



Parent Manual

2025-2026



Core Values

At REFINERY Preschool, our foundation is rooted in Christian beliefs, and our dedicated teachers are committed to the well-being of each child. We offer a nurturing environment for children aged 6 weeks to 5 years, focusing on their holistic development—socially, physically, emotionally, cognitively and spiritually.

Faith

“Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up.”

Deuteronomy 11:19

Love

“Love the Lord your God with all your heart, and with all your soul, and with all your mind.”

Matthew 22:37

Development

“Train up a child in the way he should go: and when he is old, he will not depart from it.”

Proverbs 22:6

Vision Statement

“Dedicated to creating a spiritual foundation to foster a loving, caring and enriching learning environment.”

Our Program

Our program is designed to serve families in the greater Brea community, providing child care that promotes comprehensive growth and learning. We embrace a play-based approach, ensuring that our curriculum is both child-centered and developmentally appropriate, fostering learning through play

Parent Involvement

We believe that active parent involvement is crucial to a child's development. Our teachers maintain constant communication with parents, keeping them informed about their child's progress. Visit the "For Parents" section of our website for resources and more details about REFINERY Preschool.

Commitment To Quality

REFINERY Preschool is dedicated to delivering the highest quality care and education, supporting the families in our community with excellence.

Important Dates 2025-2026

SEPTEMBER

- 1 Labor Day (School Closed)
- 2 Teacher Prep Day (School Closed)
- 25 Back to School Night

OCTOBER

- 31 Halloween class party and dress up

NOVEMBER

- 11 Veterans Day (School Closed)
- 20 Thanksgiving Lunch Celebration
- 27-28 Thanksgiving Break (School Closed)

DECEMBER

- 24 Christmas Eve (Half Day 7am-12pm)
- 25-31 Winter Recess (School Closed)

JANUARY

- 1 New Years Day (School Closed)
- 2 Teacher Prep Day (School Closed)
- 19 MLK Day (School Closed)

FEBRUARY

- 14 Valentine's Day Class Party
- 16 President's Day (School Closed)

MARCH

- 2 - 6 Dr. Seuss Week
- 17 St. Patrick's Day Party

APRIL

- 2 Easter Egg Hunt
- 3 Good Friday (School Closed)

MAY

- 4 - 8 Teacher Appreciation Week
- 22 Teacher Prep Day (School Closed)
- 25 Memorial Day (School Closed)

JUNE

- 1 Summer Program Begins
- 12 Preschool Graduation @10am

JULY

- 3 Fourth of July (School Closed)

AUGUST

- 31 2026-2027 School Year Begins

SEPTEMBER

- 7 Labor Day (School Closed)
- 8 Teacher Prep Day (School Closed)

*We will notify all parents of any changes with these dates.

Tuition Rates

Effective September 2025

Program	5 Days	3 Days	2 Days	Add a Day
Infant Program (0-18 mo)	\$1590	\$1090	\$890	\$90
Toddler Program (18-36 mo)	\$1590	\$1090	\$890	\$90
Preschool Program (Non-potty Trained)	\$1315	\$915	\$740	\$90
Preschool & Pre-K (Fully Potty Trained)	\$1115	\$815	\$665	\$90

New Enrollment Fee: \$250

Annual Registration Fee: \$200

**There will be a 30 day notice for any Rate Changes*

Enrollment and Registration

Our preschool is operated on a non-discriminatory basis, according to equal treatment and access to service without regard to race, color, national origin or ancestry. Each child, before their first day, must have a physical examination by a doctor to be certain that the child is in good physical health and free from any communicable diseases.

Immunization records **MUST** be provided upon enrollment and kept current according to their age.

INFANTS ARE REQUIRED to have a Needs and Service Plan upon their arrival of their first day.

Admission Policy and Agreement

In compliance with California Code of Regulations, Title 22, Section 101218, Refinery Preschool shall have all admission policies in writing and available to the public.

State forms included in admission packet include:

- LIC 700 Identification and Emergency Information
- LIC 702 Child's Pre-admission Health History Record
- LIC 701 Physician's Report
- LIC 613A Personal Rights Child Care Centers
- LIC 627B Consent for Emergency Medical Treatment
- LIC 995 Notification of Parents' Rights

According to California Department of Social Services, Community Care Licensing Division, Section 101200(b)(c)(d), while enrolled at Refinery Preschool, the Department has the authority to inspect, audit, and copy child or child care center records, and interview the children and staff without prior consent.

Tuition

Full tuition payments are due on the 1st of every month. Any payments past the 5th, will be charged a \$25 late fee. If you would like to break your payments up into two payments, arrangements can be made with the school office. Credit and debit cards will be charged a \$25 processing fee per transaction. Please note, a \$5.00 fee per payment will be charged for this service. If you are late on your split payment days, you will be charged a \$25 late fee per late payment. Any tuition rate change, parent's will be notified 30 days in advance. Refinery Preschool offers a 10% sibling discount only for Full-time children.

Withdrawal

A thirty (30) day notice is required to withdraw your child from the program. You will be required to pay for the 30 days following your written notice. Please fill out a withdrawal form with the last date your child will be attending.

Change of Attendance Schedule

Please return completed Parent Request Form seven days in advance. If you change your schedule or drop days, you are not guaranteed those days back in the future.

Adding Days

If room is permitted you can add a day, at the add a day rate of \$90.00. However, switching days will not be permitted.

Services We Accept

We accept services such as: Children's Home Society, CalWorks, and Orange County Department of Education.

Refund Policy

If there is an error in payment we will refund your money back to you within 30 business days.

Returned Check Fee:

A \$25.00 fee will be charged for each returned check.

Financial Statements

Financial statements will be issued monthly unless requested otherwise. Please contact the preschool office directly if you have any questions.

Sign in and out

CCR § 101226.1(b): No child shall be accepted at Refinery Preschool without direct contact between center staff and the person bringing the child to the center. The person bringing the child must remain at the center until the child is accepted by the staff. After confirming that the child shows no signs of illness, the person will be required to sign the child in.

CCR § 101229.1: When signing your child in and out of Refinery Preschool, you must use your full legal name. The preschool maintains sign-in and sign-out sheets for a minimum of one month to ensure they are available for review by Community Care Licensing.

Vacation Days

After your child has been enrolled for 6 months, if your child attends 5 days, they will receive 5 vacation days, if your child attends 2 days, your child will receive 2 vacation days, etc. You must complete the request form and return it to the office to receive your vacation credit.

This starts over every school year September 1st and ends August 31st and there are no roll overs.

- Vacation days may be used as sick days.
- If you have another child enrolled, vacation days and sick days are non-transferable.
- Credits will be issued at your weekly per day rate.

Sick Days

After 6 months, if your child attends 5 days, they will receive 5 sick days, if your child attends 2 days, your child will receive 2 days, etc. This starts over every school year September 1st and ends August 31st and there are no roll overs.

- Sick days cannot be used as vacation days.
- Credits will be issued at your weekly per day rate.

Drop Off-Pick Up and Parking

Please park in the parking spaces immediately to your left of Refinery parking Entrance and enter through the side door on Ash Street. Please do not park in the rear of the building as these spaces are reserved for staff and tenants.

Late Pick Up Fee

Your child must be picked up no later than 6:00 PM or you will be charged a late fee of \$1.00 per minute per child for the first 10 minutes, according to the school clock. Anything after will be \$5 per minute. Late pick-up fees are billed to the monthly account.

Babysitting Policy

It is against school policy to hire Refinery Preschool teachers for personal baby sitting. We work hard finding and employing quality teachers to be part of our teaching staff and regularly invest in their training and education.

If any of our employees are hired on by Refinery families as Nannies, full-time or part-time babysitters, you will be charged a finders fee of \$500 and the employee is at risk of losing their job.

Refinery Preschool will not be held responsible for any actions or circumstances resulting from any interaction between the staff members and customers that occur away from the center.

Toddler Option to Preschool Transition

Refinery Preschool has a toddler option that is attached to our preschool license. Our toddler component has a ration of 1:6 children and is licensed for children 18 months - 36 months. Our preschool license begins at age 2 years and has a ratio of 1:12. When your child is enrolled into our toddler program they must stay in the program until 30 months. At 30 months parents may choose to keep their child in the toddler room until 36 months (due to the schedule change we may not have room for your child), or move them over to preschool program at 30 months. Please fill out the Toddler Option to Preschool Room Transition Form.

Potty Training Policy

Your child must be accident free for 4 weeks before fee is dropped. This also means no pull-ups at nap time. Your teacher will keep track of the accidents on the App. Once your child is potty trained, your child's teacher will sign the Parent Request Form.

Your Child Needs to Bring

- Diapers and Wipes (If potty trained, extra underwear)
- Extra Clothes
- Crib sheet and blanket for nap
- Lunch and Water Bottle (Milk Bottles for infants)

(Infant and Toddlers must be labeled with the current date and name of the child on anything stored in the refrigerator)

CAUTION: Toys from home are not permitted at school. This avoids broken toys and conflicts with other children.

Snack

Refinery Preschool provides two nutritional snacks daily in accordance to California State Licensing. Please see the snack calendar in the foyer and in every classroom to plan accordingly. Also, for those with allergies please make teachers aware of what snacks your child cannot have for the month. We do NOT provide lunch for the children.

Parent Volunteers

If you would like to volunteer in your child's class or for special events, you must be up-to-date with all immunizations required by Community Care Licensing. Please see the director for more information. Must be cleared with a background check to be a volunteer.

Daily Schedule

Refinery Preschool is open from 7am-6pm. On occasion the schedule may be altered for special events.

7:00AM - 8:00AM	Breakfast/Indoor Free Play
8:00AM - 9:00AM	Outdoor Free Play (2-5 yr)
9:00AM	Preschool Begins*
11:30AM	Lunch Time*
-	Quiet / Nap Time*
-	Indoor Activities*
3:00PM	Snack
3:30PM - 6:00PM	Extended Care Begins

***Class schedules vary.** Please see posted schedule for your child's class. It is important for your child to arrive by 9:00am each morning to participate in the preschool learning activities. A copy of your child's class schedule can be picked up at the Parent Communication Center.

Discipline Procedures

We do not use any form of discipline or punishment which violates a child's rights as specified in section 101223 in the California Code of Regulations, Title 22, shall not be permitted. We do not use corporal punishment. Each class has developed an age appropriate positive redirection plan. A copy of this plan can be received from your child's teacher. Refinery Preschool will always be available to meet with the parent's when needed.

In the event a child demonstrates serious disruptive or disturbing behavior, which poses a danger to other children or staff, the parent will be notified, and an attempt will be made with the parent(s) to formulate a plan that will help motivate the child to cooperate with the teacher and staff. Should the behavior continue, we will be forced to employ any of the following procedures:

- In-school separation from special activities
- Home suspension
- Dismissed from childcare services

Suspected Child Abuse Reporting

All teachers and teacher's aides are required mandated reporters. Please notify the Director of your intent to report the incident so that we can be prepared to respond to all parties.

Illness Policy

If your child shows any signs of illness (i.e. fever, diarrhea, vomiting, etc) upon arrival or during school, your child **WILL** be sent home. No exceptions. Your child will also need a Doctors note to return to school.

If your child is out due to illness, they need to be symptom free for 24 hours before they can return to school unless a Doctor has cleared you to come back.

Medication Policy

Please fill out form LIC 9221 for **ALL MEDICATION** or we cannot administer it. This form can be found in the Parent Communication Center. According to CCL § 101226(a)(b)(c), medications that are prescribed we will need a doctor's note as well. The medication must be handed directly to the Director or Assistant Director and in its original packaging (no exceptions). It may **NOT** be kept in the child's cubby or back pack. It will be kept safe in a locked location until the medicine is to be given to the child and stored for the duration of the child's illness only.

Incidental Medical Services Plan (IMS)

Children with the following medical needs will be considered on a case to case basis to ensure that our staff can properly provide the medical care required by your child:

- Inhaler
- EPIPEN
- EPIPEN JR
- Blood glucose monitoring and glucagon.

A detailed Incidental Medical Services (IMS) plan will need to be filled out BEFORE your child begins attending including written instructions from your child's physician.

Incident Reports

If your child sustains a small injury while in our care, we will render first aid and notify you of the incident on our App. If the incident is more severe we will contact you so you can make parental decision regarding medical care.

Medical Emergencies

During hours of operation, a certified First Aid and CPR qualified adult is on the premises to administer necessary assistance. For more serious medical incidents we will call 911 first, then the parent will be notified. In the event of a dental emergency the parent or emergency contact will be notified.

Evacuation Procedure

In the event of an emergency requiring evacuation, we will follow evacuation procedures until it is safe to return to the classrooms. If the building is unsafe, the students and staff will move to a local safe location (i.e. across the street in the parking structure). A notice will be left on the building as to where you can pick up your child/children.

Emergency Kits

Please make sure your child has an Emergency kit here at school at all times per licensing. Your teachers will make sure it is up to date throughout the year.

Please include the following in a ZIPLOCK BAG:

- Your child's identity information (Name, address, parent's names, cell phone & work numbers)
- One Change of Clothes
- 6 Diapers if necessary
- Baby Wipes
- Emergency Mylar Blanket
- Family Photo
- 16 oz water Bottle
- Snacks (fruit roll up or non perishable, light weight snack)

Childs' Rights

Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency

Parent's Rights

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Department of Social Services
Community Care Licensing - Child Care
750 The City Drive, Suite 250
Orange, CA 92868
(714) 703-2800

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE : CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

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