Parent Handbook
2026-2027

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Welcome to Great Day Presbyterian
Preschool

Great Day Presbyterian Preschool provides a nurturing, loving, safe preschool experience for children three, four and five years of age. Children have fun while developing the social, emotional and academic skills needed for kindergarten. Our experienced teachers and low teacher/child ratio allow us to focus on teaching the skills children should have in place to be successful, while loving school and learning. Our mission is to provide an, exciting, inclusive environment that encourages children of all backgrounds, religions and cultures to learn at their own, individual pace.

Our Program

Our program guides children in their development toward kindergarten readiness by building confidence through social, emotional, intellectual and physical activities in a relaxed and accepting atmosphere.

We believe learning at this age comes most naturally in the form of play. Therefore, we present age-appropriate activities in a fun and playful way.

Great Day Presbyterian Preschool is licensed by the Community Care Licensing Division of the Department of Social Services of the State of California and is required to adhere to its standards.

Program Goals

Great Day has a well-established curriculum implemented by experienced and caring educators. The goals of this program are achieved in a structured, yet comfortable, creative environment that guides children toward kindergarten readiness. These goals are as follows:

Social and Emotional

- Providing a secure and nurturing environment.
- Encouraging independence through the development of new friendships away from home.
- Learning compassion and responsibility by caring for each other, class pets and plants.
- Learning social skills by encouraging listening, taking turns, raising hands, following directions, speaking in front of others, working and playing cooperatively with one another.

Cognitive

- Encouraging creativity and intellectual curiosity through stories, songs, plays, felt boards, games, role playing, play-dough, water, indoor and outdoor play.
- Teaching concepts and content through a play-based curriculum and circle time activities.
    - Learning about and working with colors, shapes, numbers, letters, sounds, days, months, calendars, seasons, maps, names and addresses.
    - Developing math and number sense through counting, comparing, sorting, patterning, measuring, and block play.
    - Developing language and emerging reading and writing skills through singing, stories, poetry, games, letters, sounds, and name recognition.
    - Integrating STEAM (science, technology, engineering, art and math) concepts into the curriculum.
    - Awareness of surroundings through exposure to the community, through visitors to the classroom and field trips.

Fine and Gross Motor Skills

- Fine motor skill development through the use of crayons, pens, pencils, paint, play-dough, musical instruments, blocks, puzzles, scissors, tools and building toys.
- Gross motor skill development through balancing, climbing, carrying, tricycle riding, dancing and movement.

To Have Fun!

Great Day Preschool Staff

Hedy Sala (M.Ed.)
Director

Kim Bryan
Assistant Director

Teachers

Kim Bryan
Crissi Broward
Hedy Sala
Ariel Alonso
Maureen Colombara

Great Day takes pride in their dedicated teaching staff. Their combined years of education and experience, along with their love of children creates a joyous, kind, enriching environment for children to learn and grow.

Admission Policy

- Children between the ages of two years and eight months through five years of age are eligible for admission, regardless of race, sex, religion or national origin.

- Admission Procedures: Children returning to Great Day Preschool for another year are guaranteed admission to the program. Admission priority will then be given to 1) Presbyterian Church member families, 2) returning families (families who have or who have had siblings in the program), 3) families from the previous year's wait list and 4) new students/families.

- Each child must be determined, through parent interview, to be ready for the type of group experience offered and be able to benefit from the program.

- Children with special needs or disabilities may be admitted if it is determined that:
  - There will be no adverse effects upon the other children, either through direct behavior of the child or through the requirements of staff time needed by the other children.
  - The preschool is able to meet the individual needs of the child. If the school determines that the child's needs are best met with the addition of a professional aide, a professional aide must be provided at the parents' expense. Aides must be professionally trained, fingerprinted and have the appropriate paperwork on file.

- In order to terminate the agreed upon contract of services, we request a two week written notice of intended withdrawal from the program. Great Day Preschool reserves the right to terminate the admission contract for non-payment of tuition, unsatisfactory behavior (see Discipline Policy) or educational or medical reasons that are beyond the expertise of the staff.

- The "Admission and Tuition Agreement," "Registration Form," "Physician's Report," "Consent for Medical Treatment," and all other required enrollment forms must be completed and submitted to the Director before the child attends school.

- All children are required to have up-to-date immunizations (see Physician's Report in the registration packet) before attending school.

- We are not licensed for non-ambulatory students.

General Information and FAQ

Tuition

Tuition (check, cash or money order) is due and payable the first of each month, with the exception of the first payment (September's tuition) which is due August 15. Parents are responsible for any bank charges that result from returned checks.

Newsletter and E-mails

A monthly newsletter and calendar keeps parents informed of special events, themes, activities and field trips. We send regular e-mails informing and reminding parents of upcoming events. Great Day's e-mail is **greatdaypreschool@gmail.com.** You may also visit our website at http://www.woodlandpresbyterianchurch.org/great-day-preschool/ for updates and information.

Arrival/Sign-In and Pick-Up/Sign-Out Procedures

A teacher is present at the start of school to greet children and parents and check children for obvious signs and symptoms of illness. Upon arrival and departure from school, each child must be signed in and out by a parent or authorized caregiver. At pick-up, we will not release a child to any person not listed on the Identification and Emergency Information form. If this person is not familiar to the staff, picture ID will be required.

- **Arrival/Sign-In**
  - **3 Day and 5 Day TK classess:** At 8:30 a.m. a teacher will come into the breezeway to greet families and begin the sign-in process for the regular school day.
  - **Tu/Th Class:** At 9:00 a.m. a teacher will come into the breezeway to greet families and begin the sign-in process for the regular school day.
  - **Please Note:** Even if you arrive just a few minutes before school begins, please wait outside the breezeway gate until a teacher comes out to greet you. That way, our teachers can utilize every minute of preparation time.
- **Pick-Up/Sign-out**
  - For all classes: at the end of the day, parents are asked to form a line at the breezeway gate. A teacher will bring your child to you, along with their personal items, artwork, etc.

Personal Items

Each child has a personal space (cubby) to keep coats and personal items. Please have names written on all outer clothing. We kindly request that children leave toys, purses, jewelry, gum and candy at home.

Snack

Daily snacks are provided by the preschool. Weather permitting, we eat snack outside at picnic tables in the East breezeway. Children eat snack in small groupings, providing an opportunity for conversation. **Great Day is a peanut/tree nut-free school.**

Birthdays

If you wish to bring a special snack on your child's birthday, please let a teacher know at least a day in advance. We also have a special celebration for summer birthdays. We ask that all snacks must be commercially prepared and prepackaged. **Please note that Great Day is a peanut/tree nut free school.**

Potty Training

We encourage families to begin the potty training process before their child begins school, so that they are fully potty trained or well on their way to independence before school starts. We do understand, though, that children potty train at different ages, and will work with families to support and help children who are not yet independent. All children are visually supervised in the bathroom (with a curtain for privacy), as required by CA law. We encourage independence in the bathroom, but offer support and assistance when needed. Parents/guardians may send an extra set of clothing with their child, in the case of "potty accidents."

Conferences

We encourage ongoing and consistent communication between teachers and parents/guardians and try to always be available to answer questions or concerns. More formally, a get-acquainted parent/teacher meeting for all our TuTh families and families new to our program, is held in the fall each year. A conference for parents of 3 Day and 5 Day TK children is held in the spring. Additionally, parents may request a conference at any time if they have concerns or just wish to "check in."

Parent and Non-Parent Volunteers

At Great Day, we appreciate all that you do to make our school so successful. Our children benefit from your involvement, care and commitment, and we thank you! Under California Law SB 792, all preschools must maintain vaccination records for parent and non-parent volunteers. So that we are in compliance with this law, if you plan on volunteering/helping in the classroom or driving children other than your own on field trips, we ask that you provide us documentation of the immunizations outlined in our Parent and Non-Parent Volunteer Requirement Form (available at the school).

Field Trips

The 3 Day and 5 Day TK classes each take a field trip in the Fall. Advance notice and full information will be given well before the field trip date. On these days, parents/caregivers are responsible for transporting their child to the field trip location, staying for the duration of the trip, and transporting their child home.

Scholarships

Great Day maintains a scholarship fund and offers scholarships on a need-based basis. We also work with Children's Home Society of CA and the Yolo County Children's Alliance, organizations that offer income-based tuition assistance, and can help guide families to determine eligibility for scholarships through these sources. If there is a need for financial assistance please contact the Great Day Director.

Sibling Discount

Great Day Preschool offers a 15% tuition discount of the second (younger) child enrolled for families that have two children concurrently enrolled at the school.

Insurance

Each child is covered by an accident insurance policy during school hours.

Discipline Policy

At Great Day Preschool we set the stage for positive behavior by focusing on cooperation, kindness and being in a group. We know that children are learning and growing and as part of this normal growth, they will test limits and boundaries. As such, we believe in the three R's of correcting a child's behavior. First the child is gently **reminded** of the rule. If this is unsuccessful, the child is **redirected** to another activity or space. Finally, if necessary, the child is **removed** from the activity or situation. All discipline is conducted with kindness and respect for the child. If discipline problems persist, the staff may contact the child's parents. Corporal punishment and violation of children's rights are, of course, prohibited.

- In preschool-age children, biting, spitting and hitting may occur. Oftentimes, these behaviors arise out of frustration and the child's inability to communicate his/her needs. Great Day teachers will address both the physical (health and safety) and emotional needs of each child in these situations in a positive and caring manner. Involved children are separated, and any injury is promptly cleaned and treated using accepted health and safety standards. Parents of each child involved will be notified. It is a goal of Great Day for staff and parents to communicate with each other and work with children to resolve issues and minimize these behaviors.
- It is Great Day's policy to make every attempt to include a child in the preschool program. In the event of ongoing behavior concerns, the staff will take the following steps: 1) consistent use of the three R's of correcting a child's behavior and 2) scheduling a conference to discuss and work toward a solution. If these steps are unsuccessful and the preschool is not meeting the child's needs, then the preschool reserves the right to terminate the admission contract.

Picture Permission

At Great Day we celebrate our students by taking pictures throughout the year and displaying them on school bulletin boards. Some pictures also may be posted on the school website, Facebook or Instagram (without identifying information). Please indicate on your Picture Permission Form (included in your enrollment packet) if you do not want your child's picture displayed. *Note: Woodland Presbyterian Church maintains security cameras at the front, back and side of the building. These are for security purposes only. Families may incidentally be recorded during drop-off and pick-up times at the front of the church. Children will NOT be recorded during school hours on the Great Day campus.*

Pesticide Application Notification

The California Healthy Schools Act requires that all schools provide parents and guardians of students with annual written notification of expected pesticide use on school sites. Notice of pesticide applications will be posted at the school site 5 days prior and 24 hours prior to pesticide application. If you would like notification in addition to the postings at the school, please complete and return the bottom portion of the Annual Pesticide Notification Form (part of your enrollment packet) to the school.

Transportation

Parents/caregivers are responsible for dropping off and picking up their child from school. Great Day Preschool does not provide transportation services to and from the school.

Health and Safety Policies

Our goal at Great Day is to maintain a safe, loving, fun, educational environment, while putting in place the necessary policies and procedures needed to keep our children, families and teachers safe and healthy. We understand that teaching and attending school involves some risk for families, children and staff and we take measures to operate with protocols in place to responsibly mitigate that risk.

Injuries and Health Emergencies

Our first concern is your child's safety. If, however, your child is injured at school, first aid will be administered and parents (or authorized representative) notified at pick-up. Emergency services will be called in cases of medical or dental emergencies. If a child becomes ill at school, a parent or the designated adult will be called to take the child home.

Medications

We are not licensed to administer medications (prescription or over-the-counter) to children at school. If a child is in need of medication during school hours Parents/caregivers may come to the school to administer it. Children with an Epi-pen prescription must have an Epi-pen permanently on-site at Great Day and complete our Incidental Medical Services form.

Illnesses/Sick Policies

Absences

- We ask that you notify us if your child is unable to attend school. Please report any highly contagious diseases (for example, Covid, RSV, Pink Eye, head lice) immediately. If a child becomes ill at school, a parent or the designated adult will be called to take the child home. Children must also be symptom free and 24 hours fever free before returning to school.

Child Sick Policy

- We understand that children get sick with a variety of illnesses (colds, stomach flu, influenza, etc.). Our health/illness policy has always been to request that sick children stay home and return when symptom/fever free. **Our health/illness policy is as follows:**
  - Children must be fever-free (without the use of fever reducers) to attend school. If a child has had a fever (above the normal temperature of 98.6), they must be fever-free for at least **24 hours** before returning to school. All children will be screened for signs of illness at drop off.
  - If children develop signs of illness or fever while at school, we will isolate the child (with a teacher) and parents will be notified and asked to come pick up their child. If parents aren't immediately available, we will call the emergency contacts listed for that child.
  - Children with lingering symptoms (cough, runny nose) may return to school after signs of active illness are gone, and they are no longer contagious.
- Parents are encouraged to pre-screen their child for any signs of illness before coming to school. Signs of illness in children may be subtle; please keep this in mind when assessing your child's health. Please do not bring your child to school if they show signs of:
    - Fever
    - Cough

- Shortness of breath
- Chills or body shakes
- Muscle aches
- Headache
- Sore throat
- Loss of taste or smell
- Pink or “goopy” corneas/eyes
- Diarrhea
- Any behavior that is unusual for your child, even if minor or short term, such as unusual fatigue, lethargy).

If you have any questions at all about whether your child should attend school, please ask; every situation is different.

Respiratory Illnesses with Flu-like Symptoms and Other Reportable Illnesses

- The preschool is required to report incidences of certain diseases (RSV, Covid, Norovirus, Hand, Foot and Mouth, Pink-Eye, and head lice) both to Yolo County Public Health and Community Care Licensing of CA. We also immediately notify families if there has been an exposure at the school, keeping the identity of the person(s) involved confidential. We adhere to state, local and CDC guidelines - these guidelines can and do change, and we adapt accordingly.

Handwashing to minimize the spread of germs

Sinks for hand washing are located in each classroom and in each bathroom.

- Children will wash hands:
  - At the start of the day (in the breezeway bathrooms), just before being signed in.
  - Before and after snack
  - Before second circle (hand sanitizer may also be used)
- Teachers will wash hands upon arrival at school, and as often as possible during the day.
- If a sink for washing is not readily available, hand sanitizer will be used.

Sanitation

- Each classroom is equipped with HEPA air purifiers. Windows are open to facilitate air flow.
- Classrooms (surfaces and high touch areas) and bathrooms are cleaned and disinfected in between classes, at the end of the day and as needed (no children will be present when using disinfectants).
- A combination of disinfecting wipes, diluted bleach solution, and an electrostatic (non-toxic) disinfecting sprayer are used. All products used will be documented and parents notified as required by the Healthy Schools' Act.

Face Coverings

- Face coverings (masks) are optional for staff, students, and parents/caregivers. Please let us know if you would like your child to wear a mask and we will happily assist them. While we keep a supply of children’s masks at the school, we ask that parents please send them with their child.

Staff Sick Policy

- Staff with signs of illness or a fever stay home. If illness develops at school, that staff person will be sent home and will not return until symptom-free for 24 hours.

Emergency Preparedness

- All teachers undergo Adult and Child CPR and First Aid training every two years.
- Fire and earthquake safety drills are conducted regularly with each class.
- Our staff is also trained disaster/intruder preparedness on campus and our safety plan is reviewed regularly and on file/posted at the school. Backpacks with first aid kits, emergency medical consent forms for each child and basic necessities are located at both the front and back doors.

2026-2027 Great Day Class Offerings

Class	Child's Age (in 2026)	Days and Times	Monthly Tuition	Extended Day Options and Fees
Tuesday/ Thursday Class (3s)	3 by Dec. 31	TuTh 9:00 – 11:30 a.m.	$345	Early Arrival: 8:15 – 9:00 ($110/mo. $20 drop in)
Three Day TK Class 4/5s	4 by Dec. 31	Mon/Wed/Fri 8:30 – 11:30 a.m.	$405	Early Arrival: 8:00 – 8:30 ($110/mo. $20 drop in) Lunch Bunch 11:30 – 1:30 p.m. ($220/mo. $25 drop in) Stay and Play 11:30 – 2:30 p.m. ($295/mo. $30 drop in)
Five Day TK Class 4/5	4 by Dec. 31	Monday - Friday 8:30 – 11:30 a.m.	$670	Early Arrival: 8:00 – 8:30 ($110/mo. $20 drop in) Lunch Bunch 11:30 – 1:30 p.m. ($220/mo. $25 drop in) Stay and Play 11:30 – 2:30 p.m. ($295/mo. $30 drop in)

*Tuition is based on the annual cost of running the program and is divided equally into nine monthly payments, September through May.**Great Day's school year begins the day after Labor Day and runs through the first week of June

Programs and Class Descriptions

Great Day's experienced and loving teachers and low teacher/child ratio provide a safe, warm, positive, enriching environment for your child to learn and have fun! Children typically begin their preschool experience in our Tuesday/Thursday class at three years old and progress to our TK classes the following year(s). Our goals are for your child to develop the social, emotional, and academic skills needed to be well prepared for and successful in kindergarten and beyond. Each class period is a developmentally and age appropriate mix of free choice play and structured times. Each class curriculum is built upon developmentally appropriate activities (incorporating art, music, movement, language, math and science) designed to foster creativity, curiosity, and a love for learning that will inform and enhance their later school years.

Tuesday/Thursday class:
Number of Teachers: 5
Class Size: 25 Students
Teacher/Child ratio: 1:5
As your child's first preschool experience, our TuTh class emphasizes children's social and emotional growth. In our play based environment, children learn to work in a group, share, and take turns, while also learning basic academic concepts.

3 Day Transitional Kindergarten (TK)
Number of Teachers: 3 to 4, depending on enrollment
Class Size: 18-24 Students
Teacher/Child ratio: 1:7

5 Day Transitional Kindergarten (TK)
Number of Teachers: 1 to 4, depending on activity
Class Size: 12 Students
Teacher/Child ratio (average throughout day): 1:6

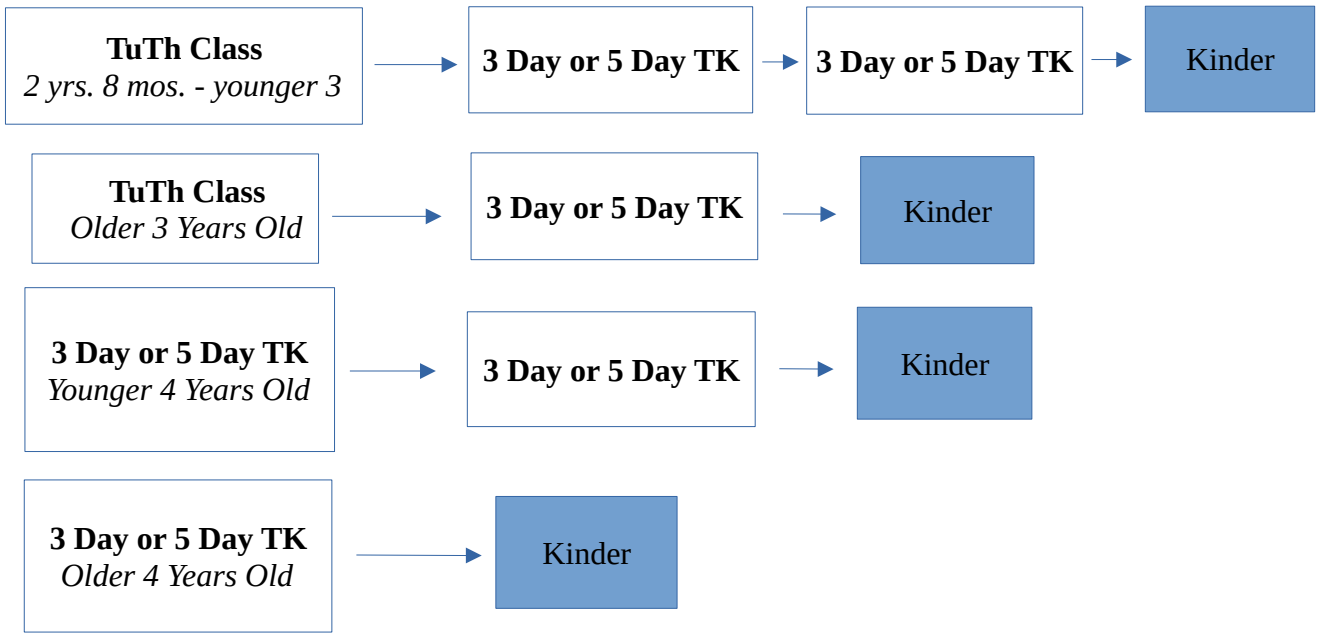
Families may choose either our 3 Day or 5 Day TK class and may choose to add a Lunch Bunch or Stay and Play option, as well. Both TK classes build upon the skills emphasized in our TuTh program, and, while staying true to our play-based philosophy, teach the academic concepts and skills needed for kindergarten. Emerging literacy, writing and math/science skills are taught in a language rich environment. Teachers meet each child "where they are" and seek to foster individual growth for each child.

Adding our Lunch Bunch option extends the day until 1:30 p.m. and gives children the experience of eating lunch at school, followed by enriching activities and play. For those families who need a little longer time in care, we offer Stay and Play until 2:30 p.m. Both of these extended day options provide additional socialization and academic opportunities in a small group setting with teacher guidance and encouragement.

Great Day provides an inclusive environment where children of all backgrounds, religions and cultures are welcome.

Progression of Classes at Great Day:

In California, children turning 5 before September 1 may enroll in kindergarten. However, children can begin at Great Day as early as 2 years 8 months (turning 3 on or before Dec. 31). Children may have 3 years, 2 years or just 1 year with us, depending on how old they are when they begin. The flow chart below illustrates options. We are always available and happy to chat with families about which class and class progression is best for your child and your family's needs and schedule.



Daily Schedules

Tu/Th	**Activities**
9:00	Welcome
9:05	First (Welcome) Circle
9:20	Inside Free Choice Activites/Art/Special Activities
9:55	Story/Wash Hands/Snack -Conversation
10:15	Outside Free Choice Play
11:00	Clean Up
11:05	Second Circle (Themes and Concept Related Activities, Games and Music)
11:20	Story
11:30	Dismissal

3 Day/5 Day TK	**Activities**
8:30	Welcome
8:35	First (Welcome) Circle
8:50	Inside Free Choice Activites/Art/Special Activities
9:40	Story/Wash Hands/Snack -Conversation
10:00	Outside Free Choice Play
10:45	Clean Up
10:50	Story/Table Time
11:05	Second Circle (Themes, Concept Related Activities, Games and Music)
11:20	Story
11:30	Dismissal

Lunch Bunch Stay and Play	**Activities**
11:45	Wash Hands/Eat Lunch
12:15	Inside and Outside Play, Art, Small Group Activities
1:30	Lunch Bunch Dismissal
	Inside and Outside Play, Art, Small Group Activities Continue
2:30	Stay and Play Dismissal

Please note that each day's schedule is flexible and subject to change.

Please Sign and Return:

I have read, understand, and agree to follow Great Day's policies and procedures as outlined in the 2026-2027 Parent Handbook.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____