

San Jose Christian Preschool Family Handbook 2024–2025



Address: 1300 Sheffield Avenue Campbell, CA 95008

Phone Number: (408) 371-7741

Fax Number: (408) 371-5596

License: # 443410829 (Preschool) and #434413583 (Infant Care Center)

(The State of California Department of Social Services Community Care Licensing Division).

Days and Hours of Operation

The Preschool and Infant Center are open from 8:00am to 5:00pm, Monday through Friday; year-round. Parents can also utilize an Extended Care period between 5:00 pm - 5:30 pm for an additional fee for the half hour. Details can be found in the SJCS Financial Policy.

Mission Statement

The mission of San Jose Christian School is to advance the Kingdom of God by providing exceptional teaching and curriculum fully integrated with biblical perspective. Within our committed Christian community, we live to engage and transform culture for Jesus Christ.

Statement of Faith

San Jose Christian School was founded by believers from area Reformed Churches, for the purpose of educating their children for Christian life and service. The Board of Trustees and Staff of San Jose Christian School hold to the following Statement of Faith:

- The Bible is the inspired and infallible Word of God and is the ultimate source of truth and authority in all matters of our faith and life.
- There is only one God, who is eternal and all-powerful, the Sovereign God of heaven and earth. He created the universe and everything in it and maintains sovereign control over all things. He exists in three persons: Father, Son, and Holy Spirit.
- God created man, both male and female, in His image. This is what separates us from the animals and all other forms of life. However, our forefather Adam disobeyed God and, as our representative, brought sin and death to the entire human race. The result is that all humans are born sinful, are unable, on their own, to please God, and deserve death and eternal punishment. This means that every person needs renewal and restoration; we are in need of God's grace.
- Jesus Christ came to renew and restore. He is the true God and true man who died on the cross for our sins. All whom God called to believe in Him and repent have the forgiveness of sins and new life through the Holy Spirit. This is possible because Jesus Himself was raised from the dead. He ascended into heaven where He now rules as Lord. He will return to make all things new, judging all who have ever lived.
- God has commanded believers to train their children in this faith and to recognize the Lordship of Jesus Christ in all areas of their lives. This is best

accomplished when parents use three God-given agencies: the Christian home, the Christian school, and the Christian church.

Purpose:

- Support and strengthen spiritual priorities of the home and church.
- Stimulate academic excellence.
- Give proper attention to physical and social growth development.
- Provide experience for making moral choices regarding stewardship, social relationships, leisure time use, and entertainment.
- Encourage creative growth through the fine arts.
- Prepare students for Christian leadership by providing:
 - an academic community in which teaching and learning are highly esteemed
 - a Christian community of parents, teachers, and students in which the love of Jesus Christ is radiantly evident
 - a commitment to excellence at all levels and in all subject areas.

Admissions Policy:

San Jose Christian School believes it can most effectively carry out its mission and goals when its efforts are balanced with effective spiritual nurture in the home and in the church. Consequently, SJCS primarily admits students whose parents (guardians) provide this balance. In some cases, SJCS may admit students whose parents (guardians) are striving to achieve this balance. The spiritual teaching in the home and church should be consistent with the SJCS Statement of Faith. When this is not the case, SJCS may dismiss or deny enrollment.

The developmental readiness of applicants will be reviewed for acceptability and appropriate class placement. Final application acceptance is contingent upon mutual agreement by SJCS and the parents (guardians) as to the appropriate class entry level. When admission is not in the best interest of the school or the applicant, SJCS may dismiss or deny enrollment.

San Jose Christian School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. San Jose Christian School does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its hiring, educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Once accepted, continued attendance at SJCS is subject to the student and parents (guardians) successfully maintaining the standards set forth in the Preschool Family Handbook, The SJCS Parent/Student Handbook, as well as fulfillment of the financial responsibilities identified in the SJCS Financial Policies. Failure to adhere to these responsibilities may result in dismissal or denial of re-enrollment of the student.

Classroom Ages and Locations:

Caterpillars (Infant Care Center) | Ages 3 months to 2 years | Room 9

Butterflies | Ages 2 years (“younger”) | Room 10

Grasshoppers | Ages 2 years (“older”) to 3 years (“younger”) | Room 11

Dragonflies | Ages 3 years (“older”) | Room 2

Fireflies | Ages 4 years (“older”) | Room 1

Philosophy and Curriculum

We believe that children learn best when they explore and construct an understanding of the world within an intentionally prepared learning environment. The teacher’s role is to guide learning by preparing a richly educational classroom in which each child can thrive. Using a research-based approach and age-appropriate methods, the teacher provides activities that lead to cognitive learning benefits.

San Jose Christian Preschool utilizes *Get Set for School Curriculum* into our everyday program. This curriculum incorporates the main core competencies—reading, writing and mathematics. The children build familiarity and competency with music, play, vocabulary, and with hands-on materials and lessons. The lessons are flexible in a way that we teach in a developmental sequence from the simplest to the more complex of tasks. This approach ensures that children develop basic readiness skills so they are prepared for school success.

The best way to help children succeed in learning is to teach them to be creative, confident thinkers. This means offering each child an opportunity for hands-on exploration and discovery, which in turn helps build lifelong critical thinking skills and fosters confidence.

A positive student outcome consists of demonstrating positive approaches to learning. These include engaging in self-guided activities, displaying persistence, and practicing problem-solving skills. Showing curiosity, motivation, flexibility and inventiveness in thinking are goals of our program.

Children will learn to connect prior learning to current challenges, recognize patterns, and practice memory techniques to form a strong foundation for lifelong learning. Lastly, children will engage and perform in socio-dramatic play, learning the social skills that will assist them throughout their life.

All of this learning happens in a Christ-centered environment in which each child is known as an individual learner. Through a strong partnership and regular communication with parents, our Preschool will help foster character development, spiritual growth, and academic learning that will prepare children for a long and productive academic career.

Conferences & Assessments

Parents are kept well informed about all of our activities at San Jose Christian through classroom calendars, bulletin board announcements, newsletters, and e-mail. Parents will be offered an opportunity to formally meet with the teacher during our scheduled conferences once a year, in November. This provides both the parents and the teachers the chance to share valuable information about the child's adjustment to school, academic progress and social/emotional progress.

Additional conferences may be scheduled at any other time, at the request of the parents, teachers, or Director, as needed.

Assessment of each child's growth and development is an ongoing process in the preschool classroom. It is the process of observing, documenting, and evaluating what a child knows, what a child understands, and what a child can already do. Assessment opportunities are embedded in the various activities the teacher has planned for the day. Ongoing assessment occurs in the context of the daily classroom activities. Assessment has two main purposes. The first is to help the teacher create a plan for instruction to meet the individual needs of each child. The second is to provide a clear picture of each child's strengths and weaknesses to the child's family.

Teachers use a variety of techniques and materials to collect information about each child's progress, including observation, anecdotal notes, work samples, photos, checklists, and communication from the child's home and family culture. The teachers will use this information to help plan meaningful learning opportunities for each child. Curriculum and lesson plans can then be adjusted to meet the needs of individual children. Our program does not use norm referenced assessment tools. Our assessment tools are teacher developed, and engaging for young children. Our assessment approach of gathering information is systematic, but informal and non-stressful for the child.

Enrollment

Your child's schedule will be agreed upon during the enrollment process. San Jose Christian does not permit makeup or trading days. Pre-arranged drop-in is available, if needed. Please contact the Director if you would like to do a drop-in day.

If you wish to change your schedule during the year, please speak to the Director. Accommodations for adding additional days will be based on availability and staffing.

San Jose Christian Preschool runs year-round and the calendar runs congruent with the JK-8 Academic calendar. Re-enrollment for the subsequent school year begins during the spring semester.

Attendance

It is important that your child comes to school when scheduled and on time. School begins promptly at 8:30am everyday. Coming to school late can often disturb the children who are already in class. It also causes a child to get behind when they miss certain activities.

When your child is absent, or will be late, please notify the office, your child's teacher, or the Director to let them know. Please call the school's main line (408) 371-7741.

**Please be aware there is a late pick-up charge of \$5.00 per child for the first five minutes, and then an additional \$5.00 each minute thereafter.

Discipline Policy

San Jose Christian Preschool uses positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation in a firm, consistent manner. We will try to prevent discipline problems by providing a stimulating, safe, caring atmosphere and by guiding the children through difficult situations.

The following methods are used:

1st infraction: Talk to the child. A staff member will talk to the child in the moment regarding their behavior. We will talk about what kind of behavior is acceptable and appropriate for school. We hope to empower the student to make good decisions regarding their behavior.

2nd infraction: Redirection. If a child continues with a behavior after talking with them, they will be redirected to a different activity. This can provide the child with the opportunity to start over and make wise choices.

3rd infraction: Change of Heart Time: At times, it will be beneficial for a child to be separated from the group or activity, in order to calm down and to regain compliance. They will sit quietly in the classroom in order to have a "change of heart" and calm themselves. This is the time to sit and reflect on their behavior. The time allotted is

based on their age and if they feel ready to change their behavior. The teacher will then sit with the child to come up with solutions as to how to improve their behavior.

4th infraction: Sit with Director: If the above strategies have failed, the student will be taken to the office to talk with the director. The Director will ascertain a course of action, which may include calling the child's parents. It is not the policy to call parents until it is deemed necessary. Unless the Director called the parents, the child's behavior should be discussed either at pick up time, and/or via email. Parents may always ask for a conference with the Director if they would like to discuss the matter further.

If a child has continuous behavior challenges at school, the Director and child's teacher will schedule a meeting with the family, in order to create a behavior plan. A child may be dismissed from San Jose Christian School Preschool if the behavior challenges do not improve.

Injuries and Incident Reports

If a child obtains an injury at school, the staff will follow proper procedures and protocols. The Preschool staff is trained in First Aid and CPR, and has knowledge of how to handle such situations. Injury reports will be filled out and sent home to the child's family. If a serious injury occurs, the parents will be notified immediately. In the event that is necessary, San Jose Christian will call emergency services for help.

Parking and Driving on Campus

While at school, please adhere to the school's speed limit of 7 miles per hour in the parking lot. When dropping off or picking up, please park in a parking spot and not along the curb. A Preschool student must be walked to their classroom and signed in and out. Repeated failure to sign in and out from school can result in licensing fines.

Sickness Policy

San Jose Christian School Preschool is committed to providing a healthy and safe learning environment for all students. It is our intention to partner with families, in order to maintain the optimal learning environment for students at all times. We kindly ask all families to follow our illness policy.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to school after 1 full school day (8:00 a.m.-5:00 p.m.) If the illness is due to an infection, the child may return 48 hours after they have received the first dose of an antibiotic. You must provide a doctor's note explaining the infection and how it is being treated. If you aren't sure about whether or not to bring your child to school, please call school for advice. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

Symptoms requiring removal of child from school:

- Fever: Fever is defined as having a temperature of 100.4°F or higher taken under the arm or forehead. A child needs to be fever free for a minimum of 1 full school day (8:00 a.m.- 5:00 p.m.) before returning to school. That means the child is fever free without the aid of Tylenol, or any other fever reducing substance.
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours. When sent home for diarrhea, your child must remain home for 24 hours before returning to school.
- Vomiting: 1 or more times in a 24-hour period. Note: please do not bring your child if they have vomited during the night. Please keep your child home for a full day.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Pink Eye: Conjunctivitis is an inflammation or swelling of the conjunctiva. Symptoms are- more tears than usual, itchy eyes, green or white discharge that crusts over the eyelashes especially after sleep, burning eyes, and blurred vision.
- Frequent scratching of the body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.

School Calendar

Please review the calendar in depth prior to the start of the school year. Preschool and JK-8 calendar is in one form.

Holidays and closures for San Jose Christian Preschool coincide with the calendar of the elementary and middle school. It is important to note these dates for planning in advance.

The Summer Preschool calendar will be released to preschool families on or before March 1st.

Room Parent

Each classroom will have at least one room parent for the duration of the school year. This responsibility includes coordination of class parties and honoring teachers. If you are interested in participating in this, please notify one of the representatives from the Christian Parent Teachers Association (CPTA). Room parents will work with the classroom teacher to organize activities throughout the year.

Tuition Payment Policy

- Monthly payments must be made through FACTS Management electronic payment plan (unless the full-year tuition is paid in advance). Payments will be processed through your bank account on the 5th of each month. A \$30 fee is assessed to your bank account for each FACTS payment attempt that is denied. After a 3rd attempt is denied, your account is referred back to SJCS for collection at which time SJCS will assess additional late fees. Accounting requires a one-week notice when making any changes to your FACTS account.
- The full-year preschool tuition (either 10- or 12-month) may be paid in advance. A 2% discount will apply to full-year payments.

Withdrawal

- A written notice of withdrawal must be received by the Preschool Director within 30 days of child's final attendance date
- If you are paying tuition via the monthly payment plan, and your child is withdrawn for any reason, the month your child withdraws is a payable month, even if your child only attends one day of that month
- If you have paid your tuition in full and your child is withdrawn for any reason, refunds will be calculated on an individual basis. Any month a student attends is considered a payable month
- Final tuition payment, all late fees and charges must be made by the end of withdrawal date

General Provisions

- Accounts 30 days or more past due may be referred to our collection service
- Unexcused delinquency in tuition payments may result in termination of enrollment
- In the event a child is absent due to illness, personal vacation, personal holiday observance, or disciplinary dismissal, no portion of you paid or outstanding tuition will be refunded, canceled or pro-rated

- Assessments will be made to cover damage to school property (including breakage of windows, abuse or loss of books, etc.)
- Application Fee, Screening Fee and Enrollment Fee are all non-refundable
- If your child is currently enrolled in the Preschool Dragonfly or Firefly classes and advances to the JK/K program, the enrollment fee will be added to your FACTS account. In addition, an assessment fee of \$100 to determine JK/K readiness will be required at the time of the student's assessment.

Vaccination Policy

Students must be current with required vaccinations, in order to attend San Jose Christian School Preschool. Proper documentation needs to be turned in before your child starts attending. You have 30 days from your child's start date to return all documents. Students who are not current with immunizations will not be admitted. Personal Belief exemptions are no longer accepted.

Napping

The full day schedule at San Jose Christian School Preschool includes naptime. Naptime varies in each classroom and individual needs of the child. Our Infant Care Center provides care to our infant students based on individual schedules, including naptime. Infant students will nap based on their families' provided needs.

Students in the Butterfly, Grasshopper and Dragonfly classes nap every day; the Firefly class does not nap. Dragonfly class stops nap time entirely in the beginning of November. Each child will need to bring napping items for naptime. Families will need to take napping items home each week to wash them.

Toy Policy

Please do not have your child bring toys to school. It is a distraction for themselves and their peers. Teachers are not responsible if they are lost and/or broken. Upon teachers' request, children may bring a sharing item on a designated day, and once they finish sharing, it's returned to their bookbag.

Please do not take toys from the classrooms or from the playground. It is understandable that children enjoy their school toys, but once a child gets picked up, all toys and materials must be left in the classroom and/or playground.

Biting/Hitting Policy

Biting is a typical behavior often seen in younger ages such as infants to 2-year olds. As children mature, gain self-control, and develop problem-solving skills, they usually

outgrow this behavior. While not uncommon, biting can be an upsetting and potentially harmful behavior. It's best to discourage it from the very first episode.

The following steps will be taken if a child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as "biting is not okay – it hurts." We will avoid any immediate response that reinforces the biting or calls attention to the biter. Caring attention will be focused on the child who was bitten.
2. The biter will not be allowed to return to work/play and will be talked to on a level which he/she can understand.
3. The child will be redirected to other work/play.

For the victim:

1. Staff will separate the child who was bitten from the biter.
2. Special attention will be given to comfort the child.
3. Staff will administer appropriate first aid. Should the wound require immediate medical attention, appropriate action will be taken and parents will be notified immediately.

Both student's parents will be notified of the situation. Parents will be informed of what happened, and how the incident was handled. When biting persists, the child will be sent home and the Director will meet with the parents whose child is biting to partner together to find a solution. Teachers will carry out the plan determined by the parents and Director with the aim of teaching and giving positive attention for acceptable social behavior. If the intervention does not work, the child may be withdrawn from school.

Hitting is unacceptable and behavior will follow the same rules as biting.

Food and lunches

San Jose Christian School Preschool does not provide snacks or lunch to students. Please provide both a morning and afternoon snack for your child.

Snacks and lunches should be healthy and nutritious. Lunch boxes with ice packs and thermoses are highly suggested. Please do not send soda, candy, or juices to school. Each child should have a bottle of water each day as well.

San Jose Christian School Preschool strives to be a nut safe school. This means that we kindly request that no nut products of any kind are brought to school. We have several students with serious nut allergies and it is our goal to keep them safe at all times. There are several alternatives available (Sun Butter, Wow Butter, Soy Butter, Sesame

Seed Butter). Please remember to check ingredients, especially in items like granola bars.

Nutella is also not permitted as it contains hazelnuts. Please label sandwiches or alert the teacher when these alternatives are used, since they often look and smell similar to peanut butter.

When bringing treats to classrooms, please make sure baked goods were made in a nut-safe factory (most baked goods will have labels)

Always remember, if you have any hesitations about the food item, just don't bring them to school.

Dress Code

Each child should arrive at school in simple play clothes. Many of our activities tend to get a little messy, and we want the children to be able to enjoy themselves, without having to worry about their clothing.

Closed-toed shoes are best when playing outside. There are many opportunities for climbing and running around the playground, and the children must be able to participate in activities safely.

If your child does come to school with sandals, please be sure they have straps around the ankle. For the little girls who want to wear their "princess heels" please provide an extra change of shoes so they can play outside. Please have girls wear shorts or leggings under their dresses and skirts.

Always be sure your child has a jacket, sweater, or sweatshirt available to wear to school. **Unless the weather is bitter cold, rainy, or the air quality is deemed unsafe, the children will go outside every day.

First day of school checklist:

Infant Care Center (ICC)

- EVERY bottle and tupperware MUST have a child's first name AND date when the item was prepared.
- Please place all food items in a small lunchbox.
- All food and milk needed for the day (milk should be in bottles or sippy cups).
- If using formula, please have bottles already prepared.
- An extra cup for water if desired.
- Diapers (A full pack can be stored with child's name, and teachers will let families know when more are needed).
- Spare clothes with name on it.
- Needs and Service Form (School provides). Must adjust form and submit every quarter.
- Individual Infant Sleeping Plan (for children 12 months and younger).
- Comfort item (blanket, picture of family, pacifier, etc.).
- Highly recommended: small lunch box with ice pack for milk bottles.

Preschool

- A lunch, morning and afternoon snack, and water bottle for the day.
- Spare clothes (underwear, socks, pants, shirts) with name written on it.
- Nap mat/sheet and blanket (if student will be napping).
- Additional school supplies.

PLEASE LABEL EVERYTHING!

Thank you! We are glad you are here and we look forward to an amazing year!