FAIRMONT™ SCHOOLS
EST. 1953

PRESCHOOL PARENT HANDBOOK

Academic Year 2024-2025

Dear Parents,

At Fairmont, we inspire and empower young minds to achieve their full potential by offering an academically stimulating curriculum, developmentally–appropriate activities, and daily opportunities to promote social skills and independence. Our social, emotional, and physical learning environment ensures that the growing needs of the whole child are being met and nurtured.

In our preschool program, we build a foundation for lifetime success by offering an exciting, well rounded, academically-rich curriculum for our students. Children gain mastery through daily practice and an innovative study of numbers, letters, phonics, and handwriting as they progress through preschool.

Hands-on meaningful experiences help our youngest students understand the world around them. Small and large group activities facilitate development in language, fine motor, gross motor, social skills, cognitive skills, reading and math readiness concepts, science, and social studies. Our activities ensure that all areas of development are addressed. Incorporated into our curriculum are fine arts and music instruction.

Our dynamic, well-rounded curriculum allows the average Fairmont student to grasp reading and writing concepts at an earlier age than peers in other schools and programs.

This information is a valuable tool designed to help you understand the guidelines we have established to help ensure academic and social success.

As always, if you have any questions regarding these policies, do not hesitate to contact us.

Ms. Hope Lopez
North Tustin Campus

Mrs. Juanita Espinoza
San Juan Capistrano Campus

Mrs. Talia Lerma
Anaheim Hills Campus

Mrs. Stephanie Kieffer
Historic Anaheim Campus

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The Fairmont Vision

We influence lives to create a better world.

The Fairmont Values

We value academic excellence, high expectations, lifelong learning, and an entrepreneurial spirit.

The Fairmont Mission

We develop and deliver world-class P-12 schools and educational services globally.

The Fairmont Code

At Fairmont, we provide a safe environment where all members of our community show respect and kindness to each other and protect and honor each other's rights, dignity, and individual differences.

Citizenship

It is important for students, teachers, and parents to have an understanding of shared values in a common language in order for everyone to hold themselves accountable to the highest standards possible.

Early Childhood Education Programs

Preschool, 2-4 years old
-Must be 2 years old and potty-trained

Pre-Kindergarten, 4-5 years old
-Must be 4 years old by Dec 1

Junior Kindergarten (JK)
-Must be 5 years old by Dec 1

-JK is for students turning 5 between Sept 1 and Dec 1, and for students who would benefit from an additional year of academic or social-emotional development

Kindergarten
-Must be 5 years old by Sept 1

Coming And Going- Electronic Signing In and Out via Tadpoles

Each morning and afternoon, preschool and pre-kindergarten students must be signed in and out by their parents or guardian. This is an important measure in the security and safety of your little one here at school. While child care licensing regulations require all children to be signed in and out each day, we are excited to use an electronic system that is not only more secure, but is also quick and easy to use! Each parent has been assigned their own unique pin code. Your 4-digit code is simply the last four digits of the cell phone number you provided to Fairmont. In some cases, those four digits were already in use and a new code can be created. Please see your preschool director if you are having trouble with your code. Simply enter your pin code and select your child. If an authorized adult other than you will be dropping off or picking up your child, please instruct them to check in with the front desk. They will then show their identification to verify their authorization, and sign in/out on a written signature log. If an authorized adult other than you will be dropping off or picking up your child on a regular basis and would like an electronic pin code, please email your preschool director and a code can be assigned to them. ***At the end of the school day, please sign out as you leave the building with your child, to ensure we have proper attendance information.***

If you know in advance that you will be taking your child from school before the end of the day, it is always helpful to notify the office with a note or phone call. We highly recommend that doctor and dentist appointments be scheduled after school whenever possible.

Start/End Times and Daily Schedule

See specific campus for details

After-School Pickup

Anyone who is not picked up by 3:45 p.m. on a daily basis must be enrolled in extended day. Extended day afterschool fee on a single day basis is $25.00. If a student is going to be picked up from school and transported to another location by someone other than his/her parent or guardian or someone not listed on the emergency card, written permission from the child's parent must be given to the front office before the child can be released. If necessary, the office may try to contact parents by phone, but if unsuccessful, your child will remain at school.

Absenteeism

Whenever a student is absent from school, a parent note or phone call is required. A doctor's statement is required for absences of more than 5 days.

Students must be symptom-free for 24 hours before returning to school (fever, pink-eye, vomiting, etc.). Parents are to notify the school office whenever a child has a contagious illness.

Any student missing 20 days or more of school during one school year may need to repeat his/her current grade level. The final decision will be at the discretion of the Head of School.

Tardy

Tardiness interferes with the teaching process as well as individual progress. Tardiness may adversely affect the citizenship grade as well as the academic grade.

The student must obtain a pass from the reception desk or from a teacher before being allowed to enter a class late. Traffic, sleeping in, or late breakfasts are not valid reasons for being late to school.

Visitors

Please check with your campus administration regarding the most recent visitor policy.

Communication

We believe that frequent, open communication is vital to a student's success. We encourage parents to become involved in school activities. At the same time, we recognize that it is our responsibility to keep our parents informed.

Parent and Teacher Conferences

Individual conferences between parents and teachers will take place in the fall. Additional conferences between teachers and/or campus directors may be scheduled at any time, either by phone or in-person or virtually. We ask that, whenever possible, a parent speaks with the student's teacher before speaking with an administrator.

Calendar

The Monthly Calendar is available through My School App.

In addition, please look for our weekly campus e-newsletter.

Telephones/ Cell Phones/ Electronic Communication Devices

Students are not permitted to have cell phones, smartwatches, or other electronic devices unless permission is given by the Head of School.

Students will not be called to receive a telephone call during the school day unless it is an emergency. Each campus receptionist will forward messages to students and to parents when necessary.

Tadpoles Daily Communication Email

Shortly after you sign your student out for the day via Tadpoles, you will receive an email from Tadpoles with your student's daily report. Within the report, you will find a recap of the concepts and activities for the day, if your student ate his/her lunch and if he/she took a nap. The email will also include photos and videos of your student(s) on weekly basis. Photos with only your student can be saved, downloaded, or posted to social media. Photos with other children cannot be saved, downloaded, or posted to social media. You can also download the "Tadpoles Parent" app to your device.

For class notes from the teacher, the subject line will be "Class Note from..." Click on the PDF logo at the top to see the attachment.

If you do not sign out your student, you will not receive your daily report until after 7:00 pm. You will also receive an email and or note from your student's teacher or administrator about the importance of signing your student in and out each day.

Snack and Lunch

Students should be encouraged to eat a healthy breakfast and bring a healthy snack. This is important for maintaining high energy and learning levels throughout the morning. Students are expected to take pride and behave appropriately in the eating areas. Students must remain seated while eating and wait to be excused at the end of the meal. They may not run or sit on tabletops. Students must clean up after themselves.

Snacks are provided by the campus in the morning and afternoon which includes at least two of the food groups. Snack and lunch menus are posted in the preschool area. Students may choose to bring lunch from home or buy a school lunch. If you choose to bring lunch from home, please note we do not reheat or refrigerate any items for safety reasons.

Fairmont is not a peanut-free school. However, we do not serve any snack or lunch that has peanuts/peanut butter in it. Please pack food your child likes and is able to eat independently.

Sharing food is NOT permitted.

Food Service

Fairmont partners with a food service company Nibll to provide a nutritious, diverse menu for our students. Students who bring lunch from home are encouraged to practice good nutrition by eliminating sugary snacks and candy. Please be aware that the campus does not track lunch accounts; please contact Nibll directly.

Items Students Should Bring To School

- A complete change of clothes (top, bottoms, underwear, and socks) in a Ziploc bag with your child's name clearly written
- Jacket or sweater-depending on the weather
- Water bottles with a secure lid
- Nap/Rest Time-a fitted crib sheet and a small blanket in a small zipped bag. Nap items should be taken home on Friday to be washed and returned on Monday.

Behavior-Behaviors We Expect

- Being kind and considerate
- Keeping your hands and feet to yourself
- Helping to keep classrooms and school grounds clean and neat
- Being on time
- Using appropriate language
- Using self-control
- Behaving honestly and responsibly
- Listening
- Following the rules
- Making good choices
- Respecting authority, yourself and others
- Walking to and from class

Behaviors We Cannot Allow

- Bringing weapons (play or real) or combustibles to school
- Making threats
- Bullying
- Fighting or play fighting
- The use of any kind of vulgarity in language or gesture
- Being disrespectful to any person on campus
- Crossing or stepping into the street without an adult
- Playing in or around administrative offices
- Chewing or possession of gum
- Spitting
- Damaging or littering school grounds
- Writing graffiti anywhere
- Being tardy (late) when coming to school, moving between classes, returning from recess, lunch, or physical education
- Bringing any type of pet to school without specific permission
- Running or bouncing balls in buildings, on sidewalks, or at the crosswalk
- Inappropriate use of technology

No Admittance

Students are not permitted in these areas:

- The teachers' lounge
- The teachers' copy room
- Staff vending machine area
- The parking lot without an adult
- The administrative offices without a signed pass
- Any classroom unless a teacher or other staff member is present

School Assemblies

We present a wide variety of school assemblies for all ages throughout the school year. Hand clapping is an appropriate way to show appreciation. Booing, hissing, yelling, and screaming are not permitted. We respectfully request that all audience members, including families, stay for the entire performance.

Dress Code

Students must wear clean, properly fitting clothing that is appropriate for play. Please refrain from sending students to school in clothing that has logos or characters that are inappropriate or offensive. Students must be able to pull up and down their own articles of clothing when using the restroom. No belts are allowed.

Hair Styles

Hairstyles must be conservative, neatly kept, off the face, and of natural color.

Jewelry and Makeup

Earrings may not exceed one inch in length or width and no more than 1 piercing per ear is allowed. Only simple necklaces are permitted.

Students may not wear makeup. Tattoos, temporary tattoos, or body art/graffiti using pens are unacceptable.

Birthday Celebration Policy

We request that birthday celebrations adhere to the following guidelines:

- Celebrations to take no more than 20 minutes
- Refreshments to be kept simple
- Birthday or party invitations will only be distributed at school if each and every child in the classroom is invited. Otherwise, the invitations are to be mailed.
- All parent information is confidential and cannot be shared by the school.

Health Services

Students must have up-to-date information in health tracker on file in the school office in case of an emergency.

We will do our very best to notify parents or other authorized adults if an accident occurs. Parents will be responsible for transporting a student home or to a medical facility except in cases of extreme emergency when we will call paramedics. *One emergency contact must be within 30 miles of the campus in case of emergency.

Medication

Students are not permitted to bring any type of medication, including herbal medications, to school in a lunch bag, backpack, or on their person; nor are they allowed to keep medication with them during the school day.

Prescription Medicines

When we are required to give prescription medication for either a short or long term, we must have BOTH written permission from a parent/guardian AND written instructions from the child's doctor.

Such medication must be in its original container, properly labeled by a pharmacist, and it must include the name of the student, doctor, the dosage, the name of the medication, a current date, and the method and time to be administered. Appropriate forms may be found in Magnus.

Emergency Preparedness

We practice earthquake, “shelter in place,” and fire emergency preparedness several times each school year.

At the first sign of earth movement, students are instructed to “drop and cover” when in the classrooms or other buildings, or to move to an open area when outside. They are to remain in these positions until told to do otherwise by a staff or faculty member.

An earthquake kit is provided for each child by the school. In case of major emergencies please DO NOT contact the school. We have adopted an emergency, notification service which allows us to send a telephone, text, and/or e-mail message to you providing important information about school emergencies.

The successful delivery of information is dependent upon accurate contact information for each student, so please make sure that we have your most current contact information throughout the school year.

We will do everything in our power to ensure the safety and well-being of students until parents or other responsible adults arrive.

Probation and Suspension

Grounds for probation and suspension include, but are not limited to:

- Poor academic achievement
- Fighting
- Stealing
- Cheating
- Plagiarism
- Participating in games of chance
- Vandalism, writing graffiti
- Disrespect, threatening or harassing students or adults including nonverbal and nonphysical intimidation
- Profanity (unacceptable language)
- Forgery (including a parent’s signature)
- Misuse of items where injury could occur (staplers, rubber bands, rocks, etc.)
- Inappropriate use of technology
- Repeated disciplinary infractions

Expulsion

Grounds for expulsion may include, but are not limited to, the following:

- Any action that could result in major physical harm to another
- Striking another or using profanity
- Flagrant disrespect or insubordination
- Possession or misuse of combustibles on school buses or school grounds
- Possession of weapons or look-alike weapons (including pocket knives)
- Drugs, look-alike drugs, tobacco products, alcohol, or e-cigarettes
- Communicating with fellow students in any form, including online, in an explicit or inappropriate way
- Gaining access to another student's email or social media accounts without their permission
- Repeated or major theft

All disciplinary infractions apply on any Fairmont campus, at any Fairmont activity, or Fairmont online.

Parental Attitude and Cooperation

While we acknowledge parental responsibility and welcome positive involvement, we reserve the right to deny student admission or discontinue enrollment in the event that a parent exhibits behavior that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. In such a case, the decision of the Head of School regarding the suitability for continued enrollment or acceptance in the school will be final.

Anti-Harassment

Fairmont is committed to providing a learning environment that is free of unlawful discrimination including harassment. In keeping with this policy, Fairmont will not tolerate any inappropriate conduct or harassment by or towards any of the students at school or at school-sponsored or school-related activities. Any student who feels he/she is being harassed should immediately report the incident to the school administration (directly, or with the assistance of his/her parent or legal guardian). Refer to the campus-specific fall mailer for Fairmont's complete anti-harassment policy.

Anti-Bullying

Fairmont Schools believes that all students have a right to a safe and healthy school environment. Our school community promotes mutual respect, tolerance, and acceptance.

Fairmont Schools will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact such as hitting or shoving; verbal or written assaults, such as teasing or name-calling; and social isolation or manipulation.

Fairmont Schools expects students and/or staff to immediately report incidents of bullying to a school Administrator. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off-campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, Fairmont will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Public Media and Social Network Policy for Students

Social network sites may be considered an extension of the classroom environment online and therefore are subject to these guidelines, as well as the rules and regulations of Fairmont Schools. These guidelines are not meant to be exhaustive and do not cover every contingency.

Social network sites and other digital platforms and distribution mechanisms facilitate student communication with other students. Facebook, YouTube, Instagram, and similar directories are hosted outside of the Fairmont Schools server. Violations of school policy (e.g. harassing language, drug or alcohol policy violations, copyright infringement, etc.) or evidence of such violations in the content of online social networks or digital platforms may be subject to investigation and sanction under the Student Code of Conduct and other school policies. Please refer to the Acceptable Use Policy for additional information.

Prohibited Conduct

Students are highly visible representatives of Fairmont and are expected to uphold the values and responsibilities of the school while meeting all requirements set forth by the school. Fairmont prohibits malicious and reckless behavior when utilizing public media outlets.

Sanctions: Any inappropriate activity or language in violation of the above prohibitions, including first-time offenses, may be subject to investigation and possible sanction by Fairmont Schools. Sanctions imposed by the school may include, but are not limited to, the following:

- Written notification from the Head of School or assignee to the student outlining the policy
- Temporary suspension from school until prescribed conditions are met
- Dismissal from school

Personal Property

We expect students to assume full responsibility for their own property. We will do our best to help protect personal property; however, the school is not responsible for preventing theft, loss, damage, or vandalism. **Students SHOULD NOT bring expensive items or large sums of money to school.** We strongly recommend that all clothing and personal items be labeled with a child's FIRST AND LAST name and, whenever possible, room number. Periodically, unidentified, unclaimed items will be donated. Items found by staff members will be turned in to the lost and found area at each campus. Students should check this area when looking for lost items. Skateboards, cameras, toys, pets, trading cards, cell phones, smartwatches, and similar items are NOT permitted at school. These materials will be confiscated and parents may be asked to personally pick these items up at the school. If a school activity requires the use of such items, prior special permission must be obtained in writing from the teacher. These items should be held by the teacher until used and then taken home.

No Animals

Animals may not be brought to school unless prior permission is granted by the Head of School. Family pets, including dogs and cats, are not allowed on campus at any time.

Potty Training

Children enrolled in Fairmont's Early Childhood Education Programs must be fully potty trained before attending preschool. A child having accidents daily would not be considered potty trained. We do understand that even potty-trained children will occasionally have potty accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible. It is not uncommon for a child who is fully potty trained to have a setback when he/she is in a new environment. Our preschool staff is aware of this and will assist the children when necessary. *Please note that children wearing diapers or pull-ups are not considered being potty trained and are not allowed at school. Why do children have to be potty trained before they begin preschool?

- Our preschool license issued by the State of California does not permit us to have students on our campus who are not fully potty trained.
- Our preschool is not a potty training facility.

A potty-trained child is a child who can do the following at school:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go.
- Alert him/herself to stop what he/she is doing to go and use the bathroom.
- Pull down his/her clothes and get them back up without assistance.
- Wipe him/herself after using the toilet with minimal assistance.
- Get on/off the toilet by him/herself.

Potty Training

- Wash and dry hands.
- Postpone going if they must wait for someone who is in the bathroom or if they are away from the classroom.
- Awaken during nap time should they need to use the bathroom.
- We understand that each child arrives at this milestone differently; therefore, we give preschool students (2 and 3-year-olds) three weeks from their first day of school to demonstrate the accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend the attendance of the child at such time. After the first 3 weeks of attendance, the following policies will be in place for children who have accidents:
- Parents will be notified if their child has a potty accident via the daily report from the teacher.
- If three accidents occur within five days of attendance, parents will be notified with the understanding that their child may not attend for the next two school days (based on their program schedule).

If the issue is not corrected by the end of the second week, the child may have to stay home at least one week or longer until he/she is completely potty trained. If your child continues to have potty accidents as described above, the following options are available:

- You may withdraw your child from preschool and place his or her name at the top of our waiting list. Registration fees are non-refundable; however, if your child is enrolled in a class at a later date, you will not need to pay additional registration fees during the same school year.
- You may pay tuition to hold your child's spot until potty training has been completed. A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 3 weeks of school.

Illness and Injuries

We request that you notify us any time your child has a contagious illness. A doctor's clearance must be submitted when your child returns to school following a contagious illness. Fairmont personnel will administer first aid in the event of illness or injury. We will make every attempt to contact parents in all but minor cases. Parents must arrange to pick up their sick or injured child within one hour of contact. A SICK CHILD IS ONE WHO:

- Has a temperature over 100 degrees
- Has vomited
- Has developed a rash of any description
- In the opinion of the staff may need medical attention.

Twenty-four hours must pass before a child may be readmitted to class. In severe cases requiring professional treatment, the child will be taken to the closest hospital emergency room. If your child has a medical condition that requires regular treatment, you must leave clear, written instructions and the name of the child's regular doctor on file at school. All medication must be in original containers, properly labeled by a pharmacist including the name of the child and physician, the date, dosage information, and the name of the medication. Children may not hold, carry, or transport medication. Parents or guardians are responsible for delivering medications to appropriate Fairmont staff or faculty. A Physician's Authorization for Administration of Prescription Medication must be on file in order for prescription medication to be administered.

These policies have been implemented:

Anyone with COVID-19 symptoms will be asked to remain home and contact their medical provider for advice.

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FAIRMONT SCHOOLS
ANAHEIM HILLS CAMPUS

Mrs. Talia Lerma | Preschool Director
5300 E. La Palma Avenue
Anaheim, CA 92807
(714) 693-3812

FAIRMONT SCHOOLS
HISTORIC ANAHEIM CAMPUS

Mrs. Stephanie Kieffer | Preschool Director
1557 W Mable Street
Anaheim, CA 92802
(714) 563-4050

FAIRMONT SCHOOLS
NORTH TUSTIN CAMPUS

Ms. Hope Lopez | Preschool Director
12421 Newport Avenue North
Tustin, CA 92705
(714) 832-4867

FAIRMONT SCHOOLS
SAN JUAN CAPISTRANO

Mrs. Juanita Espinoza | Preschool Director
26333 Oso Rd.
San Juan Capistrano, CA 92675
(949) 443-4050