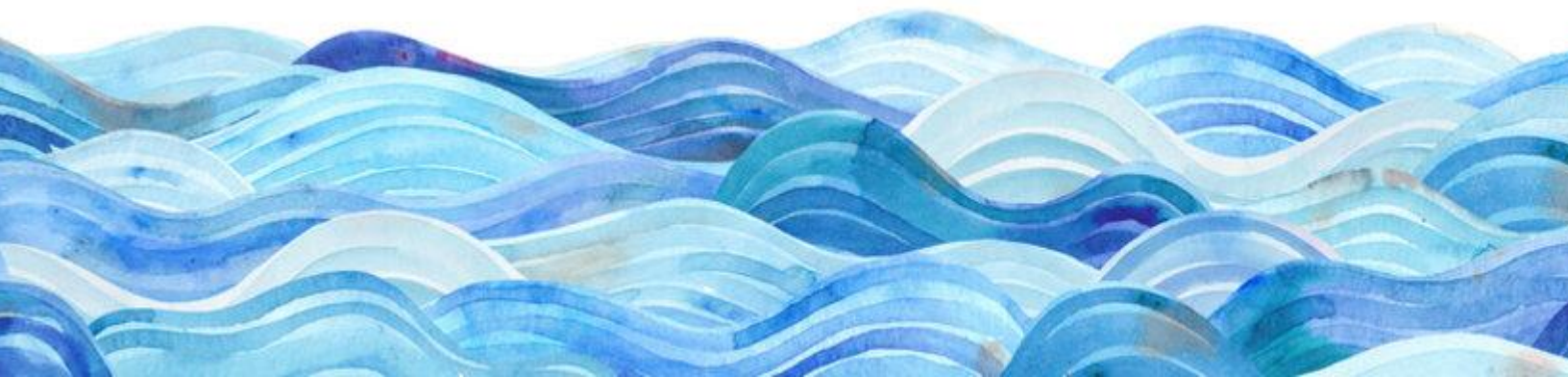




# Parent Handbook

## 2023-2024



# Table of Contents

Welcome & Mission Statement-----	3
About the WAVE & Spiritual Growth-----	5
Our Staff-----	6
Daily Schedule-----	7
Drop-Off & Pick-Up-----	8
Brightwheel-----	9
Tuition-----	10
Clothing-----	11
Health Concerns-----	12
California Immunization Law & Advanced Accommodations-----	14
Preschool Information-----	15
p.15} Snack, Potty Training	
p.16} Nap Time	
p.17} What Skills Will My Preschool Child Learn?	
p.21} What Skills Will My Pre-K Child Learn?	
p.22} Assessments & Special Events/Festivals	
School-Age Information-----	23
p.23} Big Kids (TK-6 <sup>th</sup> Grade)	
p.24} Bonus Big Kids (7 <sup>th</sup> -8 <sup>th</sup> Grade)	
p.25} School-Age Schedule	
The WAVE Behavior Guidance Commitment-----	26
p.28} Signature Page	

# Welcome to **The WAVE** at Beachpoint Church!

We are honored that you have chosen The WAVE at Beachpoint Church as your child's preschool and school-aged day care. At The WAVE, we believe that we are a family and a part of the body of Christ. As that body, we urge you to help us and your child by sharing your questions, concerns, suggestions, or whatever is on your mind. We sincerely want to get to know each of you, and we want you to feel at home with us. Please feel free to visit us anytime and remember, we are here to love, serve, guide, and teach each child and family.

It is not an easy job being a parent, and we want to support you. When in doubt, always ask. Do not let questions or concerns linger. If you have questions, please feel free to come by the office, Brightwheel us or call for an appointment. We are here to serve you!

-Gabe Hall, Director



## MISSION STATEMENT

### *Vision of The WAVE*

As a ministry of Beachpoint Church, we exist to help develop students and parents as authentic followers who love God one another and the world, through excellent, Christ-centered preschool and school age care.

### *Mission*

We believe that young children are complex individuals worthy of respect and the recognition that they are each unique, valuable, capable, and lovable children of God. Each child comes to our program with a unique set of defining characteristics, including family background, abilities, temperament, and learning styles. The Wave will prepare an age-appropriate, engaging, and culturally appropriate learning environment and a curriculum that is stimulating and conducive to the development of a positive self-image in each child.

**We are committed to providing all children with a strong foundation for their faith, social, emotional, and academic success.** We believe that effective child-guidance practices help children to form strong relationships

with adults and peers and that these relationships serve as the foundation for development. Positive relationships between children and adults are fundamental to a harmonious environment that promotes optimal growth.

We believe that the social-emotional learning during the early years sets the tone for a child's ongoing experiences in educational settings. **The role of the teacher is, therefore, to guide children toward learning how to solve their own problems and to provide them with the tools to do so.** Our goal is to teach children, through responsive teacher-child interactions, how to develop the skills of self-discipline. With support, we believe all children have the potential to grow, discover, play, and learn.

### *Families as Partners*

**We believe that parents are the primary educators of the child.** The home is the child's first and continual learning environment. Children come to school with different life experiences and skills that we acknowledge and draw upon as we plan for and facilitate new learning.

**We believe that parents are our partners.** We recognize that a child's home is the first and most important place of learning. Any information you give the Wave teachers concerning your family's culture, rituals, or challenges helps us better understand your child's needs. By becoming involved with the classroom, you are supporting our philosophy of partnership and making a link between home and school. We invite your involvement in the classroom; you may, for example, help out with a special activity and/or field trips.

**We believe that communication with parents on all levels is important.** Upcoming events and activities are posted by the front door of the Wave office and on each classroom's bulletin board. Teachers try to be in continual communication with their children's parents. Brightwheel is where most of this communication takes place. Check your child's cubby and family file folder daily for work to go home and for information that is available for you.

**Parent Conferences** are an important way that we can get to know you and your child. When the Fall session begins, your child's classroom teacher will schedule a "Getting to Know You conference." This brief conference is designed to find out about your child, family, routines, traditions, and at-home strategies. In this way we can aid in your child's transition to school and support his or her learning style. In the Spring, we prepare for a more in-depth parent conference. This is a chance for the teachers to share information they have gathered about your child's development throughout the year. You are welcome and encouraged to ask for a conference with teachers or our directors at any time during the year as well. No conferences will be scheduled during Summer session.

## ABOUT THE WAVE

The WAVE Preschool & School-Age Care is a ministry of Beachpoint Church. We are a non-profit Christian Preschool and Extended Day Care Center. The school is in operation from Fall through Spring with an additional summer program, which includes extended day care. We are licensed by the State of California, Department of Social Services.

Our preschool program is offered to children from ages two to six years old. We provide diaper changing/potty training services for those children needing it for a small fee. Our lunch and snack programs provide nutritionally balanced meals for your children.

Our school-age program offers a before and after-school (all day during the summer) program for TK – 6<sup>th</sup> grade children attending any elementary or middle school. The staff will walk the children to and from Tamura Elementary, which is adjacent to our property.

We are a small program specializing in small groups of children. We feel that a child's first experience in a school setting should be in small groups, enabling a deeper personal relationship with each child. The classroom size is kept to a minimum, which allows more individualized attention for each child. Our school is open to all children regardless of color, race, ethnic background, or faith. We do not, however, adhere to individual denominational differences. We serve all children; however, we retain the right to decide whether or not our program meets the needs of an individual child. A child will be dismissed from the school if their behavior endangers the physical safety or emotional wellbeing of other children, or if the child does not follow the rules of the school.

On our website, you can find monthly lunch menus, snack calendars, activity & curriculum calendars, classroom descriptions, current staff, general school information, fee schedules, & special event details.

## SPIRITUAL GROWTH



Our school encourages each family to actively participate in the church of their choice. Studies consistently show that families who acknowledge a faith system are stronger and more able to survive all the hurdles encountered in parenting from cradle to college. We strive to teach each child that they are a unique creation of God and are cared for and loved by His Son, Jesus Christ.

If your family does not already have a church home, we invite you to visit Beachpoint. There are Sunday School programs and worship services for both parents and children at all services on Sunday Mornings at 9:45am and 11:15am, we would love to see you there! There is a full staff of pastors available to meet the needs of your whole family. Beachpoint also offers a variety of midweek programs designed for preschool, school-age, Middle School, High School, and adult age groups. If you have further questions about the church, please call the office at 714-847-3573.

## OUR STAFF

### PRESCHOOL DIRECTOR

Gabriel Hall

### ASSOCIATE DIRECTOR

Vanessa Combs

### CLASSROOM STAFF

Angie Krebs

Carey Wiskus

Christy Bell

Corissa Carson-Romer

Daniela Knowles

Danielle Chatwin

Debbie Jack

Emma Bell

Hannah Bell

Izzy Velasco

Kendra Kingsley

Kristi O'Connell

Mardell Mack

Matthew Caha

Megan Hooper

Sharon Campo

Sheila O'Hara

Sherrill Svalstad



### SCHOOL COOK

Mikki Matsui

## Preschool Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00am	Indoor Play (All PS)	Indoor Play (All PS)	Indoor Play (All PS)	Indoor Play (All PS)	Indoor Play (All PS)
7:30am	Playground (All PS)	Playground (All PS)	Playground (All PS)	Playground (All PS)	Playground (All PS)
8:30am	Classroom	Classroom	Classroom	Classroom	Classroom
9:00am	Snack	Chapel	Snack	Snack	Chapel
9:30am		Snack			Snack
Littles	Playground	Playground	Playground	Playground	Playground
Bigs	Classroom	Classroom	Classroom	Classroom	Classroom
10:30am			(Motor Lab)	(Motor Lab)	
Littles	Classroom	Classroom	Classroom	Classroom	Classroom
Bigs	Playground	Playground	Playground	Playground	Playground
11:30am	Lunch	Lunch	Lunch	Lunch	Lunch
12:00pm	Nap/NNR	Nap/NNR	Nap/NNR	Nap/NNR	Nap/NNR
2:30pm	Snack	Snack	Snack	Snack	Snack
3:00pm	Classroom	Classroom	Classroom	Classroom	Classroom
3:30pm	Playground (All PS)	Playground (All PS)	Playground (All PS)	Playground (All PS)	Playground (All PS)
4:30-5:00pm	Indoor Play (All PS)	Indoor Play (All PS)	Indoor Play (All PS)	Indoor Play (All PS)	Indoor Play (All PS)

# DROP-OFF AND PICKUP

## SEPARATION ANXIETY AT DROPOFF

It is completely natural and developmentally appropriate for children to feel anxious when starting new experiences and separating from their known adults. The staff here are very comfortable with tears and trained to handle difficult transitions. Some children will still have a harder time than others, so here are some ideas to help your goodbye process go more smoothly:

1. **Stay Calm.** Keep in mind that your child will take their cues from how you interact in the situation. They will tend to separate from you more easily if you express confidence, reassurance, and a willingness to let them go - even if you are feeling a little sad and nervous, too. 😊 Listen to your child's concerns and acknowledge their scared feelings, but also remind your child that "grownups come back!"
2. **Establish Routines.** Often it helps to create a fun goodbye ritual such as a hug and two waves or a funny goodbye phrase before you leave.
3. **Keep it Short, Sweet & Happy.** At drop-off, don't linger, but don't sneak out either! Knowing that you are trying to sneak away could cause your child to feel uneasy. Once you say goodbye, it is best not to prolong the goodbye process by staying to wave one more time or trying to watch what they do next. It is also not helpful if you return prematurely to be sure your child is okay -- you will just have to separate all over again! If your child starts to cry when you say goodbye, it is best for their development that you leave anyway. Otherwise, your child's body will soon learn that crying keeps you around. In general, most tears go away after about 5 minutes, when they begin to engage with their day.
4. **Focus on the Positive.** After school, talk with your student before and after class about the fun things he or she did and the new things he or she learned. This will help your child look forward to coming to school and make separation easier for them.
5. **Troubleshoot.** If adjustment seems to be taking longer than typical, try reading a book focused on school adjustment (ex. *The Kissing Hand*, *The Invisible String*), or talk to your child's teacher about available support. What each child and parent needs is different, and some children simply take more time to adjust by nature.

You may go on your way and feel comfortable knowing that the WAVE staff will care for your child, and soon they will be comfortable in their school routine.

## RELUCTANT PICKUPS

Surprise! Some days, your child is having so much fun, they do not want to *leave* preschool! Here are some tips for those unexpected moments:

- \*Explain that other children are leaving their parents too.
- \*Get your child excited about something you have planned for that evening.
- \*Invite your child to be a "special helper" - ask them to carry something for you.
- \*Be sure to praise your child as you leave together.





**Messaging:** You can send messages to your teacher along with the office staff on the Brightwheel App. You can message about anything from late drop-offs to early pickups to birthday surprises! 😊 Parents love this feature so that they be in regular contact with the classroom teachers and office. There is an additional message that is only between the Office and parents that is helpful for sensitive topics or billing.

**Activities & Pictures:** This is – by far – the parents’ favorite feature of Brightwheel! Get ready for pictures of what your kiddos are up to during their day at preschool! Depending on the developmental age of the child, you may also receive notice of new foods tried, bathroom/diapering activity and rest times. You will also be informed if your child is injured in any way, and pictures may be sent if needed. This is a very useful tool!

**Brightwheel Checking In & Out:** Per Licensing requirements, all students are required to be signed in while on campus under The WAVE’s supervision and then signed out when leaving care. The WAVE utilizes the childcare-friendly application called “Brightwheel” to check children in and out. This convenient phone app keeps a digital attendance record of all children checked into care at The WAVE. You should have received an invitation and check-in code when you turned in your registration form.

**Legal Signature of Adult:** Per licensing, children can only be checked out by a legal adult. Because this is our *legal* attendance record, the signature used to sign a child in and out of care must be an approved adult’s legal signature.

**\$\$Check-in/out Fees:** Because of the importance of the attendance record being accurate at ALL times, if an adult’s signature is found to be missing, or a child has not been properly checked into or out of care, parents may be assessed a \$5 fee per missing check in/check out or adult signature.

**Program Hours:** The WAVE is open weekdays from 7:00am-5:00pm. All-day students are welcome to come at any time during those hours. Half-day students may come between 8:30am-12:15pm. Summer Academy students are invited to attend 8:30am-2:30pm.

**\$\$Late Pickup Fees:** Our school closes promptly at 5:00 PM. If you will be late due to an emergency, please let the office know ASAP. The late fee is \$5.00 per family for the first 5 minutes and \$1.00 per minute after that. *Half-day students will also be assessed a late pickup fee if picking their student up after 12:15pm.*

**\$\$\$Special Event Late Pickup Fee:** On evenings when the WAVE has a special event (like Open House, Christmas Show, Graduation, etc.), we need ALL of our staff to be available to prepare for the event. Because of this, a special event late fee will be \$5 per family for the first 5 minutes and then **\$5.00 per minute after that.**

# TUITION

**Due Date:** You should receive a reminder from Brightwheel – either via text or email each month to remind that a tuition payment is needed. Tuition is due by the 3rd of each month for that month’s care. If your tuition has not been paid by the 15<sup>th</sup> of the month, there will be a \$25 late fee added to your bill. If payment of tuition falls an entire month behind, a payment plan must be worked out with the office and adhered to for the student to continue their enrollment here at the Wave.

**Payment Options:** You may set up an electronic payment on Brightwheel or you may place a check or cash in the black tuition box in the office. It is very helpful to the office staff if you write your child’s name on the check or envelope, so no payments are confused for someone else’s.

**Financial Aid:** CHS and OCDE both offer excellent childcare payment programs. We partner with them to allow students to attend as much as they can! Please inquire in the office if your family needs assistance – we are happy to support you and your children. 😊

**Notice for Withdrawal:** When a child is enrolled, we assume it is for the entire school year. If for some reason a child must be withdrawn from the school, a two-week notice in writing is required. Tuition will be pro-rated based on 2 weeks from written notice being received and acknowledged. Brightwheel messaging is an acceptable format of written communication.

**Prorated Tuition:** Your child’s tuition reserves their spot in the daily attendance and is not for the amount of time spent attending each month. Therefore, absences cannot be made up or subtracted from the tuition. No credit will be given. Some months have more school days than others. The tuition is prorated over the school year and takes into consideration all holidays and school closures.

## CLOSURES

Mon-Fri, August 28<sup>th</sup>-September 1<sup>st</sup>, 2023: Staff Development/Preparation for Fall

Monday, September 4<sup>th</sup>, 2023: In observance of Labor Day

Tuesday, September 5<sup>th</sup>, 2023: Staff Preparation

Friday, November 10<sup>th</sup>, 2023: In honor of Veterans Day

Thursday-Friday, November 23<sup>rd</sup>-24<sup>th</sup> 2023: In observance of Thanksgiving

Fri, Dec 22<sup>nd</sup> 2023 – Mon, Jan 1<sup>st</sup> 2024: In observance of Christmas & New Year’s

Monday, January 15<sup>th</sup>, 2024: In honor of Martin Luther King, Jr. Day

Monday, February 19<sup>th</sup>, 2024: In observance of President’s Day

Monday, May 27<sup>th</sup>, 2024: In honor of Memorial Day

*Thursday, June 20<sup>th</sup>, 2024: Wave CLOSED EARLY at 12:15pm*

Friday, June 21<sup>st</sup>, 2024: Staff Development/Preparation for Summer

Thursday, July 4<sup>th</sup>, 2024: In honor of Independence Day

# CLOTHING

**PLEASE LABEL ALL ITEMS (including jackets) with your child's name.**

**Active Play Clothing:** Clothing should be appropriate for active, messy play. At school, we are more concerned that a child involves themselves in a task rather than staying clean.

**Shoes:** Good gripping shoes are ideal. We do not recommend that your child comes to school in sandals or jelly shoes. They are fun and cooler on warm days; however, they are a safety hazard at school. Children who are climbing on equipment and running in wood chips need closed-toe tie-on (or Velcro) tennis shoes.

**Water Days:** Please make sure that the swimsuit/clothing is able to fully cover all private areas without risk of exposure while engaged in active play.

**Extra Clothing for ALL ages:** Please remember that ALL children, even the TK-5, need an extra change of clothing at school. All kinds of accidents can occur during the day. The clothing should include socks, underwear, pants, shirt, or dress and should be clearly marked with your child's name. Also remember to make the clothing appropriate for the weather. Put the clothing in a zip-lock bag with the child's name on it.

**Tamura Big Kids:** The K-5<sup>th</sup> Grade students walk to and from Tamura across a large field (Tamura's playground) and the grass is usually damp in the mornings. Please remember this when purchasing shoes for your child. Water soaks through canvas shoes and the child's feet stay damp all day. When it rains, waterproof boots are best. Your child should also have a raincoat or waterproof jacket and an umbrella. We always walk to and from school, so be sure your child is prepared. It is helpful to listen to the weather forecast and plan appropriately for inclement weather. When in doubt, prepare for wet weather. LABEL ALL RAIN EQUIPMENT.

**Cold Mornings/Afternoons:** During the Fall and Winter months, please try to send your student with layers such as a jacket or sweater and possibly long pants, if wearing shorts. The temperature drops rapidly in the early morning and afternoons.

# HEALTH CONCERNS

**Sick Children:** Our center operates for well children and staff only. Our program also operates in cooperation with the guidelines set forth by California State Licensing, CDPH and the Beachpoint Board. Children should be fully able to participate in all activities, including outdoor play.

Please keep your child home from school if he/she exhibits any of the following symptoms: *(Recommended by the OCDE Health and Wellness Division and the Communicable Disease Chart, American Academy of Pediatrics, CA Chapter 4)*

- **Fever** - Any child with a temperature of 100 degrees or more must be kept at home. They must remain at home until they are **fever free for 24 hours without medication**.
- **Colds** - A child with a hacking cough or a persistent, runny nose should remain at home.
- **Rashes** - A child with an open rash must remain at home, unless there is a note from your physician which states the cause of the rash and that the rash is non-contagious.
- **Vomiting** - A child who vomits must be kept at home and may return when he/she **has not vomited for 24 hours**.
- **Diarrhea** - A child with diarrhea must be kept at home and may return when he/she **has been diarrhea free for 24 hours**.

If a child develops a fever at school (temperature over 100 degrees), has diarrhea, vomits or develops an open rash, they will not be allowed to attend the WAVE. **A minimum of a 24 hour period after symptoms stop without the help of medication must elapse before your child may return to school.** If a child returns to school before they are well, parents will be called to come pick them up.

**Allergies:** Allergies are frequently the cause of runny noses. If your child has an allergy with this symptom, please ask your doctor to include this on their health report or bring in a doctor's note to include in your child's file so that their allergies are not mistaken for a cold.

**Preventative Measures:** The WAVE is also concerned with keeping our school clean so that your children and our staff can stay healthy. Every preschool and school-age classroom is sanitized daily. The staff and children wash their hands before and after snacks and lunch, after using the restroom, as well as several other times throughout the day.

**Medications:** All medications must be stored in the office. Prescriptions & medications may *only* be given if a responsible parent or guardian fills out the proper form. We are not permitted to give medication of any kind without written permission, and it must be medication in the original container. Please note that Licensing considers hand sanitizer and chapstick to also be controlled medication, so children may not bring these with them to the Wave campus.

**Emergency Contacts:** Emergency care will follow what has been requested on your registration paperwork. Please make sure and let the office know of any changes of phone numbers or approved emergency pickups. It is quite upsetting for a sick child if we are unable to locate their parents. Make sure you list an emergency contact that can both understand and speak English.

**Contagious Diseases:** If a child has been diagnosed with any of the following diseases, then they will be excluded until the child has been treated and/or is no longer contagious: (Be sure to notify the office of your child's diagnosis)

- INFECTIOUS CONJUNCTIVITIS
- SCABIES/HEAD LICE
- IMPETIGO
- STREP THROAT
- ORAL HERPES
- PERTUSSIS (5 days after treatment has started)
- TUBERCULOSIS (until a health provider has determined the disease is no longer contagious)
- CHICKEN POX (6 days after start of rash or all sores have crusted over)
- MUMPS (9 days after the start of symptoms)
- HEPATITIS A (7 days after start of symptoms)
- MEASLES or RUBELLA (6 days after start of rash)
- SHINGLES (until lesions are dry)
- COVID-19 (see updated CDC guidelines)

# The California School Immunization Law

*Reference: Health and Safety Code, Sections 120335-120380; California Code of Regulations, Title 17, Sections 6000-6075*

Children must have their immunizations before they can attend school or childcare in California. Parents must present their child's Immunization Record to school or childcare staff **prior** to admission. Health care providers are required to give or update the parent's copy of the child's Immunization Record whenever these immunizations are administered.

## Requirements for Child Care Entry

At the time of entry, the child should have completed at least the following number of immunizations:

**Polio:** 4 doses\*    **DTP:** 4 doses    **MMR:** 1 dose    **Hib:** 1 dose\*\*    **Hep B:** 3 doses    **Var:** 1 dose

\*3 doses are acceptable as long as 1 dose was given after 2<sup>nd</sup> birthday

\*\*Required only for children who have not reached the age of 4 years 6 months

## Medical Exemptions

A child who has a medical exemption issued before January 1, 2020, shall be allowed continued enrollment to any public or private elementary or secondary school, childcare center, day nursery, nursery school, family day care home, or developmental center within the state until the child enrolls in the next grade span. By January 1, 2021, the school is required to accept only the standardized forms created by the California Immunization Registry (CAIR).

# Emergency Procedures

In the event of an emergency, parents will be contacted through Brightwheel for updates and pickup instructions. If internet or phones are not available, and it is safe to do so, please feel free head to the preschool parking lot to pick up your child.

## Earthquake Preparedness:

- Frequent practice drills with the students to drop and cover their necks (minimum of quarterly)
- Water & Food on hand for all staff and students to survive a minimum of 24 hours.
- All earthquake prevention implemented in accordance with Health & Safety code 1596.867

## Fire Preparedness:

- Fire drills with the students to hear the alarm bell and exit to safety (bi-annually)
- Annual fire inspections to ensure compliance with all preventative fire measures.

## Campus Intruder:

- Lockdown drills are practiced quarterly.
- All Wave Staff is equipped with a radio to communicate quickly across the campus. Safety codes are used amongst the staff so as not to alert an intruder that we are aware of their presence. Teachers are extremely vigilant and leery of any unknown faces – we are trained to err on the side of caution.
- Children will be swiftly removed from danger, all doors will be locked, windows blocked, and no one will be able to exit their safe location until the “All Clear” signal is received from the Director.
- Parents will be notified of any credible threat on campus via Brightwheel.

# PRESCHOOL INFORMATION

## SNACKS / LUNCH

Both a morning and afternoon snack as well as a lunch is provided by The WAVE to all preschool students on campus as part of your tuition. Snack and lunch menus are posted to the website each month and are also available in the office.

**Allergies:** If your child has an allergy or dietary restriction, please let us know and we can modify what is being served to try and meet your child's needs. As a general policy, we do not allow nuts to be served from our kitchen or included in classroom parties. Children may bring nut products on our campus for their own consumption ONLY, but they may be asked to sit away from certain children based on allergies.

**Birthdays:** On your child's Birthday, you are welcome to bring special decorations or nut-free, pre-packaged treats for the class. Please make arrangements with your child's classroom teacher.

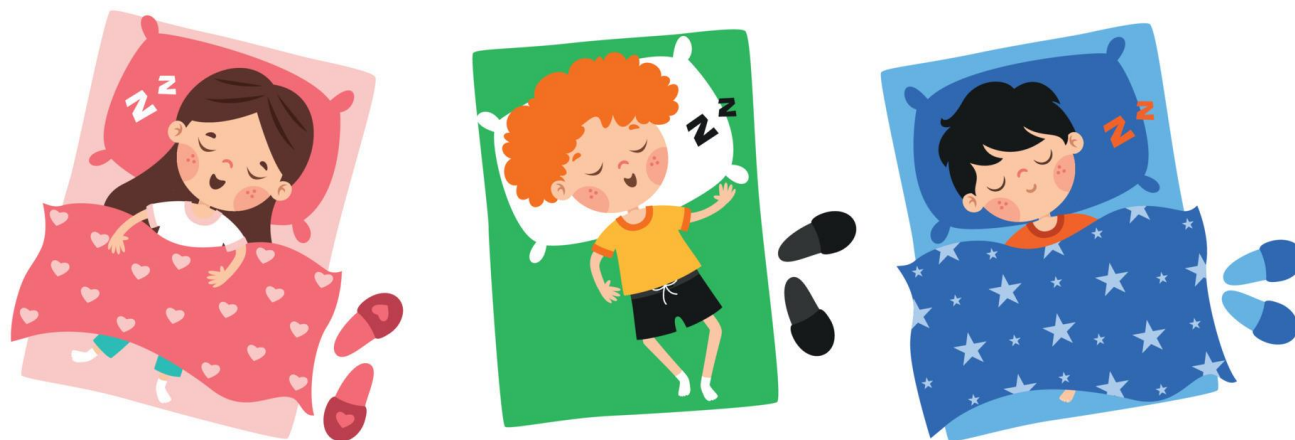
## POTTY TRAINING

God made all of us special individuals and with different timetables in our bodies. 2 1/2 to 4 years old is a very wide but normal range for potty control. Girls are usually ready much sooner than boys. Being potty trained requires several skills. The physical ability to hold their bladder is the first sign and shows up in dry diapers between diaper changes. The second sign is usually an interest in bathrooms, flushing toilets, and sitting on the potty without fear. Finally, the child experiences the emotional ability to let go of a part of themselves. Only maturity can assure that a child is ready in all three areas. It is very important that the child is ready (we as parents are usually ready much sooner than are our children).

With these thoughts in mind, we will assist you with potty training your child while they are at The WAVE. The Velcro or re-attachable diapers make this process very easy. Teachers prefer these to pull-ups. With the number of children we have, it is much more convenient to fasten and unfasten a diaper than to do a complete pull up change which requires us to remove clothing, shoes, and socks.

We will continue to remind, ask, suggest, & prompt the child to use the potty throughout the day. We believe in positive reinforcement to encourage correct behaviors. When your child is ready, we will discuss transitioning him/her into training pants or underwear. For sanitary reasons here at the preschool, children need to be relatively free from toileting accidents before they are in training pants. When we are all working together, we will have success! For those children in the potty-training program, bring a package of diapers to leave in the classroom. Also bring a package of baby wipes. Be sure and put the child's name on them. We will let you know when your child's supplies are running low.

**\$\$Diaper Changing Fee** - Please check our current fee schedule regarding additional fees for diaper changing. Once the child is accident-free for 2 weeks, the additional fee can be removed.



## NAP TIME

It is a state requirement that all children under the age of 5 have the opportunity for a rest time on a cot/mat each day in our center. Please bring nap items in the bag provided by The WAVE. Place the bag in your teacher's cot box. The following **LABELED** nap items should be inside the bag:

1. One small pillow - airplane size (Large pillows will be sent home).
2. One fitted crib size sheet
3. One crib size blanket
4. (Optional) A SMALL stuffed animal to sleep with, if needed.

If your child's name is not easily visible on his/her nap things, we will write names on his/her nap items. Sheets and blankets will be returned on your child's last day of each week for laundering and then returned on the Monday or Tuesday of the following week.

## NO NAP ROOM

We understand that some of our students have grown out of needing a nap, so we provide a no-napping option. In the No-Nap Room students will have a quiet rest time, after which they will be able to get up to play quietly, color, read books, and participate in other teacher-guided activities.

If you sign your child up for this program, they will enter a **2-week observation period**, during which the No Nap Room Teacher will assess if they are a good fit.

Due to staff planning, we cannot accommodate different napping plans based on how tired the child is or is not on different days. If you sign up your student for this option, they will take part each day they are on campus and *will not be able to go back and forth between napping and not napping.*

Once the maximum capacity for the room is reached, we will add your student to the waiting list. If you would like to sign your child up for this option, please speak to the front office as soon as possible.



## WHAT SKILLS WILL MY PRESCHOOL CHILD LEARN?

The WAVE believes that all children develop at their own rate and have their own unique style of learning, so teachers offer a wide variety of experiences! Teachers provide experiences in the classroom such as art, games, music, and circle time learning. Teachers also provide daily outdoor learning experiences in our supervised and spacious playgrounds, sandbox and weekly motor lab activities that focus on gross motor skill development. Our school uses several curriculum programs based on children's developmental stages. Our programs include: A Beka, Great Beginnings, NCPMI Social Emotional Pyramid & Handwriting Without Tears.

**God-centered Learning:** Every month our preschool classes have a Biblical theme & Bible Verse that are focused on in our weekly chapels with Mr. Gabe! The children LOVE dancing and singing to the songs as well as learning about Jesus and memorizing verses.

**Socially:** Your child will begin to learn sharing of toys, teacher's attention, and snacks. Your child will learn conversation skills, including how to resolve conflicts with other children; how and when to stand up for themselves; and when to yield to another. How to cooperate and compromise.

**Emotionally:** Each child's self-esteem will grow as he or she is encouraged to do things for themselves, from making decisions to eating their lunch.

**Physically:** Fine motor skills such as cutting, gluing, grasping, taping, and painting will be sharpened on a daily basis. Gross motor skills such as running and throwing will be practiced outdoors.





**Intellectually:** Your child will participate in activities designed to develop math and science skills such as matching, sorting, measuring, observing, and hypothesizing. Your child's imagination will grow through make believe (dramatic) play. Language skills will grow through conversations with friends and teachers. Early reading and writing skills will develop as the children look and listen to books being read in the classroom, paint at the easel, write their letters and numbers, and have countless other experiences.

In preschool, **play** is the center of all learning. Because young children understand things when they use or experience them directly, children learn more through play than any other way. When your child plays house, paints, or builds with blocks, he or she is learning how to express themselves, solve problems, and test out their ideas about how things work.

Some of the concepts we specifically cover are:

Letters A-Z	Numbers 1-20	Bible Stories
Colors	Shapes	Bible Verses
Senses	Seasons	Dinosaurs
Harvest	Christmas	Rainforests
Transportation	Weather	Ocean Animals
Community Helpers	Farm	Safety

These concepts are broken into monthly themes that the preschool follows. Special activities, field trips, and more are planned around the monthly themes.

BIBLICAL THEME & VERSE	SEASONAL THEMES	SPECIAL EVENTS	LANGUAGE DEVELOPMENT	MATH SKILLS	SOCIAL & EMOTIONAL SKILLS
<b>SEPTEMBER</b> <b>God made everything!</b> <i>"God made the world &amp; everything in it."</i> <i>Acts 17:24</i>	All about Me & My Family 5 Senses Apples School Safety	<b>*Back to School</b>  <b>Apple Festival</b>	Name Recognition Listening Pre-writing Skills <b>Letters:</b> Preview, Aa, Bb <b>Color:</b> Red	<b>Numbers:</b> 1 <b>Shape:</b> Circle Sorting Counting Calendar <b>Pre-K:</b> Preview	Making Friends  Waiting  Sharing  Taking Turns
<b>OCTOBER</b> <b>God made Me &amp; Always Helps Me!</b> <i>"I will sing of the Lord's great love forever."</i> <i>Psalms 89:1</i>	Harvest & Pumpkins Fall Foods Squirrels, Owls, Pumpkins, Leaves Nature Walk	<b>*Tanaka Farms Field Trip</b>  <b>PJ Day &amp; Harvest Party</b>	Letter Formation Fall Words <b>Letters:</b> Cc, Dd <b>Color:</b> Orange	<b>Numbers:</b> 2 <b>Shape:</b> Square Cutting 1 to 1 Correspondence <b>Pre-K:</b> 1,2,3,4	Identifying Feelings  Using Words to express  Feeling Sad
<b>NOVEMBER</b> <b>I Can Pray to God &amp; Thank Him for His Goodness</b> <i>"God has been good to me."</i> <i>Genesis 33:11</i>	Thanksgiving Thankfulness Turkeys	 <b>*Charlie Brown Thanksgiving</b>	Thanksgiving Words Number Words <b>Letters:</b> Ee, Ff, Gg <b>Color:</b> Brown	<b>Numbers:</b> 3 <b>Shape:</b> Triangle Measurement Sorting <b>Pre-K:</b> 5,6,7,8	Feeling Mad  Feeling Afraid  Feeling Disappointed
<b>DECEMBER</b> <b>Jesus is God's gift to us</b> <i>"God's Son is born for us."</i> <i>Isaiah 9:6</i>	Christmas & Winter Christmas Story Reindeer/Moose Holiday Traditions	 <b>*Christmas Program</b>	Holiday words  Listening & Thinking Skills  <b>Letters:</b> Hh, Ii  <b>Color:</b> Yellow	<b>Numbers:</b> 4  <b>Shape:</b> Star  Patterns <b>Pre-K:</b> 9,10,11	Self-Control  Collaborating & Cooperation  Problem Solving  Empathy
<b>JANUARY</b>  <b>Jesus is My Friend &amp; My Helper</b> <i>"The Lord is my helper; I will not be afraid."</i> Hebrews 13:6	Seasons Water /Weather Clouds/Snow Penguins, Polar Bears Hibernation Transportation Safety Stop/Go	<b>P.J. Days</b>  <b>Winter Festival</b>  <b>Bike Days</b>	Weather Words Story Sequencing <b>Letters:</b> Jj, Kk, Ll <b>Color:</b> Black & White	<b>Numbers:</b> 5 <b>Shape:</b> Rectangle Graphing Sizes/Shapes <b>Pre-K:</b> 12,13,14,15	Answering Questions in Conversation  Asking Questions in Conversation  Persistence  Respect

BIBLICAL THEME & VERSE	SEASONAL THEMES	SPECIAL EVENTS	LANGUAGE DEVELOPMENT	MATH SKILLS	COGNITIVE SKILLS
<b>FEBRUARY</b> <b>The Bible Helps Me Learn Good &amp; Right Ways to Live</b> <i>"A friend loves at all times."</i> <i>Proverbs 17:17</i>	Hearts Groundhog, Bears Dental Health Nutrition Community Helpers	<b>Valentines Day Parties</b>  <b>*Community Helper Visits</b>	Valentine words Poetry & Rhyming <b>Letters:</b> Mm, Nn, Oo <b>Color:</b> Pink	<b>Numbers:</b> 6 <b>Shape:</b> Heart Number Words Writing Numerals Simple Addition <b>Pre-K:</b> 16,17,18	
<b>MARCH</b> <b>God Helps us to be Friends</b> <i>"Hear the word of God and obey it."</i> Luke 11:28	Migration Signs of Spring Farm Animals	<b>St. Patrick's Day</b>  <b>*Centennial Farm Field Trip</b> <b>*Grandparent's Day</b>	Color Words Dr. Seuss Nursery Rhymes <b>Letters:</b> Pp, Qq, Rr <b>Color:</b> Green	<b>Numbers:</b> 7 <b>Shape:</b> Diamond Money <b>Pre-K:</b> 19,20	Following Instructions Playing Pretend Cleaning Up
<b>APRIL</b> <b>Jesus Loves Me</b> <i>"Sing praises to the Lord."</i> <i>Psalms 9:11</i>	Easter Bunnies & Chicks Rain & Rainbows Spring Planting	<b>*Easter at Beachpoint</b>  <b>Pony Rides &amp; Western Days</b>	Easter Words Illustrators & Authors <b>Letters:</b> Ss, Tt, Uu, Vv <b>Color:</b> Purple	<b>Numbers:</b> 8 <b>Shape:</b> Oval Manipulatives <b>Pre-K:</b> Count to 50	Potty Training Mealtime Manners
<b>MAY</b> <b>God will Help and Protect Me Wherever I Am</b> <i>"God will help you."</i> <i>1Chronicles 12:18</i>	Insects Butterflies Bug Life Cycle 	<b>*Spring Open House</b> <i>Mother's Day</i> <b>Doodlebugs &amp; Bug Olympics</b>	Bug Words Letter/Sound Review <b>Letters:</b> Ww, Xx <b>Color:</b> Blue	<b>Numbers:</b> 9 <b>Shape:</b> Octagon Time & Money <b>Pre-K:</b> Addition	Story Comprehension Lengthening Attention Span
<b>JUNE</b> <b>God Made Me to Do Good Things</b> <i>"God made us to do good."</i> <i>Ephesians 2:10</i>	Summer Safety How I've Grown Things I've Learned Superhero Week	<b>Father's Day</b>  <b>*Preschool Graduation</b>	Poetry & Rhymes Sentences <b>Letters:</b> Yy, Zz <b>Color:</b> Primary/Aqua	<b>Numbers:</b> 10 <b>Shape:</b> Pentagon Measuring Me <b>Pre-K:</b> Count by 10's	<b>Fine Motor Skills:</b> cutting, pencil grip, drawing, using zippers, buttons and snaps, etc.
<b>JULY</b> <b>God Wants Me to Love &amp; Care for Others</b> <i>"Let us love one another."</i> <i>John 4:7</i>	Dinosaurs Forest Animals Beachpoint VBS Wild Animals	Water Play Dino Egg Hunt Teddy Bear Picnic Safari Hunt	Capitals & Lower Case <b>Letters:</b> Review <b>Color:</b> Rainbow	<b>Numbers:</b> Review <b>Pre-K:</b> Number Words	<b>Large Motor Skills:</b> balance, hand-eye coordination, spatial awareness, etc.
<b>AUGUST</b> <b>God Loves Everyone</b> <i>"I will be glad and rejoice in your love."</i> Psalm 31:7	Ocean Animals Beach Week Outer Space Circus Fun	Water Play Beach Hot Rods Rocket Launch Carnival Games	Blends <b>Letters:</b> Review <b>Color:</b> Rainbow	<b>Numbers:</b> Review <b>Pre-K:</b> Subtraction Measuring Prediction	

**\*Parents are invited to these Special Events!**

**Circle Time:** Circle time is the time set aside daily in the schedule for the teacher and class to interact positively as a group. Daily themes will be presented, language and cognitive activities are planned and acted upon.

**Indoor Play:** Play is how children learn! Children discover through trial and error. Play helps children to understand what they see and experience in the real world. Preschoolers move from the make-believe symbols in play to the symbols of reading, math, and other high-level skills.

**Language Arts & Numbers Time:** Children learn by exploring and experiencing. Lessons are planned that use all the child's senses, encouraging language and thinking skills through developmentally appropriate activities.

**Outdoor Play:** Outdoor play is an extension of the child's learning experiences. When children play outdoors, they learn strength, balance & large muscle coordination, they learn to use their imaginations, take turns, solve problems, and develop concepts of speed, direction, location. Children also gain self-confidence in learning and mastering new skills. They develop a sense of safety when jumping and landing safely. Cooperation & sharing, water play, group participation, ball play, team games and special events activities are also experienced during outdoor play time.

**Lunch & Snack Time:** Lunch and snack time is a vital part of your child's day at The WAVE. When sharing meals together children are taught to be thankful for all they have during Prayer time. They learn proper table manners and get to experience new foods and eat well balanced meals. Children engage in wonderful conversations around the table with their peers and their teachers and find mealtime to be an enjoyable and growing experience.

**Motor Lab:** Motor Lab is a weekly physical education program that promotes balance, spatial awareness, hand-eye and foot-eye coordination, laterality, directionality, agility, strength, flexibility and more. We utilize a 25-week curriculum geared toward preschool children using a variety of specialized athletic equipment to promote these large & small motor skills, develop confidence & control while having fun.

# WHAT SKILLS WILL MY PRE-KINDERGARTEN CHILD LEARN?

Please note that our teachers cannot properly develop these skills in children who consistently arrive late to class. Arriving 15 minutes before the class begins will allow your child adjust be most ready!

## **\*\*OUR TOP 10\*\***

The following 10 skills are our focus as we are preparing our students for Kindergarten.

1. Knows their first & last name, birthday & age
2. Prints their name
3. Recognizes letters & some of their sounds
4. Recognizes & draws simple shapes
5. Counts and recognizes numbers 0 to 31
6. Cuts with some accuracy
7. Draws themselves with some details
8. Repeats a 6-8 word sentence
9. Grips & controls pencil correctly
10. Follows multi-step directions

## **KINDERGARTEN READINESS SKILLS**

These skills will be introduced throughout the Pre-K year based on the students' development level within each classroom. We do not expect all of the Pre-K students to master these skills by the end of the year. The items with a star (\*) next to them are our "2nd Tier" skills. These are focused on throughout the year as students develop the "Top 10" skills.

### **LETTERS, SOUNDS & NUMBERS**

- Answers questions about a short story
- Knows some rhyming words
- Knows the meanings of simple words
- Knows opposites (hot/cold)
- Knows positional words (top/bottom)
- \*Counts to 20 - 50 - 100
- \*Counts by 1's, 10's, 5's
- Can count objects (1:1 correspondence)
- \*Can write some numbers
- Can put together a simple puzzle
- Can count on to do simple addition

### **SOCIAL DEVELOPMENT**

- \*Express self verbally & clearly understood
- Identifies other children by name
- \*Takes care of toilet needs independently
- Cares for own belongings
- \*Maintains self-control
- Gets along with other children
- Recognizes authority
- Shares with others
- Talks easily
- Helps with clean up & puts toys away
- \*Works independently
- \*Can transition between tasks easily
- Age appropriate attention span
- Recognizes body parts
- Knows parents' names

### **MOTOR SKILLS**

- Run, jump, hop, march
- \*Walk a straight line
- Stand on one foot 5 to 10 seconds
- Walk backward for 5 feet
- Throws a ball
- Paste pictures on a paper
- Tie a knot, zip or button
- Knows left from right

### **Additional Pre-K Components**

The following Kindergarten sight words will be introduced during the second half of the year & the word families below are introduced as rhyming words. These components will be included when students are developmentally prepared.

#### **KINDERGARTEN SIGHT WORDS (1ST SET)**

with	that	from
was	the	of
and	a	to
in	is	you
it	he	for
as	his	are
on	have	this

#### **KINDERGARTEN WORD FAMILIES**

ad	at	an	ap	all	ash	en
et	ed	in	it	ip	ill	op
ot	og	ug	ut	up	ub	

## ASSESSMENTS

A variety of formal and informal assessments are given by teachers throughout the year regarding each aspect of your child's development and ensuring they are hitting age-appropriate milestones.

**Kindergarten Readiness:** Fee-based formal assessments are available upon request for those entering Kindergarten. Please speak with the office if you are interested. If you have any reservations about how ready your child is for Kindergarten, make sure to also talk to the teacher about your concerns. Starting a child too soon in Kindergarten can result in years of frustrations on the part of the child, the teachers, and the parents. Many children benefit from an extra year to grow and mature. Most five-year olds have a wonderful capacity for learning and growing. Nurture your child's excitement and, together, look ahead with joyous anticipation to the next learning experience!

## SPECIAL EVENTS & FESTIVALS

If there's a reason to celebrate, you'll find us celebrating! Please make a note on your calendar of the various special events & celebrations available throughout the year! (Celebrations in **red** are for **both** Big Kids AND Preschool programs; in **blue** are professional pictures)

### Fall:

Friday, September 15<sup>th</sup>: WAVE Back to School Night, 5:30pm

Weds/Thurs, Sept 27<sup>th</sup> & 28<sup>th</sup>: Apple Festival

Thursday, October 19<sup>th</sup>: Professional Fall Pictures, 7-9:30am

Friday, October 20<sup>th</sup>: Tanaka Farms Field Trip (Green, Blue, Purple) & Pumpkin Festival (Red, Orange, Yellow)

Monday/Tuesday, October 30<sup>th</sup> & 31<sup>st</sup>: Pajama Day & Harvest Festival

Friday, November 17<sup>th</sup>: WAVE Charlie Brown Thanksgiving, 3:30pm

### Winter:

Friday, December 1<sup>st</sup>: Professional Christmas Pictures, 7-9:30am

Friday, December 15<sup>th</sup>: Christmas Show @6pm

Weds/Thurs, Jan 24<sup>th</sup> & 25<sup>th</sup>: Winter Festival

Weds/Thurs, Feb 21<sup>st</sup> & 22<sup>nd</sup>: Bike Day

### Spring:

Friday, March 8<sup>th</sup>: Centennial Farms Field Trip (Yellow, Green, Blue, Purple) & Farm Day (Red, Orange)

Friday, March 29<sup>th</sup>: Grandparent's Day Performance & Picnic

Weds/Thurs, April 17<sup>th</sup> & 18<sup>th</sup>: Pony Rides & Western Festival

Friday, May 17<sup>th</sup>: Preschool Open House

Weds/Thurs, May 17<sup>th</sup> & 18<sup>th</sup>: Doodlebug Visit & Bug Olympics

Thursday, June 6<sup>th</sup>: Zoo Field Trip (Orange, Yellow, Green, Blue, Purple) & Zoo Day (Red)

Friday, June 14<sup>th</sup>: Preschool Graduation

# SCHOOL-AGE INFORMATION

## Big Kids (TK-6<sup>th</sup> Grade)

We offer a Transitional Kindergarten through 6th Grade School-Age Program (also known as “Big Kids”). During the school year, this program cares for children after the school day is finished and all-day care when their school is closed but the WAVE is open. See current calendar for details.



## SNACKS / LUNCH

Both a morning and afternoon snack is provided by The WAVE to all students while they are on campus. Please pack your child a lunch if they will be here for lunch. During the Summer, lunches can be purchased in advance for \$3 per meal. If a meal is forgotten and The WAVE provides a meal for your student, the student’s Brightwheel account will be billed at a rate of \$5 per meal.

## Big Kid Rules:

1. **Be Respectful to Others** It’s important to show respect to teachers & students and follow the “code” here at Beachpoint - love God and others – by showing kindness & respect in all our interactions. Our goal is to create a SAFE space for all our Big Kids. This includes keeping hands to ourselves and not physically fighting or rough housing with other Wave students during program time.
2. **Respectful to the Wave/Beachpoint property** Use items appropriately, not damaging toys or property, and cleaning up after ourselves.
3. **Respectful Language** This includes using kind words, not yelling at others disrespectfully, being careful not to use foul language or sexual innuendos and not demeaning the people around us. Conversation topics should be appropriate for our context of young children in the Big Kids Program.
4. **Personal Devices** including phones, computers, smartwatches, and gaming devices will be permitted on designated days and times ONLY. Your child may have their phone/watch at the Wave but will not be allowed to have them out for use without permission from the supervising teacher.
5. **Campus Supervision** is required AT ALL TIMES. This means students may not go to the bathroom without a teacher, even in groups. They must also be always within visual observation of a teacher or parent when signed into and out of the program – they may NOT be “sent” to meet parents or teachers as this is considered “unsupervised” by Childcare Licensing. There is not a separate set of requirements for older students, so we must abide by the School Age License.

**Tamura Dropoffs/Pickups:** Students will be escorted by a WAVE teacher to the back gate of the Beachpoint property and will cross the grass by themselves and enter their classroom each morning. They will be checked out of the Wave program by the teacher. After the school day has ended, the student will leave their Tamura classroom and be received at the same gate at the proper release time (varying by student grade level) by a WAVE teacher and checked back into the program. It is helpful to know if students will not be picked up on a certain day, so our teachers don't waste time looking for a student at pickup.

**Homework Help:** Students will have time to work on homework, to participate in planned activities and have snack (provided by The WAVE) when they return from school. Our staff does their best to help with basic questions during homework time, but we are unable to tutor children if they require specific help.

**Fun Activities:** During special occasions, days off and holidays, changes may be made to the routine schedule to accommodate these extra activities. This program is planned with **age-appropriate themes, activities, and projects** in mind. Some of these activities include Homework Club, Friday Fun Days, Chapel, Harvest Party, Thanksgiving Feast, Christmas Program, Birthday Party for Jesus, Bike Days, and Field Trips! Our school's calendar follows a similar schedule to the local public schools.

**Summer Program:** During the Summer, this program provides ALL-day care and weekly field trips to various fun activities around Orange County!

## **Bonus Big Kids (7<sup>th</sup>-8<sup>th</sup> Grade)**

Students entering 7<sup>th</sup> or 8<sup>th</sup> grade will be allowed to continue at The Wave as a part of the Big Kids program since they are a *continuing* student within our program. This is a special exception to our regular program and is only permitted for students who have attended the Wave Big Kid program for a minimum of 1 year with minimal behavior issues.

We ask that our older students are a positive example for how to act and behave in this context. **This is a great opportunity for our Middle School students to be *good leaders* within the Big Kid program by encouraging and setting a great example for the younger children.** All students who choose not to comply with these expectations will not continue to be a part of our Big Kids program.



# School-Age Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45am	BK Dropoff	BK Dropoff	BK Dropoff	BK Dropoff	BK Dropoff
8:10am	MS Dropoff	MS Dropoff	MS Dropoff	MS Dropoff	MS Dropoff
12:30pm				BK Pickup	
1:00pm				MS Pickup & Lunch	
1:45pm	BK1 Pickup	BK1 Pickup	BK1 Pickup	Free Play	BK1 Pickup
2:00pm	BK1 HW	BK1 HW	BK1 HW	Free Play	Free Play
2:25pm	BK2 Pickup	BK2 Pickup	BK2 Pickup	Chapel	BK2 Pickup
2:30pm	Snack	Snack	Snack	Snack	Snack
2:54pm	MS Pickup	MS Pickup	MS Pickup	ALL Homework	MS Pickup
3:00pm	BK2 HW	BK2 HW	BK2 HW	ALL Homework	Free Play
4:00pm	Free Play	Free Play	Free Play	Free Play	Free Play
4:30pm	BK & PS	BK & PS	BK & PS	BK & PS	BK & PS

# The WAVE Behavior Guidance Commitment

## Program-Wide Developmentally Appropriate Behavior Expectations

Our staff will use a positive guidance approach, which enables a child to develop self-control and assume responsibility for his or her own behavior. While remembering that all behavior is a form of communication, we will foster and guide a child's choices so his or her behavior will reflect peaceful relationships with other children and adults.

Every class at The WAVE uses the same basic rules, which are as follows:

1. **Be Safe.** (We play safely; we are safe with one another.)
2. **Be Curious.** (We use our imaginations to help us learn and grow.)
3. **Be like Jesus.** (We are kind and loving towards others.)

## Evidenced-Based and Developmentally Appropriate Behavior-Guidance Techniques

WAVE staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the safety of the child and the safety of others. The following techniques are developmentally appropriate and best practice, and all employees are expected to know and use these behavior-guidance techniques.

- **Redirection:** Moving the child's attention to a more appropriate activity, when he or she is behaving outside of the set limits for the activity.
- **Modifying the environment:** Childproofing, simplifying, limiting, or enriching the environment as needed.
- **Reinforcing and noticing:** Helping children feel important, acknowledged, and validated. Using terms like “bad” or “naughty” to describe the child shall not be tolerated at The WAVE.
- **Setting limits:** Helping children understand the need to respect the rights of others; to ensure safety of the child and others; and to respect people, materials, and the environment while using positive statements.
- **Allowing natural consequences:** Consequences are the natural outcome of behavior; they serve to teach tangible cause and effect as it applies to behavior, and they help children learn responsibility for the behavior. No corporal punishment of any kind will be administered or tolerated.
- **Problem Solving:** The teacher identifies the problem, encourages the children to contribute ideas to solve the problem, helps facilitate a solution, and oversees implementation. The children learn the process from the teacher’s modeling. The role of the teacher in problem solving is to encourage the use of the child's own resources.
- **Communication:** Staff will notify parents of the use of the techniques mentioned above when an issue occurs either via Brightwheel or with an incident report.

## Addressing Challenging Behaviors

On some occasions these methods may not be effective with all children. When this occurs, it is important for the Lead Teacher and other WAVE Staff to work together to determine whether there is anything in the environment that may be adding to a child's struggle to behave within the limits set for the activity. They may consider the following.

- **The physical environment:** Is the room soft and comfortable? Is it beautiful? Are there obvious places for children to be active or quiet? Is the environment stimulating or overstimulating?
- **The emotional environment:** Is it possible to meet children's emotional needs? Is the room welcoming?
- **The cultural environment:** Is it evident that the classroom values and supports a wide variety of the cultures represented? Is there a sense of belonging? "I belong. You belong. They belong."
- **The cognitive environment:** Does the classroom challenge children and provoke wonder?
- **The social environment:** Does it meet this group's age range and development?

An **Individualized Behavior Support Plan (IBSP)** will be developed for children with persistent, challenging behaviors who are not responding to the above-mentioned guidance techniques. The goal of developing a support plan is to address challenging behaviors and look at productive ways to support children as they learn replacement behaviors. It is the intent that teachers, families, and other professionals work as a team to develop and implement individualized plans that support children's inclusion and success at The WAVE.

### Step 1: Communication and Observation

- Within two weeks of identifying a persistent challenging behavior or if there are 2 incident reports within a week of each other for the same challenging behavior, an Individualized Behavior Support Plan will be initiated.
- **A Meeting will be requested** with the WAVE Director & Associate Director, the lead teacher and the parents or guardians of the child to discuss the need for setting up an Individualized Behavior Support Plan.

### Step 2: IBSP Meeting

- In the meeting, observations will be discussed, and **a plan will be created** to help support teaching the child the missing skills that seem to be causing the behavior. The plan will identify the function of the behavior and will create a strategy to focus on prevention, intervention, and positive reinforcement.
- **Lead and support staff will be informed** of the plan to support the child in the following 2 weeks. During team staff meetings, the child's behavior may be considered with other team members.
- During this 2-week period, the Director or Associate Director will conduct a minimum of two **behavioral observations**.
- Families/Guardians will be asked to implement the agreed-upon strategies at home while Wave staff concurrently utilize them at school. It is important that all the adults in the child's life use the same verbiage when redirecting and/or offering suggestions regarding appropriate behavior.

### Step 3: Follow-Up and Assessment of Progress

- The family will meet with the Lead Teacher, Director, and Associate Director to follow-up on and adjust strategies as needed to see continued progress in the following 2 weeks for a total of 1 month of focused care.
- Families may be asked to **journal at home** regarding the child's behavior to determine any antecedents in the home environment, **meet with their pediatrician** to discuss possible developmental causes for the behavior, as well as **meet weekly** with teaching staff to discuss progress and/or continuing challenges.

If steps 1-3 are not effective in reducing or eliminating the challenging behaviors, the WAVE reserves the right to progress to steps 4 and 5 in order to meet the needs of ALL students on our campus.

**Step 4: Outside Help**

- Referrals may be made to outside specialists, including but not limited to the child’s elementary school district office, the regional center of Orange County, and Help Me Grow.

**Step 5: Dismissal**

The WAVE is welcoming to all students regardless of background, color, religious choice, needs or gender. It is our desire to care for all students who come to The WAVE, to see them learn and grow while on our campus and to feel like a part of the WAVE family. If, at any point, the Director and Teachers feel that the needs of one individual student cannot be accommodated while concurrently meeting the needs of the other children on campus, that one student may be asked to relocate their care to another center that can better accommodate them. Challenging Behaviors that include aggressive physical violence will not be tolerated and children may be sent home immediately if their behaviors pose a safety risk to staff or other students.

All staff will attend regular, ongoing professional development trainings to reinforce and build their knowledge of positive and developmentally appropriate guidance techniques.



I have read and agree to abide by the policies discussed in the Parent Handbook 2023-2024, and understand and agree to the WAVE Behavior Guidance Commitment.

Name of Student: \_\_\_\_\_

Classroom: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name