



WINGS Preschool

Parent Handbook



Where  Inclusion  Nurture  & Growth  Soar

A high-quality learning environment that promotes a community where all children feel included, nurtured, loved, respected, and encouraged to develop to their fullest potential.



crrsbc.org



This Parent Handbook is designed to
WELCOME and assist families with an
understanding of WINGS Preschool.



At WINGS Preschool, children are encouraged to explore, imagine, dream, and grow. They are given this opportunity in an inclusive learning environment, designed with intention and through research based, high-quality practices.



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WINGS Preschool at First Christian Church: Our Mission is to provide a high-quality environment for all children in a safe, nurturing, inclusive, and Christ-centered setting that builds a foundation for life-long learning and a love for Jesus.



The Mission of **Children's Resource & Referral of Santa Barbara County** is to develop strong and healthy families by providing education, care, and resource systems to children, their parents, and caregivers, with a special emphasis on low income and under-represented children and families.

PROGRAM DESIGN: Location, Hours, Ratios, & Policy

WINGS Preschool
at First Christian Church:
1550 S. College St.
Santa Maria, CA. 93454
(805) 623-4313



Hours of Operation:
Monday - Friday
7:30am - 5:30pm

Ages of Children Served:

At WINGS Preschool, we serve children ranging in age from 24 months until their entry into Kindergarten.

Group & Classroom Sizes:

Adult to Child Ratios are based on Title 22 State Regulations. With a minimum requirement of 1 qualified adult for every 12 preschool children.

At WINGS Preschool, we strive to maintain high quality standards and best practices; we aim to provide higher, adult-to-child ratios, ensuring more time for intentional teaching and one-on-one support with your child.

Confidentiality:

The use or disclosure of any information maintained in the child/family file, is limited to purposes directly connected with the administration for operation and service delivery at WINGS Preschool.

No other use of the information will be made without prior written consent or through a subpoena.

Equal Access/Non-Discrimination Statement:

No person will be subjected to discrimination, or any other form of illegal bias, including harassment. We give equal access to services without regard to sex, sexual orientation, gender identification, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

Open Door Policy:

WINGS preschool is based upon a partnership with parents. You may visit your child's classroom anytime to observe during operational hours. All parents are highly encouraged to participate in their child's ongoing learning experience.

PROGRAM DESIGN: Classroom Environments

Classroom Environment:

Each classroom environment is intentionally designed for children to choose their own activities. Created with developmental appropriateness for each classroom and geared to moving children on the Developmental Continuum.

Our classrooms include areas of interest to children to support their development and curiosity through; art, literacy, dramatic play, music & movement, puzzles, manipulatives, and more.



Child Development Focused:

With child development focus, the environments at WINGS Preschool are rich with opportunities for: gross & fine motor skills, speech & language, cognitive development, and social & emotional growth.

Routines & Boundaries:

We recognize that children flourish in an atmosphere that encourages freedom as well as boundaries. Routines, consistency, and limits provide children with security when they are defined, understood and consistent.

Outdoor Classroom:

At **WINGS Preschool**, we believe that anything you can do Indoors, you can also do in the Outdoor Classroom.

Our **Outdoor Environment** includes 10,000 sq. ft. of developmentally appropriate space for children to learn and grow. While moving their bodies, and exploring nature, children are also developing a love for God in a Christ centered learning environment.



PROGRAM PHILOSOPHY, GOALS & OBJECTIVES

Philosophy:

At WINGS preschool we promote children's growth by maintaining a safe environment that creates opportunity for children to develop in a positive manner. We do this through appropriate role modeling and natural play, promoting development, consistent with each child's unique goals, developmental needs, and personal interests. With an emphasis on outdoor activities and nature education, we understand the importance of maintaining the highest level of quality, while prioritizing inclusion and the success of all children of all levels of ability.

Parent Involvement & Education:

Our goal is to provide a welcoming environment for families and invite them to participate as equal partners in the education of their child.

Opportunities to participate include, but are not limited to:

- ❖ Parent/Teacher Conferences
- ❖ Parent Observations
- ❖ Parent Support during drop-off/pick-up
- ❖ Regular Communication
- ❖ Participating at Events i.e.
 - Parent Cafés
 - Open House
 - Fundraisers
 - Awareness Campaigns
 - and more



Each family brings a history of life experience and cultural heritage that is respected and valued within WINGS Preschool.

Partnerships between families and the Preschool are essential to the growth and development of each child.



Note: Parents volunteering at WINGS Preschool must have a recent tuberculosis (TB) clearance, immunization, and background clearance/ fingerprints on file.

PROGRAM PHILOSOPHY, GOALS & OBJECTIVES

Resources:

Our goal is to welcome and support the whole family. As a program within Children's Resource & Referral, WINGS Preschool has the unique opportunity to share resources and collaborate with community partners, to help families address their needs.

Individualized Education:

Our goal is to ensure all children are making progress in the critical domains of childhood education: physical, cognitive, language, and social - emotional development.

Our goal is to provide an education approach that addresses equity, diversity, that is developmentally, linguistically and culturally appropriate. An education that is inclusive of children with special needs.



We utilize two research-based assessment tools called the Desired Results Developmental Profile (DRDP) and Ages and Stages (ASQ3) to assess the development of each child.

- (DRDP) Children are assessed within 60 to 90 days of enrollment and every 6 months thereafter
- (ASQ3) Children are assessed annually
- Parent's input is a necessary component of this assessment
- Assessment outcomes are used to plan and conduct age and developmentally appropriate activities for children



Based on the results of the DRDP, staff may provide parents with agency resources or referrals to community partners.

Physical development is supported by:

- Promoting physical activity
- Providing sufficient time to move within the indoor and outdoor classrooms
- Providing safe and age-appropriate equipment, materials and guidelines for active play and movement

Social/ Emotional development is supported by:

- Building trust
- Planning routines and transitions that occur in a predictable and unhurried manner
- Helping children develop emotional security in social relationships

Cognitive & Language skills are supported by:

- Providing opportunities for experimentation, inquiry, observation, play and exploration
- Providing opportunities for creative self-expression through activities such as art, music, movement and dialogue
- Promoting interaction and language use among children and between children and adults
- Supporting emerging literacy and numeracy development

PROGRAM PHILOSOPHY, GOALS & OBJECTIVES



Environment:

Our goal at WINGS Preschool is for each of our classrooms to provide a safe, healthy and welcoming environment that supports the broad developmental needs of children.

We promote children's growth by maintaining a safe environment that creates opportunity for children to develop in a positive manner. By learning through play, relationships, and nature; we can promote development, consistent with their unique goals, developmental needs, and personal interests.



Teaching children, through appropriate role modeling to Love Jesus and Love each other. With an emphasis on education in a natural setting, WINGS understands the importance of maintaining the highest level of quality while prioritizing inclusion and the success of all children at all levels of ability.

Mealtime & Nutrition:

Mealtime is a learning experience for our children. It's a time for talking about color, taste, texture and the name of foods. It is an opportunity for practicing manners by watching adults and socializing with other children.

Families are asked to send a nutritious cold lunch and two healthy snacks for their child each day.



If your child has any food allergies, or can not eat certain foods for religious or personal reasons, please include this information in your Enrollment Application Packet.



Schedule of the Day

7:30 am	Arrival
8:00 am	Free Play
8:30 am	Morning Snack, Restroom Break, Brush Teeth
9:15 am	Large Circle Time
9:30 am	Transition to Outdoor Classroom
11:45 am	Clean-up, Hand Washing, Lunch Prep
12:00 pm	Lunch, Brush Teeth
12:30 pm	Restroom Break, Quiet Rest Time
2:30 pm	Rest Time Ends, Restroom Break, Transition to Outdoors
2:45 pm	Afternoon Snack, Brush Teeth
3:15 pm	Outdoor Classroom Play
5:00 pm	Clean-up and Transition Inside Classrooms
5:15 pm	Books, Table Activities, Departure

Schedule is subject to change due to weather, season, or unforeseen circumstances.



PROGRAM PHILOSOPHY, GOALS & OBJECTIVES



While we cannot replace your home or your love and understanding, we do provide a nurturing environment and the educational foundation for your child to learn and grow!



Staff Qualifications & Development:

Our goal is to maintain a staff development program that adequately equips each staff member with the information necessary to carry out his or her assigned duties.

WINGS Preschool makes professional development of individuals working with children and families a priority. All teachers hold the appropriate child development education units and attend ongoing trainings related to child development. Employees are Certified in First Aid and CPR.

All WINGS Preschool staff have been carefully chosen for their knowledge, experience, and natural love of young children. They have chosen to adopt and be part of our vision, mission and philosophy while maintaining a culture of respect, professionalism and a heart for children.

All WINGS Preschool employees, including support staff and volunteers are fingerprinted, and background checked.

Continuous Improvement:

Our goal is to maintain an effective Annual Self-Evaluation process to support continuous improvement:

The process includes:

- Assessment of the preschool by parents using the Desired Results Parent Survey
- Assessment of the program by staff members using: the Program Monitoring Instrument, Desired Results Developmental Profile, Environmental Rating Scale, and California's Quality Counts System

Based on the results, Goals, Objectives and Action Steps are developed and implemented.

Code of Ethical Conduct:

All families must commit to demonstrate the following core standards/values while enrolled in WINGS Preschool:

- Communicate effectively in a calm manner
- Be courteous
- Maintain order
- Show respect of others
- Take responsibility for own actions
- Be punctual
- Respect the dignity, worth, and uniqueness of each individual present at the preschool
- Respect diversity
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect



Safe Preschool & Harassment Policy:

The following behaviors will not be tolerated and are **prohibited**:

- Behavior which threatens the safety and welfare of others
- Under the influence of and/or possession of alcohol, marijuana or illegal drugs
- The possession of any weapon, look alike weapon (toy), or any object which ejects whether functional or not
- Behavior which would cause, attempt, threaten, or conspire to cause damage to personal or real property or person through arson, burglary, extortion, larceny (stealing), criminal mischief, battery (hitting people), assault (making a person fearful of hitting), harassment (threat to commit an illegal act), sexual harassment, sexual intimidation, hazing (actions intended to endanger or embarrass others.)
- Use of obscene and profane language

GENERAL POLICIES

Suspected Child Abuse:

The Staff at WINGS Preschool are Mandated Reporters and required under CA Law to report any reasonable suspicion of Child Abuse to Child Protective Services (CPS).

Child Abuse reporting includes reasonable suspicion of:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- and/or Neglect

Resources Support:

If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your child's Teacher or WINGS Preschool Director.

There are community resources available to help you, at no charge.



Biting:

Biting is very common among groups of young children. Understanding why the young child bites is the first step in preventing biting as well as teaching the child alternatives to biting.

Parents will be notified if their child is bitten and/or if their child bit somebody else. WINGS Preschool Staff will address immediately and work closely with the children and families to find appropriate solutions.



Clothing:

Your child will be very active during classroom activities and should dress in comfortable and washable clothes. Children are required to wear any style of "closed toe" footwear with a back strap. Tennis shoes are most appropriate for safety and play.

Please leave a change of clothes for your child in case of a spill or accident.



Items From Home:

Please discuss your ideas for sharing home materials with your child's teacher ahead of time. WINGS Preschool is not responsible for any lost or damaged personal items.

Child Supervision:

Staff actively ensure that our environments are safe, and no child will be left alone or unsupervised at any time.

Supervision is everyone's responsibility, so in addition to WINGS Preschool staff, parents must also use active supervision techniques to ensure our environments are safe. Parents should communicate with WINGS staff of any safety concerns.

Discipline & Guidance:

Rules and limits are set to keep the children safe and help them have a good relationship with other children and adults.

Positive methods of guidance and re-direction is used with a big focus on social-emotional development to help children gain social skills that allow them to relate and communicate with others in a healthy way.

Staff work to build a positive relationship with every child. Every effort will be made to handle discipline problems through redirection, problem solving, re-arrangement of the environment, and staff/parent collaboration. Open-communication between teacher/parents will deliver the most success.

There will be no use of corporal punishment or violation of Child's Personal Rights. We do not spank, punish or threaten our students.

Parent Responsibility:

- Ensure gate and door is closed and secured
- Cell phones can be distracting and limit quality interactions with child and teacher. Please no cell phone use during drop off or pick up
- Ensure your child is signed in/out everyday with your full legal signature and the exact time
- Hold your child's hand in the road and parking lot
- Encourage child to follow safety rules
- Report safety and supervision concerns to staff immediately
- Please do not leave any child unattended in any vehicle at any time.



GENERAL POLICIES

Daily Health Checks

Daily Health Checks help reduce the spread of infectious diseases in Preschool by identifying children who should stay home due to illness.

The health check includes ensuring that children with obvious symptoms including, but not limited to, fever or vomiting, are not accepted into care.

No child shall be left at Preschool until the Daily Health Check has been completed by the WINGS Preschool Staff. Children will not be accepted into care if obvious symptoms are identified.

Sick Policy:

Children will not be able to attend WINGS Preschool on a day that any of the following is true:

- **Gastro-intestinal** nausea, vomiting, diarrhea, abdominal pain within the last 24 hours
- **Throat and neck** redness, spots, sore throat, infected tonsils, swollen glands
- **Eyes** discharge and/or redness
- **Skin** rashes, spots, eruptions, etc.
- **Hair** lice/nits, infected areas on scalp
- **Nose and ears** discharge with symptoms such as fever, coughing, etc.
- **Temperature** fever over 100 degrees F within the last 24 hours

Medication:

Prescription medications shall be administered in accordance with the label directions as prescribed by the child's physician. **The parent must provide written** approval and instructions for the administration of the medication to the child on **LIC 9221 Form** provided by Preschool. The instructions shall not conflict with the label directions as prescribed by the child's physician.

Medications must be in the original container with your child's name on the pharmacy label. Always give medications directly to the Teacher/Director. Never leave medication in backpacks or in areas accessible to children

Non-Prescription Medications will not be administered by WINGS Preschool staff.

Emergencies:

WINGS Preschool Emergency Plan is posted on site in each classroom. Emergency drills are conducted monthly. In the event of a major disaster or unusual emergency, parents will be notified with the most up to date information regarding the emergency.



Field Trips:

Field trips have an educational purpose that are incorporated into the classroom activity plans. Children may participate in field trips with parent's written consent.

Ready To Serve:

With (5) five High Quality Classrooms and a large 10,000 sq ft Outdoor Classroom, WINGS Preschool can serve children ages 2-5 years old. With an emphasis on inclusion, ***families who have children with disabilities, are encouraged to apply.***

Enrollment Application:

The first step toward receiving child care services at WINGS Preschool, is to complete the Enrollment Application. The Enrollment Application can be found on our website at crrsbc.org. The completed application should be submitted to WINGS Preschool, c/o Preschool Director.

DIRECTOR CONTACT:

Natalie Mendez

Email: nmendez@crrsbc.org

Phone: (805) 623-4313

In-person: 1550 S College Dr
Santa Maria CA 93454



Enrollment Process:

Once your Enrollment Application is submitted, the Director will contact you regarding next steps. Next steps will depend on current availability of space within your child's age-appropriate classroom. If there is an open space in the classroom, you will be asked to complete the full Enrollment Packet, located on our website. If space is not yet available, you will be offered the opportunity to be added to the Waitlist or to decline the Waitlist to seek other Preschool services.



WINGS Preschool Rates:

FULL TIME 30 HOURS +/- WEEK	COST PER WEEK
2 – 5 YEARS OLD	\$315/ WEEK
PART TIME 29 HOURS -/ WEEK	COST PER WEEK
2 – 5 YEARS OLD	\$250/ WEEK

Discounts for Payment in Advance of Care:

FULL TIME 30 HOURS +/- WEEK	COST PER MONTH
2 – 5 YEARS OLD	\$850/ MONTH
PART TIME 29 HOURS -/ WEEK	COST PER MONTH
2 – 5 YEARS OLD	\$515/ MONTH

(2 Days per week is the Minimum PT Schedule offered)

Fiscal Agreement & Responsibilities

- Initial Registration Fee: \$175
- A discount is available for **Payment in Advance of Care**. This discount requires an agreement with Responsible Party to automatically debit Tuition Payment via electronic checking account or debit/credit card on file. The Responsible Party has three (3) installment options to choose from to best meet their needs.
- Alternative Payment Program (APP) recipient must electronically sign completed Attendance Record(s) by the 1st of each month.
- Scholarships Accepted/Scholarships Offered when funding allows



Importance of Attendance:



Attendance Expectations:

Teachers plan and schedule the curriculum around the age, development, and needs of the children in their classroom. The design and implementation of the curriculum delivers the most success when children attend regularly.

Regular and consistent attendance in quality Preschool, plays an important role in kindergarten readiness. It allows children to maximize the benefits of an early learning and care experience.

Children are expected to attend regularly based on their agreed upon schedule.



By Making your Child's Attendance
a Priority,
You will be Making an Important
Step in Supporting your Child's
School Success!

ATTENDANCE

Sign In & Out Procedures:

Parent and/or authorized adult must sign their child in/out each day, using their full legal signature and the arrival and departure time.

Staff will only release children to adults listed on the Emergency Card (**LIC 700**) unless the Director or Teaching Staff are told in advance and in writing that another adult is authorized to pick up the child.

A court order will be required to exclude a parent from picking up their child. Otherwise, all parents who can provide proper identification, will be allowed to pick their child up from the preschool.

Absence Policy:

When a child is absent parent/staff must record on the attendance record the date(s) of absence, reason for absence, and signature.

Excused Absence:

- Illness
- Medical Appointment
- Family Emergency

Absence Policy Continued:

Planned Absence: If a child has a planned absence or a plan for a late arrival, we request advance notice to ensure teacher is aware and can prepare accordingly.

Unplanned Absence: If a child is absent or will be late on a scheduled day, we request that parent contact the preschool before the child's scheduled arrival time.

Abandonment of Care:

With a significant need for child care spaces and many families waiting for care, WINGS Preschool requests that enrolled children regularly attend their scheduled days of care.

If a child has not attended preschool or family has not communicated with the preschool, for more than 10 consecutive days; the child may be disenrolled for Abandonment of Care.

If the family desires to return after a Disenrollment, they may be placed on the Waiting List for the next available opening.



Family Request to Disenroll:

When a family chooses to disenroll from WINGS Preschool, they are required to notify the Director in writing at least 2 weeks in advance of the last day of attendance.

Agency Disenrollment Policy:

It is our hope that WINGS Preschool is a great place for every child!

We recognize that there may be circumstances that require an Agency Disenrollment. If this is done, WINGS Preschool will issue a written notice to disenroll the child.

WINGS Preschool may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

- Falsification or providing misleading information or inaccurate documentation
- Failure to provide current and correct information
- Non-compliance of preschool policies
- Abandoned child care for 10 consecutive calendar days without notice
- Failure to pay agreed upon: tuition rate and/or tuition schedule
- Failure to complete or falsification of sign-in/out records
- Threatening, yelling, cussing or acting unethically toward another individual.
- Violation of the Safe School & Harassment policy.



GRIEVANCE / COMPLAINT PROCEDURES

General Complaints:

At WINGS Preschool we work hard to ensure that every child and family has a positive experience with our Team.

If you have a concern with a staff member of the WINGS Preschool, please follow the escalation process, so that concerns can be addressed and resolved in a correct and timely manner.

Level 1:

Complaint is brought to the attention of the Preschool Staff Member

Level 2:

If complaint is not resolved by the Preschool Staff Member, it is brought to the attention of the Preschool Director

Level 3:

If complaint is not resolved by Preschool Director, it is brought to the attention of the Chief Operating Officer (COO) of Children's Resource & Referral WINGS Preschool, for immediate attention.

Unlawful Complaints:

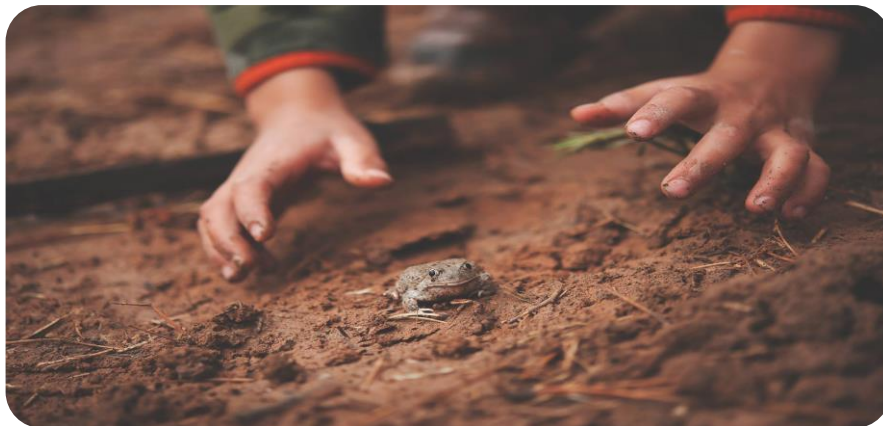
If you have a concern regarding unlawful discrimination or alleged violations of laws/regulations and would like to make a complaint, please follow the escalation process, so that concerns can be addressed and resolved in a correct and timely manner.

Level 1:

Complaint is brought to the attention of the Chief Operating Officer (COO) of Children's Resource & Referral – WINGS Preschool

Level 2:

If complaint is not resolved by COO, it is brought to the attention of the Chief Executive Officer (CEO) of Children's Resource & Referral – WINGS Preschool, for immediate attention.



Community Care Licensing - Complaint Procedure:

Parents have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child.

Call or write: (805) 562- 0400 Community Care Licensing 6500 Hollister Ave #200, Goleta, CA 93117



Contact Information



WINGS Preschool
at First Christian Church
1550 S. College
Santa Maria CA 93454
(805) 623-4313

crrsbc.org

**Children's Resource & Referral
of Santa Barbara County**
Administration Office
124 W Carmen Ln STE C
Santa Maria CA 93458
(805) 925-6701

Where  Inclusion  Nurture  & Growth  Soar