

# Point Loma Community Church Preschool



**Parent Handbook  
2026-2027  
Point Loma Community Church Preschool**

An outreach of  
Point Loma Community Presbyterian Church  
*"The Red Brick Church"*

Preschool Office Hours: 8:00 a.m. – 5:00 p.m.

Phone: (619) 223-3327 Director: Nicole Hage

Fax: (619) 223-3460

Email: [preschool@pointlomachurch.org](mailto:preschool@pointlomachurch.org)

Website: [www.redbrickpreschool.org](http://www.redbrickpreschool.org)

Address: 2128 Chatsworth Blvd.  
San Diego, CA. 92107

Preschool facility number:

372000465

Church office: (619) 223-1633

Sunday Church Services:

9:00 in Sanctuary (traditional)

10:30 in Chapel (contemporary)

9:30 online service (blended)

[www.pointlomachurch.org](http://www.pointlomachurch.org)

Childcare for ages Infant through 3 years is available at 9:00 & 10:30 in the nursery. Kids worship for ages 4 through 5th grade is available at both services in our kid's center.



## Welcome!

Thank you for choosing Point Loma Community Church Preschool for your child. Our preschool, also known as the Red Brick Preschool, was established in 1965. Our program includes preschool classes for children ages 2 to 5 years old & our infant program includes children 6 weeks to 24 months of age. Please see Infant Policies & Procedures at the end of the handbook.

The early years of a child's life are the most important in the child's developmental growth. Our goal is to provide a well-planned, developmentally age-appropriate program in a Christian atmosphere. Specifically, our dedicated teachers assist children to problem solve with others, build self-confidence, embrace cooperation, and create a wholesome spirit of independence. The program includes artistic creative expression, music and movement, language development, science exploration, physical activity, pre-math concepts, reading readiness skills, a nutritious snack provided by parents, daily prayer, and monthly chapel services.

We believe children should learn in an environment where they are allowed to make choices, within consistent limits. Children are encouraged to learn through play where they are given opportunities to create, explore, and practice problem solving and critical thinking skills. Our highly qualified, experienced staff are ready to guide your child through these learning experiences.

If you have any questions regarding curriculum or program activities, please feel free to contact the teachers or Director.

The Point Loma Community Presbyterian Church staff is also available to assist parents as they seek a quality educational experience for their children.

### Children's Ministry Staff:

Senior Pastor	Rev. Karla Shaw
Preschool Director	Nicole Hage
Director of Children's Ministry	Sarah Butterfield
Children's Ministry Assistant	Rylie Hage

The *Parent Handbook* was created to help you understand our philosophy, policies, and procedures. By being familiar with the handbook's contents, you can help support your child's success in preschool.

Handbook revisions may be necessary during the school year. We will notify all parents in writing of any changes so please read all the school notices to stay informed.

### ***PHILOSOPHY***

It is the *goal of the PLCCP* to provide a well-planned, developmentally age-appropriate program for children, in a Christian atmosphere, taught by qualified and dedicated teachers. Our goal is to assist the children in learning problem-solving, building self-confidence, cooperation, and a wholesome spirit of independence with an emphasis on Christian concepts.

### ***ADMISSION AND REGISTRATION***

In accordance with our Christian belief and the State of California, we are open to all children regardless of race, color, gender, religion, ancestry or national origin, or different abilities. We are licensed by the California Department of Social Services, Community Care Licensing. We serve children 2-5 years of age.

The child and parent will have an interview with the Director before registration. This will help the child and parent become acquainted with our staff, facilities, and program.

Enrollment forms, including a (1) signed physician's form, (2) proof of a blood lead screening, and (3) immunization record must be completed and returned BEFORE your child enters the program. By law, we are required to visually see your child's yellow California immunization card or equivalent (we will make a copy). Children will NOT be admitted unless all immunizations are up to date.

### ***TUITION***

The Point Loma Community Church Preschool operates as a self-supporting, non-profit group, financed by tuition only. Tuition is calculated for **36 weeks** of school and is *not* determined by the number of weeks per month. To help eliminate the burden of paying tuition upfront, you may choose to enroll in our monthly payment plan. The annual tuition

is divided evenly over 10 months. The tuition will be prorated based upon your child's enrollment if you choose to unenroll your child at any time during the school year with a four (4) week written notice. Vacations, holidays, conference days, and Professional Growth Days are figured into the payment schedule.

Please note: NO refunds will be made due to illness, family vacations, natural disasters, pandemics, closures dictated by licensing regulations, or the like.

### **Monthly tuition rates 2025-2026**

Days 8:00-5:00	Monthly Tuition	Non-Potty-Trained Fee
M-F Full	\$1,562	\$200
MWF Full	\$1,065	\$150
T&TH Full	\$801	\$75

Monthly statements are emailed home the last week of the month. All ***tuition payments are due on the first day of each month. Tuition payments are considered delinquent if not received by the tenth of the month and a late fee will be incurred.***

***Brightwheel is how all bills are paid.*** You may have your balance due, automatically deducted from your checking account or credit card each month. You may also put in payment each month through your Brightwheel account. We do not have access to any of your banking or credit card information. Checks should be made payable to **PLCPC**. Checks can be mailed or put in the mailbox located outside the Preschool office. Cash payments must be given to the Preschool office personnel and a receipt will be provided. If you are unable to make tuition payments on time, please contact the Director. ***Visa & MasterCard are accepted, and a 2.95% processing fee will be added to your bill. No additional fee for ACH payments.***

Our **Tax ID # 95-1648185** and can be found on your statements. You may view and download your statements from your Brightwheel account at any time. The year-end statements can be found there as well.

### ***FINES AND LATE FEES***

A late fee of \$25.00 will be charged for payments received after the tenth of the month. A fee of \$20.00 will be charged for declined payments. Late fees will accrue if a child remains after contracted pickup time. Children need to be picked up on time.

For late pick -up you will be charged.

After 5:00 -- \$10

After 5:10 -- \$20

After 5:20-- \$30

After 5:30 -- \$50

Our staff hours end at 5:00 PM, please help them to leave on time, so they can go home to their families.

### ***DISCOUNTS***

There is a 10% discount for additional children in the same family enrolled at the same time. The discount is applied to the lesser tuition fee. This discount does not include early care, lunch bunch or extended care. The \$200 registration fee is waived for military families each school year.

### ***WITHDRAWAL FROM PRESCHOOL***

If you choose to withdraw your child from our preschool, you must give a four (4) week written notice to the Director. The annual tuition will be prorated for the time of your child's enrollment. If you fail to give a four (4) week written notice you will be responsible for paying the four (4) weeks after your notice of withdrawal.

### ***VISITS TO SCHOOL***

PLCCP maintains an "open door policy" with parents. Your involvement, participation and interaction add a meaningful dimension to our program. We want to keep all the children safe and need to follow the recommendations from the CDC.

Per state licensing regulations, sibling children are not permitted to visit the classrooms during class time. Additionally, siblings are not permitted to wander unsupervised through the classrooms or courtyards during the drop off and pick up times.

Licensing regulations require all volunteers, including parents, to provide proof of the following immunizations: TB, measles, pertussis and the flu vaccine. You must also give a statement from your physician that you are in good health. The flu vaccine is the only immunization that may be waived, upon presentation of a written statement.

### ***ATTENDANCE***

If a child will not be attending school for any reason such as illness or vacation, please notify the teacher or office. If your child will be arriving after 9:30, please notify the office.

## **PARKING**

Parking is available in the Library/Church lot across the street. The lot on the west side of the Family Life Center is for **compact cars ONLY**. We have the utmost concern for your child's safety and wish to prevent any unsafe incidents that might occur. Please keep your child by your side and do not let him/her run ahead of you or in the parking lot. It is difficult to see small children walking between cars that are already parked, let alone a car driving in or out at the same time. We also have many senior citizens that use the parking lot. Please be aware that there is a street sweeper on **Wednesdays and Fridays** and no parking is allowed until after 10:00 AM on the street. Always check sign postings before you park.

## **RELEASE OF CHILDREN**

Children will NOT be released to anyone who is not listed on your emergency list. The person picking up your child will be asked to present identification to the staff member releasing the child. Parents may **add or omit** authorized pickup people to their child's Brightwheel account at any time. A follow-up call will be made to the parent/guardian if there are any questions regarding the safety of your child. You may also email the preschool office with those you would like to add or omit as well. In an emergency only, a telephone call giving permission to release your child to anyone not listed on your emergency list will be permitted. Children cannot be released to anyone under the age of 18 years of age.

**Certified custody orders** must be provided to the Preschool Office during the enrollment process. Any changes in the custody orders must be provided to the school immediately.

## **CHECKING YOUR CHILD IN AND OUT OF SCHOOL**

When dropping off or picking up your child, parents **must sign children in and out on their Brightwheel app**. There is a QR code at each classroom you need to scan once you have opened your Brightwheel app. This is a vital school record and is crucial when accounting for children during an earthquake, fire or other emergency. **You must sign your first and last name**. When dropping off a health check will be done by the teacher. If your child has a fever or is sick they should not be brought to school. Please say goodbye at the classroom door and then leave for the next family to drop off. Parents are responsible for siblings at all times. Staff CANNOT be responsible for siblings.

## **ILLNESS**

Keep your child home if he/she has a **fever, sore throat, earache, swollen glands, consistent discharge from the nose, and/or a persistent cough**. **Children cannot**

***attend if they have vomited, had diarrhea or a fever within the past 24 hours without the use of fever-reducing medication.***

- We will follow CDC and Community Care license guidelines when to exclude children and staff from attending school. These guidelines can be **fluid**.
- Sick children must stay home. Any children or adults exhibiting flu-like symptoms or respiratory difficulties will be sent home. Children will be kept in a quarantined area until their parents arrive.

If someone in the family has a communicable disease, please report it to the Director, so other families can be alerted that their child may have been exposed to a disease. Be aware of the incubation period so you can watch for symptoms in your child. If a child becomes ill at school, parents will be notified and asked to promptly pick up the child. Appropriate measures will be taken to ensure the health of all children and adults involved. If your child has lice they must be treated and nit free before returning.

## ***INJURIES***

Injuries such as minor cuts, bumps, and bruises will be treated by simple first aid: ice packs, band aids, and tender loving care. You will receive a written accident report or an incident reported on Brightwheel for all injuries. In case of serious injury, we will make an immediate attempt to contact a parent/guardian. If we cannot reach a parent or guardian, we will call the child's physician. In an emergency, we will contact 911 for paramedic assistance. Pending the arrival of the parent/guardian or paramedics, the Director will make decisions about your child's care.

***\*\*It is the parent's responsibility to keep the school up-to-date on current home, business, and cell phone numbers, and any other pertinent emergency information. Please provide information immediately upon changes.***

## ***MEDICATIONS***

If a child needs a prescription medication during school hours, the preschool must have a written statement from the child's physician. The prescribed medication must be in the original container, with the child's name, name of the medication, dosage and time to be dispensed, physician's name, and expiration date. We are not permitted to give medications without signed permission from the child's legal guardian. All medications are kept in a locked cabinet out of reach of children. Do not keep medication in your child's backpack; it must be handed directly to a staff member. Expired medication must be taken home; we are not able to administer expired medication to any child.

## **ALLERGIES**

If your child has any allergies, please notify the Director so we may take appropriate precautions to protect your child. Before your child attends school, you must attend a mandatory meeting and training with the classroom teacher(s) and director to review your child's action plan and procedures for administering medication. **Your child will not be allowed to start school without this meeting.**

## **EMERGENCY PREPAREDNESS PROCEDURES**

In the event of a serious emergency such as an earthquake, the Preschool is prepared to keep the children at school until a parent or an adult listed on the emergency form comes to school to pick up your child. Please **do not telephone**.

If the building is unsafe, the children will be escorted to the Point Loma High School parking lot nearest the gym off Chatsworth Boulevard.

The preschool schedules fire and disaster drills so children will become familiar with procedures. If your child is frightened by loud noises, please notify his/her teacher so he/she can prepare your child for the drill.

Upon entry into our program, you will be billed \$12.00 for an emergency kit. This includes water, food, an emergency blanket, and other necessary emergency supplies to last three days. The registration packet includes an information form that you must complete. It will be kept with the emergency kits and used in case of emergency

## **SNACKS**

Currently, it is not recommended to serve snacks or food "family" style. We will have the children all sit at the tables and eat together; however, they will eat food brought from their home. A prayer of thanks is offered before eating.

Parents will be asked to provide a small snack for their child each day they attend. The Preschool supplies cups, napkins, plates, and plasticware.

Please bring a healthy snack. Snacks must include something from **two (2) food groups**. Foods with high sugar content are not acceptable.

## **FOOD ALLERGIES**

Some children have food allergies. If necessary, staff may “ban” certain foods from a classroom. Teachers will notify parents of any food allergies in their child’s class.

## **PIZZA DAYS**

Several times a year, during lunch, the preschool will offer cheese pizza, fruit, cookies, and milk or juice for \$5.00. This fee covers the cost of the food. This is a fun social event for the children.

To participate in Pizza Days, you will sign your child up in his/her classroom and either pay \$5.00 or have the amount billed to your account.

## **LUNCH BUNCH**

Children must bring their lunch in a lunch box or bag with their name visibly located on the outside. Parents may want to add an ice pack to the lunch box to keep food cool. **We do not put lunches in the refrigerator.**

We encourage healthy lunches. No soda or candy is permitted. Vitamins should **NOT** be sent to school, including in lunch boxes.

## **EXTENDED CARE UNTIL 5:00**

Following lunch, we offer an extended day program until 5:00 pm. This time is devoted to exploratory play and rest time. All children will go to their classroom for rest/nap at 1:15. The preschool provides a snack and more activities following the rest period. Each child staying in extended care will need to bring a crib sheet & a light blanket that will fit inside a pillowcase-sized bag. These will be kept at school and taken home on their last day of attendance each week to be washed. If needed a small pillow can be brought in as long as it fits inside their cubby space. We will offer a few extra days for our extended care families to attend. The fee will be \$45 per day, and you must RSVP. Space is limited.

## **BEFORE SCHOOL CARE**

Early drop-off is offered any time after 8:00 a.m. until class begins at 9:00 a.m. This is included in your tuition. Please contact the office if you would like your child to attend before-school care starting at 7:30. There will be an additional fee for 7:30 start times.

## **EXTRACURRICULAR ACTIVITIES**

These activities are offered by outside companies, and they charge their own fees. These are extracurricular activities offered following lunchtime. We offer these options as a

convenience to help parents involve their children in activities, they may not have time to schedule.

### ***VOLUNTEERS***

Volunteering can be wonderful and a chance for you to see the class in action. Sometimes, it can make it difficult for your child to have you in their classroom. If this is the case and you still want to help, please ask their teacher if there is anything you can help with from home. This could be cutting out or prepping projects, building things, helping with communication or just about anything.

### ***PROFESSIONAL GROWTH DAYS***

The teaching staff will have two scheduled professional growth days. School is CLOSED these days. You do not get a tuition credit for these two days. The dates will be announced in advance. **We will also hold monthly staff meetings and there will be late start days; 9:00 AM and we will have no before-school care on those days.**

### ***CONFERENCES***

Parent/teacher conferences are held in the Fall and Spring. Shortly before conferences, you will be invited to sign up for an appointment time. The dates for conferences will be announced in the monthly e-newsletter. School may be closed on conference days. Conferences may also be held on Zoom or by phone if needed.

At the Spring conference, you will be given a written evaluation of your child's progress. Written assessments are confidential. Written permission must be granted to share the written assessment with anyone outside the preschool staff.

You may also request an additional conference with your child's teacher at any time during the school year.

### ***OBSERVERS***

We may have college students do observations on our campus; they will be always supervised; they are **NEVER** left alone with a child. These students cannot do an observation of a specific child or take pictures of a child without obtaining written permission from the parents first.

### ***INTERNS***

From time to time we may have high school student interns. They complete observations and assist the classroom teacher. They are with us for a month and are an integral part of our program. They are **NOT** left alone with a child. The students are always supervised.

## ***FIELD TRIPS***

Children may take walks in the neighborhood and around campus. If the class leaves the premises for a field trip, a signed permission form will be required for each trip. Children will not be allowed to go on a field trip without written permission from a parent. Parents wishing to drive on field trips must provide a copy of their current driver's license and current proof of car insurance in accordance with our Church transportation policy. Parents must provide a car seat for their child. Individual parents must be at school to put their child's car seat in the driver's car.

## ***CHAPEL TIME***

Once a month, beginning in October, the children will attend a chapel time outside on our turf with the pastors/staff of Point Loma Community Presbyterian Church. We will have classes sit with their classroom spaced out from others. They will sing songs, dance and go over a bible story. The dates and times are listed in our e-newsletter.

## ***CLOTHING***

Please dress your child in comfortable, easy-to-manage clothing so that he/she can take care of himself/herself. Preschool activities can be messy, so play clothes are required. We want every child to feel comfortable exploring materials, whether this is dirt or paint. Please be advised that children may get paint on their clothes and it may not wash out. We do buy washable paint and we offer smocks, but some children refuse to wear them. Children should not have to miss an experience because of attire.

Our playground can be chilly, so sweaters or jackets should be sent to school each day. Label all clothing. ***Children MUST wear closed toe shoes, with rubber soles. High heeled boots, cowboy boots, flip flops, crocs and sandals are NOT safe for our playground.*** Always send a spare set of clothing and a pair of shoes in your child's backpack in case of accidents or toilet training. Please label clothing items with your child's name for easy return.

## ***BIRTHDAYS***

We enjoy celebrating each child's birthday at school. You may bring a treat on that day but keep the portions small. Please talk to the teacher about your treat plans. Remember all food should be **store-bought and not homemade**. The birthday celebration at school is not intended to be a party. No favors or balloons should be brought to school.

If you are planning a party outside of school and would like to invite the entire class, invitations may be given out at school. If everyone is not invited, please make other arrangements for passing out invitations.

## ***SCHOLASTIC BOOKS***

PLCCP participates in the Scholastic Book Club. Preschool-age level paperback books may be ordered each month at savings over store prices. The school benefits from each purchase as we are able to order books and other materials for free. You are not required to purchase these books. Order forms are sent home monthly. When ordering, please make checks payable to ***Scholastic Books. Our school code is RVHPR.***

## ***NEWSLETTER***

A newsletter is emailed at the beginning of each month. It contains information about school activities as well as items of general interest. Please watch for the email and read the news carefully. Please notify the office if you are not receiving emails.

## ***Brightwheel App***

We use the Brightwheel app to communicate with our preschool families. We can send messages, pictures, & text messages. This is a wonderful way to communicate with your child's teacher or director. This app is also where you will pay for tuition.

## ***PARENT DIRECTORY***

The Preschool maintains a Parent Directory. This directory contains the child's name, parent's names, addresses, phone numbers, and e-mail addresses. Written permission is required before any information is published. The directory is distributed to the preschool families only and will NEVER be given to anyone outside the Preschool or church.

## ***TOILET TRAINING***

**Preschool Children** (3-5 yr.) need to have begun the process of toilet training before enrolling in PLCCP. We do expect some accidents in the beginning. We are willing to work with families on this issue. Make sure you let the teachers know your child's routine. Please provide an extra change of clothing labeled with your child's name.

**Toddler Children** (2-3 yr.) do not need to be toilet trained to enroll in the program. When your child shows readiness, we will assist you in training your child. We use positive training techniques and never shame a child into using the toilet.

**Non-Toilet-trained fee** If your child is not potty trained there is You will still need to supply wipes & diapers/pull-ups for your child. If your child requires ointment, you will need to provide and have a signed permission form. After your child is potty trained for one month the fee will end. Please let the office know when your child is potty trained.

## ***REGISTRATION PRIORITIES***

Registration takes place in January for the following school year. Currently enrolled children/parents and those on our “waiting list” will receive timely information regarding registration dates and times.

Registration priorities are as follows:

1. Point Loma Community Presbyterian Church members.
2. Currently enrolled families in our **program**.
3. Families NOT currently enrolled, but with alumni siblings.
4. After priority registration, we will go down the list of interested parents, in the order they were put on the list, for all remaining openings. Those parents will be notified when a space becomes available.

Parents may NOT register before the appointed day pertaining to their child. We will continue to accept children until all classes are filled. Parents cannot register a child from another family at the time they are registering their own child.

## ***GRIEVANCE PROCEDURES***

The grievance procedure was established to facilitate open and orderly channels of communication. The procedure is as follows:

1. Discuss the concern with the teacher.
2. Discuss the concern with the Director.
3. If the parent feels the issue is not resolved the concerns must be outlined in writing for the Director. A meeting for further discussion and to problem-solve a resolution will be held.
4. If the issue is still unresolved, a meeting shall be held with the parents, the Director and a member of the Church Children’s Ministry Committee.

## **PLCCP POSITIVE GUIDANCE BEHAVIOR PLAN**

Each situation will be reviewed on an individual basis. California Community Care Licensing Regulations prohibit any form of discipline or punishment that violates a child’s personal rights.

1. Every staff member will discuss the rules of the school with the children. The children, with the guidance of the teacher, may establish their own set of rules for the classroom.

2. All staff will be consistent and clear when implementing the rules with the children.
3. Staff will talk with a child about the undesirable behavior and the child will be assisted in problem solving.
4. Staff will check the environment for a catalyst and alter the environment/schedule if necessary.
5. Children will experience natural and logical consequences for their actions.
6. If natural and logical consequences fail to change the undesirable behavior, the Director will become involved.

When all other techniques have failed to diminish or ease the undesirable behavior, these steps will be taken:

1. The teacher and Director discuss the concerns.
2. The teacher and Director observe and document the behavior.
3. The teacher and Director meet to compare and discuss observations and documentation.
4. The teacher and Director meet with the parents to discuss the observations and documentation. All parties compile a plan of action if needed. The staff offer references and referrals as needed.
5. Parents are asked to observe during difficult times or randomly.
6. The teacher and Director meet with the parents again and suggest possible adjustments in the plan of action, or removal from the program.

#### ***INSPECTION AUTHORITY BY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES***

Under Title 22, section 101200, The California Department of Social Services, hereafter known as "the Department", has the authority to interview children and staff, and inspect and audit child or child care records without prior consent. The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the childcare center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

*Acknowledgment Page*

**I hereby acknowledge I have read the Parent Handbook.**

Executed on \_\_\_\_\_, 20\_\_\_\_.

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Parent/Guardian Signature

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Printed Name

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Parent/Guardian Signature

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Printed Name

**Parent/Legal Guardian of**

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(Name of Child – Please Print)

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(Name of Child – Please Print)

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(Name of Child – Please Print)

***\*\*(Please read, sign, and return to the school office)***