



LOVING SAVIOR OF THE HILLS LUTHERAN PRESCHOOL



Parent-Student Handbook

Loving Savior of the Hills Lutheran Schools
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PASTOR'S LETTER

Dear Parents and Students,

Greetings to you from Loving Savior of the Hills Lutheran Church, School and Preschool. We are happy you are here and are interested in providing the very best educational process for your child in these formative preschool years.

Loving Savior of the Hills Lutheran Preschool exists for the purpose of assisting you as parents in meeting your responsibilities that God has placed upon you as parents to bring up your children knowing about the God who loves them through **His Son Jesus!**

We are interested in your child and in your child's welfare and learning. Chapel services are held each Wednesday morning at 9:00 a.m. You are invited to join us.

All of us here at Loving Savior of the Hills Lutheran Church would like to extend a warm welcome, and invite you and your family to join us for Sunday Services. Sunday services are at 8:45 a.m. and 10:30 a.m. with Sunday school for all ages at 9:15 a.m.

If we can be of spiritual help to you in any way, please do not hesitate to call on us.

In our Loving Savior's Name,
Pastor Page

HANDBOOK INTRODUCTION

This handbook is designed to answer your questions about Loving Savior Preschool's policies, procedures, and programs.

Parental attitude toward a child's experiences at the preschool will greatly affect his/her adjustment to our program. Parents can assist by being patient with the child in adjusting to the preschool, especially if this is a first experience. Some children seem to have little or no difficulty in adjusting to new situations and experiences, while others take longer periods to accept new surroundings and new people. Talk with your child about the daily program of the preschool—ask what he/she learned today and discuss his/her feelings toward playmates and adults.

If your child has an upsetting experience at home, such as a death of a pet or the illness of a loved one, please let the staff know. Our staff wants to help your child work out his/her difficulties through play, art, or sympathetic conversation. Your child's total development is important to us.

Loving Savior's objective is to serve each child's needs. If you have any questions, comments, and/or observations, please call the Director's office. Parents are welcome to visit with and observe their child at the preschool. Conferences may be arranged by appointment for your convenience.

Susan Harris - Preschool Director
(909) 597-2358

OUR MISSION STATEMENT

In Matthew 19:13-15, Christ instructed his disciples to allow the children to come to him. The task of Loving Savior of the Hills Lutheran Preschool is to provide the same security, love, and care to children today as those who sat in the lap of Jesus, our Savior, received in that account of Matthew.

OUR STATEMENT OF PHILOSOPHY

We Believe . . .

- Early childhood education is an integral part of the ministry of Loving Savior.
- Early childhood education is a ministry to families of young children.
- The young child is a gift from God and learns best about God's world through experimentation and exploration.
- Each child is unique and we encourage his/her self-esteem and individuality.
- Children learn best through play and by developmentally appropriate activities provided as an avenue for learning.
- Early childhood education provides a warm and loving Christ-centered environment where a child can develop to his/her fullest potential physically, emotionally, socially, intellectually, and spiritually.
- Early childhood education is a joint ministry that involves the congregation, the community, the staff, the family, and the child.

OUR PURPOSE

Loving Savior of the Hills Lutheran Preschool provides an experience-rich environment where young children can explore and learn about Jesus and his love, themselves, and the world around them. We do this by focusing on five areas of development:

| | |
|-----------------------|---|
| Spiritually | By learning about God's word. |
| Intellectually | By providing challenges at each child's developmental level without the pressure or fear of failure. |
| Emotionally | By helping the child develop a positive self-concept by accepting with love, warmth, and praise each child as God made him/her. |
| Socially | By encouraging each child to think and act for himself/herself as well as to live in harmony with others. |
| Physically | By providing activities and play to enhance development and coordination. |

OUR OBJECTIVES

- To help each child become aware of the wonders of the world God has created and his love for all of them.
- To help each child have a healthy self-concept, which includes accepting himself/herself, his/her limitations, and his/her talents God has given him/her.
- To help each child live as an effective member of a group.
- To help each child develop his/her ability to learn, think, and reason.
- To provide enrichment programs as well as childcare for working parents.
- To promote growth within the family and to stimulate parental interest in the child's education.

OUR STAFF

In each classroom, our teaching staff works together to plan and carry out the daily curriculum and activities of the preschool. All of our teachers meet the requirements for preschool teaching as mandated by the State of California and Title 22. They have experience working with and teaching children, as well as being in harmony with the purpose and teaching philosophy of our preschool and church here at Loving Savior. In addition to this experience, each teacher is required to continue his/her education for the completion of a Children's Program Certificate, an Associate of Arts Degree in early childhood education, or a Bachelor of Arts Degree in early childhood education.

All teachers attend CPR training and planning/educational workshops that are held during the year. All teachers are required to attend teachers' meetings monthly.

As an active participant in our preschool, parents are encouraged to participate in various school-related activities. We have a Parent/Teacher of Lutheran Schools (PTLS) committee that we encourage all our parents to become active in. Also, please read the preschool's monthly newsletter for information on various ways you and your family can become involved here at Loving Savior.

RATIOS & GROUP SIZES

Loving Savior of the Hills Lutheran Preschool adheres to the ratio recommendations set forth by Title 22 and the State of California.

| STAFF-CHILD RATIOS | |
|---------------------------|------------------------------------|
| Age of Child | Ratio Set Forth by Title 22 |
| 2 years of age | 1:12 |
| 3 years of age | 1:12 |
| 4 years of age | 1:12 |

ROOM PARENTS

Loving Savior of the Hills Lutheran Preschool encourages teachers to form partnerships with parents. Each classroom is encouraged to identify a room parent or room parents who will provide support to the teacher and serve as an active member of our school.

Some of the responsibilities of room parents include:

- ✓ Attendance at monthly PTLs meetings
- ✓ Assist teachers with special classroom events
- ✓ Call parents with special school related messages
- ✓ Help organize events for the class or school

TUITION SCHEDULE

School Year 2009-2010

Registration: \$105.00 + \$5 cot rental + \$20 earthquake kit fee. Pre-K Registration will be \$115.00 +first & last weeks' tuition.

Registration is per student, per year and is **NON-REFUNDABLE**.

TUITION:

| | Number of days | Per Week | |
|---------------------------|--------------------|-----------|---------------------------------------|
| Full-Day | | | 2nd Child |
| Hours: | | | 2 nd full time child |
| 6:00 a.m. – 6:00 p.m. | 5 days | \$160.00 | receives \$10.00 |
| | 3 days | \$ 110.00 | discount per week |
| | 2 days | \$ 85.00 | |
| | | | NOTE: All Pre-K classes |
| | | | will be 5 full days or 5 half |
| | | | days only – no exceptions! |
| Non-Potty Trained | Full days - 5 days | \$200.00 | |
| | Full days - 3 days | \$140.00 | |
| | Full days - 2 days | \$110.00 | |
| Half-Day | (Mornings only) | | |
| Hours: | | | |
| 8:30 a.m. –12:00 p.m. | 5 ½ days | \$115.00 | No discount for 2 nd child |
| | 3½ days | \$ 90.00 | |
| | 2 ½ days | \$ 70.00 | |
| Non-Potty Trained | Half days - 5 days | \$155.00 | |
| | Half days - 3 days | \$ 115.00 | |
| | Half days - 2 days | \$ 95.00 | |
| School Hours ¾ day | 5 days | \$130.00 | Late pick-ups \$10. per hour |
| 8:00-3:00pm | 3 days | \$95.00 | Then charged full price |
| | 2 days | \$75.00 | |
| Extra Hour | Add per hour | \$10.00 | |

POLICIES AND PROCEDURES

NON-DISCRIMINATION POLICY

It is the policy of this school in admission of students or hiring of teachers not to discriminate on the basis of race, color, sex, national or ethnic origin. Loving Savior of the Hills Lutheran Preschool is licensed in accordance with all regulations of the State of California.

ENROLLMENT REQUIREMENTS

To be enrolled here at Loving Savior of the Hills Lutheran Preschool, a child must be at least 2 years of age and not using a bottle or a pacifier. Any child who is at least 4 years of age must be potty trained.

Before attending Loving Savior, we require the following items, most of which are given in the enrollment packet upon registration of your child:

- ✓ Registration Application
- ✓ Registration Fee (\$105) Pre-K (\$115)
- ✓ Yearly Bed Fee (\$5.00 if applicable)
- ✓ Earthquake Fee (\$20)
- ✓ First and Last weeks tuition payments
- ✓ Student information form
- ✓ Consent for Medical Treatment (signed by parent)
- ✓ Identification & Emergency Information Form
- ✓ Child's Pre-admission Health History (filled out by parents)
- ✓ Child's immunization records
- ✓ Parents Rights form (signed by parents)
- ✓ Personal Rights form (signed by parents)
- ✓ Last page of handbook (signed by parents)
- ✓ Emergency Record Card (signed by parents)
- ✓ Child Abuse Pamphlet with Parent Signature acknowledgement
- ✓ Parents Contract for Admission (signed by both parents and director)
- ✓ Physician's Report (child's pre-admission health evaluation signed by physician)

IMMUNIZATION REQUIREMENTS

California State law requires all children be immunized against the following diseases: Hemophilus Influenza type B (HIB), measles, mumps, rubella, diphtheria, tetanus, (acellular) pertussis, polio, Hepatitis B, Varicella (chickenpox), and Tuberculosis. In the event of an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend childcare until the risk period ends. Immunization exemptions occur only if immunization would seriously endanger the health of the child, or they are being raised in a religion that is in opposition to immunization. In these cases there must be a signed affidavit in your child's file. An original, current immunization record, indicating the dates of immunizations, must be presented before a child may enter a licensed childcare facility.

Each child is required by law to have the following number of immunizations of each disease: 3 Polio, 4 DTP/DtaP/DT², 3 Hepatitis B, plus 1 MMR and 1 Hib* (both of these last two given on or after the first birthday), and 1 Varicella.

This table shows the MINIMUM number of doses of a vaccine required at the age the child enters childcare.

Doses of vaccine too close together can reduce vaccine effectiveness. If a dose of vaccine is given at intervals shorter than those shown below—even one day shorter—it is considered a non-dose and that dose should not be counted.

NUMBER OF IMMUNIZATIONS REQUIRED TO ENTER, BY AGE OF CHILD


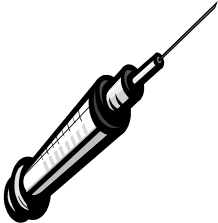
| VACCINE | 2-3 MONTHS | 4-5 MONTHS | 6-14 MONTHS | 15-17 MONTHS | 18+ MONTHS | 4-6 YEARS |
|-------------------|------------|------------|-------------|--------------|------------|-----------|
| DTP, DTaP, DT, Td | 1 | 2 | 3 | 3 | 4 | 5* |
| Polio (OPV/IPV) | 1 | 2 | 2 | 3 | 3 | 4* |
| MMR | | | | 1 | 1 | 2** |
| Hepatitis B | 1 | 2 | 2 | 2 | 3 | 3 |
| HIB | 1 | 2 | 2 | 3*** | 3*** | |
| Varicella | | | | | 1 | 1 |

- * This number includes kindergarten boosters. If your child is 4-6 years old, entry requirements are met with only 3 polio and 4 DTPs if at least one polio and one DTP doses were after your child's second birthday.
- ** One dose on or after the first birthday is required.
- *** One dose must be on or after the first birthday regardless of any doses received earlier. The Hib requirement applies only to childcare children under age 4 years and 6 months. This may be given at any time after 1st birthday,.

WAITING LIST

When all classes for an age group have been filled, names will be placed on our waiting list. Entries for our waiting list will be placed in order by date entered. Should an opening occur, it will be filled from the waiting list with priority given to the following:

- Loving Savior employees
- Members of Loving Savior Church
- Siblings of currently enrolled students at Loving Savior Preschool
- Siblings of currently enrolled students at Loving Savior Elementary School
- Compatibility of age grouping

| | | |
|---|--|---|
|  | <p><u>YOU ARE RESPONSIBLE FOR MAKING SURE THAT:</u></p> <ol style="list-style-type: none"> 1. Your child's Health and Emergency information is current at all times, including correct phone numbers, addresses, and release authorization information. 2. We have an up-to-date copy of your child's immunization record at all times, including any new immunizations your child may have after initial enrollment. |  |
|---|--|---|

BUSINESS HOURS

Childcare is available from 6:00 a.m. to 6:00 p.m. Monday through Friday. Full-time students are enrolled everyday, Monday through Friday, between the hours of 6:00 a.m. to 6:00 p.m. Part-time students are enrolled Monday through Friday from 8:30 a.m. to 12:00 p.m., Monday-Wednesday-Friday, or Tuesday-Thursday. Our classes (curriculum time) are held from 8:30 a.m. to 12:00 p.m. Our half-day two-year old class will start at 8:00 a.m. and end at 11:30 a.m. If your child stays till 3:00 you will have till 3:15 before late charges are applied to account. Our late fees are currently \$10.00 per hour.

TUITION POLICY

Tuition is due on Fridays, a week in advance. Accounts unpaid at the end of the business day on Monday will incur a \$20.00 late fee, attached to the payment. Each parent is responsible for the time reserved for his/her child. There will be no tuition adjustment for absence due to illness or other circumstances, including holidays.

RETURNED CHECK POLICY

The first non-sufficient-funds (NSF) tuition check we receive will result in a \$25.00 NSF fee plus a \$20 late fee. Cash-only or a cashier's check payments will be required if a second check is returned NSF. Chronic late fees and/or NSF fees may result in the Board of Education removing the student from school. All tuition is due on Friday for the next week. Tuition will always be paid one week in advance.

REGISTRATION FEES

An annual registration fee of \$105.00 will be charged for each school year. If you register within the months of March thru August your registration fee will be \$60.00 (you will still be responsible for the following Fall registration fee of \$105.00). This covers the cost of insurance and beginning supplies. All Pre-K classes will be charged \$115.00 due to classroom material cost. This fee is *non-refundable*.

A deposit of first week's and last week's tuition needs to be made at the time of registration or before the first day of attendance. Last week's tuition will be applied with two weeks written notice of withdrawal. This deposit must be paid prior to the student's first day of school or the student may not start until this deposit is paid. This fee is *non-refundable*.

LATE PICK-UP

Half-day students that are not picked up at 12:15 p.m. will be charged an extra hour for any hour (or any fraction thereof) thereafter. Full-day students not picked up at 6:00 p.m. will be charged \$10 for the first 10 minutes or any fraction thereof, and \$1 (in addition to the \$10) for every minute after the first 10 minutes. **Three or more late pick-ups can be ground for dismissal from school.** Please make every effort to be here on time. This is payable *IN CASH ONLY* to the teacher(s) in charge of after care that day. **(NOTE: The two-year-old class start time is 8:00 a.m. and ends at 11:30 a.m. for half-day students only.) We ask that no children be dropped off at nap time.** This is to disruptive for the rest of the children and hard on your child, to have to go right to nap. If this is necessary to do for appointments, please wait till after nap to bring child to school.

ARRIVAL & DISMISSAL POLICY

An adult (over 18) must bring the child to the classroom and sign them in at the beginning of the day, and pick up and sign the child out at the end of the day. ***Licensing regulations and the law require you sign both your first and last name on the sign-in/sign-out sheet. NO INITIALS!*** It is very important that when dropping off your child in the morning that you walk them all the way into the classroom and wait till teacher has acknowledged. Always let your child and their teacher know **in writing** if someone other than the regular adult is picking up the child at the end of the day. The person picking up must be listed on the child's emergency card and the Identification & Emergency Information form. Identification will be requested from anyone unknown to the releasing teacher. Please explain this to your family and friends.

It is best for your child if you make your arrival a pleasant experience. Our teachers are trained to help you with any difficulties you may have in leaving your child. We are sensitive to the fact it is difficult for some children to separate from their parents. We will comfort your child and help him/her through this difficult adjustment time. Please feel free to phone and check on your child.

VACATIONS & ABSENCES

After being enrolled for three months, a student is entitled to one **(1) week vacation per school year (September 1—August 31)**. Vacation time, if used, must be taken in weekly increments. Vacation credit will be given only if tuition is paid up-to-date. The amount will be applied in full to the returning student's next week of tuition. All vacation requests must be in writing two (2) weeks prior to the vacation date. Vacation time, if not used, is not transferable from one year to the next. If you do not take your vacation time, then it is lost after the end of the school year.

School expenses continue whether the child is present or absent. Because of this, we are unable to give any refunds or credits. The parent is obligated to pay full weekly fees whether the child is absent due to illness or holidays.

Due to the State regulations concerning student/teacher ratios, we cannot allow children to substitute days for any reason when they have missed school.

Because we are a year-round school, we cannot guarantee that your child's space in our school will remain open if you decide not to attend during the summer months. ***Fall registration priority will be given to the students who attend during the summer months.*** If you have paid fall registration and do not have a space come fall, we will refund your fall registration payment. Otherwise all registration is **non-refundable**.

TERMINATION

A student may be required to withdraw from the program for reasons including, but not limited to:

- Non-payment of tuition
- Late payment of tuition
- NSF checks or returned checks
- Age ineligibility
- Continued, uncorrected discipline problems
- Habitual late afternoon and evening pick-up

DUE PROCESS

Due process will typically proceed as follows:

- ❑ Verbal parent notification
- ❑ Written parent notification
- ❑ Staff/parent conference
- ❑ Conference with administrator/officer
- ❑ School Board hearing

HOLIDAYS WE ARE CLOSED

The preschool is closed for most legal holidays. A schedule of the dates follows. No credit is given for holidays, as they are prorated to cover the year's period and reflected in the regular fees and tuition. The three days prior to school starting in Fall we will be closed for teachers in service. Please watch for calendar. Dates change from year to year. Accounts will be pro-rated for that week.

| | |
|---|--------------------------------|
| Labor Day | President's Day |
| Veteran's Day | Thanksgiving and the day after |
| Memorial Day | Christmas Eve/Christmas Day |
| Independence Day | New Year's Eve/New Year's Day |
| Three Teacher's In-Service Day's | Martin Luther King, Jr. Day |
| <u>(prior to new school year start date)</u> | Good Friday |

We will be closed the last three days of summer session each year for Teacher In-Service Day's

If a holiday falls on a Friday, tuition is still due by the close of the business day on Monday. If a holiday falls on a Monday, tuition is due no later than 9:00 a.m. on Tuesday.

WITHDRAWAL

A two (2)-week written notice for withdrawing a child from school is required. All notices **MUST** be in writing and submitted to the Preschool Director. If not received, **the parent will be liable for two (2) weeks tuition whether or not your child attends those two weeks.**

DISCIPLINE

We teach our children to respect authority, the property, feelings, and rights of others. We use positive reinforcement and help each child develop self-control. Children are:

- Praised for acceptable behavior.
- Redirected to acceptable activities.
- Taught acceptable behavior.
- Carefully supervised to anticipate problems before they occur.
- Given short “time-out” in which the child sits quietly by himself/herself for no more than three minutes when the child is disobedient. A discussion will follow, leaving the child with a positive feeling about the situation and himself/herself. Time-outs are not given often and only when redirecting the child does not modify his/her behavior.
- Taken to the Director’s office to speak to her directly.
- Corporal punishment is **NEVER** used and may not be used by the parent on the school grounds. If a child continually exhibits behavior that is unacceptable, the parents will be called or asked to have a conference with teachers and the director. If the situation cannot be improved, the child may be asked to withdraw from the school.

ILLNESS: DAILY & EMERGENCY PROCEDURES

State laws mandate we are unable to care for children who are ill. Please have a back-up care plan in place. According to the Department of Health Services: “Our state rules require a center shall not accept or allow a child to remain at the center if the child shows symptoms of inflammation, fever, rash, diarrhea, vomiting, pinworms, lice, is suspected of have a contagious or infectious disease or infestation.” Teachers are required to do a “well-check” of children in their care each day.

The Director has the authority to send home any child she believes is ill. Children may attend school only when they are in good health. A child who becomes ill at school must be picked up promptly. This is for the child’s protection and also for the health of the other children and the staff. **If a child is sent home with a temperature or severe vomiting, that child may not return to school for 24 hours. Parents, please keep home, work, and cell numbers current.**

In case of emergency, the parents of a child will be called immediately. In case of extreme emergency, the director will seek 911 care, which will be at an appropriate facility to match the severity of the injury to the medical care needed.



Please call the preschool office when your child will be kept home. Notify the preschool AS SOON AS POSSIBLE if it has been determined that your child has a communicable disease or has been exposed to one.

Communicable Diseases:

| | | | |
|----------------|----------------|----------------------|-----------------|
| Chicken Pox | Common Cold | Measles | Strep Infection |
| German Measles | Scarlet Fever | Infectious Hepatitis | Diphtheria |
| Mumps | Meningitis | Tuberculosis | Pink Eye |
| Whooping Cough | Polio Myelitis | | |

Communicable Skin Diseases:

Impetigo
Scabies
Head Lice

Ringworm
Poison Oak
Athletes Foot

Loving Savior of the Hills Lutheran Preschool follows the Center for Disease Control and Prevention guidelines for removal of a child from the child care setting:

SYMPTOMS REQUIRING REMOVAL OF A CHILD FROM SCHOOL

- ***Fever**—AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Instant ear thermometer reading of 100 degrees or higher. *Loving Savior will notify parents when a child's temperature reaches 99.5 degrees.*
- **Diarrhea**—runny, watery, or bloody stools.
- **Vomiting**—2 or more times in a 24-hour period.
- **Body rash with fever.**
- **Sore throat with fever and swollen glands.** May be indicated by refusing food and drink.
- **Severe coughing**—child gets red or blue in the face or makes high-pitched whooping sound after coughing.
- **Eye discharge**—thick mucus or pus draining from the eye, or pink eye.
- **Yellowish skin or eyes.**
- **Child is irritable**—continuously crying or requires more attention than we can provide without hurting the health and safety of other children in our care.

* A child's temperature must be below 100 degrees (instant ear thermometer reading) for 24 hours, without the use of fever reduction drugs, before they return to school. When medication has been prescribed for an ill child, the child must have completed 24 hours of doctor prescribed medication prior to returning to school. Loving Savior Preschool may request a doctor's written authorization for return to group care.

When a child exhibits one (or more) of the above symptoms: S/HE SHOULD NOT BE BROUGHT TO THE CENTER

If the child is already at Loving Savior . . .

1. S/he will be isolated from the classroom, brought to the preschool office and placed in the care of office, coordinating, or teaching staff until picked up.
2. Office staff members will attempt to contact the parent(s) or emergency contact(s) listed on the Emergency Card. **The child must be picked up within ONE (1) hour from the time the first contact is made.** Please have a back up plan if you are unable to pick up your child in this time.
3. The child needs to be signed out by the parent or emergency contact in the preschool office.

MEDICATION

Medication will not be dispensed by any staff member to any student while the student is at Loving Savior. Parents are urged to request time-released medications that can be given in the morning at home before school, and at home after school. If it is not possible to receive time-released medication, please see the director. The physician needs to fill out a form with specific written directions for the staff here at Loving Savior.

ALL MEDICATION:

- Must be accompanied by *Medication Consent Forms* filled out by physician and parent.
- Must be given directly to the front office staff. It cannot be left in the child's bag, cubby, or given to the teacher.
- Must be brought to the preschool in its original container.
- Must be kept in a locked storage area in the preschool, which is inaccessible to children, and when applicable, in accordance with pharmacy instructions (i.e. "refrigeration required").
- Will not be administered after the expiration date.
- Must be removed from the center each Friday (with the exception of non-prescription, topical medication, and medications administered for chronic illnesses, such as asthma).

PRESCRIPTION MEDICATIONS

Parents must complete and have a physician complete a medication consent form (obtained from the Director or the office staff) before any medication can be administered. **The prescription number on the bottle must match the prescription number written on the consent form.** Medication is administered at mid-day only. Most medications can be prescribed for twice a day. Please ask your doctor if this is possible in order to eliminate the need for medicine at school.

For students with asthma who need to use a nebulizer, please have a physician fill out a nebulizer form, which can be obtained, in the preschool office.

EMERGENCY INFORMATION

Emergency drills are conducted monthly in order to eliminate fear and provide safe instruction in the event of an emergency. Students are to follow the instruction of their teacher(s). Parents are asked to cooperate by assisting if on campus during a drill, and by refraining from calling the school immediately following an earthquake as it prohibits us from the use of our phones for emergency purposes. First Aid supplies, food, and water are stored on campus. In the event of an emergency, please make arrangements to have someone on your student's emergency card pick him/her up as soon as possible. An earthquake kit is required to be purchased and is yours to take home when withdrawing from school.

ATTENDANCE

We believe regular school attendance is best for each child's development. We realize illness and other circumstances sometimes prohibit attendance. Please call the school and let us know when your child is going to be absent.

If your child is on a Monday-Wednesday-Friday schedule, he or she may not attend on Tuesday or Thursday unless authorized by the director. If your child is on a Tuesday-Thursday schedule, he or she may not attend on Monday, Wednesday, or Friday unless authorized by the director. All Pre-k children are required to be on a five day a week schedule. This is to prepare them for Kindergarten. It is very important for your child to **in class by 8:25** ready to start the day. Late arrivals only disrupt the classroom.

Attendance is required for all school programs including, but not limited to the Christmas Program, Sunday Worship service when we sing, and Pre-K Graduation Program.

NUTRITION, LUNCH, & HOT LUNCH

Each child, who does not receive hot lunch, will bring a lunch. We ask you keep basic nutrition in mind when you prepare your child's lunch. Children are not allowed to bring soda, candy, or gum to school. Mid-morning and afternoon snacks are served daily in accordance with the regulations and requirements of the State of California. A monthly snack menu is posted. Suggestions for lunch might include: chunks of cheese, stuffed celery sticks, cottage cheese, tuna salad, chicken or turkey chunks, slices of meat, hard-cooked eggs, yogurt, soup, macaroni and cheese, chili, baked beans, sandwiches, fruits & vegetables (already pared and sliced), crackers, etc.

For those students who receive hot lunch, you must send in the hot lunch money to the catering company before the deadline. Otherwise, there is a late fee as stated on the hot lunch order form. If a student does not have a lunch, you must order emergency lunch before the designated time on the order form to let them know you need a lunch for your child. You must then give the money for that lunch to the office **that morning. We ask that you do not bring fast food into the classroom.** If a child comes to school without a lunch, an emergency hot lunch will be provided for them. All children are required to have a lunch.

CURRICULUM

The religious curriculum at Loving Savior of the Hills Lutheran Preschool is based on the *Voyager* series that is also used on the elementary side of our school. It gives a child the basic beliefs that God is real and part of our daily lives. The worship center in each classroom is used daily, prayer is said before each meal/snack, Bible stories and activities based on Bible stories are done each day. The Preschool sends out a newsletter each month to inform parents about what is going on in the school. The Bible verse for the week is posted in the classrooms parents can reinforce the discussions from school at home with the family. Curriculum will be posted in the classrooms on parent board for the week. Learning Centers for reading, math/science, housekeeping, etc. are used for a portion of each day. Each teacher develops her own lesson plans based around weekly themes. Outside activities on the playground are geared to enhancing the growth and development of small/large motor skills.

The teacher will send a written evaluation of each child's progress home in the fall and spring. Lesson plans are available for parents to review. The director and teachers are available for conference as needed. Field trips that are taken off the campus require parent notification and permission for each event. Please reply promptly to the teacher when you receive notices asking for your permission.

PARENTAL VISITS AND CONFERENCES

Parents and visitors are welcome. Parents may stay for **short** periods of time with the approval of the teacher and/or director. We encourage our parents to be interested and active in our school. We are under title 22 and therefore mandated to have fingerprints on file for all persons who are spending time on site. Due to this fact, parents may not spend long periods of time with their child on site. We do ask that you sign in at the main office. Parents must make an advance appointment for a parent/teacher conference. The fall/spring evaluations of your child will give you an idea of the progress your child is making. Parents are invited also on Wednesday mornings at 9:00 a.m. to Chapel Time. These devotions consist of prayers, songs, and Bible stories. A pastor is present guiding the youngest of his flock in the ministry of the word.

NAP TIME

Each child is required to rest according to State Regulations. While the children are not required to sleep, we feel a nap is beneficial to the child. A sheet to cover the mat is required. A small blanket (crib size) may be brought. A pillowcase is also required for their sheets and blankets to be stored in. Pillows are not allowed. Please mark the name clearly on each item. Bedding goes home on every Friday or Thursday to be washed and must be returned when the child returns to school. The purchase of the mat is required and is yours to take when withdrawing from the school.

PROPER CLOTHING AND ATIRE

Each child should be dressed in comfortable play clothes, because they may get paint, glue, dirt, or other stains on the clothing. Each child must have an extra change of clothing (and shoes, if feasible) in case of emergencies. Please mark your child's name on these items clearly and place in a clear shoebox container. Children need to wear tennis shoes to school for practical and safety reasons. Socks are required at all times. **Unacceptable shoes are: thongs and open toe sandals, boots of any kind, strapless shoes, jellies, and dress shoes. Unacceptable clothing will include all t-shirts with non Christian logos depicted on them** (skulls, guns or any other violent or inappropriate image). No tattoos real or fake are allowed. Lost jackets, sweaters, sheets, etc. are not the responsibility of the school. A yellow school spirit T-shirt is on sale in the office for \$10.00. These shirts may be worn any day, but are required for field trips.

BIRTHDAY PARTIES

On your child's birthday you may provide special treats. However, **you must** discuss your plans with your child's teacher ahead of time. Please remember to inquire about number of children in classroom or names if this applies.

DONATIONS

Donations of toys, clothing, learning materials, etc. are gratefully accepted. These donations are deductible for income tax purposes.

TOYS

Toys brought to school are at your own risk. The school is not responsible for toys lost or broken. Send only large toys or stuffed animals. Small cars and “people” are easily misplaced. Mark them with your child’s name. No guns, war toys, trading cards or “super heroes” are to be brought to school.

PTLS

Two representatives from the Preschool side of our Loving Savior of the Hills Lutheran Schools serve on the **Parent/Teacher of Lutheran Schools (PTLS)** Board of Directors. All parents and grandparents are welcome to join in this organization, which greatly benefits all our students from ages 2 through 8th grade. This organization works continually to provide volunteer help for fundraising activities, field trips, room mothers/fathers, and various other events throughout the year. **Please join!** Some of the projects are as simple as going out to eat on a designated date and restaurant and telling your waiter you are part of the Loving Savior fundraiser for the evening - Applebee’s is a favorite or you could save **Box Tops for Education** Coupons from the lids of General Mills’ cereals

PROBLEMS AND CONCERNS OF PARENTS

If you have any questions or concerns about anything dealing with our school, please contact your child’s teacher first and discuss it with them. If you do not receive a satisfactory answer, then contact the director. If the director is unable to satisfy you, she will direct you to a further step of action.

VIOLENCE AWARENESS PREVENTION

Loving Savior Preschool recognizes a responsibility for providing and nurturing a nonviolent environment. Children learn to accept or reject violent behavior at an early age. We take very seriously the responsibility of modeling and teaching appropriate behavior and helping children change inappropriate behavior. Parents are not allowed to confront someone else’s child regarding any situation or conflict. The situation or conflict must be discussed with, and handled by, the director.

Physical aggression in early childhood is a developmentally expected behavior based on a variety of factors. Preschool staff is trained to use both redirection and conflict resolution to help children learn appropriate ways to deal with situations that sometimes bring out physical aggression.

Threats of “killing” another person are never accepted and will result in the following actions:

1. Child is informed of the inappropriate behavior and the reason why the behavior is inappropriate.
2. Parents are informed and asked to partner with the school in reinforcing appropriate behavior and reducing inappropriate behavior.
3. Staff will address these issues in daily curricular activities as the need arises.
4. If a child continues to threaten others, a conference between parents, teacher, and director is scheduled and an action plan is developed.

As partners in promoting a nonviolent society, we ask that you join our efforts by carefully monitoring media exposure and reinforcing nonviolent conflict resolution in your home.

LOVING SAVIOR OF THE HILLS LUTHERAN PRESCHOOL reserves the right to make changes in policy at any time because the State of California is constantly updating and making changes to Title 22. Parents will receive as much advance notice as possible from the director's office.

SPECIAL EVENTS AND OPPORTUNITIES *ANNUAL TRADITIONS*

BACK TO SCHOOL NIGHT

This fun-filled evening is a chance to meet the preschool staff. Each teacher will talk about the classroom rules and activities, and fill you in on special events. We strongly advise parents they leave their children with someone else. This is more of a parent information night. If we have arranged childcare on site, a letter will go home stating this. No children should be in the classroom for this evening.

THANKSGIVING FAMILY FEAST

This celebration of God's provision is a time for coming together as a community to give thanks. A special invitation is extended to parents and grandparents to join our festivities as we recognize the gift of family heritage.

CHRISTMAS PROGRAM

Children ages 3-5 participate in the celebration of Jesus' birth through music and the magical innocence reflected in the beauty of each child.

SPRING SING

This is a special day at Loving Savior Church. All children come to sing and participate at the 10:30 a.m. worship service. Please invite your family and friends to attend on this day.

OPEN HOUSE

Enjoy this opportunity to view the classrooms with your child. They are very proud of their room and love to show it off to family. This is a very special night at the school. All are welcome.

PRESCHOOL GRADUATION

Children who will be entering Kindergarten the following fall, will participate in a special graduation ceremony. Cap and gowns are required for all students. Children are dismissed after the service. We will not have care for any Pre-K students after the service. Teachers will not be on duty.

GRANDPARENTS DAY

What a great way to be involved with your grandchild. We have special activities, chapel and snack for a morning of pure fun. This event is not limited to grandparents only. If your child would like to bring an aunt, uncle or special friend all are welcome.

Statement of Acknowledgement

(This page must be signed and turned into the Preschool office)

Child's Name _____

Child's Classroom _____

I (We) have read the Handbook and are aware of and agree to abide by the tuition payment schedule, the process for requesting vacation, the reporting of absences, the Parent/Teacher Lutheran Schools organization, and other policies listed in this handbook.

I am (We are) also aware that I (we) must contact the director if I (we) have any questions or concerns regarding the information listed in this handbook.

Parent(s) Signature(s) _____ Date _____

_____ Date _____

Please list any special comments you would like to convey about the handbook:

Revised 3-10-09