



Imagine Christian Preschool Parent Handbook 2023-2024

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I. Introduction

1. Welcome Message

Dear Parents/Guardians:

My name is Ryan Lee and I am the founder and director of Imagine Christian Preschool.

Thank you very much for partnering with us in your child's education. You could have chosen any other school, but you chose us, and rest assured you made the right decision.

One of the first things I tell people when they ask about our school comes from *Romans 12:2 (NIV)* - *"Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will."*

Our world is constantly changing, and not always with the best outcomes for our children and families. The world and everything around it will always change, but God's Word and truth shall never change. It is our goal and purpose to provide a learning environment for your children that not only delivers quality academic instruction and the development of social skills, but more importantly, we want to teach your children to be more like Jesus Christ each day. My wife and I have the same desire for our two children, and we hope you have the same desire for yours.

Enclosed within this handbook you will find everything you need to know about our school. If you would like further information, or if you have any questions, please feel free to contact me. I would love to hear from you.

Thank you and God bless you and your family!

Sincerely,

Ryan Lee

Ryan Lee, Ed.D.
Founder/Director
rlee@imaginecp.com
(408) 800-5062



2. School Mission

Mission Statement: To know God and love God through learning and imagination!

At Imagine Christian Preschool, we believe that children learn best through play and exploration. Our program is rooted in Christian principles and is centered on the belief that all children are uniquely and wonderfully made. We strive to provide a rich and diverse environment that fosters cultural appreciation, community involvement, and character building.

Our goal is to prepare children for kindergarten by offering an enriching curriculum that promotes kindergarten readiness and encourages creative expression. We believe that learning should engage all five senses and take place in both indoor and outdoor classrooms.

At ICP, we value positive interaction, rich language, and the development of strong relationships between children, families, and staff. We believe that every child is loved by Jesus and God, and we strive to promote thankfulness and gratitude for the gift of childhood and the joy of learning.

We are committed to providing a safe, nurturing, and fun environment where children can thrive and families feel supported. Come join us on this exciting journey of learning and imagination!

3. School Philosophy

At Imagine Christian Preschool, we believe in the power of play-based education to foster socialization, self-expression, and the acquisition of life skills. Our philosophy statement outlines our commitment to creating a supportive and stimulating environment where children can explore, learn, and grow. We highlight the key aspects of our play-based approach, emphasizing the importance of hands-on experiences, individualized learning, and the development of Christian values.

4. Statement of Faith

As a Christian preschool, we proudly incorporate our faith into all aspects of the care we provide. We integrate Christian principles into our daily activities and interactions. Firstly, this is represented in the love and tenderness we give to all our students. We maintain the belief that God is good, He is Jesus and he loves us deeply. Additionally we share bible stories at our weekly chapel and we thank God for our snack and lunch, in the form of a short prayer. Lastly,



we do not believe it is developmentally appropriate to delve into doctoring, denomination or distinction, between “grown up” aspects of the Christian faith.

5. Our Core Values

1. Play-Based Learning

- At Imagine Christian Preschool, we have a range of play areas designed to stimulate children’s curiosity and creativity, such as a science corner, art station, and dramatic play area.
- Teachers will use open-ended questions to spark children’s curiosity and encourage them to explore and discover on their own.
- Here we will use a project-based approach to learning, where children work on long-term projects that incorporate different areas of study and allow for exploration and experimentation.

2. Christian Principles

- Teachers will use biblical stories and songs to teach values such as kindness, respect, and generosity.
- At ICP we will have regular chapel services where children can sign hymns, pray, and hear stories from the Bible.
- Teachers will also organically incorporate Christian themes into all activities.

3. Child-Centered

- Teachers will use observations and assessments to determine each child’s interest and strengths, and tailor activities and projects to meet those needs.
- At ICP we will offer a range of activities and materials that allow children to choose what they want to work on and explore.
- Teachers will use a range of teaching strategies and tools, such as visual aids, hands-on activities, and music, to meet different learning styles.

4. Cultural Appreciation

- ICP will also celebrate different holidays and cultural events throughout the year, and encourage families to share their own traditions and stories.
- Teachers will read books and stories from different cultures and teach children about different customs and practices.
- At ICP we will have multicultural days where children will celebrate different cultures in various ways.

5. Community Involvement

- At ICP we will partner with local organizations to offer on-site field trips and enrichment activities, to connect our learners to their larger community.
- ICP staff will organize family events to build community and encourage parental involvement.



- ICP values feedback and collaboration, therefore we will have an advisory committee and regular parent-teacher conferences to gather feedback and involve all stakeholders in developing the culture of our greater school community.

II. School Policies and Procedure

6. Admission and Enrollment Policies

ICP does not discriminate on the basis of race, color, ethnic origin, or religion. Enrollments are accepted according to the following priorities:

1. Siblings of currently enrolled students
2. New enrollments

Every child is considered eligible for enrollment, unless the following:

- Reservations by the child's physician
- Unsatisfactory previous experience in child care or setting
- Other legitimate concerns

To enroll, a completed registration packet must be submitted to the director, with a registration fee of **\$200**. The fee may be refunded only if ICP cannot offer an enrollment date 15 days or less *before or after* the specified date on the application. The requested start date may change *only once* at any time before enrollment is offered, but the priority will be adjusted to reflect the date of the change. In the event enrollment cannot be offered, based on the information above, the following options will be given:

- Cancel the registration and request a refund for the registration fee
- Be placed on a waiting list and request enrollment as soon as possible

If an offer of enrollment is made, enrollees have 3 days to accept the offer and submit an *Enrollment Agreement* and deposit.



Once a child is accepted, enrollment is in effect by completing/submitting the following:

- All registration forms in packet (listed below)
- Registration fee (\$200)
- A deposit (equal to one month of full tuition)

A. Identification and Emergency Information - Child Care Centers (LIC 700).

B. Child's Pre-admission Health History Parents' Report (LIC 702).

C. Child's Pre-admission Health Evaluation if not enrolled in a public or private elementary school Physician's Report (LIC 701).

D. Consent for Medical Treatment (LIC 627).

E. Written statement from parent(s) or authorized representative exempting child from medical assessment and treatment because of adherence to a religious faith that practices healing by prayer or other spiritual means; or physician's statement that immunization is not indicated.

F. Confirmation of required immunization for children not enrolled in a public or private elementary school. California School Immunization Record (CDPH 286) can be downloaded from the following website: <https://www.shotsforschool.org/>

G. Current Admission Agreement, with authorized signature(s).

H. Centrally Stored Medication and Destruction Record (LIC 622), if medications are handled.

I. Document of unusual behavior or signs of illness, special needs.

J. Unusual Incident/Injury Report (LIC 624).

K. Signed and dated receipt of Notification of Parents' Rights (LIC 995/E).

L. Quarterly infant needs and services plan (for infant centers to be updated quarterly or more often as needed, signed and dated).

M. Toilet-training plan (for infant centers).

N. Infant-feeding plan (for infant centers).



O. Personal Rights — Community Care Facilities, Child Care Facilities (LIC 613A) receipts, signed and dated.

P. Authorizations for dispensing medication, signed by each child's authorized representative.

Q. Documentation required for health-related services (e.g., blood-glucose monitoring and nebulizer care)

(LIC 9166, LIC 9222).

R. Acknowledgement of receipt of licensing reports (LIC 9224), if applicable.

S. Individual Infant Sleeping Plan (LIC 9227), if applicable.

T. Parent Consent for Administering Medication (LIC 9221), if applicable.

U. Risks and Effects of Lead Poisoning (PUB 515) must be provided to parents and guardians upon enrolling or reenrolling any child in care.

Failure to complete one or more of the items above within 3 days of notification of acceptance may result in a withdrawal of the acceptance, and no refund of the fee will be issued.

In addition to the registration fee and deposit, the first month's fees must be paid on the first of the month in which the child will begin attending ICP or immediately if the month has already begun.

Any request to change the start date of a child (after completing the enrollment process) must be made to the director.

To enroll their children, parents must submit the following:

- Completed *Enrollment Packet & Financial Agreement* w/ registration fee
- Deposit and first month's fees

7. Withdrawals and Terminations

Withdrawal Process: Parents may withdraw their child from the program by notifying the director at least 30 days prior to the date of withdrawal (written and dated notice). Tuition will be charged through



the period of notification regardless of whether or not the child is in attendance. The deposit paid at enrollment will be used to cover the final month's tuition; any remaining balance will be refunded within 10 business days of withdrawal.

Terminations: ICP is required by code not to serve any child whose needs the director feels exceed those that can be served by existing resources and will not serve any family whose goals are different than those of the program. The director may terminate the enrollment agreement for any reason, with or without cause. Should this occur, the director will provide a 30-day written notice of termination of the *Enrollment Agreement*, and within 10 days of the last day of attendance, a full refund will be made of any balance remaining from the deposit and/or fees paid.

8. Attendance and Punctuality

We recognize the importance of regular attendance and punctuality in promoting a consistent and structured learning environment. For this reason we strongly request that, unless your child has an appointment or illness, they be dropped off and in their class by 9:00am. This will ensure your child does not miss circle time and they are able to ease into their school day.

Absences/Vacations: ICP does not reduce tuition as a result of planned or unplanned absences. No vacation credit is granted. Parents taking extended vacations of a month or more may consider withdrawing and then re-register for enrollment, though re-enrollment is not guaranteed.

Full tuition is due monthly in order to guarantee your child's space. The only exception is a Temporary Withdrawal and Re-Enrollment for the summer session (June & July).

Attendance (Sign In/Sign Out): Parents are required by law to sign children in upon arrival, and sign children out when leaving. ICP incorporates the sign in/sign out features of *Procare* for parents to conveniently sign in and sign out each day.

If a failure to sign in is not corrected by 10am of the same day (or within 2 hours after dropping off a child), there is a \$45 penalty fee. Similarly, there is a \$45 penalty fee for failure to sign out by the end of the day.

Late Pick Up Policy: Class schedules and staffing are set to specific times. You must drop-off and pick up your child on time according to your enrolled schedule to avoid a late pick up fee of \$20/hr in one-hour increments.

A late pick up (at closing) fee of \$20 will be assessed to your account for picking up your child one minute past closing time. An additional \$3.00 per minute will be charged until you have picked up your child. The closing late fee applies per child. The official sign-out time is controlled by the time set on



Procure. This fee also applies to any days Imagine Christian Preschool is closed early due to holidays or other circumstances when parents are previously notified of early closing.

Note: The only individuals, other than a child's custodial parents, who are authorized to pick up a child from ICP are those designated in writing on the *Emergency Information* form.

9. Health and Safety Policies

The health and safety of our students are of utmost importance to us. At the point of enrollment, we ask that you please indicate any information that might impact your child's learning. This includes past or current illness, any allergies or pertinent medical diagnosis you are willing to share. Additionally, Imagine Christian Preschool asks that you please refrain from bringing your child to school if they are sick. To this end, ICP reserves the right to request that a child is picked up for any signs of illness. This includes, but is not limited to, excessive coughing, flu symptoms, fever above 100 degrees, possible pink eye, major injury, unable to function due to tiredness, etc. We emphasize our commitment to maintaining a clean and secure environment that promotes the well-being of all children.

10. Discipline Policies and Procedures

Our discipline policies are rooted in a positive and supportive approach. We promote the larger goals of each child developing self-discipline, problem-solving skills, and positive socialization. Imagine Christian Preschool reserves the right to request any enrolled family, pick up their child, due to their high risk or unmanageable behavior. We also emphasize the importance of collaboration and taking a strength based approach to positive behavior management. We strongly encourage open communication between parents and staff to ensure consistency in strategies. Imagine Christian Preschool is committed to uphold CCLD Title 22 terms of our license and the utmost compliance of every "Child's Rights" in our care.

11. Potty Training Policy

Introduction and Preparation:

- Familiarize the child with the concept of using the potty and explain its purpose in a positive and age-appropriate manner.
- Ensure that all necessary potty training supplies (e.g., child-sized toilets, training pants, wipes) are readily available and easily accessible.

Individualized Approach:

- Understand that each child's readiness and progress may vary, so tailor the approach to suit their needs and pace.
- Observe and identify signs of readiness, such as verbal or physical cues indicating the need to use the bathroom.

Regular Potty Breaks:



- Offer the child the opportunity to use the potty approximately every major transition or at regular intervals of around 40 minutes.
- Schedule potty breaks strategically, such as before and after meal/snack times, outdoor play, or rest periods.

Encouragement and Guidance:

- Create a positive and supportive environment to boost the child's confidence and motivation.
- Offer praise, verbal encouragement, and small rewards for successful potty attempts or progress made.
- Demonstrate proper potty usage and hygiene practices, emphasizing handwashing before and after.
- Provide clear instructions and guidance on using the toilet, including sitting properly, wiping, flushing, and dressing independently.

Communication with Parents:

- Maintain open and regular communication with parents regarding their child's potty training progress, challenges, and achievements.
- Share updates, strategies, and suggestions to ensure consistency between home and school environments.

Patience and Flexibility:

- Understand that accidents are a normal part of the potty training process, so remain patient and supportive.
- Adjust the frequency of potty attempts and practices based on the child's progress, needs, and feedback from parents.

Remember, each child is unique, and the duration of the potty training process may vary. It's crucial to maintain a positive, encouraging atmosphere and collaborate closely with parents to ensure a successful transition.

12. Birthday Policy

At Imagine Christian Preschool, we celebrate birthdays in a special way that emphasizes inclusivity and healthy choices. Here are the key points of our policy:

- **Collective Birthday Celebrations**

To foster unity and to ensure every child feels included, we have chosen to celebrate birthdays collectively. We believe in creating an environment where everyone's birthday is acknowledged and celebrated as a group. Each month, we hold a joyful birthday celebration during the last



chapel of the month, where parents are warmly invited to join us. This monthly event allows the entire school to come together, creating a sense of community and shared happiness.

- Health-Conscious Choices

In order to promote wellness, we kindly request parents to consider healthier alternatives instead of "junk food" for birthday treats. Pre-packaged healthy options or small toys/items are encouraged. By making thoughtful choices, we model healthy habits.

13. Emergency Procedures

Psalm 46:1 (NIV)

“God is our refuge and strength, an ever-present help in trouble.”

Emergency Response: ICP will immediately respond to emergencies by moving children to the safest possible location. During fires or earthquakes, children will be moved to a safe assembly area, usually the blacktop. During a lockdown or shelter in place, students will be moved or remain indoors to use the buildings as protection.

Please remember that children will only be released to individuals whose name is listed on the *Emergency Information* form, so parents must ensure that information is accurate and up to date.

During a threat of violence, children will be sheltered in a locked classroom away from anything that can hurt them. While the threat is active and taking place, parents will not be able to pick up their children until the school is declared to be safe by law enforcement.

School staff will keep a record of names and addresses of the person who takes each child home so that parents may be directed concerning the child's whereabouts. In the event of a major disaster, ICP may be required to release students to a public or government agency.

First Aid supplies, water, food, and other items are stored and labeled for use in emergencies.

If further medical attention is needed (e.g., blood-glucose monitoring and nebulizer care), ICP will follow all medication/IMS plans, as appropriate, per ([LIC 9166](#), [LIC 9222](#)), and in compliance with [Parent Consent for Adminstrating Medication \(LIC 9221\)](#), if applicable.



Parents will accept and sign LIC 627 (Consent for Medical Treatment)

Staff Preparation: Regular emergency preparedness planning and training meetings are held each year.

Student Preparation: Fire and earthquake drills, or exercises, are held monthly.

III. Curriculum and Educational Approach

14. Overview of Curriculum

Imagine Christian Preschool's blended curriculum philosophy is highlighting our play-based nature and its emphasis on socialization, self-expression, life skills, and kindergarten readiness. Our curriculum components, including language and literacy development, math, science, art, music, exploration, and Christian education. We also emphasize our commitment to providing a well-rounded and developmentally appropriate educational experience.

15. Learning Goals and Objectives

In addition to meeting the *California Preschool Learning Foundations* (<https://www.cde.ca.gov/sp/cd/re/psfoundations.asp>), ICP graduates will be:

1. Followers of Christ who...
 - a. are transformed by the renewing of their minds (being spiritually minded)
 - b. understand the importance of prayer
 - c. understand the importance of reading God's Word
2. Creative and critical, and imaginative thinkers who...
 - a. work both independently and collaboratively to gain knowledge and solve problems
 - b. analyze and evaluation information
 - c. use their God-given powerful imaginations
 - d. model a biblical worldview in their daily lives
3. At Imagine Christian Preschool we implement a "center- based" approach to designing our learning environments. We highlight the use of hands-on activities, group discussions, individualized instruction, and play to promote active engagement and optimal learning outcomes. We also emphasize our commitment to tailoring teaching approaches to accommodate diverse learning styles and individual needs.

16. Naptime

At Imagine Christian Preschool every child, in compliance with Title 22 will be afforded a minimum 1 hour "rest period". During this time children will be provided a cot or mat and an



environment conducive to rest. Lights will be off and soft music will be played, to create a soothing environment. Children will be encouraged to whisper and use lowered voices, prompted to stay in their rest area and redirected from play options. In some instances, children might be allowed to have a small doll or an appropriate item from home for comfort. Additionally, with the child's permission, a teacher might rub or gently pat a child's back to support their rest and create a calming presence.

17. Integration of Faith and Learning

At Imagine Christian Preschool, we strive to integrate Christian values and principles into all aspects of our curriculum. We infuse faith-based teachings into daily activities, stories, songs, and discussions. We emphasize the importance of fostering a sense of Christ-like kindness, empathy, and love for others, while respecting and celebrating the diversity of beliefs within our school community.

IV. Parental Involvement

18. Importance of Parental Involvement

Parental involvement in every child's educational journey is vital. We understand that parent participation might look different for every family, but we do promote that collaborative communication between parents and teachers elevates a deeper understanding of their child's development, and the opportunity to strengthen the parent-school partnership. We emphasize that parental involvement extends beyond the school setting and encompasses engagement and consistency at home as well. Those interested in volunteering will need to submit a volunteer form to the front office.

19. Communication with Teachers and Staff

Clear and effective communication between parents, teachers, and staff is vital for a successful preschool experience. In this section, we outline the various channels of communication available, such as email, newsletters, parent-teacher conferences, and parent communication apps. We emphasize our commitment to open and timely communication and encourage parents to reach out to us with any questions, concerns, or feedback they may have.

Colossians 4:6 (NIV)

Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.

Parents will always remain informed and connected to our school. We want our communication to remain honest, yet respectful, and frequent but not overbearing.

There will also be a mutual understanding between parents and staff regarding busy and active adult schedules, so response times may vary in correspondence.



Conferences will be scheduled at least twice a year to discuss a child's progress. Parents are also invited to initiate appointments with staff at other times as well. It is difficult for teachers to engage in conversations with parents during the school day, especially at the very beginning of the day. Please reserve such interactions for pre-arranged appointments.

At ICP, we have chosen *Procare* as our main communication tool with parents and families. Through *Procare*, you can expect to receive daily updates, including photos, videos, and other messages about your child.

For more information about Procare you can visit their website at www.procaresoftware.com, or contact ICP staff.

Aside from Procare, parents and staff can choose to call/email. Below is ICP contact information:

*Ryan Lee (Owner/Director)
rlee@imaginecp.com
(408) 800-5062

20. Parent-Teacher Conferences

The purpose and structure of parent-teacher conferences at Imagine Christian Preschool is to highlight your child's growth and partner in strategizing around your child's goals. We emphasize the value of these meetings in fostering a strong partnership between parents and teachers to support each child's growth and development. Conferences are scheduled biannually at the conclusion of their developmental assessments in October and January.

V. School Closure Dates/Schedule & Food

21. School Closure Dates

We emphasize the importance of planning ahead and encourage parents to mark these dates on their calendars to ensure their child's consistent attendance and participation in school events. Listed below are our school closure dates (2023-2024 school year).

- September 4: Labor Day
- October 13: Staff Development Day
- November 10: Veterans Day Observed
- November 22-24: Thanksgiving Break
- December 25-December 29: Winter Break
- January 1-5: Winter Break (continued)
- January 15: MLK Day



- February 19: President's Day
- April 15-19: Spring Break
- May 27: Memorial Day
- May 28-31: Staff Orientation Week
- July 4: Independence Day
- July 29-August 2: End of Summer Break

** dates subject to change*

***August 1 marks first day of new school year*

****June 3-Summer Camp begins*

22. General Daily Schedule and Routine

- 8:00am Open Play Options
- 9:00am Circle Time
- 9:20am (Indoor) Center Time
Zoo-Phonics/ Manipulatives/ Dramatic Play
Handwriting Without Tears/ Art
- 10:15am Snack
- 10:30am (Outdoor) Center Time
Art/ Science/ Big Play/ Gardening
- 11:30pm Combine Classrooms
- 11:40am Music & Movement/ Bible
- 12:00pm Lunch Transition
- 12:10pm Lunch Time
- 12:40pm Nap
- 2:45pm Wake-up Transition & Snack
- 3:20pm Begin PM Activity/ Open Options (outside)
- 5:30pm Cleanup/ Close School

23. Food

At Imagine Christian Preschool we provide a morning and afternoon snack. As per licensing guidelines we will satisfy all nutritional requirements. Additionally your child might receive an additional snack if it pertains to our curriculum or if it is harvested from our garden. We ask that you inform your teacher and school office of any allergies or dietary restrictions. Lastly, we ask that if you would like to bring any food items for your child to share with their classmates, it must be approved by the school office.

Note: We are a nut-free school, therefore we will not use or serve any nut products, and prohibit nuts, peanuts, tree nuts, etc. on school grounds.



VI. Tuition and Fees

24. Tuition Rates and Payment Options (see following page)

Tuition is due before the beginning of each calendar month and is non-refundable. Parents must note that tuition is due on time regardless of holiday or closure. Childcare may be discontinued to delinquent accounts. Parents agree to pay the nominal transaction fee for ACH debits for this service. Payments are processed in advance on the 28th day of each month. When the 28th falls on a weekend or holiday, payments are processed on the prior school day.

We have the following payment options at ICP:

- Personal or cashier's check made payable to "Renewed Minds Academy"
- Zelle (rlee@imaginecp.com)

Payments not received before 5:30PM on the 3rd of the month will be charged a late fee of \$30.00/day. Late fees must be included in the current month's tuition. After the 10th of the month the late fee will be increased to 10% of the month's tuition fee. Parents must meet their financial responsibilities promptly in order for ICP to maintain operational expenses. Students may not attend if their tuition is more than 7 days delinquent. Tuition is due on time, regardless of holiday or closure.



Tuition and Fees (2023-2024)

(insert page)



VII. Additional Resources

25. Licensing (CCLD)

Licensing and Reporting Requirements

The Department of Social Services-CCL (Community Care Licensing) may enter the center at any time, announced or unannounced. They may check the status of a child's record, including confidential files, sign in sheets, medication forms, etc. ICP may be fined for violations of regulations, therefore to be able to best serve all children, it is essential that all documentation is complete and up to date.

Furthermore, the Department of Social Services-CCL may interview any child in the center, at any time, without parental permission.

By law (Section 11166), all staff are required to report any known or suspected instance of child abuse to a child protective agency immediately. ICP staff is also required to report any such instance to local law enforcement.

26. Resources for Child Development and Education

We recognize the importance of supporting parents in their journey as their child's first educators. In this section, we provide a curated list of resources for child development and education. This may include recommended websites, books, articles, and other materials that parents can refer to for guidance, tips, and ideas to enhance their child's learning and development at home.

27. Parent Education

We encourage every family to participate in our quarterly parent education nights. These are hosted by experienced child development professionals, and align with Imagine Christian Preschool's core beliefs and philosophy. For a small fee, our parents will have the chance to learn skills and strategies on topics such as, Positive Behavior Guidance, Establishing Healthy Routines and Navigating Risky Play.

VIII. Statement of Non-Discrimination

28. Non-Discrimination Policy



At Imagine Christian Preschool, we are committed to providing an inclusive and welcoming environment for all children and families. Our non-discrimination policy reflects our commitment to equal treatment and prohibits discrimination based on race, color, religion, gender, national origin, or any other protected characteristic. We emphasize that all individuals will be treated with respect, fairness, and dignity throughout their association with our preschool.

29. Equal Opportunity Statement

In this section, we reinforce our commitment to providing equal opportunities for all children and families at Imagine Christian Preschool. We state that our programs and services are accessible to children of diverse backgrounds, abilities, and needs. We emphasize our dedication to creating an environment that values diversity, fosters understanding, and celebrates the unique contributions of each child and family within our community.

IX. Conclusion

30. Child Abuse Reporting & Security

All ICP employees are mandated reporters by law. Any mandated reporter with reasonable suspicion that child abuse has occurred or is occurring is required by law to file a suspected child abuse report with an appropriate child protective services agency. Suspected child abuse reports are confidential as to the identity of the person making the report.

Your child's safety is of the utmost importance to ICP staff. Therefore, we require that all visitors check in at the front office. We have security cameras installed and operating in all areas of the campus children occupy, both indoor and outdoor spaces (except in restrooms). Only administrative staff will have access to reviewing cameras in the office. All outside classroom doors remain locked during the day.

Proper identification will be required before a student will be released to any individual ICP staff does not immediately recognize. Only individuals listed on the *Emergency Information* form will be allowed to pick up children.



31. Grievance Policy

Should there be a question or disagreement with school policy or procedures, parents will in no case complain to other parents but instead register concerns with the Director to ensure the resolution of possible disputes of a non-criminal nature, in the spirit of Christian love, it being agreed that such disputes will be settled in conformity with the Biblical injunctions of Mathew 5:22, 18:15-20, and 1 Corinthians 6:1-8. If the matter is not resolved after private meetings with the individuals involved, the Director may submit the matter to the Bay Area Christian Conciliation Service for mediation, and if necessary, binding arbitration. It is further agreed that a secular court will settle no disputes.

32. Confidentiality

- California Education Code authorizes parents, in consultation with school personnel, to inspect school records of their children. If, at any time, a parent wishes to inspect their child's record, please contact Ryan Lee to make an appointment
- ICP does not release student records to an organization or individual without consent, in accordance with state and federal law.
- ICP will not post or publicize any photo(s) of a child for media, website, or advertisement use without receiving proper authorization from a child's parent