

Christ Lutheran Preschool

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Kristie Flohra, Director



**2018-2019
Parent Handbook**

Welcome to Christ Lutheran Preschool,

The information in this handbook is given to set guidelines that enable us to provide the quality of child care that meets the standards of Christ Lutheran Ministries and the families we serve. We are always learning, so please share any information that will help to improve your child's experience.



Our staff strives to work closely with you in providing a Christ-centered, nurturing, stimulating environment that extends and enriches your child's early home experiences.

Please take time to read through this handbook. This handbook serves as a contract and it communicates the philosophy and goals of our preschool. It is designed to foster mutual understanding between the school and the parents.

It is our prayer that this year will be a wonderful experience for your child.

In His Service,

Kristie Flohra

Preschool Director

Mission Statement

The preschool is an integral part of the total purpose and goal of Christ Lutheran Church. We teach faith through Bible stories and cross curriculum lessons. The preschool partners with families by helping their children come to know Jesus Christ as their personal Savior. Our mission is to help children create a healthy sense of self, create a life-long love of learning and know they are special in the eyes of God.

Purpose

At Christ Lutheran, we believe it is our job to develop and nurture “Little Knights” to love Jesus and others! We encourage our children to try new and exciting things inside the classroom as well as outside. Our preschool uses a developmental approach to education, and is a place that encourages hands-on learning and discovery through play! Through our program, we pray that each preschooler will blossom in their self-esteem, gain independence and know without a doubt, that Jesus loves them.



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Staff

The staff at Christ Lutheran Preschool is trained in Early Childhood Education. The lead teachers have been selected because they have a strong background of course work and experience in Early Childhood Education. They exhibit a standard of positive adult-child interaction for students to model and from which parents may draw ongoing support.

Regularly scheduled staff meetings and professional development activities encourage staff members to continually increase their knowledge of developmentally appropriate teaching practices so that they may better serve young children.

Non-Discriminatory

Christ Lutheran Preschool race, color, national and privileges, programs, and available to students of the does not discriminate on national and ethnic origin policies.



Policy

admits students of any ethnic origin to all rights, activities accorded or made preschool. The preschool the basis of race, color, in the administration of its

Curriculum

Our curriculum is designed to nurture young children, stimulate their language, physical, cognitive, and creative development, as well as encourage positive self-esteem and social interaction. The curriculum is age appropriate and designed to meet the individual needs and interests of each child, emphasizing the building of autonomy and problem solving abilities in the following areas: religion, music and movement, physical and natural science, math, language arts, cooking, gross and fine motor coordination, creative art and dramatic play.

Outdoor Classroom

In concert with modern child development research findings, the concept of the Outdoor Classroom is built upon the premise that children are complex beings. To nurture the whole child, early childhood education needs to follow the fundamental principle that children are learning everywhere and all the time. Children need a broad variety of learning experiences and opportunities to grow in areas such as gross and fine motor development, social-emotional development, language development, and creative expression. Mastery of the skills associated with these areas is critical for healthy development as well as later academic success, and requires an educational format that is very different from a traditional elementary classroom. The Outdoor Classroom evolves from the real needs of children, offers activities that are personally meaningful to them, and fully embraces developmentally appropriate practices in early care. Children will spend substantial periods of time outside with a full range of activities including many that are traditionally thought of as “indoor activities”. Children experience nature in as many ways as possible. The Outdoor Classroom benefits Spiritual, Physical, and Cognitive development.



Enrollment

Enrollment is open to any child able to benefit from the program who is at least 18 months old. Parents may enroll their children into a two, three, or five day session. We offer half-day programs, school-day programs, and full-day programs.

Prior to your child's enrollment, we request any prospective parent to visit our early childhood facility and set aside a time to meet with the preschool director. If we determine that the program meets the needs of your child, you will be able to enroll on-line through the "Christ Lutheran App", our on-line enrollment tool. All of the California state enrollment forms (linked on our website and provided hard copy) must be completed prior to the child's admission into the preschool program.

Please notify the preschool office immediately if you move, change telephone numbers, begin a new job, wish to add someone who is allowed to pick up your child, or in any way change information you have given us on your enrollment forms. We use this information to reach you in case of emergency, therefore, it is extremely important that we have accurate information at all times.

Every student admitted into Christ Lutheran Preschool is given a transitional/grace period until the end of the first quarter or the first parent/teacher conference opportunity. If at any point during the school year we observe that your child is emotionally distressed and is not transitioning well into school, and/or we document atypical behavior or a lack of developmental progress, it will be brought to the parent's attention. Depending upon the situation, we may recommend additional assessments, outside services, or direct families to the appropriate resources/programs. The preschool reserves the right to deny acceptance or remove a student from our program if the Director determines that we cannot meet the child's academic, developmental or social emotional needs, or if the student's family has not followed through on our recommendations or procured the necessary services required to provide the child enough support to be successful in our classroom environment.

Tuition

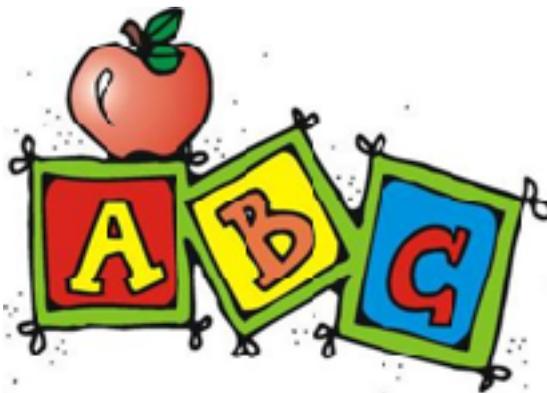
Christ Lutheran Preschool is a private Christian Preschool that depends upon tuition for its operation. Tuition payments are paid through “FACTS Tuition”. Tuition is assessed on a ten payment basis (beginning in August or at the time of enrollment).

A tuition discount of 10% will be given when two or more children in a family are enrolled in our preschool program. A tuition discount of 5% will be given to a family who has a preschool student and a student in our elementary school.

- A fee of \$55.00 will be charged for any returned tuition payment.
- Two weeks advance notice must be given if your child is withdrawing from the program.
- All tuition payments and fees must be current in order to enroll your child for either the summer or fall program.
- Accounts with a past due amount must be brought current before any registration forms or fees will be accepted.

Vacations and holidays are figured into the payment schedule. No refunds will be made due to illness, or unplanned/planned absences.

If tuition is unable to be collected by FACTS over a period of 30 days, your child may be withdrawn from the program. Your child will not be permitted to re-enter the program until payment made with the Prepaid tuition and registration fees are non-



collected by FACTS over a period of 30 days, your child may be withdrawn from the program. Your child will not be permitted to re-enter the program until payment made with the Prepaid tuition and registration fees are non-refundable.

Registration Fee

An annual, non-refundable registration fee is payable at the time of application. This covers the cost of registration materials and extra supplies. School registration is paid when you register on-line through FACTS Tuition.

The summer and holiday program have its own registration fee and is due at the time of registration, these fee are processed through FACTS.

Program Changes

Changes of program are allowed under certain circumstances and if space allows but these changes may involve service fees if they occur after May 31st. Please read your FACTS Tuition Management Account agreement carefully, as it clearly states what fees will be charged. If the program change happens after the first electronic debt (EFT) is processed in August of the school year, then tuition may be charged at the daily rate.

Withdrawals

A student enrolls for a full term. If he/she must withdrawal for a valid reason, we require a two-week paid written notice and tuition continues to be paid during any absence. If applicable, tuition is refunded on a pro-rated daily basis and is determined by the number of days the student is enrolled. Our program and licensing requirements require us to staff based upon the number of children enrolled, tuition dollars will not be refunded for holidays,

illness, vacations or any other absences (including school hours when the child is absent from class in order to receive additional services).

Program Schedule

Christ Lutheran Preschool is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. We provide morning daycare from 7:00 a.m. to 8:45 a.m. All students are expected to be in school by 8:45a.m.



Children arriving late may miss important activities pertaining to curriculum. Please refer to each teacher's daily schedule posted in their classroom as each one varies.

Lunchtime begins at 11:45 a.m., after half-day children are picked up. After lunch, school-day and full-day children stay for nap and afternoon care.

At 3:30, all school-day children are to be picked up. Full-day children may stay as late as 6:00 PM.

Parents: When picking up Half-Day and School-Day Students please wait outside your child's classroom until teachers dismiss students. Full Day students can be picked up either on the playground or the closing classroom.

Our daily program options include the following:

- Half Day: 7:00 a.m. – 11:45 a.m. / Preschool
- School Day: 7:00 a.m.-3:30 pm. / Preschool, lunch, naptime and extended activities
- Full Day: 7:00 a.m. – 6:00 p.m. / Preschool, lunch, naptime, extended activities, and afternoon childcare

Extra Days

If you need to send your child an extra day, please check with the preschool director in advance to see if a space available. There will be an additional charge of \$50.00 for a full day and \$40.00 for the half day.

Arrival and Departure

Car Seat Law and Transportation

Children must be secured in an appropriate child passenger restraint (safety seat or booster seat) in the back seat of a vehicle until they are at least 8 years old or 4'9" in height. Christ Lutheran Preschool does not provide transportation to or from school.

Child Supervision

Children are required by state law to be supervised by parent/guardian or teacher at ALL times while at CLPS. No child should be left in the classroom, playground, parking lot, or any part of our facility. This is a state law.

Traffic Flow

For the sake of safety in our parking lot, please remember to drive slowly in the parking lot areas please. If you plan to remain at school longer than a few minutes, please do not park in the area reserved as a playground for the elementary students.

Late Policy

It is imperative that your child be picked up at the end of his/her enrolled program time. Please notify the Preschool staff if you will arrive late to pick up your child. Late fees of \$5.00 for each 5 minutes will be incurred per child.

Gate Access

Each family will be issued two gate keys to access the preschool classrooms and playground. If you should misplace or the key stops working please see the preschool office to have the key replaced and the old key de-activated.



Sign In and Out Policy



California State Licensing Title 22 Article 101229.1 requires that each child be signed in and out each time the child attends class. Sign-in sheets for children enrolled in the program are located at the front of each classroom.

- Parents/Guardians are required to sign their **full legal signature**.
- Failure to sign in will result in you being called to return and sign your child in for the day.
- We require that your child be brought into the classroom by a responsible adult, 18 years of age or older.
- Likewise, at pickup time, an authorized adult must sign out the child on the sign-in/sign-out sheet and record the child's departure time.

Please bring your child all the way into the classroom and help him/her to relax and feel comfortable. A warm greeting from the teacher and a big hug from you will be a nice beginning to your child's day. Brief and loving good-byes are the best.

We need to be very careful about the release of our students. To ensure the safety of our students, please note the following pick-up procedures:

- Parents must indicate on the child's emergency form (completed on Christ Lutheran App) names of persons authorized to pick up their child. Your child cannot be released to a person who is not authorized by you under any circumstances.
- No child will be released to a person who is not authorized by the parent. We must have written permission and identification will be required.
- We will obey any court orders or restraining orders issued by the courts regarding the subject student.

Holiday Schedule

The Preschool will be closed in observance of the following holidays:

Labor Day

Veterans Day

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Thanksgiving Day and the Friday after Thanksgiving

Christmas Eve and Christmas Day (as well as the week between Christmas and New Year's Day)

New Year's Eve and New Year's Day

Good Friday

July 4th (for summer program children)

Sign-up sheets will be posted in advance of the Thanksgiving, Christmas, and Easter Holiday periods to determine the number of children who may need care during these times. (No childcare will be offered on other holidays).

To ensure that scheduling can be accommodated, sign up is required no later than one week prior to the vacation period. Tuition payments for these days will be due in advance. Refunds are not given. A lack of students may result in the cancellation of the vacation daycare program for these weeks or part of the week. Please see your child's teacher or the preschool director for more information.



What to Wear

Please send your child in comfortable, washable play clothes and tennis shoes. No long dresses, water socks, flip flops, jellies, cowboy boots, or roller shoes (such as Heelys). All shoes must have a back strap. Please be sure children are dressed appropriately for the weather.

What to Bring

Backpacks

Please send a backpack with your child each day. A backpack enables your child's teacher to be sure that all your child's items make it home. Please check your child's backpack daily. Also, be sure that your child's name is written clearly on the backpack.



Change of Clothes

Due to messy play and accidents, we ask that each child supply us with a complete labeled change of clothing. This should include a change of underwear, t-shirt, shorts or pants, and a pair of socks. Each child has an assigned cubby for his/her personal belongings.

Rest Time

It is a policy of our program and a state requirement that all children who are in the full day program are given the opportunity to rest each day. Children who stay for naps will each be given a special mat or cot to sleep on.

Each family is responsible for bringing nap equipment for their child. The needs for nap equipment (sheet, body-sized pillow case) vary by each classroom. Please check with your child's teacher for what is needed. Also, please clearly label each piece of your child's nap equipment.

Each family is responsible for laundering their child's nap equipment every week. Please remember to bring back your child's nap items the morning of their next day of attendance.

Items from Home

Please do not allow your child to bring play guns or violent toys to school. Please check with your child's teacher as to her "show and tell" days. Please do not allow your child to bring toys from home unless it is a designated "show and tell" day in their classroom.

Diapers and Pull-ups

Diapers and Pull-ups are allowed in both the toddler class (Orange Star) and 2 year old (Purple Star) class. In the other classes, special permission must be granted by the director before Pull-ups will be allowed. If permission is granted, the diapering/potty training fee will be charged weekly until the student becomes potty trained. It will be the goal that in the other classes, the family, along with the teachers, make potty training a priority.

Potty Training

We offer potty training in both our Toddler and 2-year-old classes at Christ Lutheran. We will partner with you to help your child successfully toilet train when your child is ready. If your child is still wearing diapers, we ask that you please provide diapers and wipes for your child. Teachers will notify you if there is need for more wipes and diapers.

There is a separate weekly fee that is charged when your child is not potty trained. Please see the fee schedule for more information. The weekly fee will be terminated after your child is accident free for at least one week, as deemed by the director. Our policy regarding accidents is if four or more accidents occur in a two-week time frame, you will be asked to keep your child home or start paying the weekly diapering fee until the time when he/she is completely potty-trained. Children in these other classes may not wear pull-ups or diapers, without approval from the director. With this policy in place, it ensures the child a successful experience in the classroom.

Snacks / Nutrition

The children are offered both a morning and afternoon snack every day. If your child stays well into the afternoon, a 3rd snack may be offered.

Each family is responsible for bringing morning snack for their child's class once a month. A monthly calendar will be sent home indicating a day that each child will be able to bring in a snack. September's snack schedule will be distributed by each teacher the first week of school, indicating what your child is to bring for morning snack and on what day.

Please bring snack by 8:45 a.m. on your child's day. If your child is sick on his/her scheduled day, please call the office and let us know so we can prepare something else. When your child returns to school, please bring a non-perishable item for the whole class that can be kept in the cupboard for later use.

For children who stay all day, we ask that you bring a non-perishable snack, such as crackers, granola bars, etc. snack. We recommend the same day as your

If your child has food allergies please provide a daily snack(s) expected to bring any snacks

If your child has food nutrition needs please see



once a month for afternoon bringing the afternoon snack on scheduled morning snack.

we respectfully ask that you for your child, you will not be for the class.

sensitivities or special your child's teacher.

Lunch

Lunch can be provided from home or purchased through the hot lunch program for all classes except the toddler class.

A hot lunch program is offered Monday, Tuesday, Wednesday and Friday of each week through Catertots. There is no hot lunch offered on Thursdays or during Holiday weeks. You can sign up for hot lunch through the Cartertots website at: <https://www.catertots.com/>. The code for Christ Lutheran is CLS333. You will be notified in advance of changes in the availability of the hot lunch program.

Lunches from home should be well balanced, with no candy, soda, carbonated drinks, or glass containers. Please do not send food that needs to be refrigerated or warmed up as we have no facilities/resources available for this. If your child forgets a lunch, the school will provide one at a \$5.00 charge.

Milk can be made available to your child if you sign up for the milk program on the Christ Lutheran App.





Communication

We send out our monthly calendar and weekly newsletter via e-mail. This newsletter will keep you informed about scheduled events and activities. If you are not currently receiving our newsletters, please visit the Christ Lutheran website to sign-up. Additionally, you will want to use the Christ Lutheran App as a way of receiving communication and to report absences for your child. Your child's teacher will also use e-mail as a means of communication.

Please check bulletin boards each day for information regarding our curriculum, schedule, events, etc. Lesson plans will be posted in the classrooms. When you pick up your child each day, check his/her file for special notes or information.

If you have any questions or concerns at any time, please feel free to contact your child's teacher by phone or leave a message in the office. Should you want or need to speak with the director, please feel free to contact her in the office. We want and need to hear from you!

Parent-Teacher Conference

Parent conferences are generally scheduled during the third trimester of the school year to discuss your child's progress. However, we realize that everyone's schedules are different and we want to accommodate your needs.

As teachers observe your child and become aware of any concerns that need your input or help, you will be asked to meet with the teachers. Sometimes the short period of time in the yard before class will meet your needs and at other times you may want to schedule time before or after class.

Parent Participation



Below are a few tips for a successful home/school relationship:

1. Read the handbook.
2. Read carefully all supplement notes, newsletters and notices, which will be sent home from time to time.
3. Ask questions about items that need clarification.
4. Watch carefully for days that the school will be closed.
5. Be financially responsible to us. As a non-profit school, we are dependent on your fees.
6. Offer suggestions to help us improve our programs.
7. Give our programs your prayer support, because apart from God we can do NOTHING.
8. Discuss the daily curriculum with your child.
9. Be diligent about signing your child in and out every day.
10. Please keep us aware of changes in your child's home life to help ensure that our staff has the information necessary to meet your child's unique and changing needs.
11. Use Parent Serve Hours Program as a way of helping our Preschool to grow and flourish.

Preschool parents are also encouraged to take part in the PTL (Parent Teacher League) with the elementary school parents. It sponsors speakers and programs in areas of interest to parents, and organizes fund-raising projects to benefit the school.

Parent SERVE Hours Program (PSH)

As parents, we like to think of you as a vital part of our school and your help will make our programs successful.

In the interest of keeping parents involved in their children's school, and educational activities, Christ Lutheran School has incorporated Parent SERVE Hours. The program is designed to assist our Teachers and Staff and also offers a way for parents to feel connected in community within Christ Lutheran Church and School.

The guidelines are as follows:

- Each family with children in grades Preschool-8 is required to donate a minimum of 20 service hours to Christ Lutheran School. (Per family, not per child). More than 20 hours will be gladly accepted, but cannot be carried over to the following school year!
- All families are encouraged to SERVE in every area of Christ Lutheran Ministries. The persons donating the hours may include parents, grandparents or any family member over the age of 18, who has completed the necessary volunteer requirements. The person donating the hours will be responsible for logging their own SERVE hours via the Christ Lutheran App
- Please note: There are two separate SERVE Hours forms on the app. Preschool families will use the “Preschool Form” and K-8 families will use the “K-8 Form”. Families with a child/ren in both programs, will log their SERVE hours using the K-8 Form.

Parent SERVE Hours (PSH) for the 2018-2019 school year runs from May 15, 2018 - May 15, 2019. PSH hours fulfilled after May 15th will be credited toward the following school year. This will allow time for any deficit in required hours to be billed and paid before the release of final report cards. Hours unfulfilled by the end of the year will be billed at \$15.00 per unfulfilled hour. Students are not allowed to enroll for subsequent school years until all financial obligations have been satisfied.

There are also many opportunities for parents to help with special days, events and festivals. In addition, we invite parents to attend scheduled early parent information nights, our annual Christmas program, parent workdays, and other special scheduled family days. Please see your child's teacher for a list of opportunities to complete your parent serve hours.

If you wish to volunteer in the classroom, California now requires that all persons who volunteer in a classroom to provide proof of immunizations, as well as a current TB Test.

Volunteers in the Classroom

As a licensed Child Care Facility in the state of California, we are required to maintain full compliance with all laws and regulations set forth by the Department of Social Services, Child Care Licensing Division and several other state agencies, including the Health and Safety Code. Senate Bill 792 has changed the immunization requirements for volunteers in a child care facility, for the purpose of this law a volunteer is defined as any non-employee who provides care and supervision for children. Licensing has determined that "care and supervision" will be defined as anyone who is engaged and interacting with children. Due to this reason, only Christ Lutheran Preschool Faculty and Staff are permitted in our preschool classroom during normal operating hours, unless observing or completed immunization paperwork has been turned into the preschool office.

Classroom Visitors & Observations

For the safety of each and every child, and to comply with state regulations and Christ Lutheran Church and School policies, we closely monitor on-campus visitors. If you plan to observe in your child's classroom, we ask that you please follow the following protocol:

1. Please schedule the day and time for the visit or observation in advance with your child's teacher and/or the preschool director.
2. Check in at the front desk upon arrival (unknown visitors will be asked to show ID).
3. Sign in our "Visitor Log" (include: name, reason for visit, time arrived, time departed).
4. Wear the provided name badge while on the premises.
5. Please do not interact with any children other than your own.

6. Please respect the teacher and class by not disrupting or distracting (talking on cell phone, chatting with the teacher, etc.)
7. Please do not stay longer than is necessary for the observation/issue at hand.

Specialists who need to do classroom observations in order to assist a child or family are welcome to visit and observe in our classrooms, however we do request that these visits be scheduled in advance with the Preschool Director, that the parent(s)/guardian(s) of the student provide written permission for the specialist to observe and for us to share information with them, and that the visitor follow the above protocol.

Siblings on Preschool Campus

While on our preschool campus, please keep siblings “within arm’s reach” of a parent at all times. State licensing does not allow children who are not enrolled in our program to participate in playground or classroom activities. This is for the safety of all children. State licensing does also not allow the elementary school age children and preschool children to play together on the same playground.



Animal Policy

NO dogs will be allowed at any time. Any other animal brought on the property must be checked in at the office and cleared by the Director before it is in the presence of any children. There will be no exceptions. Thank you for understanding.



Philosophy and Discipline

The philosophy of Christ Lutheran Preschool centers on the idea that each child is a unique individual and should be recognized as someone special. We use a developmental approach of learning, which stresses hands-on activities through a child's play. We believe that a Christian education enables a child to discover that our God is a God of love. Our prayer is that each child may grow and mature under God's direction and inspiration.

We stress the total development of the child; spiritual, intellectual, emotional, and physical. We believe that our preschool is a servant of Christ striving to bring church, home and community into closer harmony. Our discipline policy at Christ Lutheran is displayed in a Christ-like manner by praising good behavior, changing the environment, redirecting a child, or quietly removing a child from the group when necessary. These are the following steps we take when the behavior warrants it:

1. The teacher notifies the parent by use of a written note, phone call, or email.
2. A conference is set with the parents, teacher, and preschool director. A plan is formed to help stop the behavior.
3. A conference is set with the parents, preschool director, and the principal to discuss further options.

The communication between the child, teacher, and parents is extremely important for self-esteem, trust, and growth to take place. The results of this will be a well-rounded Christian personality that acknowledges the presence of Christ in his daily life.

Biting

Although biting is an age appropriate behavior, it is socially unacceptable and harmful for all who are involved. As childcare advocates, it is our job to protect all children from harm in any way. Biting is a serious issue and must be addressed promptly.

When biting becomes excessive, which includes a disruption to daily routine of the classroom, the parents of the child who bites will be contacted and a meeting with the Director will be scheduled. At the time of the meeting, the behavior will be discussed and a one-week probationary period will be given.

If a bite occurs during this one-week probationary period, the child may be excused from the program. If improvement occurs, a follow-up meeting with the Director will be scheduled after the probationary period.

Harassment Policy

Christ Lutheran Preschool is committed in providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or staff is prohibited.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. It includes, but is not limited to, any of the following: verbal harassment, physical harassment, visual harassment and sexual harassment.

Christ Lutheran Church and School has policies and guidelines for administering this Harassment Policy. The preschool will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Child Abuse Reporting

In accordance with California law, (California Penal Code Section 11166), members of the school and early childhood development staff are obligated under penalty of fine and/ or

incarceration to report reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

In this very serious and legally narrow area, the school will not contact the parents in advance of making the report to legal authorities, which would be the procedure followed in most other legal matters.

The clear intent of the law is to mandate a report of reasonable suspicion of abuse. School staff will make such reports in the best interest of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. If it does become necessary to report, please be assured such action is taken only in the spirit of what is best for your children and your family. The goal is to obtain help and support where it is needed.

Health

We want to protect your child and the other young children in our program. State law requires that we only have healthy children in attendance. Germs travel quickly among young children so please check your child for signs of illness before bringing them to school. If a child becomes ill at home, please notify the preschool office by calling or log onto the app and completing the absent form for preschool to make them aware of the child's illness.

If your child becomes ill while here at school, you will need to pick up your child within 30 minutes of receiving the phone call. Keeping your child at home will prevent infections from being spread to others and will help us to maintain a healthy environment for all.

Children who are ill or show symptoms listed below will not be allowed to remain in class.

1. Has a fever or had one in the previous 24 hours
2. Has vomited in the last 24 hours
3. Is taking an antibiotic and has not been on the antibiotic for the last 24 hours.
4. Has diarrhea, even if caused by taking an antibiotic

5. Has diarrhea with increased water in stool or cannot be contained by use of the toilet
6. Has eye discharge or crust. A child with conjunctivitis must stay out for 24 hours after the prescription medication starts and until all redness and discharge is gone
7. Has a constant cough
8. Has a constant runny nose (with yellow or green discharge)
9. Has an undiagnosed body rash
10. Has symptoms of possible communicable disease
11. Has head lice. Your child should remain home until treatment is complete and all lice and nits are gone.
12. Has ringworm

If symptoms are contagious, a doctor's release form is required before the child can return to school.

Communicable Diseases

Please notify the school immediately if your child has a communicable disease so that the incubation dates can be verified and the parents of other children in our facility can be informed of the exposure.

Universal Precautions

The staff at Christ Lutheran Preschool uses universal precautions when dealing with infectious material. This means all staff will use latex gloves when performing any duties that involve bodily fluids. Also, any clean up materials will be disposed of properly to insure safety for all. If you have any questions regarding these precautions, please see the director.

We do request that all parents train their child to be careful not to touch someone else's bodily fluids. If an emergency were to occur, parents who choose to help must also use universal precautions. We thank you in advance for your understanding and support in this area.



**Remember, hand washing is the #1 guard against infection.
Please help us train your child in the proper way to wash their hands.
Soap, scrub, rinse, and dry.**

Broken Bones/Severe Injuries:

The Preschool understands that injuries and broken bones occur during childhood. If a child has been treated for a broken bone or other serious injuries, the attending physician will need to provide you with a doctor's note prior to your child returning to school. This doctor's note must clearly state: the child's name, what the child was treated for, that the child is now healthy (if the child was ill), what the child may return to school, list of restrictions that they child may have while at school, and the doctor's name and contact information.

In some cases, a child may have an injury that has restriction that the school cannot accommodate. If this should happen, the preschool director will coordinate with the parents to determine a plan of action. This plan may include but is not limited to; a modified school schedule or a restriction of class time or recess activities. If the injury is severe or involves a "hard cast", the student may be asked to remain home from school until the restrictions have been lifted and the student has been cleared by a doctor to return to school (tuition is not waived during this time).

Allergy Policies

Christ Lutheran Preschool makes every effort to accommodate children with food allergies. Upon acceptance of enrollment, we require the following to take place prior to the first day of school:

1. We require all families to notify the school staff and faculty of any food allergies prior to the start of school, or when the allergy is diagnosed. If the student has food allergies that are severe enough to require medication following ingestion, the parents will be asked to provide safe alternative daily snacks for their child, including special events.
2. The preschool requires all licensing and health forms to be turned in prior to the start of school. It is the responsibility of the parents/guardians of the student to provide the preschool office with information if any allergic reaction needing medical attention is present, or when a new allergy is diagnosed or cleared by a doctor.



3. Any student with allergies severe enough to require the use of an “Epi-Pen” or administration of allergy medication, is required to have all medications turned in (in their original packaging) along with the appropriate paperwork before the start of school. These will be stored safely in a secure location.
4. If a child with severe allergies accidentally comes in contact with an allergen, the school will follow the protocol listed below:
 - (1) The child will be removed from class, the parent will be notified immediately via phone, and an administrative staff member will administer the allergy medication (usually an antihistamine and/or injectable epinephrine) according to the doctor’s instructions on the Severe Allergic Reaction Plan.
 - (2) If only Benadryl (or another over-the-counter antihistamine) is administered, the parent will then be called to pick up the child from school with the recommendation that the child be taken to their doctor for continuation of care.
 - (3) If the child’s condition worsens or does not improve between the time that the Benadryl (or another over-the-counter antihistamine) is administered and the parents arrive to pick them up, then the injectable Epinephrine (Epi-Pen or AuviQ) will then be administered and/or the paramedics will be also called.
 - (4) If an Injectable Epinephrine (Epi-Pen or Auvi-Q) is administered, the paramedics will be called in addition to the parents being immediately notified by phone.

Medication

Please try to schedule your child’s medication around school hours. We realize that occasionally the need may arise for one of the staff members to administer prescription medication to your child (after your child is no longer contagious).

Medicine should be brought in its original container and given directly to a staff member upon arrival at school. A form giving permission to administer the medication must also be completed. You can find these in the preschool office. If you are administering medications at home, it is helpful to inform your child’s teacher in case of unusual behavior or any adverse reactions to the medication.



First Aid

Our staff is trained in basic first aid and will administer minor treatment as needed. Parents are notified of any injury(ies) in writing. A duplicate of the written notice will be placed in the child's file.

Simple first aid, ice packs, Band-Aids, and tender loving care will treat minor cuts, bruises, etc. In cases of serious injury or illness including dental accidents, we will make an immediate attempt to contact a parent. If necessary, we will also call 911. The school Director will be in charge and will make decisions about the child.

It is your responsibility, and to your child's benefit, that you keep the school up-to-date on home and business telephone numbers, emergency numbers, and other pertinent information.

Emergency Plan

Your child will be instructed on emergency procedures in case of a fire or an earthquake while at school. He/she will participate in regular fire drills and learn other rules of safety.

In case of a community-wide disaster such as an earthquake, children will remain at school or where the community emergency personnel direct us until called for by the parent or designated adult.

In any kind of natural disaster (earthquake, flooding, fire, etc.), all children will remain on the campus until picked up by parents or authorized persons. Children must be picked up within 30 minutes of notification.

Christ Lutheran is prepared for emergency situations. We have food, water, and provisions for three days. We have adequate first aid supplies and sanitation materials. Part of our registration fee each year supports this plan. All staff members are trained in CPR and first aid. Every staff member has an assigned job in the event of a disaster.

Our Out-of-Area Partner School is Bethany Lutheran School, Long Beach, in case of an emergency where we have to leave the local area.

Bethany Lutheran School in Long Beach
5100 Arbor Rd
Long Beach, CA 90808
(562) 420-7783

Power Outage & Water Outage

In case of Water and/or power outages parents will be notified and required to pick up the child within 30 minutes of notification.

Emergency Kits

Every child must have an earthquake kit. These are provided by the school each year. If you would prefer to provide other emergency supplies for your child, please see your child's teacher.

Licensing Inspection Authority

The Department of Social Services (DSS), the licensing agency, has the authority to interview children or staff, and to inspect and audit child or facility records without prior consent. DSS also has the authority to observe the physical condition of the child (ren),

including conditions that could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child (ren).

Children's Personal Rights

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following: To be accorded dignity in his/her personal relationships with staff and other persons.

1. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
2. 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.
3. 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.
4. 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.
5. Not to be locked in any room, building, or facility premises by day or night.
6. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Photographs and Publicity

Pictures may be taken by staff members during the activities at Christ Lutheran Church, School & Preschool, or under its direction, and then presented in various church and school sponsored media. These include, but are not limited to; pictures, video productions, newsletters, television programs, web casts, brochures, handbooks, programs, and internet web pages. This section serves as notification that any meetings, events, and activities (including worship) are considered public and may be video-taped and/or photographed and used in the above listed manner. Photographs taken by the preschool staff of the children at Christ Lutheran Preschool during regular school activities may be used for student portfolios, the Christ Lutheran School Yearbook, and preschool publications (such as the preschool newsletter.). In order to protect the privacy of our families, the preschool has adopted the following photography practice: During preschool hours of operation, photos of students in preschool classrooms or on the preschool playground may ONLY be taken by a Christ Lutheran staff member using the classroom camera or i-pad (or other device using the classroom sim card). Appropriate photos will then be uploaded onto a password protected, “by invitation-only”, classroom photo-sharing website (via www.shutterfly.com) and made available to parents of children in that class only.

Parents, we ask that you please do not post pictures of our preschool children onto social media sites, such as Facebook, as this can create a potentially compromising situation for some families. If you wish to take a picture of your own child to post on your social media site, please do so outside of the preschool building and playground areas.



Have you read this entire handbook?



Thank you for taking the time to read this handbook so that you will understand our philosophy and goals for your child!

Policy Agreement Contract Christ Lutheran Preschool

It is important that preschool policies be established and understood from the beginning of our relationship with your family. Please initial after each statement on This Policy Agreement Contract indicating that you have read and understood the policy. Please return this page to the office by the first day of school.

All Forms must be in our student files prior to your child's first day of attendance.

- I have been provided with a copy of CLPS Parent Handbook
- I understand the Preschool follows the same holiday schedule as Christ Lutheran School (K-8th)
- I understand that the application fee is non-refundable
- I understand that the tuition is pro-rated over a 10 month period
- I agree to pay the tuition fee each month, beginning in the month of August
- I understand that my child must be fever free for a complete 24 hour period before they can return to school
- I understand that if my child is showing signs of illness that I should keep them home
- I understand that if my child is sick for any length of time and unable to attend preschool, that regular monthly tuition fee is still due and payable in full. No discount is take for sick days or school closures.
- I understand that additional fees will be assessed for late pick-ups
- I understand additional fees shall be added to my account for NSF checks and late tuition payments
- I agree to pay the tuition fee each month, beginning in the month of August.
- Holiday breaks are not included in regular tuition. I understand that I need to sign up in advance for holiday daycare at an additional charge.

- I am aware that the summer program is separate from the school year program. I understand that summer program has a separate application fee and tuition rates.
- I understand that re-enrollment for the next year is contingent upon my account being paid in full at the conclusion of the school year
- I give permission for teachers to use photos of my child for documentation and developmental purposes. These items will be used to show each child's growth and development in many different areas and will also be used in children's portfolios.
- I give permission to use my child's photographs on or in school publications/ website.
- I am aware the department of social services, our licensing agency, "has the right to enter the preschool at any time, to interview staff or children without prior notice, and to review student and/or files without prior consent."
- I understand that the email I registered with will be used for communication purposes from CLPS. This includes newsletters, announcements and correspondence with my child's teachers.
- I give permission for my name, address, phone number and email to be included in the yearly preschool parent directory.
- I understand that when it is my child's turn to bring snack for the month, that it needs to be dropped off at the school no later than 8:45 am or I can bring the snack in the day prior.
- I understand that if I forget to bring snack, I will be responsible for bringing in a replacement snack that is non-perishable and a bottle of juice.
- I understand that I must sign my child in and out every day using my FULL LEGAL SIGNATURE. It is a legal and binding contract in which I am transferring responsibility to the school for the care of my child. Failure to do so will result in being called to come back in and sign them in for the day.

Child's Name: _____

Father's Signature: _____

Mother's Signature: _____

Date: _____

Christ Lutheran Church and School
760 Victoria St.
Costa Mesa, California 92627

Preschool

Phone 949-631-1639
Cell 949-557-9224
Fax 949-631-6224

Elementary School

Phone 949-548-6866
Fax 949-631-6224

School Age Care (K-8th grade)

Phone 949-722-9778
Fax 949-631-6224

Church

Phone 949-631-1611
Fax 949-631-6224

Website: www.christcm.com

School App: Christ Lutheran School (Knights App)

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