



PARENT HANDBOOK

Policies, Plans and Procedures

2023-2024

TABLE OF CONTENTS

ST. MARK PRESCHOOL GUIDING PRINCIPLES	3
GENERAL INFORMATION	3
ENROLLMENT	5
FINANCIAL POLICIES & FEES	5
EXPECTATIONS OF PARENTS, CAREGIVERS, AND GUARDIANS	7
THE STAFF	8
PRESCHOOL CURRICULUM & ASSESSMENT	9
BEHAVIOR SUPPORT INTERVENTION	11
COMMUNICATION	12
CONFIDENTIALITY	14
HEALTH & WELLNESS	15
HEALTH & HYGIENE PROTOCOLS	20
MEDICAL EMERGENCY PROCEDURES	22
CHILD SAFETY & WELFARE OUTDOORS	23
GENERAL SAFETY & SECURITY	25
CHILD ABUSE & NEGLECT	27
DISASTER PREPAREDNESS	28
THE BUILDING & GROUNDS	30
ACKNOWLEDGEMENT OF RECEIPT &	31
COMPLIANCE WITH PRACTICES AND PROCEDURES	

ST. MARK PRESCHOOL GUIDING PRINCIPLES

MISSION STATEMENT

The purpose of the Preschool is to provide a quality age-appropriate education addressing intellectual, physical, emotional, social and spiritual needs in an atmosphere of Christian love.

PHILOSOPHY: HOLISTIC DEVELOPMENT EMPHASIS

Quality early childhood education supports holistic development across all developmental domains, including the physical, cognitive, and social/emotional realms.

We believe that the experiences children have in early childhood can promote healthy development and a lifelong love of learning. Our skilled teachers are trained in developmentally appropriate practice and create a rich learning environment that allows children to access a variety of learning experiences.

Learning is best supported in young children through an emphasis in imaginative play (ie. playing house, dressup, shopping, etc.) and are able to develop to their fullest potential. We make every effort to include children and families across linguistic, cultural, and developmental differences.

We believe that communication between our preschool and families is essential to our program. Children learn best through an educational collaborative approach, in which the parents are a vital part of the learning process. Positive child-child and child-adult interactions are important for developing a safe and nurturing learning environment.

GENERAL INFORMATION

St. Mark Preschool (SMP) is an NAEYC accredited program that provides a high quality experience for young children, ages one to five years old. Children of all races, colors, religions, gender, national origin, and abilities are welcome. St. Mark serves an average of 70 families at a time. Our Preschool program operates with a one to six teacher to student ratio while our Infant/ Toddler program is a one to four teacher to student ratio.

HOURS & DAYS OF OPERATION FOR PRESCHOOL PROGRAM

Preschool and Toddler Classes are offered Monday through Friday, from 7:45a.m.-5:15p.m. Children can attend either a full or part-time session. Toddler and Preschool classes are offered year round according to SMP's current school calendar.

2023-2024 SCHOOL YEAR OBSERVED HOLIDAYS, CLOSURES & EARLY RELEASE

DAYS Observed Holidays and All School Closures

- Martin Luther King Jr. Day (1)
- Presidents Day (1)
- Spring Break as observed by the Hope School District (5)
- Memorial Day (1)
- Independence Day (1)
- Labor Day (1)
- Veteran's day (1)

- The day before Thanksgiving Day, the day of and the day following (3)
- Winter Break as observed by the Hope School District (11)

Planned In-service days

- Summer In-Service Prep Week (5)
- New School Year In-Service Prep Week (5)

Early release days

- Friday Early Release Days - pick up at 12:30pm (6)

ABOUT OUR TODDLER PROGRAM

Toddlers are sensory-play oriented. They use their senses to explore and discover new things. They are generally highly active during the day. The four primary areas of child development that the teachers address are: physical, social-emotional, and cognitive-including language development.

The Toddler Program creates spaces that are organized and familiar to the toddlers. This encourages them to feel safe and supported. working towards accreditation in the upcoming years. There are distinct play spaces inside and outside with equipment that is age appropriate and intriguing. There is a separate toddler playground and they are welcome to visit the older children's playground as well.

PRESCHOOL ADVISORY COUNCIL

St. Mark Preschool is governed by a board of directors called the Preschool Advisory Council (PAC). The group includes the director, parents, educators, and church members. The PAC conducts monthly meetings that are open to parents and SMP community members. There are 2-4 parent representatives invited by the director to represent parents in decisions concerning school matters.

PAC meetings are usually held the 2nd Tuesday evening of each month. A copy of meeting minutes will be made available upon request. If you are interested in becoming a parent representative please speak with the director.

PARENT EDUCATION

SMP offers parents, caregivers, and legal guardians educational opportunities throughout the year. These topics are a blend of parent and director interests. SMP partners with CALM - Child Abuse Listening and Mediation to offer a variety of child development topics.

INTER-AGENCY SUPPORT

SMP may partner with the Tri-Counties Regional Center, Santa Barbara County Education Office, Hope School District, Quality Counts, Mariposa, STAR and other programs to offer SMP children individual support services. The services are based on developmental eligibility. The purpose of these programs is to improve services through education and additional resources for children and families within Santa Barbara County.

LICENSING INFORMATION

St. Mark Preschool is licensed through the Community Care Licensing. Our preschool number is #421700377. Our infant/toddler facility number is #426215537. The guidelines for the state's licensing

requirements can be found on the following website: <http://cclcd.ca.gov>

Our local Community Care Licensing office is located at 6500 Hollister Ave #200, Goleta, CA 93117, phone (805) 562-0400.

ENROLLMENT

ENROLLMENT FOR TODDLER AND PRESCHOOL PROGRAMS

Children ages one through five are eligible for enrollment at St. Mark Preschool, regardless of their race, color, religion, gender, national origin or disability.

Once your child has been registered, you will receive an enrollment packet via email that contains important forms that need to be completed and returned to the school before your child can participate.

REGISTRATION

Registration for each new fall session begins in early spring. Currently enrolled families and siblings will have the first opportunity to enroll their children for the following year. Parents will be required to sign a preschool tuition agreement for preschool services and required licensing forms prior to the child's first day of attendance. A physician's report is required for all new students. Returning students are requested to have an annual health evaluation and screening. Registration forms and fees must be submitted together by the registration deadline. After the in-house registration deadline, open registration will begin. The registration and monthly tuition fees are non-refundable.

TRANSITIONING NEW CHILDREN AND PLANNING

SMP will provide the children visiting opportunities in other classrooms to enable smooth transitions. The preschool will provide families with community information regarding child care options and work to support smooth transitions into kindergarten. SMP's staff and administrators will make every attempt to work collaboratively with parents and families who need other transitional child care support on an individual needs basis.

FINANCIAL POLICIES & FEES

TUITION

Tuition is calculated on a yearly basis and then divided into 12 equal monthly payments. The school year is one full calendar year beginning Aug 21, 2023 (See 2023-2024 Tuition Rates). The first payment is due September 1, 2023 and the last payment is due August 1, 2024. For siblings, the eldest child is eligible for a 10% discount.

Monthly tuition is usually billed on the 25th day of the month preceding (i.e., September's tuition is billed on August 25). Tuition is due no later than the 10th of each month. Prorating will not be made for holidays, staff in-service days and/or school closures. Prorating will also not be made for a partial month of attendance in the case of early withdrawal (prior to the end of the school year). Tuition payments are non-refundable.

If payments are not made by the 10th of the month, a \$50.00 late fee will be incurred. If an account becomes past due, the director will contact the responsible person to arrange a payment plan. If an account becomes 60 days old or older, enrollment may be terminated.

REGISTRATION FEE /FIRST MONTH TUITION

A yearly non-refundable \$150 registration fee must be returned to St. Mark Preschool to complete the enrollment process for each child. This fee is required of both new and returning students.

For new students, the first month's tuition is due July 1, 2023 and will be credited toward your September tuition billing. For the days the child is in attendance in August 2023, this amount will be prorated and billed September 1, 2023. The last payment is due August 1, 2024.

MATERIALS & CLEANING FEE

A yearly non-refundable \$300 fee will be charged per child to cover sanitation/safety related costs and educational materials/enrichment activities. This fee is divided into two (2) payments - \$150 will be billed on October 1, 2023 and \$150 will be billed on February 1, 2024 along with the monthly tuition invoice. Children starting after October 1, 2023 will have this fee prorated.

PAYMENT

St. Mark Preschool accepts checks, cash and credit cards in payment for tuition. Checks can be left in the locked drop box that is checked twice daily during the week. The silver drop box is located outside the Director's office, under the windows and to the left of the door. Please slip only your check in the box -- there is no need to include your statement with your check or to enclose your payment in an envelope unless paying by cash.

Parents can pay by credit card at myprocare.com. Please use the email address that is on file with St. Mark Preschool as this specific email address links families to our school. It is important to note that credit card payments are subject to a 2.7% convenience fee in order for us to recoup the fees that we are charged to process your credit card. This will be added to your tuition account after payment is made.

Families can also authorize automatic payments through their bank. Please mail payments

to: St. Mark Preschool
3942 La Colina Road
Santa Barbara CA 93110

Families also have the option to authorize automatic payments through a service called *Tuition Express*. Electronic funds transfer authorizations from your bank account are free of charge. Credit card authorizations will incur a 2.7% convenience fee at the time of processing. Please obtain the authorization form from the Preschool Office. These payments are normally processed on the 1st of each month unless this day falls on the weekend or a holiday.

SCHOLARSHIPS & FINANCIAL AIDE

SMP offers a limited number of partial-pay scholarships to those who financially qualify. The intent of

the partial-pay scholarships is to provide financial assistance to families that might not otherwise be able to afford the full cost of a high quality preschool program. Scholarship applications will be reviewed and awarded to qualified applicants as funds become available.

Financial assistance may be made available to qualifying families through [Children's Resource and Referral of Santa Barbara County](#) or the [Santa Barbara County Education](#). Contact Resource and Referral at (805) 963-6631 or SBCEO at (805) 964-4711 x 4436 for more information about available programs.

CHANGE IN ENROLLMENT STATUS

St Mark Preschool requires a 30 day written notice for any changes to the child's Registration and Enrollment Agreement. Failure to do so may result in financial liability for the remainder of the child's contract.

OCCASIONAL FEES

The following fees may be assessed to the family's tuition account on a case by case basis:

- Late Payment Fee
- Returned Check Charge
- Returned ACH Charge
- Late Pick Up Fee
- Early Disenrollment Fee

EXPECTATIONS OF PARENTS, CAREGIVERS, AND GUARDIANS

ARRIVALS AND DEPARTURES

- SMP children will be "signed in" and "signed out" each school day (either digitally (via the Procure App or physically in their classrooms) by their parent, guardian, or other parent-designated adult. Any adult, other than the child's parents who are responsible for signing the child in or out of the preschool, must be 18 years or older.
- Children will not be allowed to leave with anyone who is not listed as an authorized escort. Parents must notify the center if someone not included on the list is to pick up their child. The first instance that a new approved escort comes for pick up, they must show a photo ID to administrators.
- Children are not to be left unattended inside or outside at any time. Parents are required to wait with their child until a SMP staff member and or teacher acknowledges, greets, or welcomes their child into the classroom or playground at the regularly scheduled class start-up time before leaving.
- In turn, the SMP teacher or staff member must wait with the child until the parent or guardian "signs out" the child for the day. This procedure provides for adult guidance at all times and the safety of SMP on our campus.
- The staff is appreciative of prompt pick up times. Should you have an emergency cause for late pick-up, please call the preschool and let us know of your tentative arrival.
- If the child has not been picked up 15 minutes after class has ended, they will wait with the teacher or director. A representative from the center will attempt to contact the parent or guardian to pick the child up. If there is no response, they will continue to attempt to call the

additional contacts listed on the emergency information form.

- There is a fee for late pick-ups.
- All children must be accompanied by a parent/authorized pick-up person while in a vehicle in the parking lot.
- Parents must turn their cars off if they are not in them.
- Please always hold your child's hand in the parking lot.
- All children must be secured in an age-appropriate car seat during all periods of transportation.
- Please drive slowly in the parking lot.
- Please avoid the use of any profane language while on the St. Mark Preschool campus.

ATTENDANCE

Parents must communicate (via Procure, phone call, email etc.) as soon as possible, if your child(ren) will not be attending preschool, due to an illness, vacation, or other reason. Please contact the school before 9:00 a.m. the day-of his/her absence.

Please contact the office via phone call or email if your child will be arriving late.

PLEASE LABEL EXTRA CLOTHES

SMP offers a variety of activities that are excellent in fostering a healthy well rounded development. These activities are often messy. It is important to have a minimum of three (3) sets of labeled clothes at school in case of soiling. For the safety of the child, please have him or her wear comfortable shoes that best permits the child to take them on/off independently. Children are requested to wear their shoes while riding bikes, working in the garden and during cold weather. SMP is not responsible for loss of any personal items.

TOILET TRAINING

If a child is not toilet-trained, parents must provide diapers or training pants and moistened wipes for their child while he or she is at preschool. Should you wish for diaper cream/ointment to be applied, please indicate the type and provide instructions for administering. See section on Non Prescription Medications for more information.

IMMUNIZATIONS

Immunizations as mandated by state licensing are required for all children to be enrolled at SMP. Parents are required to provide a copy of their child's immunization records at the time of preschool enrollment. Enrolled children are required to stay current on immunizations and provide SMP with updated documentation.

If your child requires a medical exemption from immunization(s), then the proper protocols required by licensing to admit your child at SMP must be followed.

THE STAFF

Our Preschool teachers are competent and dedicated educators who are uniquely qualified to work with our young children. We value their unique qualities and encourage them to utilize their individual strengths to explore a communal and interactive learning process.

STAFF QUALIFICATIONS

SMP strives to provide the highest quality Early Childhood Services through the retention and recruitment of highly qualified staff. Specific educational requirements and certifications are required for SMP teaching and assistant teacher positions to ensure high quality and care.

All early childhood education teachers have the minimum licensing requirements, an Associate's Degree, a Bachelor Degree and or Child Development Permit. Assistant teachers have a minimum of a Child Development Associate (CDA), CDA equivalent, or are enrolled in Early Childhood Education (ECE) coursework.

New and existing staff members are provided opportunities to attend local, regional, and national training as deemed appropriate for their position and are supported in pursuing education goals related to their position.

POLICY FOR SPECIALIZED CONSULTANTS

SMP will work collaboratively with specialized consultants such as: local preschool professionals in Santa Barbara County; Mental Health Personnel; Community Agencies and Programs; and Child Care Programs to provide services for children. During Individualized Education Plan (IEP) Meetings, the center staff will collaborate with parents and other involved parties to provide any necessary special education services for students and their families.

SMP partners with staff of specialized professionals that provide services to children. These professionals include: speech language pathologists and therapists, early childhood teachers, early childhood special education teachers, physical therapists and physical therapy assistants, occupational therapists, behavioral interventionists, and family service coordinators.

The staff of SMP work collaboratively with the Child Abuse Listening and Mediation (CALM) professionals and Santa Barbara County Education Office to provide services for those children with behavioral concerns. SMP works with other specialized consultants and agencies throughout the County in order to meet the needs of children.

MULTI-LINGUAL EMPLOYEE RECRUITMENT

SMP makes an effort to recruit staff, substitutes, and interpreters who speak the language of the children served. During the interview process for new staff members, inquiry will be made of knowledge of foreign languages including sign language.

TEACHING STAFF ASSIGNMENT AND STRUCTURE

SMP teaching teams typically consist of one lead teacher and an assistant teacher who provide ongoing personal contact, meaningful learning activities, supervision, and immediate care as needed to support the children's well-being.

MAINTAINING APPROPRIATE TEACHING STAFF-CHILD RATIOS

St. Mark Preschool follows Community Care Licensing and NAEYC guidelines for teacher-child ratios to facilitate adult-child interaction and intriguing activities indoors and outside. There will be one adult

with no more than 8 children. In our infant program the ratio is one adult to 4 children.

PRESCHOOL CURRICULUM & ASSESSMENT

The SMP curriculum is developmentally appropriate, research-based, and focused on the whole child. The curriculum covers cognitive, social-emotional, linguistic, physical and creative development.

The curriculum model we adhere to is called emergent curriculum. The philosophy of this model is that young children learn best by doing and actively exploring their environment. The environment plays a critical role in learning. Teachers are responsive to the interests and abilities of the children and through ongoing assessment, they are able to create novel and enriching learning experiences.

The assessment tools used to influence emergent curriculum is the Desired Results Developmental Profile (DRDP). DRDP assessment instrument is designed for teachers to observe, document, and reflect on the learning, development, and progress of children enrolled in early childhood education programs.

Each child will have a classroom portfolio. Portfolios are visual tools that document and show a child's growth over time. Parents will have the opportunity to review the portfolios during parent/teacher conferences. The portfolio includes:

- Photos of the child interacting and playing
- Language samples (dictated stories, records of conversations)
- Anecdotal notes (written notes highlighting a child's choices and significant events)
- Writing and drawing samples
- Documentation of development
- DRDP reports

AGES AND STAGES QUESTIONNAIRE (ASQ-3)

SMP believes that an assessment of a child's developmental skills is a key component of a high-quality early childhood educational program. In addition to observing and documenting the development of students through their portfolios and anecdotes, the school engages in assessment via use of the Ages and Stages Questionnaire (ASQ-3).

The Ages and Stages Questionnaire (ASQ-3) will be completed by parents within 60 days of the child's first day of school and follow-up will take place as needed. ASQ-3 is a tool designed for use by early educators and health care professionals. It relies on parents as experts, is easy-to-use, family-friendly and creates the snapshot needed to catch delays and celebrate milestones. The ASQ-3 screens and assesses the developmental performance of children in the areas of communication, gross motor skills, fine motor skills, problem solving, and personal-social skills. It is used to identify children that would benefit from in-depth evaluation for developmental delays. Based on ASQ-3 screening results, SMP may recommend that parents seek out early intervention services.

Parents may opt out of ASQ-3 if desired. However, child and classroom assessments help SMP enrich curriculum and adapt teaching practices for program improvement.

OUTSIDE SUPPORTIVE SERVICES

Children who receive outside supportive services (e.g speech and language support, behavioral therapy, occupational therapy, etc.) are welcome at St. Mark Preschool. SMP will accommodate and collaborate with outside service providers within operational ability.

BEHAVIOR SUPPORT INTERVENTION

DISCIPLINE AND GUIDANCE

St. Mark Preschool's teachers reinforce desirable social behavior through positive redirection, reflective praise, and natural, logical consequences. Other techniques used to reinforce positive behavior include modeling desired behavior and encouraging children to express feelings verbally rather than acting out impulsively. Teachers help children to develop self-control, rather than imposed teacher or adult control.

St. Mark highly values family involvement in the collaborative process of supporting children's social/emotional development. Behavior interventions are most successful when the strategies implemented are consistent across home and school settings. Active family involvement is critical to the success of any behavioral strategies.

PROHIBITED METHODS OF DISCIPLINE

St. Mark Preschool prohibits the following methods of discipline (as stated in Community Care Licensing Rules and Regulations found online at <http://cclcd.ca.gov>):

- Punishment associated with food, rest, or toilet training;
- Rough handling of children including hitting, spanking, beating, shaking, pinching, pushing or other measures that could produce physical pain;
- Inappropriate use of language including but not limited to profanity, name-calling, derogatory or demeaning terminology or screaming related to disciplinary purposes;
- Any form of humiliation including threats of physical punishment;
- Any form of emotional mistreatment including rejecting, terrorizing, corrupting, isolating or ignoring a child. (Children can be removed from a group, but not isolated. Behaviors of a child may be ignored, but not the child.)

BEHAVIORAL INTERVENTION PROTOCOL

When children present with persistent maladaptive behaviors, St. Mark will engage in the following process:

1) General Strategies (4-weeks)

- Teachers implement known strategies for supporting happy, healthy social/emotional development for children, as determined by the child's developmental level. Professional development in Social Emotional Learning is provided to teachers on an ongoing basis including, but not limited to: training in positive guidance, sensory integration strategies, and Love and Logic whole child philosophy. Teachers will implement these strategies into the classroom as part of their general classroom management curriculum.

Should behaviors persist,

2) Collaborative meeting will be held between Parents, Teachers, and Director, including:

- Discussion of perceived problem
 - Agreement upon use of specific strategies at home and in school (“positive behavior support plan”) including identification of behavior, the perceived function of behavior, preventive environmental strategies, a communication log to be shared between home and school, and reactive strategies to be used over an observation period of 8-12 weeks
- 3) Observation and data collection within agreed upon period

4) Meeting after 8-12 weeks to review data. Depending on the severity and frequency of behavior, additional recommendations may be made, including, but not limited to:

- Calibrate/adjust the Positive Behavior Support Plan and implement new strategies as written
- Classroom reassignment
- Modification of attendance
- Recommendation of external expertise which might include referral to school district, pediatrician, therapeutic service providers, Regional Center
- Provision of additional adult support, at the responsibility of the family

COMMUNICATION

PARENT COMMUNICATION

SMP staff communicate with families in a variety of ways such as in person, Procure app, emails, messages on the bulletin board, a classroom newsletter, teacher notes, and the calendar. Daily communication and emails that highlight the week will inform parents of children’s progress.

- Procure App - The Procure app is one of the most efficient ways to communicate to your teacher. It is the main method of teacher-parent communication regarding the child(ren)’s day-to-day activities. Teachers frequently share photos, videos and information on school activities to help keep parents updated as to their child’s progress. Parents can use Procure to communicate directly with SMP staff for official SMP business (not to be used for fraternization, solicitation, or other non-SMP related topics).
- Newsletters - The director will typically publish a newsletter every two weeks containing highlights, events, articles of interest, important dates, etc. An abbreviated calendar will be included.
- Calling the office is the most efficient way to communicate quickly. Emails are ideally answered within 24 hours. If the matter is urgent, please call.

PARENT-TEACHER CONFERENCES

Conferences are scheduled in October and April for all students. They can also be scheduled any time throughout the year when requested by the parent or teacher. Parents are encouraged to observe their child at least once per quarter, in the preschool environment.

PARENT VOLUNTEER HOURS

As a non-profit organization, SMP encourages parent participation and involvement to improve the

quality of the program. Each family is required to donate six hours toward helping to maintain and improve the program. During registration, parents will be given an opportunity to indicate their area(s) of volunteer interest (ie. committees, classroom prep, fundraisers/events, etc). Please contact the director to volunteer during the school year or during special events.

OPEN HOUSE & ORIENTATION

St. Mark Preschool will host an annual Open House at the beginning of each school year. During this Open House, parents and children will have an opportunity to meet the teacher and assistant teacher in the child's classroom. Information regarding the toddler and preschool curriculum and schedules is provided.

SMP will also host parent orientation for new families each August. This orientation will cover information about the program philosophy, policies, procedures, and regulations.

OPEN-DOOR POLICY

Parents and caregivers with a concern or problem can bring the issue(s) to the attention of the Director or the PAC Executive to bring about a solution. The Open-Door Policy is intended to strengthen relationships by providing a means for transparent and open communication between SMP and parents and caregivers.

ISSUES/CONCERNS REGARDING YOUR CHILD

Issues/concerns pertaining to a child's daily activities such as food, toileting, sleep patterns, areas of classroom learning, minor behavioral concerns should be first brought to your teacher's attention.

CONFLICT RESOLUTION STRATEGY

Conflict resolution is a way for two or more parties to find a peaceful solution to a disagreement among them. It is important for adults to engage in conflict resolution as it models healthy behavioral strategies for the younger generation. SMP will help to facilitate/direct this process as needed.

The steps of conflict resolution are as follows:

- Clarify what the disagreement is.
- Allow each party to share their perspective of the problem.
- Each party will then summarize the other party's view of the problem.
- Determine the barriers to the common goal.
- Discuss ways to meet the common goal.
- Agree on an equitable way to resolve the conflict.
- Acknowledge the agreed upon solution and determine the responsibilities each party has in the resolution.

GRIEVANCE PROCEDURE

When a family has utilized conflict resolution (see "CONFLICT RESOLUTION STRATEGY" above) and a grievance continues with a policy, procedure, employee or another family served by St. Mark Preschool; or an incident raises an issue regarding the operation of St. Mark Preschool, the following procedures will guarantee the rights of all individuals. It is understood that any issue that represents an immediate health and safety concern will be dealt with without delay.

The following procedures provide a sequence for addressing a grievance so that it can be resolved promptly and effectively. In the cases described below, the family has a right to receive verbal or written feedback regarding their grievance.

In addressing a grievance, the family receiving services has the right to:

1. Discuss the problem with the Director. If the problem is not resolved, then:
2. Discuss the problem with a PAC representative. If the matter is not resolved: 3. A formal complaint is forwarded in writing to the PAC. PAC is responsible for responding, in writing, within five (5) working days of the receipt of such a complaint including an outline of the action, which is to be taken. If the matter is not resolved:
4. Contact the appropriate Community Care Licensing representative to discuss the matter or write a formal complaint.
 - Community Care Licensing, 6500 Hollister Ave #200, Goleta, CA 93117
 - (805) 562-0400

The SMP director will maintain a log of all grievances submitted including notes on the progress made toward resolution.

No family served by St. Mark Preschool shall be penalized for filing a grievance or for contacting an advocate. Filing a grievance will not result in retaliation or barriers to services. All such matters are confidential.

Formal "Grievance Procedure Submission" form can be found at the main office.

CONFIDENTIALITY

KEEPING STUDENT FILES CONFIDENTIAL AND OBTAINING PARENT CONSENT

St. Mark Preschool will keep any one or all of the following health and safety information about each enrolled child in a confidential file in a central location:

- Names of family members legally responsible for the child.
- Any information gained about race, home language, religion, culture, and family structure.
- Documentation of any meetings with families regarding Individual Educational Plans or other, observational efforts to respond to challenging behaviors.
- Notes on family practices and how they are incorporated into child's care.
- Any assessment information.
- Results of developmental screening.
- Individual health records, immunizations, current health information, emergency contact information, special health instructions and care needs such as allergies, and list of individuals authorized to have access to health records.
- Parental permission forms.
- Medications provided with administration records.

Confidential information will be reviewed and updated on a quarterly basis or as needed.

CONFIDENTIALITY OF CHILDREN, FAMILIES, AND STAFF

In order to protect the confidentiality of children, families, and staff at SMP, please do not post any pictures or information of children, families, or staff in any public area such as social networks such as Instagram, Facebook or Twitter. If you have questions or concerns, please speak with the director. The director can contact the other families for permission to post. SMP does not post publicly on social media networks. Instead, posts on Procure, Youtube, etc. are made available on closed channels for viewing only within our SMP family community.

PHOTO RELEASE PERMISSION

Parents will receive a MINOR(CHILD) PHOTO RELEASE FORM during initial registration to sign. SMP may utilize child images (videos, photos) for any legal use such as promotion, documentation, family communication.

RETENTION OF CHILD FILES

It is the policy of St. Mark in accordance with the Code of Federal Regulations 34 CFR 300.573 and Department of Family Services Rules and Regulations to dispose of a child's file at the end of five years after services with SMP culminate. If you desire information from your child's file in that five-year time frame, please notify the SMP in writing to request your child's file.

NOTIFICATION OF PRIVACY RIGHTS UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The following steps are to be followed to inform employees and families concerning their privacy rights under HIPAA:

- Upon intake of a family or employment of a new staff member, provision of a Notice of Privacy Rights under the Health Insurance Portability and Privacy Act (HIPAA) will be provided. Signed acknowledgment of receipt of privacy rights will be obtained.
- Present employees and families will also be provided with the Notice of Privacy Rights under HIPAA which will also include signed acknowledgment of receipt of these Rights.
- Signed acknowledgment will be maintained in each employee's personnel file and the files of all enrolled children.

SMP will continue to follow current practices of confidentiality in order to maintain confidentiality of staff and families.

HEALTH & WELLNESS

St. Mark Preschool aims to prevent the spread of communicable diseases. Parents are required to evaluate the health of their child prior to attending each day. When a child has any sign or symptom of illness or contagious condition that requires exclusion from the program, the Preschool teaching staff or another designated staff member will immediately inform the parent, legal guardian, or other person authorized by the parent to inform them of the child's condition and ask for them to be picked up by an authorized adult.

For everyone's protection, parents are expected to pick up their child within one hour of being notified of illness symptoms. If a parent is not reachable within a 30 minute period after determining that a child

should be picked up, SMP will contact the individual designated as the emergency contact person for pick-up. Additionally, should a parent not be available to pick up within one hour, St. Mark will also contact the individual designated as the emergency contact person for pick-up.

CHILDREN WITH AN ILLNESS OR CONTAGIOUS CONDITION

Teachers are authorized to do a health check daily to determine if children are well enough to attend school. If your child becomes ill at school we will call you at work. If it is suspected that he/she has a contagious condition, he/she will be isolated and made comfortable in the office area until he/she can be picked up. It has been our experience that symptoms of illness tend to show themselves mid-morning. Please do not send children to school who are using medications that may mask the presence of symptoms such as fever or congestion, etc.

If the child exhibits any of the following within the last 24-hour period, they may not attend school that day:

- Vomiting
- Diarrhea
- Fever above 100.4 degrees Fahrenheit
- Rash
- Clear nasal discharge (needs an allergy note from the pediatrician).
- Heavy nasal discharge
- Severe coughing
- Rapid or difficult breathing
- Persistent sore throat or difficulty swallowing
- Conjunctivitis – inflammation of the eye
- Excessive fatigue or feeling uncomfortable
- Untreated Head Lice or nits
- Untreated Scabies
- Children suspected of being in contagious stages of chickenpox, pertussis, measles, mumps, rubella or diphtheria or skin rashes lasting more than one day

If during the Preschool day a child displays one or more of the above health conditions and/or St. Mark personnel observe health concerns or behaviors affecting a child's well-being, SMP reserves the right to request parents or guardians to pick up their child from the Center.

When an illness prevents a child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of other children, or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, then the child is made comfortable in a location where unexposed individuals will not be exposed and where he/she is supervised by a familiar caregiver until he/she can be picked up by an authorized adult.

IMMUNIZATION POLICY

In order to protect the health and safety of each child who attends St. Mark Preschool, the program requires that a record of immunization must be included in each child's file prior to the child's start date for preschool. Any immunizations that a child has not received may be obtained at the Public Health Department or at the child's physician's office. This record must be kept current and up to date. Failure to do this will result in termination of preschool services in accordance with the Community Care

Licensing requirements. Exceptions to this requirement include Medical Exemption, which must be documented by a Physician and reported to the California Department of Public Health.

ALLERGIES OR OTHER HEALTH CONCERNS

Notifying SMP of children's allergies and health concerns is an important parental responsibility. These items are to be noted on LIC702 Child's Preadmission Health History - Parent/Authorized Representative Report. As SMP is made aware of child and staff allergies, this information is posted in each classroom and in the snack prep area. Staff will maintain areas used by staff members or children who have allergies or any other special environmental health needs according to the recommendations of health professionals.

PRESCRIPTION MEDICATION ADMINISTRATION FOR CHILDREN

St. Mark Preschool's medication policy requires that a Medical Release Form or Seizure Plan (with parent signatures for release) is completed for every child who has or may have a need for prescription medication to be administered during the time the child is at St. Mark Preschool. The appropriate training must be maintained and prescription on-hand in order for a staff member to administer EpiPen or inhaler.

All medication is required to be "checked in" with the director and properly stored in the director's office. Any medication required during field trips or outings will be transported and stored in an emergency backpack. The medicine(s) will be kept with a trained teacher or the director during outings. Any medication remaining at the end of the medication cycle will be disposed of properly.

The following requirements must be met in order for a trained staff member to administer prescription medication to a child:

- All prescription medications must be prescribed by a licensed health professional and must be accompanied by a Medication Release Form that is signed by the parent or legal guardian and a Physician Permission for Medication Form that is signed by the physician or a prescriptive authority.
- All prescription medications must have the original label and stored in the original container.
- Prescription medications must be labeled with the following information:
 - First and last name of the child
 - The date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider.
 - The name of the licensed health care provider.
 - The expiration date of the medication or the period of use of the medication.
 - The name and phone number of the pharmacy.
- All medications are kept in the office. (During evacuation of the building, the director will be responsible for making sure that medications are transported safely to the correct destination.)

Prescription medication will be administered ONLY by staff members who have had specific training regarding medication administration and have an annual written performance evaluation by a health professional on the protocol of the five right practices of medication administration which include:

- Verifying that the right child receives

- The right medication
- In the right dose
- At the right time
- By the right method with documentation of each “right” every time the medication is given.

The staff member administering the medication will sign or initial after each specific administration of medication.

NONPRESCRIPTION MEDICATIONS

Nonprescription medications (Tylenol, sunscreen, diaper creams, etc.) may be administered without approval or instructions from the child's physician if all of the following conditions are met:

- Nonprescription medications shall be administered in accordance with the product label directions on the nonprescription medication container(s).
- For each nonprescription medication, the Preschool shall obtain, in writing, approval and instructions from the child's authorized representative for the administration of the medication to the child. This documentation shall be kept in the child's record.
- The instructions from the child's authorized representative shall not conflict with the product label directions on the nonprescription medication container(s).

SMP will never administer medication that will mask the symptoms of an illness. For example, SMP will give Tylenol as a part of recovery from an injury, but will not give Tylenol to reduce headache or fever.

GUIDELINES FOR COMMUNICABLE DISEASES

Parents are to notify the school if the child has a contagious disease such as chicken pox, head lice, measles, conjunctivitis, etc. This is important as other families need to be notified of the spread of contagious disease.

1. A decision will be made on a case-by-case basis as to whether the condition of a child should result in exclusion from SMP and or related activities.
2. This determination will be made by a team composed of: the County Health Officer or his or her designee, the child's physician, the child's parent(s) or guardian(s), and two or more SMP personnel as designated by the director. Other members may be appointed to the team, depending on circumstances as designated by the director.
3. In making this decision, the team shall use the criteria established by the Centers of Disease Control as the basis for decision.
4. The team shall also consider:
 - a. The behavior, neurological development, and physical condition of the child
 - b. The expected type of interaction with others in the preschool setting
 - c. The impact on the child who has the clinical disease and others in that setting
 - d. Risk, if any, to clientele and personnel at SMP
5. If SMP has reasonable cause, as agreed on in conference with public health officials, to believe a child has a communicable disease, SMP may require the child to submit to an appropriate medical evaluation.
6. SMP will provide information to families verbally and/or in writing about any unusual level or

type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented within the program and also measures that families should implement at home. SMP collaborates with the Public Health Department to provide documentation to families that gives advice when outbreaks of communicable disease occur in the community.

COVID 19 PROTOCOLS

St. Mark Preschool has followed and will continue to follow the recommendations from the Santa Barbara County Department of Public Health, the Center for Disease Control (CDC), and the Public Information Notices from Community Care Licensing. Because COVID 19 is a new illness, recommendations and protocols change rapidly. Please see the latest COVID 19 Protocols Addendum for the most up-to-date information.

PROCEDURES FOR UNIVERSAL PRECAUTIONS AND INFECTION CONTROL

Due to the increase in Hepatitis B and human immunodeficiency virus (HIV) infections, the Centers for Disease Control have recommended “Universal Blood and Body-Fluid Precautions.” These measures are intended to prevent transmission of Hepatitis B, HIV, and other infections, as well as to decrease the risk of exposure for care-providers and students. As it is not possible to identify all infected individuals, these precautions must be used with every student regardless of his/her medical diagnosis.

The Centers for Disease Control identified the following as potentially infectious materials including : (1) The following human body fluids: human blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV-or HBV- containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

The single most important step related to decreasing the risk of exposure and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, the care-giver should be prepared to use the appropriate precautions and techniques prior to providing care. Diligent and a.) proper hand washing, the b.) use of barriers, c.) appropriate disposal of waste products and needles, and d.) proper decontamination of spills are essential techniques of infection control.

Using common sense in the application of these measures will enhance protection of both the care-giver and the student. Information related to proper cautions and techniques includes the following descriptions:

1. Proper hand washing is crucial to preventing the spread of infection. Proper hand washing procedures include: using liquid soap and running water, rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails, rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g. by using a paper towel to turn off water)

2. Barriers are crucial when handling blood or body fluids that might contain blood (wearing gloves is required). Staff must wear gloves when contamination with blood may occur.
3. Staff does not use hand washing sinks for bathing children or removing fecal material. When sinks are used for both food preparation and other purposes, staff must clean and sanitize the sink before using it to prepare food. Note: If alcohol-based hand rubs are used in lieu of hand washing as a temporary measure a sufficient amount must be used to keep the hands wet for 15 seconds. These hand rubs must be used and stored according to the manufacturer's specifications.
4. Appropriate disposal of waste products and needles is an essential technique of infection control. After appropriately cleaning the contaminated area the waste products will be disposed of in an enclosed container away from the children and adults outside the classroom/ school area.
5. Proper decontamination of spills is an essential technique of infection control. Wash the contaminated area immediately with soap and water and dispose of the waste products appropriately. After cleaning, staff will sanitize nonporous surfaces immediately.
6. Rugs and carpet will be cleaned by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
7. Staff is required to dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.
8. Any toy that a child has placed in his or her mouth or that is otherwise contaminated by body secretion or excretion is to either be: 1) washed by hand using water and detergent, then rinsed, sanitized, and air dried, or 2) washed and dried in a mechanical dishwasher before it can be used by another child.

HEALTH & HYGIENE PROTOCOLS

HANDWASHING PROCEDURES

Proper hand washing is crucial to preventing the spread of infection. Proper hand washing procedures include: using liquid soap and running water, rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails, rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g. by using a paper towel to turn off water).

If alcohol-based hand rubs (hand sanitizers) are used in lieu of hand washing as a temporary measure, a sufficient amount must be used to keep the hands wet for 15 seconds. These hand rubs must be used and stored according to the manufacturer's specifications.

All children and staff will wash hands at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or assisting children during mealtimes
- Before and after administering medication
- Before and after caring for someone who is sick or treating any wounds
- Before and after diapering
- Before going to a new classroom
- After using the bathroom or helping a child use the bathroom
- Before and after sensory play

- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling trash/garbage

Handwashing stations are available near all areas children and staff will be congregating. Handwashing signs will be posted at all sink stations and in all bathrooms.

Children will be reminded to avoid contact with one's eyes, nose and mouth, and use tissue to wipe their nose and to cough/sneeze inside their elbow. Parents/caregivers entering the building must wash their hands or use hand sanitizer when arriving and leaving the building.

WEARING GLOVES

Wearing gloves is required when handling blood or body fluids (e.g. blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit) that may or may not contain blood. Staff must wear gloves when contamination with blood may occur. Staff does not use hand washing sinks for bathing children or removing fecal material. When sinks are used for both food preparation and other purposes, staff must clean and sanitize the sink before using it to prepare food.

CHILDREN'S REST PERIOD

Community Care Licensing requires all children to participate in a rest period. Children who do not fall asleep, will rest quietly and may be able to exit the nap room early. Children who do fall asleep will be given ample time to rest; lights will be turned on by 3:00 p.m. At all times, children will be monitored by staff during nap time. Please provide a child-size pillow, pillowcase and an easy-to-wash blanket.

Children will nap in their own classrooms, on their own cot. Cots and mats will be labeled for each child. Nap cots will be set up with children laying in alternating head to toe pattern and spaced as far apart as possible. Nap cots will be sanitized each day.

Please bring a draw-string bag or backpack for your child's naptime bedding, such as pillows and blankets. Each child's bedding will be stored in separate individually labeled bins, cubbies, or bags. All bedding must be taken home and washed on the last day of the week the child attends school.

SNACK AND LUNCH

Children bring their lunch in a labeled lunch box. For health and safety reasons SMP does not provide refrigeration or heating of the children's lunches. Parents should take all necessary precautions to prevent food from spoiling (such as providing a cold pack) to keep food temperature below 45 degrees Fahrenheit. SMP prohibits candy and soda in lunches. If parents send juice, please make it 100% juice as the school encourages healthy eating habits as part of the learning process.

Each day, children should be provided with:

- a labeled water bottle
- one (1) snack container for 2-3 snacks (for morning and afternoon snack time)
- one (1) separate container for lunch

For children with special needs who have special feeding needs, program staff will keep a daily record documenting the type and quantity of food a child consumes and provide families with that information.

If a child has food allergies, the program asks families to give consent for posting information about the child's food allergy and if consent is given, the staff posts that information in the food preparation area and in the areas of the facility the child uses so it is a visual reminder for all those who interact with the child during the program day.

NUTRITION AND FOOD HANDLING

Sometimes the SMP staff will supplement snacks for the children. Staff does not offer children younger than 2 years the following foods: hot dogs (whole or sliced into rounds), whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter, chunks of raw carrots, or meat larger than can be swallowed whole.

Staff takes steps to ensure food safety in its provision of snacks. Staff discards food with expired dates. The program documents compliance and any corrections made according to the recommendations of the program's health consultant that reflect consideration of federal and other applicable food safety standards. Liquids and foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Staff makes sure that food requiring refrigeration stays cold until served.

DIAPERING

Parents will provide diapers/pull-ups and wipes for the child's daily needs. Staff will check children's diapers at the minimum every 2 hours for signs that diapers/pull-ups are wet and/or soiled. Diapers are changed when wet or soiled. Staff members will always change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility. Staff will document on the Procure app that the child's diaper was checked and/or changed.

When changing a child's diaper/pull-up on an elevated surface, the staff member will have a hand on the child at all times. Vinyl non-allergenic gloves are required at all times during diaper changing. Soiled diapers will be put in a plastic bag and placed in designated hands-free containers that are kept closed and are not used by children.

Staff may apply diapering creams or powders as directed by the parents. Please see the section on Nonprescription Medications above.

After removing gloves, staff will help the child wash his/her hands as well as wash their own hands. Staff will clean the diaper areas with a disinfectant solution, then wipe with a clean paper towel so the changing areas will be ready for the next child's use. Staff will wash their hands again after cleaning the diaper area.

MEDICAL EMERGENCY PROCEDURES

IMMEDIATE PARENTAL CONTACT

Each child shall have a completed student health information form on file which lists physician's names,

dentist's names, and emergency contact information (LIC700) . In addition, each child shall have licensing form LIC627 Consent For Emergency Medical Treatment on file.

St. Mark Preschool will call parents first and will continue to call authorized persons on your child's emergency card until we are able to reach someone. Please keep these names and phone numbers up-to-date.

MINOR INJURIES

Minor injuries, such as small cuts, scraps, bruises, and bumps, are a normal part of childhood. When these injuries occur, an "Ouch Report" will be created. This is a physical document that will be presented to the parent picking up the child for them to review and sign. If an authorized representative (such as a nanny or grandparent) picks up the child, then the "Ouch Report" will be scanned and emailed to the parent for their review and return to SMP. In addition, the child's teacher may reach out to the parent via the Procure App.

FIRST AID KITS AND MAINTENANCE

First-aid kits are located in the following areas: in classrooms, on playground entrances, the school office, and in the designated field trip backpack. Classroom staff takes at least one portable first aid kit to the playground/big room area with the class and also makes sure that first aid kits are with them when they are on field trips or outings.

First-aid kits that are located in classrooms are maintained by teaching staff on a continual basis. All of the other First Aid Kits are checked for contents by the maintenance staff throughout the year. All staff re-stocks first aid kits as items are depleted.

HEAD INJURY

Children can be injured by a knock, bump, or blow to the head. When a head injury is determined, SMP will contact the parent. Parents will be required to observe their child directly. SMP will not put the child down for their rest period after a head injury unless we have written permission from the parent and the parent has observed the child directly. SMP may refuse to put the child down for nap after a head injury based on our discretion.

MEDICAL EMERGENCY

If a child does suffer an injury requiring greater medical care than minor first aid, or should they suffer a seizure, become unconscious, choke, have an allergic reaction, or require cardiopulmonary resuscitation, staff will remain with the child and 911 will be called for medical assistance. At the same time, the child's parents or emergency contact will be notified of the situation. Under no circumstances will a staff member attempt to transport a child in need of medical attention.

CHILD SAFETY & WELFARE OUTDOORS

St. Mark Preschool prides itself on its outdoor environments. Children will have daily opportunities for outdoor play, weather permitting. Children should be dressed each day for the appropriate weather. It is recommended that children dress "in layers" during the cold weather season so that children can be comfortable during both inside and outside play. Children are requested to wear their shoes while riding

a bike or working in the garden and also during cold weather.

SUNSCREEN

It is the responsibility of the parents/guardians to apply sunscreen at home before bringing their child to preschool. SMP is able to apply sunscreen to children when a signed authorization is on file and an individual container, specific to one child is provided (see Nonprescription Medications above).

BUG REPELLANT

SMP will notify parents when Public Health Authorities recommend use of insect repellents due to high risk of insect borne diseases. If it is appropriate for a child to wear insect repellent, it is the responsibility of the parents or guardians to apply the insect repellent at home before bringing their child to preschool. SMP is able to apply bug repellent to children when a signed authorization is on file and an individual container, specific to one child is provided (see Nonprescription Medications above).

COMMUNAL WATER PLAY

Children enjoy communal water play. Fresh potable water is used and the water is changed before a new group of children comes to participate in the water play activity. When the activity period is completed with each group of children, the water is drained.

During communal water play, precautions are taken so that no child drinks the water. Children with open sores on their hands are not permitted to participate in this type of play. Children will wash hands when finished playing before moving on to the next activity.

OUTDOOR HAZARDS

Staff will monitor the playground area for any insect infestations and report any concerns to an administrator. SMP staff perform monthly safety checks of the playground. Any required corrections are done in a timely manner.

AIR POLLUTION AND ENVIRONMENTAL HAZARDS

In the situation of an air quality alert, the teaching staff will bring children in from the playground and follow local authority's recommendations. In the situation of any environmental hazard or threat in the area, the teaching staff will bring children in from the playground and follow local authority's recommendations.

WEATHER HEALTH RISKS

Watching the weather is part of a child care provider's job. Planning for weather safety is integral to SMP's daily routine. Weather that poses a significant health risk includes wind chill at or below 15 degrees and heat index at or above 90 degrees.

SMP will consult the following Wind-Chill and Heat Index Charts to guide our use of the outdoor environment:

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	-1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
	-30	-30	-46	-53	-58	-61	-64	-67	-69	-71

Comfortable for out door play
 Caution
 Danger

Heat Index Chart (in Fahrenheit %)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
	110	136												

GENERAL SAFETY & SECURITY

Safety is the highest priority at SMP, and as such, helps to maintain the sustainable development of our preschool. It is essential that the following protocols have the highest priority.

ACCESS TO SMP FOR FAMILY MEMBERS AND AUTHORIZED ADULTS

Family members are welcome to visit SMP's facility anytime during hours of operation (7:45 a.m.-5:15 p.m.). All family members and authorized adults for preschool children visiting the facility are required to check in with the office staff. The family member or authorized adult is responsible for signing the child "in or out" in the classroom. Any adult (other than the child's parents) who is responsible for signing the child in or out of the preschool, must be 18 years or older. Family members/authorized adults may be asked to show proof of identification when picking up a child.

If a parent or family member is not allowed to visit their child due to court ordered or legal documents that are in place, the office staff will address this issue with the individual if he/she should attempt visitation while the child is at preschool.

If needed, a member from the administrative team will help to address the issue with the unauthorized adult and/or if needed, law enforcement will be called to enforce the court documents. Only authorized individuals as designated by the child's parents/guardians will be allowed to pick the child up from preschool.

All visitors and family members/authorized adults will be required to follow safety procedures with staff and children. (For example: fire drills, lock down situations)

VISITOR ACCESS TO THE PRESCHOOL

Visitors are only allowed on property with prior approval from the Director. Visitors must “sign in” and “sign out” at the Director’s Office and wear a visitor’s tag. Visitors are always required to be accompanied by an employee. Visitors must abide by the St. Mark Preschool safety policies.

SMOKING, VAPING AND TOBACCO PRODUCTS

In the interest of public health, SMP prohibits the use of products containing tobacco or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, and clove cigarettes, on St. Mark United Methodist Church property or SMP property, and in school vehicles at all times. This prohibition also applies to electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time. This policy applies to all students, employees and visitors. This section does not prohibit the use or possession of prescription products, or other FDA-approved cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited on our property, except on a public sidewalk located within 25 feet from the playground.

PROHIBITION OF FIREARMS, WEAPONS, AND OTHER HAZARDOUS RISKS

Firearms, weapons, and any other hazardous risks to children or adults are prohibited in any building or on the grounds of the SMP campus. The only exception is for law enforcement personnel who are required to carry firearms.

Possession or use of dangerous or deadly weapons in the buildings or on the preschool grounds, or at any preschool sponsored activity is prohibited. No person shall possess, handle, transmit, or conceal any object that could be used as a weapon, disrupt the educational process, or cause harm to another person. This weapon definition is not limited to the obvious, but includes any item that can be construed as a weapon, such as guns of any type and toy guns that resemble guns, Ninja stars, screw drivers, ball bats, slingshots, bludgeons, knives, or any pocket knife where the blade is carried in an opened position.

The possession or use of any weapon will result in suspension with possibility of expulsion of the child involved. Any adult violating this policy may be banned from access to the building. Any exception to this regulation requires the approval of the director, PAC, or an appointed designee.

HARASSMENT

St. Mark Preschool has a strict policy that prohibits harassment or “abusive conduct” in any form. Conduct that produces a discriminatory, intimidating or offensive school environment will not be tolerated. To report or resolve such problems please contact the director or a member of PAC. The director will immediately conduct a confidential investigation of the complaint. A report of findings and recommendations will be discussed for resolution and action if necessary.

Definition - Harassment includes, but is not limited to:

- Verbal Harassment – For example, epithets, derogatory comments or slurs based on race, religious creed, color, national origin, ancestry, physical handicap, disability, medical condition, marital status, sex or age.
- Physical Harassment – For example, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, physical handicap, disability, medical condition, marital status, sex or age.
- Visual Forms of Harassment – For example, derogatory posters, notices, bulletins, cartoons, or drawings based on race, religious creed, color, national origin, ancestry, physical handicap, disability, medical conditions, marital status, sex or age.
- Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or education setting, under any of the following conditions:

If you believe that you have been the victim of harassment or if you have witnessed harassment, please contact the director and fill out a report.

CHILD ABUSE & NEGLECT

REPORTING CHILD ABUSE AND NEGLECT IS A MANDATED STAFF RESPONSIBILITY Under the law, staff and parents have an obligation to report known and suspected incidents of child abuse and are a mandated reporters.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

SMP staff members have an individual duty to report, and no administrator or supervisor may impede or inhibit that duty to report, although they may also report to an SMP administrator, supervisor or the school nurse. Failure to report may risk loss of license or credential.

Common practice is for any known or suspected incidents of child abuse to the school principal so that these individuals, who are familiar with the procedures, can assist you. Staff members will make the appropriate report to a child protective agency. A report can be made by calling: 1 (800) 367-0166

STAFF MEMBER ACCUSED OF CHILD ABUSE OR NEGLECT

If a SMP staff member is accused of abuse or neglect of a child in the program, the aforementioned staff member will be subject to the policies and procedures according to the Department of Family Services or local law enforcement agencies. The staff member may be subject to administrative leave with or

without pay, based on the discretion of SMP management, and in compliance with any requirements of DFS or law enforcement authorities.

DISASTER PREPAREDNESS

St. Mark Preschool and personnel will follow Santa Barbara County’s Emergency Procedures Plan in the event of an emergency or crisis. This plan provides for regular evacuation procedures practice and the practice of other emergency procedures.

The St. Mark Preschool facility has plans covering possible emergencies including communications, evacuation routes, safe areas and other considerations as appropriate. Parents may request to see these plans.

WEATHER CLOSURE

St. Mark Preschool will follow the school closure policy of the Santa Barbara and Hope School Districts. When primary schools are closed due to weather, SMP will likely also be closed. If the local schools have a late start time due to weather, SMP will more than likely have a late start time for the day. Parents will be notified via the Procure App and/or email as soon as possible after PAC decisions are made regarding weather closures of the school.

EMERGENCIES

Each employee should check with the director for the directions and specifics of these plans for their individual work areas.

CLOSURE DUE TO EMERGENCIES

In the event of a school closure that is announced and is implemented prior to the beginning of the school day, you are not expected to report to your school site. School closure would be announced on local radio and television stations, and occasionally by means of a phone call, text message, Procure message or email from the director or PAC.

In the event that school closure is announced or implemented following the opening of the school day, or that a disaster or emergency occurs during the school day, children are expected to remain at the school site until children are released to parents. Parents should not come to SMP to pick up their child until they have been told that they may do so. Parents may be requested to pick up their child at the evacuation site.

EVACUATION PROCEDURE

If it becomes necessary to evacuate staff and children from the center, the following evacuation site has been secured:

- The primary evacuation point for 3942 La Colina Road will be Hope School which is located at 3970 La Colina Road. As a backup location, Trinity Lutheran located at 909 N La Cumbre will be utilized.
- Parents and Guardians will be notified of the evacuation and children will be released to an authorized escort at the evacuation site.

LOCKDOWN POLICY

Lockdowns are a response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

A lockdown may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution, smoke plume, gas cloud, etc)
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal

Sea Turtles, Dolphins Ladybugs, Butterflies, Dragonflies, Grasshoppers and Honey Bees Lockdown Protocols:

- Lock doors
- Close and lock windows
- Turn off lights
- Close Blinds (unable to do this step until blinds are replaced)
- Grab sign-in clipboard
- Push table under windows
- Have all students hide under tables”
- “Shhhhhhh” - have students remain quiet
- Wait for “All clear” to be posted on Slack

Busy Bees Lock Down Protocols:

- Turn off lights
- Grab sign-in clipboard
- Have all students hide in bathroom
- Lock bathroom doors
- “Shhhhhhh” - have students remain quiet
- Wait for “All clear” to be texted.

What a teacher may say to the children: “Boys and girls, the director is locking down the school to make sure everyone is safe. Let’s play the quiet game until the director says it’s “All clear.”

When there is a lockdown, parents:

- Will NOT contact the school during lockdown as this could block telephone lines needed for contacting emergency services.
- Will NOT come to the school during a lockdown as this may place you and the staff and children in danger Wait for SMP to contact you about when it is safe for you to come and get your child(ren).

THE BUILDING & GROUNDS

BUILDING AND GROUNDS MAINTENANCE

- Walls, floors, furnishings, the outdoor play area, and equipment are kept in good repair and are safe with no sharp edges, splinters, protruding or rusty nails, or missing parts.
- All areas, both indoors and outdoors, are free from glass, trash, sharp or hazardous items, and visible soil, and are in a clean condition.
- Staff observes all areas of the facility, both indoors and outdoors, and takes steps to correct or avoid unsafe conditions.
- Program staff will protect children and adults from hazards, including electrical shock by having child safe covers on all outlets.
- Children are protected from burns and scalding liquids by staff following the policy of children having no access to liquids or foods of temperature higher than 110 degrees.
- Floor coverings are secured to keep staff and children from tripping or slipping.
- Fully equipped first-aid kits are readily available and maintained for each group of children. Staff takes at least one kit to the outdoor play areas as well as on field trips and outings away from the site.
- Fully working fire extinguishers and fire alarms are installed in each school site and are tagged and serviced annually. Fire alarms are tested yearly, and a written log of testing dates is maintained and available.
- If the building has areas that have been recently painted, carpeted, tiled, or otherwise renovated, those areas are ventilated before they are used by children.

PARKING

There are three parking lots at St. Mark United Methodist Church. Preschool parents can park in the small parking lot to the right of the entryway drive (for the toddler program). The primary parking lot is located at the back or north side of the building.

Some parking may be reserved for St. Mark Church purposes. Advance notice will be issued and parents must not park in these reserved areas. All who use St. Mark Preschool parking facilities do so at their own risk. St. Mark Preschool is not responsible for damage, fire, or theft of or from the vehicles parked on its property. The speed limit in parking lots is 5 miles-per-hour unless posted otherwise. Accidents in SMP parking lots must be reported in the same manner as those occurring on public accesses. SMP is not liable for accidents in its parking lots.

ACKNOWLEDGEMENT OF RECEIPT & COMPLIANCE WITH PRACTICES AND PROCEDURES

Each child will be required to have in their SMP file a signed 2023-2024 Acknowledgement Receipt & Compliance Of Practices And Procedures form. It is required that each parent or legal guardian sign this form certifying that:

- It is the parent/guardian's obligation to read the 2023-24 Parent Handbook for St.

Mark Preschool.

- The parent/guardian understands that the practices and procedures described in the handbook are subject to change and may be revised with or without notice due to program needs.
- The parent/guardian has been given the opportunity to ask any questions they may have regarding the contents of this Parent Handbook.
- The parent/guardian agrees to abide by the policies contained in this Parent Handbook.