



**Parent  
Handbook**



## About

Liberty Christian Preschool is a ministry of CrossPoint Church and has been serving our community since 1970. We are a Christian based academic and developmentally based preschool. While at Liberty Christian Preschool, children will learn social and emotional skills and the teachers will encourage the growth of your child by incorporating activities such as: instruction in letter and number recognition, phonics, writing skills, science exploration, dancing, singing, and arts and crafts, playing and making friends. Our goal is to prepare your child for kindergarten and guide them in following Jesus.

All of our teachers are educated and approved by the state to teach preschoolers. They continually take part in professional development and educational workshops to stay well equipped to care for and teach our students.



CrossPoint Church  
[www.crosspointhb.org](http://www.crosspointhb.org)

Sunday morning Services 9am

7661 Warner Ave. Huntington Beach, CA 92647 - (714) 848-5511 - [info@crosspointhb.org](mailto:info@crosspointhb.org)

## Statement of Faith

- We believe that the Bible is the verbally inspired Word of God and that it is therefore, our final authority in the matter of faith and practice.
- We believe in the eternally existing, triune God: Father, Son and Holy Spirit.
- We believe in the Deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death on the cross, in His bodily resurrection and in His ascension to the right hand of the Father, where He now acts as Mediator and Advocate.
- We believe in the personal, imminent return of our Lord Jesus Christ, in His later return in power and glory with His own to reign in righteousness over the earth, and in the resurrection of both the saved and the unsaved...they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe that Heaven is a place of eternal blessedness for the saved and that Hell is the place of eternal conscious punishment for the lost.
- We believe that regeneration by the Holy Spirit is absolutely essential of the salvation of the lost and sinful, and that all who receive the Lord Jesus Christ by faith, not by works, are born again and become the children of God.
- We believe in the present ministry of the Holy Spirit, whose indwelling in all believers enables them to live Godly lives.
- We believe in the spiritual unity of believers in our Lord Jesus Christ and in the necessity of all His followers maintaining good works as evidence of faith.





## Curriculum

The curriculum at Liberty Christian Preschool is here to help your child become a well-rounded preschooler. They will learn both academic and development skills. This is done in a number of different ways. Our curriculum incorporates a variety of learning including: reading stories, writing, letter and number recognition, phonics, science, painting, coloring, playing, dancing, and singing.

Our goal is to prepare your children for Kindergarten and beyond by giving them a solid foundation to stand on.



## Philosophy

Liberty Christian Preschool believes that children learn best in a warm and nurturing atmosphere. Knowing the need for well balanced growth, our staff will provide opportunities for spiritual, cognitive, and motor development.

## Daily Schedule

6:30am-8:45am

**Arrive at School/  
Welcome Time**

9:00 am to 11:00 am  
**Class Time**

11:00 am to 12:00 pm  
**Lunch & Play Time**

12:00 pm - 2:30 pm  
**Nap Time**

4:00pm to 4:15pm  
**Snack Time**

4:15 pm to 5:30 pm  
**Story and Play Time**

**Bathroom Breaks  
& Outside Play time  
will be on a  
scheduled rotation  
to keep groups  
separated to the  
greatest extent  
possible**

## PLEASE NOTE:

We are not a peanut free facility. We will happily make sure your child with peanut allergies is kept away from anything with peanuts. We will take every precaution to keep your child safe.

## Holidays

Labor Day

Thanksgiving and the  
day after

Christmas Break  
(variable)

New Year's Day

President's Day

Good Friday

Memorial Day

Martin Luther King, Jr.  
Day

Independence Day  
(Federally Observed  
Guidelines)

Tuition rates remain the  
same regardless of  
holiday, illness or  
vacation schedules.



## What to Bring

All students are required to bring a complete change of clothes, including: a top, pants, underwear, socks and shoes; please make sure the clothes are seasonally appropriate, and please label everything! If we do not have appropriate clothes available, parents will be called to bring them in.

Students are also required to bring a crib sized fitted sheet to fit our mats for nap time. All napping materials **MUST** be able to fit inside the cubbies. Every Friday, or on your child's last day of the week, the sheets must be taken home to be washed. If a sheet is forgotten a \$2 fee is charged per day, this charge will be added to your weekly tuition.

Students that are in the process of potty training need to bring pull-ups with the removable sides only.

Please **DO NOT** bring any other items to school including dishes, toys, or pacifiers.

## Birthdays

Please let your  
child's teacher know  
what day you wish  
to bring a treat to  
celebrate your child's  
birthday.

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## Dressing for Preschool

Parents must be aware that at preschool, students work with all kinds of media: paint, markers, crayons, glue etc. Please dress your children accordingly.

For two years old who are potty training, we encourage you to dress your children in easy up/down (elastic waist pants); no onesies and no buttons/zippers until they have mastered them please. Sandals with backs are the only sandals allowed.

No flip-flops.

## Registration Policy

There is an annual registration fee in September:  
\$100 for the first student  
\$50 for the second student

## Tuition Policy

Payments for Liberty Christian Preschool are contracted on a fixed weekly basis. Tuition is due on your child's account the week before your child is attending on Friday by 5:30pm, and no later than **Monday** at 5:30pm or a late fee of \$20 will be applied to your account.

## Vacation/Absence Policy

Holidays, illnesses and occasional absences will not change your weekly fee. Tuition for the week of the Christmas holiday, where we are closed for a full week, will be set at half off your regular tuition. Families may also choose to take one week of scheduled vacation at half tuition, when a child is absent for the full week. Tuition rates will remain the same for any other holidays, vacations, or illnesses.

## Picture Policy

I give permission for photographs taken on or off campus of my child to be used for publicity by Liberty Christian Preschool. Publicity includes, but is not limited to: our brochure, parent handbook, school website and other web pages.

## Late Pick Ups

Our school is open from 7:00am to 5:30pm Monday through Friday. We understand that people are occasionally late, but when this happens we must charge a late fee of \$1 per minute increment incurred. This fee is to be paid directly to the preschool teachers at the time of pick-up. If not paid in full at that time, a \$5 processing fee will be added to your account and will be expected to be paid on your next tuition check.

## Payments

Payments may be made by cash, check or online through Tuition Express. Please make checks payable to Liberty Christian Preschool or LCP.

### FULL DAY TUITION RATES

Monday through Friday  
6:30am to 6:00pm

5 Full Days

\$215

\$390

3 Full Days

\$195

\$370

5 Half Days

\$195

\$330

### HALF DAY TUITION RATES

Monday through Friday  
6:30am to 12:00pm

3 Half Days

\$165

\$300

### 1 Student

### 2 Student

## Discipline Policy

We believe the best way to handle problems is to prevent them from happening in the first place. Therefore, the physical environments and the programs for our preschool are set up so that as few problems will take place as possible. The rooms and toys are arranged so children can handle things mostly by themselves. Activities are age appropriate. In addition, because the ratio of adults to children is more than adequate, there is a great deal of interaction between them and consequently less inappropriate demand for attention and opportunities for problems to develop.

## Withdrawal Procedures

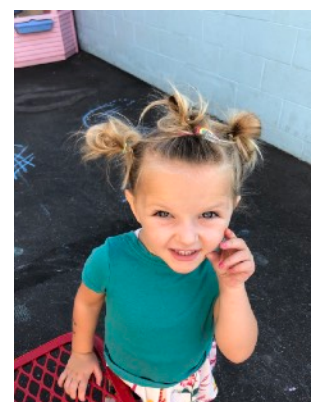
I understand that if I need to withdraw my child(ren) from Liberty Christian Preschool, I must give the school office a **2 week written notice**, and I am responsible for 2 weeks of tuition from the date of that notice regardless of my child's enrollment status.

I understand parents who become dissatisfied with the work of Liberty Christian Preschool will withdraw their child(ren); however, at no time will I participate in destructive criticism of Liberty Christian Preschool, and/or CrossPoint Church and/or it's employees, but will instead, if a problem arises, go directly to the person in a Christian-like manner to resolve a conflict.

I understand that, in the event of a conflict with Liberty Christian Preschool or its employees, I will not pursue legal action in the court system. I will attempt to resolve the conflict in a biblically based manner by going to the appropriate individual and then their supervisors. Any conflict settled outside of the school or church will be settled by a mutually agreed upon Christian Conciliation service in Orange County, California.

## Discipline Policy Steps

1. Encouraging children to use their words when having a disagreement with another child.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group - one minute for each year of age.
4. Discipline concerns will be addressed in an accident/incident report. These incident reports will be presented to parents at the time of pick up, but in extreme or chronic situations, a more formal conference with the parent may be needed.







## Preschool Communication with Parents

Please check our website ([www.libertychristianpreschool.com](http://www.libertychristianpreschool.com)) to stay up to date on school events and curriculum updates. Monthly newsletters will be sent home in your child's pocket.

Check out your child's teacher's page on the website for updates on what's going on in their classroom.

### School Policies

#### **SIGNING IN YOUR CHILD**

Every child **MUST** be signed in. Full name is also required. If a child is not signed in or out, we will call the parent back to school to do so.

#### **SIGNING YOUR CHILD OUT**

State law requires persons who are signing a child out to be 18 years or older. If the person picking up your child is not recognized by a teacher, they will be asked to show I.D. They must also be on the pickup list for your child. You may call at any time to add someone to the pick up list.

If your child is not signed in or out, a fee of \$50 will be added to your account.

#### **OPEN DOOR POLICY**

Under State Law, Community Care Licensing has the right to interview staff and children at any time on site without Parental permission.

#### **Health**

The state requires that a child who has had a fever, vomiting, or diarrhea, must be symptom free for 72 hours before returning to school.

Any child that has vomited while at school, had diarrhea or a fever above 100° must be sent home immediately.

If your child has antibiotics or any other medicine that they must take while at school, parents must fill out a medical release form, located in the office and take home medication every Friday.

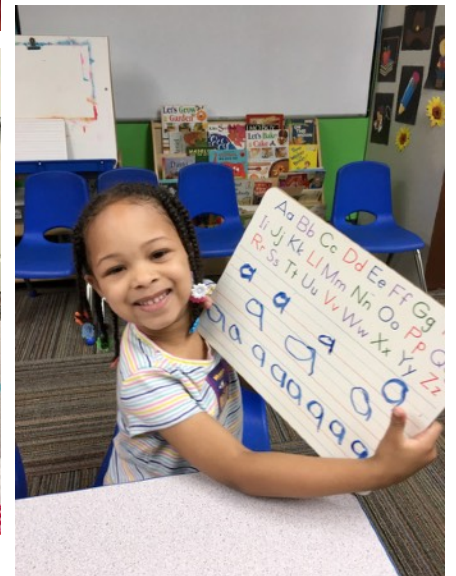
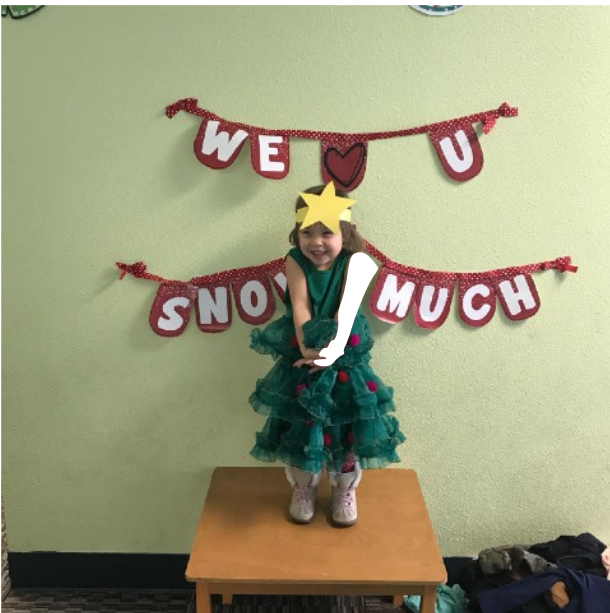
#### **FOOD GUIDELINES**

**Snacks:** Morning and afternoon snacks and drinks will be provided by the preschool. We offer two components of the four food groups for each snack. If your child requires alternative foods/drinks due to dietary restrictions, parents may send these items to school. Please discuss this with your child's teacher.

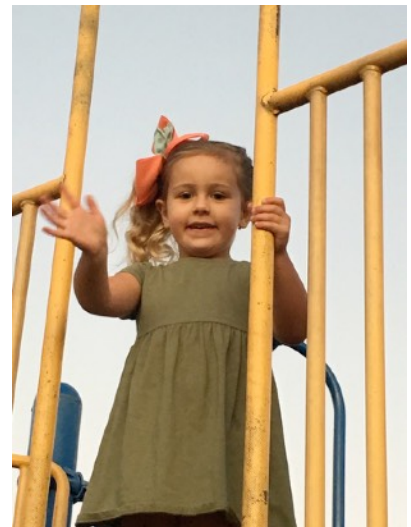
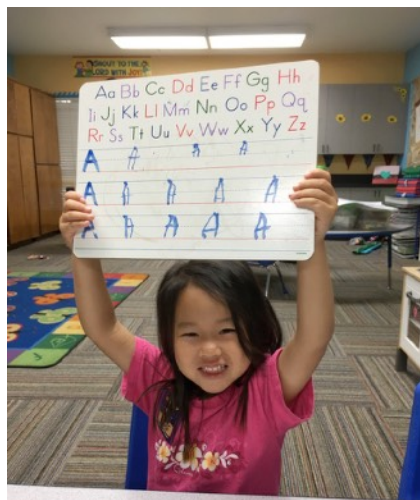
**Lunches:** Lunches will be provided by LCP. Milk will be served with each lunch. Meals will follow state recommended guidelines and will contain elements from the four basic food groups.

#### **EMERGENCY TREATMENT**

In case of an illness or injury in which medical treatment cannot be delayed, we will call 911 and then make every attempt to contact the parent.



ABC



**Liberty Christian Preschool**

**7661 Warner Ave.  
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Phone: (714) 841-3816  
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**libertychristianpreschool.org**

**Facility Number: 300607110**

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