right to command our beliefs and actions.

2 Timothy 3:16-17

Trinity

The belief that the God of the Bible is the only true God—Father, Son, and Holy Spirit

Relational God

The belief that all people are valued by God and that he is involved in and cares about our daily lives

Psalms 121

Stewardship

The belief that everything a person owns belongs to God

1 Timothy 6:17-19

Compassion

The belief that God calls Christians to show compassion to those in need.

Psalms 82:3-4

Salvation By Grace

The belief that a person comes into a right relationship with God and is saved by grace through faith in Jesus Christ.

Ephesians 2:8-9

Church

The belief that the church is God's agency to accomplish his purposes on earth today.

Ephesians 4:15-16

Eternity

The belief that Jesus will return to judge the earth and will establish his perfect reign over it for the rest of eternity.

John 14:1-4

Servanthood

The belief that every believer should use their God-given gifts to serve others.

Ephesians 6:7-8

General Information

TEACHERS

Each staff member is qualified by the standards listed under the Department of Social Services. Each teacher will provide loving, understanding care for your child and is competent to provide the foundation for each child's future education. Each teacher will provide loving care for your child as well as a secure environment where positive learning can take place.

ENROLLMENT

Enrollment is open to any child who will be 3 years of age by December 2nd of the desired school year and is independent in the restroom. We continue to enroll children throughout the year as space is available.

REGISTRATION

Fall Enrollment begins in the spring of the previous year and priorities are given to current Pierside students and siblings, Huntington Christian School siblings and First Christian Church members. Once priority registration is complete, we will begin calling those students on the waiting list to fill any remaining openings.

For a student to be placed on the waiting list, the parent(s) must first come to Pierside to meet the Director and see the school. At this time, the parent(s) and Director will discuss general information about the school.

A registration fee per year for each child is due and payable at the time of registration. The fee reserves a place for your child and is nonrefundable.

The registration packet must be completed and returned prior to the child's entrance into school. The packet includes the following:

Information Card	Notice of Parent's Rights
Consent for Medical Treatment	Notice of Personal Rights
Parent Directory Authorization	Admission Agreement
Identification and Emergency Information	Physician's Report
Child's Health History – Parent's Report	Medication Permit
Health Policy	California School Immunization Record
Contract	Current Vaccination Record

Completion of these procedures and payment of registration fee constitutes registration and admission, based on availability.

Tuition & Programs

TUITION

Pierside Preschool is a non-profit organization and is licensed by the State of California. (Facility #304370500)

1. We offer a "School Year" contract – September through the middle of June. Tuition fees are based on a yearly fee, divided into 10 equal payments for your convenience. For the School Year contract, tuition payments begin in August and end in May. From mid-June through mid-August (approximately 8-10 weeks), Summer Camp may be available. A separate contract will be issued for Summer Camp.
2. Tuition is payable in advance on the 1st of each month. After the 5th of each month a late fee will be assessed.
3. Pierside Preschool follows the same calendar as the Huntington Beach City School District and Huntington Christian School.
4. Tuition rates are determined on an overall yearly basis and include the following holidays: All major holidays, 2 weeks for Christmas, 1 week for Easter break and 2 weeks before Labor Day. The new school year begins the Tuesday after Labor Day. Monthly tuition remains the same.

PROGRAM

Pierside Preschool offers several different programs. Children may be enrolled 2 days (Tuesday & Thursday), 3 days (Monday, Wednesday, Friday) or all 5 days, and may choose from the programs listed below.

Morning Program – 9:00am - 12:00pm

Full Day Program – 7:00am – 5:30pm

Lunch Bunch – Monday, Tuesday, Wednesday, Friday 12:00pm-2:00pm

The children who attend the morning program (9:00am-12:00pm) may be dropped off at 8:50am. Please make every effort to arrive by 9:00am so that the teacher can greet your child and you can discuss anything pertinent to your child's day without interrupting the class. During the first few moments of Circle Time, the teacher will be going over the activities of the day. Children who arrive late often have a difficult time separating from their parent and are unsure of what will be happening throughout the day. If you have an appointment and know you will be bringing your child in late, please call.

California State Law requires that each child needs to be signed in and out by an authorized parent/adult and the time of drop off and pick up be noted.

Summer Program

Summer Camp is offered mid-June through mid-August and the same program time and schedules apply. Each session has a special theme with various activities planned by our regular school year staff. A separate contract will be available late spring.

Tuition & Programs

Lunch Bunch

Lunch Bunch is offered on Monday, Tuesday, Wednesday and Friday from 12:00pm-2:00pm.

Lunch Bunch children need to bring a lunch and parents must sign up on a daily basis. The Lunch Bunch fee is separate and will not be a part of your child's tuition. You may purchase Lunch Bunch tickets ahead of time or on the day you wish your child to stay. Please purchase what you intend to use, as there will be no refunds for unused tickets at the end of the year.

Classes

Our preschool children are placed into classes depending upon their age. For older children, we offer Pre-Kindergarten and Junior Kindergarten classes. The JK class is for those children who have already turned 5 years of age or will be turning 5 by January of the current school year. Children in the JK program are required to attend school 5 days a week. Both classes present materials that will prepare the children for Kindergarten.

Progress Reports

A Progress Report will be given to the parents in the spring. A meeting can be scheduled with the teacher or director if there is a need.

Kindergarten Testing

Children must be 5 years of age by September 1 if they are planning to attend Huntington Christian School. The public school cutoff date is December 2. If your child is eligible for Kindergarten and you wish them to attend Huntington Christian School, you may contact HCS at 714.378.9932 to have your child tested for Kindergarten readiness.

Information

A newsletter from the director and a calendar from the teacher will be sent home once a month to keep the parent informed of current activities. Please check your child's book bag on a daily basis for additional information.

Extra Activities

Extra activities such as Taekwondo, Dance, Gymnastics and Sports may be offered in the afternoon if there is enough interest and availability. These activities are available for an additional charge, paid directly to the program.

Tuition & Programs

Field Trips

Special activities will be scheduled throughout the year to enhance our curriculum and to broaden the experiences of the children. Our preschool children may participate in 3-5 field trips during the school year. Your child's teacher will pass out permission slips for each field trip that must be signed and returned to the teacher so that your child may participate. The teacher will also post a sign up sheet in the classroom for those parents who wish to drive and be a chaperone. To ensure the proper supervision of each child, we request that siblings do not attend the field trip. Please note that Pierside Preschool will follow the car seat laws as stated by the State of California. Parents are responsible for providing a car seat for their child on field trips. During field trips, your child is still signed in under the school's care, and therefore you must always return to the school to sign out your child. If you do not wish your child to attend scheduled field trips, please make alternate child care arrangements.

Transportation

California Health and Safety Code Section 1596.959(g) requires child care centers to inform parents regarding child car seats. The law states:

"Children under the age of six (regardless of weight), or weigh less than 60 lbs. (regardless of age), must be in an approved child car seat. "

Lunch

Children who are in the Extended Care Program or who stay for Lunch Bunch will need to bring a lunch and a drink. Please make sure the lunch box is clearly labeled with the child's name. Do not send candy, or food or juice in glass containers. Children may not share their lunch with others just in case there are food allergies. Please make sure to send in healthy food items such as: sandwich, lunchmeat, cheese, yogurt, fruit, etc. We ask the children to eat their "healthy, grow food" first before they can eat their dessert. We are a PEANUT/NUT FREE school, so please pack your child's lunch accordingly.

Holiday Celebrations

Parents may be asked to supply refreshments for various holiday class parties.

Birthdays

Birthdays are very special days! Check with the teacher if you would like to bring in a special treat for your child. Please check all store bought items to make sure they are peanut/nut free and not processed on equipment that may also have nuts.

Tuition & Programs

Snack

Nutritious snacks will be served every day. A snack list will be posted outside of the school office. The school will provide a morning and afternoon snack. Parents may be asked to bring in a morning snack for their child's classroom once a month. The Department of Social Services is very specific about what we must serve. Snacks must be store bought and sealed. The beverage must be 100% juice and unopened. At every snack, 2 of the 4 food groups need to be represented. **Notify the school of any food allergies your child may have.**

Rest Time

Children who are enrolled in the Extended Care Program will have an afternoon rest time each day (approximately 1:30pm-3:00pm). Each child has their own mat and will need to bring in a **crib sheet and a small blanket.** They may also bring a small pillow and stuffed animal to sleep with. Each child should be able to fit all of his/her rest items easily into a zippered backpack. Rest items will be sent home at the end of the week to be laundered.

Clothing

Your child is best suited for playing safely in play clothes and tennis shoes or shoes with rubber soles. Clothes and shoes should be easy for the children to manipulate on their own. Mark all jackets clearly with your child's name. **Please, no open-toed shoes, flip flops, sandals, clogs or crocs, or slick bottom shoes.** You may keep an extra set of clothes in your child's bag. The preschool office does keep some extra clothes on hand in case of accidents. Please be sure to wash and return borrowed clothes the following day so that other children will have them available.

Share Days

The teacher will inform you of your child's share day and of what type of items they may bring. Please do not allow your child to bring anything of value to school, as things can get lost. When possible, label all items with your child's name. **The following items may not be brought to school: toy weapons, breakable, sharp or scary items, small items that are easily swallowed (balloons, etc.)**

Tuition & Programs

Daily Activities

Pierside Preschool offers a program that stresses social relationships and spiritual, physical, emotional and cognitive development. Each classroom has planned activities geared to the interest level of that particular age group. Some of the activities include:

Bible

Bible stories, songs about God and Jesus, memorization of Bible verses, prayer, values such as kindness, love, respect & patience are stressed at all times.

Music

Songs, singing games, creative movement, playing instruments.

Art

Create with many different types of materials.

Express feelings through their creation.

Dramatic Play

Role playing, puppets, acting out a story

Science and Nature

Stimulate the child to explore, question and discover by providing a classroom science center and during field trips.

Motor Development

Helping the child through activities and play to develop coordination and strength in their small and large muscles (outside play, perceptual motor)

Math and Reading

We will provide learning experiences that build foundation skills for math and reading, such as visual discrimination, classifying, sorting, counting, comparing, sequencing, measurements, and introduction of letters and their sounds.

Teaching procedures are appropriate to age level.

Computer

Computer awareness and educational games are provided.

Rainy Days

On rainy days your child will be involved in an activity inside their classroom or may watch a short video.

Policies & Procedures

Open Door Policy

All parents are welcome to come and check on their children unannounced or call the office at any time. Please check in at the office before visiting the classroom.

Contracts

Each family is required to sign a contract upon admission. A 30-day written notice prior to the child's last day is required for termination of the contract.

Termination

A child may be requested to withdraw from the preschool for reasons of non-cooperation, delinquency in tuition payment or inability of child or parent to adjust to the preschool program. Such withdrawals are to be determined by the Director and the School Board.

Arrival and Dismissal

It is important that every child comes to school on time and is picked up according to their schedule. Parents who are not in the Extended Care Program may drop their child off in their classroom by 8:50am. When your child is brought to school late (after 9:00am) it is disruptive to the class and difficult for your child to transition into the day's activities. Each child needs to be picked up promptly at the end of his/ her contracted program or a late fee will be assessed.

Pierside Preschool adheres to Title 22 with respect to signing your child in and out, which states... "the person who brings the child to, and removes the child from, the center shall sign the child in/out, and use his/her full legal signature and shall record the time of day".

The only persons allowed to pick up a child from school are those whose names are indicated in the child's records. Identification will be required of persons picking up the child, if the teacher or director does not recognize the person. Parents should advise the office and teacher in writing in advance if a person not listed on the Identification and Emergency Form is to pick up the child. In the case of divorce or separation, a child will be released to either parent unless a copy of the court ordered visitation is on file.

Attendance

If your child will be out of school for any reason, please inform the office by calling 714.536.4111.

Consent for Medical Treatment

In the case of an illness or an emergency, parents will be contacted first. If we are unable to reach a parent, we will contact the emergency numbers provided.

It is the parent's responsibility to keep the preschool office up to date on any address and/ or phone number changes.

Policies & Procedures

Disaster Preparedness

Earthquake Safety –

Because we care for over 100 children on a daily basis, we want to be as prepared as possible. We hope the steps we are taking will give you peace of mind.

1. All teachers are trained in CPR and First Aid.
2. Staff is trained on emergency procedures.
3. A supply of food, water and equipment is stored on the property.

We have purchased earthquake kits which contain a 3-day supply of water and food, a blanket and a light stick. These supplies are stored in the shed on the playground. Earthquake drills are practiced so that the children will know how to “duck and cover” properly and where to go in the event of an earthquake.

Fire Safety –

Fire drills are practiced regularly in order to familiarize the children with the proper and safe procedures for evacuating the building. The children learn to line up quietly, follow their teacher to our designated area and become familiar with the sound of the fire alarm.

In the event of any type of disaster your children will remain at school until they are checked out by one of the preschool staff. Parents and only those individuals that the parent has listed on the emergency list will be allowed to sign a student out.

Discipline

Pierside Preschool adheres to Title 22, Section 101223, with regard to corporal punishment.

The code states:

“A child has rights which include, but are not limited to: ‘Be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature...’”

Disciplinary problems will be prevented by:

1. Positive reinforcement for good behavior
2. Setting realistic expectations of what the children can do
3. Looking for and taking care of possible problems before they occur and redirecting the child
If a rule is broken, the teacher will talk to the child about the rule and what they have done. If corrections are not made, the following action will be taken:
 1. Loss of privileges (a logical consequence of the misbehavior).
 2. Redirection. The child may be asked to play in another area or by himself for a period of time.
 3. “Time Out” (gives the child a chance to “cool off” away from the site of the misbehavior).
 4. Notification to the parent by the teacher or Director (telephone call, note or special conference).
 5. Students who continue to exhibit excessive, unacceptable or inappropriate behavior that may endanger himself, other children or staff, including but not limited to: biting, hitting, kicking will be asked to leave the program.

Policies & Procedures

Child Abuse

The staff of Pierside Preschool is required by California state law to report any suspicion of child abuse or neglect.

Accidents

All staff members are certified in CPR and Child First Aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the Director and/or teacher. If further treatment is deemed necessary, the parent, guardian or emergency contact person will be called. A parent will be notified if a child receives a bump on the head. All accidents are recorded.

Health Policies

Pierside Preschool is licensed by the State of California. The requirements for the Department of Health Services in the State of California are as follows:

18 months - 4 years	3 Polio 4 DTP or DTaP 1 MMR on or after the 1st birthday At least 1 Hib given on or after the 1st birthday, regardless of any doses given before the first birthday. 1 Varicella (chickenpox) Current TB test, unless the physician states there are "No risk factors present"
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If requesting exemption from the immunization requirements for personal beliefs, simply sign the back of the Blue Immunization Record.

Health Checks

Your child's health is a matter of major importance to us. To ensure the healthiest preschool experience for all the children, your child's teacher will do a health inspection each morning. Children with obvious symptoms of illness will be unable to stay at school.

Health Check Guidelines:

1. Does the child have a fever or has he/she had one in the last 24 hours?
2. Does the child have signs of nausea or vomiting?
3. Does the child complain of a sore throat, headache, earache, abdominal pain or loss of appetite?
4. Does the child have discharge from the eyes, heavy nasal discharge or a persistent cough?
5. No child will be admitted with a rash of any kind unless he/she has a written statement from their doctor stating the child is not contagious.

Health Policies

Medication

Pierside Preschool will dispense medications. Medicine must be in its original container, properly labeled with the child's name, with a doctor's note.

Parents must complete the Medication Form, stating time and dosage to be given and give medicine directly to staff upon arrival at the school. NEVER place medication of any kind in your child's lunchbox or backpack.

Absence and Illness

Please call if your child is not attending school. Children are not to attend if exhibiting any of the following symptoms: Fever, diarrhea, earache, eye drainage, body rash, vomiting, head lice, nasal discharge that is thick yellow or green and accompanied by fever, sore throat or swollen glands.

Students who become ill at school will be isolated and a parent notified for immediate pick up.

Child may return to school after any illness when:

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

The school must be notified of all communicable diseases such as: chicken pox, head lice, impetigo, strep throat, hepatitis, etc. State law requires that we post notices of possible exposure.

Daily Schedule Overview

This handbook is designed as a handy reference of school policy. Please keep it in a convenient place for easy referral throughout the school year. We know that this handbook cannot cover all possible situations, so please check with the director if you have any questions or concerns.

7:00am-8:50am

MORNING EXTENDED CARE

8:50am-12:00pm

CLASS TIME BEGINS

Circle Time (helpers, share, story), Center Time (art, housekeeping, manipulative, blocks), Bible Time (memory verse, story), Concept Time (colors, shapes, numbers, alphabet, etc.) Music, Perceptual Motor, Computer, Snack and Outdoor Play.
Individual class schedules vary.

12:00pm

MORNING PROGRAM ENDS

12:00pm-2:00pm

LUNCH BUNCH

Monday, Tuesday, Wednesday, Friday
Lunch
Gymnastics, Dance, Extra Activities

12:00pm-12:30pm

12:30pm-1:30pm

12:00pm-5:30pm

AFTERNOON EXTENDED CARE

12:00pm-12:30pm

12:30pm-1:30pm

1:30pm-3:30pm

3:30pm-5:30pm

Lunch
Gymnastics, Dance, Extra Activities
Rest Time
Snack, Outdoor Play, Story Time, Center Time, Art

5:30pm

PRESCHOOL CLOSES

In addition, we include in our program special days, field trips and chapel.

Educational Goals

GOALS FOR THE YOUNGER 3's – YOUNG 4's CLASS

Spiritual

1. To learn who God is and that He created everything
2. To know that God created them in His image and they are special
3. To know that God loves them
4. To learn that God is with us and takes care of us
5. To learn to talk to God through prayer
6. To learn that Jesus loves them unconditionally

Physical/ Motor Development

1. To develop large motor skills (jumping, running, hopping, throwing and balance)
2. To develop small motor skills – eye/hand coordination (cuts across a strip of paper, copies a circle, string beads, rolls and shapes clay forms, better crayon grasp and control)
3. To learn good health habits (take care of bathroom needs, learn cleanliness skills)
4. To learn spatial awareness (over, under, front, back, up, down, in, out, above, below)
5. To be able to sit quietly for about 10 minutes

Cognitive Development

1. To be able to recognize basic colors
2. To be able to recognize shapes (circle, square, triangle, star, heart)
3. To be able to recognize their name, begin printing
4. To be able to count numbers 1-10 (1 to 1 correspondence skills)
5. To be able to recognize numbers 1-10
6. To be able to draw a circle, horizontal and vertical lines
7. To be able to recognize size differences
8. To begin sequencing and sorting skills
9. To be able to match like objects
10. Introduction to the letters of the alphabet

Social Development

1. To learn to respect other's property and space
2. To learn to adjust to a new environment
3. To be able to use their words to express themselves
4. To learn to share and take turns
5. To learn to say "Please" and "Thank you"
6. To be able to follow directions
7. To be able to interact during Circle Time
8. To join in play and interact with other children

Emotional Development

1. To develop a healthy self-esteem
2. To learn to express their feelings (verbally)
3. To learn to try new things on their own
4. To feel secure, loved respected and cared for
5. To become more independent

Educational Goals

GOALS FOR THE PRE-KINDERGARTEN & JUNIOR KINDERGARTEN CLASSES

Spiritual

1. To learn who God is and that He created everything
2. To know that God created them in His image
3. To know God loves them unconditionally
4. To know that when they pray God listens
5. To know that the Bible is God's Word
6. To know that God will always love them and be with them
7. To learn how to show God's love through behavior, prayer and speech
8. To know that Jesus is God's Son and that He has a plan for their lives

Physical/ Motor Development

1. To develop large motor skills (jumping, running, hopping, throwing, skipping, crawling, rolling, tumbling and balance, and will be able to demonstrate these skills in different games and activities)
2. To develop small motor skills – eye/hand coordination (cutting, tracing, coloring, beginning printing skills, drawing simple shapes, holding pencil properly)
3. To reinforce good health habits
4. To be able to sit quietly for 10-15 minutes during Group Story or Circle Time

Cognitive Development

1. To recognize and write their first name (with upper and lower case letters)
2. To recognize the letters of the alphabet and learn their individual sounds
3. To print upper and lower case letters A-Z correctly and neatly (5's)
4. To identify rhyming words
5. To identify colors and shapes (circle, square, triangle, rectangle, oval, diamond, star, heart)
6. To count from 1-20 (or further for 5's), 1 to 1 correspondence up to 10
7. To identify numbers from 1-20
8. To print number from 1-10
9. To recognize and identify the order of different patterns – sorting and classification skills
10. To become familiar with math vocabulary such as over, under, more, less, etc.
11. To be able to follow 3 verbal directions
12. To be able to complete a given task independently
13. To begin to learn left to right tracking

Social/ Emotional Development

1. To be able to play cooperatively with friends
2. To respect other children's property
3. To communicate his/ her feelings and ideas
4. To wait for his/ her turn
5. To be able to share and take turns
6. To be able to ask for help
7. To be flexible when confronted with new situations or with frustrations
8. To learn to raise their hand and be acknowledged before speaking in a group setting



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