



# Parent Handbook

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Dear Parents,

Welcome to STREAMLINE Christian Academy! We strive to provide an exceptional kindergarten readiness preschool program within a safe, loving Christian environment.

We see ourselves as partners in the education of your children. We encourage your participation and involvement and value the opportunity to work with you in providing the best education for your child.



**To see fun photos and videos throughout our year!**

**Please send the following with your child DAILY:**

- Extra sets of clothes, labeled in a gallon ziplock bag (shorts, undies, shirt, socks), to be kept at school
- Reusable water bottle filled with WATER only (ice is okay too 😊, no juice or milk please)
- A small item to share
- Wearing daily: T-shirt and EASY on and off pants or shorts, and layers!

## **AUTHORIZED PICK-UP LIST**

**Written authorization is required when anyone other than those listed on the authorized pick-up list will be picking up your child. This person is required to present a valid photo ID at the time of pick-up.**

## **OUR PROGRAM**

STREAMLINE Christian Academy provides a hands-on Christian STEAM based preschool program. The school is open Mon-Fri 8:30am-12:30pm, with the exception of vacations and holidays as listed on the school calendar.

## **CONFERENCES**

Parent-teacher discussions are a vital, ongoing part of our program. Formal conferences are scheduled for Fall and Spring, and on an as-needed basis.

## **PARENT TEACHER COMMUNICATION**

STREAMLINE employs an open-door policy and encourages daily parent teacher communication. Teachers are available to speak to parents during school hours, specifically the first(8:30-8:45) and last(12:15-12:30) 15 minutes of each day, schedules permitting.

## **ENROLLMENT FEES/TUITION**

\$100 yearly enrollment fee

Tuition:

Payable in full or 9 monthly payments (Aug 25 towards Sept-April 25 towards May)

## **BILLING PROCEDURES**

Nine monthly payments, due on the 25th of each month, Aug-April.

Venmo, cash, or check accepted.

## **DROP-IN RATE**

If space is available, your child may be allowed to come to school on a day they are not normally scheduled, known as a drop-in. The rate will be \$45/day, payable on the day they come.

## **LATE PICKUP FEES**

If you will be late, please text Ms. Vanessa to let her know. Late pick-ups may be charged a late charge of \$100,000 per minute.

## **LATE PAYMENT FEES/RETURNED CHECKS**

A \$35.00 late payment fee will be applied for payments not received by the due dates or returned check

## **WITHDRAWAL/TERMINATION**

**Parents are required to submit a 30 day written notice to withdraw their student from the program for any reason. Parents are responsible for all payments over the duration of the 30 days, whether the child attends school or not. Streamline Christian Academy reserves the right to terminate services with no prior notice required.**

## **STUDENT ILLNESS**

If a child exhibits any of the following symptoms during the school day, the parents will be notified and the child will be sent home. Your child will be isolated from the other students until someone arrives to take him/her home.

- Runny nose or cough
- Fever

- Repeated diarrhea
- Vomiting
- Thick or green mucus or pus draining from the eyes and or nose.
- Sore throat
- Rashes
- Symptoms of any contagious disease

Please do not send your child to school if they have any of the symptoms listed above. All children must be symptom free for 72 hours, *without medication*, before returning to school. In certain cases, a doctor's note may be required to return to school.

### **MEDICATION TO BE ADMINISTERED AT SCHOOL**

If your child will be in need of medication during school hours, the medication must be labeled and dropped off to the teacher. An authorization form will need to be completed. **DO NOT** leave any medication in your child's backpack. Nonprescription medications cannot be dispensed without the prior written authorization of the parents. Before prescription medications can be given, both the parent and the child's physician must sign a written request, stating the name of the medication, the dosage, and the time of day the medication should be given. Only authorized staff will administer medication.

### **MEDICAL OR DENTAL EMERGENCY**

In the case of a medical or dental emergency, the school will call 911. Emergency care will be obtained at Saddleback Hospital. The parent hereby authorizes such emergency action to be taken by the school.

### **RAINY DAYS**

If there is a chance of rain or its raining, students may wear their pajamas to school!

### **NAPTIME**

Naptime is not provided.

### **TOYS**

Streamline Christian Academy will provide all the necessary learning supplies. Please do not send your child to school with toys.

**Exception: Students may bring a small item daily for share time, where they will be encouraged to practice public speaking, as well as learning the benefits of sharing with others. PLEASE REFRAIN FROM BRINGING TOY WEAPONS.**

### **MEALS**

A light breakfast and lunch are provided! Please let Ms. Vanessa know if your child has any allergies, is on a special diet or has food limitations, or is just a diva 😊.

### **BIRTHDAY CELEBRATIONS**

If you would like to bring a special snack for your child's birthday, please talk to Ms. Vanessa to make arrangements.

### **FIELD TRIPS**

Field trips are an integral part of the SCA experience. Field trips are not only chosen with careful consideration, they are always aligned with the school's curriculum and provide an opportunity for hands-on learning. Field trips are always **ALL SCHOOL INVITED** and **PARENT PARTICIPATION REQUIRED**, no

matter which day of the week they fall on. There may be a few spots available in teacher cars for students whose parents are unable to attend.

### **EARTHQUAKE AWARENESS**

All of our staff is well trained in the event of any emergency. Appropriate staff members are CPR/First Aid certified. Earthquake and fire drills are conducted regularly and children are taught that quakes are a natural occurrence, and there is no need to panic!

### **CLOTHING**

Please provide your student with an extra set of clothing, including shorts or pants, shirts, underwear, and socks. Place these clothes labeled in a gallon sized Ziploc bag, these will be kept at school.

### **DISCIPLINE**

Discipline is handled as each unique situation demands and is always done in a loving and gentle manner. It is our desire to promote and secure the development of a positive, healthy self-concept. The teachers demonstrate loving, kind, positive reinforcement techniques, as we strive to reinforce and stimulate good attitudes and behaviors.

Unacceptable behavior is handled in a low-key discussion between teacher and child. The child will then be redirected to another activity. If the behavior continues, and the well-being of other children is in jeopardy, the child will be separated.

We *do not* use corporal punishment or violate a child's personal rights.

### **WEAPONS**

State and Federal law regulate the possession of firearms and other dangerous weapons at and near school.

