



Robert H. Lange Preschool & Kindergarten

PARENT HANDBOOK UPDATED JULY 2026

License# 300600843

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Early Childhood Higher Education Programs

Robert H. Lange Christian Preschool & Kindergarten

Parent Handbook

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ABOUT RHL PRESCHOOL & KINDERGARTEN

Statement of Purpose & Mission Statement

The Robert H. Lange Preschool & Kindergarten is a ministry of Mount of Olives Church. As such, the preschool and kindergarten welcomes families of the congregation and reaches out to families in the community. We join together with the mission statement of Mount of Olives Church, “To Know Christ and Make Him Known.”

Affiliation

The Robert H. Lange Preschool & Kindergarten is a ministry and extension of Mount of Olives Church. The Preschool Director, under the guidance of the Leadership Team and Senior Pastor, oversees the management of the preschool. Robert H. Lange Preschool & Kindergarten is a non-profit organization, licensed by the State of California, License #300600843. The school is accredited by NAEYC- the National Association of Education for Young Children.

History

Our school opened its doors to the community preschoolers on January 4, 1967. Originally named “The La Paz Preschool”, it was the first preschool opened in Mission Viejo, alongside Mount of Olives Lutheran Church, the first church in the community. The little mission in Mission Viejo was off to a roaring start. Under Pastor Lange’s energetic leadership the church and the preschool were blessed with continued growth. Pastor Lange died of “Lou Gehrig’s Disease”, at the age of 42, on March 8, 1973. He left behind a legacy of love and a lifetime of dedication to the church and to the Lord Jesus Christ. By special decision of the Preschool Board and Council, the La Paz Preschool was renamed the Robert H. Lange Preschool, in memory of its founding Pastor, following his passing.

PROGRAM INFORMATION

Philosophy

Preschool is the introduction to a lifelong educational journey for children. It is the goal of Robert H. Lange Preschool & Kindergarten to foster a love for learning in our students with an individualized, child-centered approach. We introduce our students to the beginning foundations of social-emotional development, language and literacy, mathematics, science, social studies, visual and performing arts and physical development with our hands-on, developmentally appropriate practices. We utilize both developmental and pre-academic structures in our program in order for the student to grow as a healthy member of their community. Our understanding and value of exceptional early childhood education equips children to be productive and passionate thinkers, neighbors and leaders. This is seen in our details of Christian values but more so in the empowerment of the child as they reflect on their own abilities to be the best that they are called to be. Each child is different and unique and our purpose is to recognize and help our students achieve their full potential in their overall development as we work together to provide a solid foundation for the child and family in a healthy, developmental Christian framework.

Learning Philosophy

The Robert H. Lange Preschool & Kindergarten (RHL) embraces the practice of developmental appropriateness within an environment of love and Christian care. Every staff member is trained to evaluate developmental stages and to plan activities which meet a child's individual needs. Our team works lovingly with both children and parents to create a positive school experience. We recognize that each child is unique and brings different gifts to our program in the areas of language, values, and customs, and we continuously work towards providing varied multicultural experiences. On a daily basis, staff plan experiences to meet the child's needs in the following areas: creative, social, emotional, cognitive, spiritual and physical. Throughout the week, the child will be exposed to a variety of activities including but not limited to: language, art, science, music, faith formation, fine and gross motor, math, cooking and dramatic play. The preschool has an open-door policy regarding parents. Parents are welcome at any time. We encourage parents to volunteer their time and talents in the classroom under the teacher's guidance. All regular volunteers are required to be LiveScanned PRIOR to being in the classroom. (see page 25)

RHL staff believes in empowering children. Children are asked to make choices throughout the day. They decide which experiences to engage in under the loving direction of their teacher. The environment is carefully set up with purpose and intent to attract children to all the learning activities. Once a child chooses an activity and is engaged, the opportunities for development are endless. Children build independence by filling up their own water bottle, putting papers in their totes, and organizing their bag in their cubby. Christian values are modeled by the staff and weaved into the moment to moment teaching of conflict resolution,

taking turns and respecting one another. Autonomy is attained as the children are instilled with pride and confidence in their own abilities. The curriculum is flexible to allow the teacher to expand on topics the children show an interest in. Each child is special and is greeted on an individual basis by the teacher. Staff value each child's unique personality and spirit. Our philosophy makes the social and emotional development of each student a top priority. Staff want students to leave RHL with a solid faith and educational foundation and strong sense of self. We want children to develop coping skills that will carry them through life. We want them to be able to identify their emotions and be able to properly channel those feelings into positive thoughts, words, and actions. We also reach out to the needs of the family. Our campus is here to provide emotional support, referrals to outside agencies when necessary and pastoral care, when requested. The church provides Bible studies for spiritual growth, parenting classes, and lots of opportunities for adult interaction. We honor parents as the first and primary caregivers of their children. Working together, we strive to provide a solid foundation for the child and the family in a developmental and Christian framework.

RHL provides education on a non-discriminatory basis according to equal treatment to each child without regard to race, religion, national origin or ancestry.

Early Education Standards

RHL teachers are responsible for implementing and designing lesson plans that are child centered and developmentally appropriate. These lesson plans will meet the needs of the individual child, reflect current and professional early childhood education research, inspire the child to excel in their overall growth and allow for children to produce classwork that is done with excellence and care. Lesson plans will mirror child assessment domains as reflected in the California Preschool Learning Foundations. Room environments are carefully prepared to allow each student to thrive and to stimulate critical thinking influenced by a creative and authentic play approach all while best preparing each child to be ready for Kindergarten and amplifying the skills required for future success. RHL Preschool & Kindergarten is nationally and locally recognized for its high equality education in an unique and loving Christian environment that will leave a lasting impression on each child in our care. Teachers are expected to manage and supervise classroom behavior, demonstrate proper time management, utilize all electronic platforms of parent communication in a timely manner and create a classroom environment that incorporates all domains of child development and faith formation. Teachers work closely with the program Director to ensure program quality and improvement is at its best potential throughout the year.

Hours of Operation

The RHL Preschool & Kindergarten is open from 7:30am – 6:00pm, Monday-Friday during the school year (early September - mid June). Alternate care hours are available for holidays and summer programs.

Preschool Core Instruction Time - 9:00am - 12:00pm

The core instruction of our day happens between 9:00am and 12:00pm. During this time, children are with their primary teacher immersing themselves in classroom activities and

lessons. Since it is the core of our day, we ask that children are at school and ready to engage in learning promptly at 9:00am.

TK/Kindergarten Instruction Time - 9:00am - 3:30pm

Our TK/Kindergarten program is a full instruction day program. Children are with their primary teacher immersing themselves in classroom activities, lessons and outdoor play during this time. We ask that children are at school and ready to engage in learning promptly at 9:00am. This program does not nap.

Lunch Time 12:00pm - 1:00pm

Children who stay at school for a full day will have lunch from 12:00pm-1:00pm. A nutritious nut free lunch and a drink must be sent to school along with your child. If items are not in packages with ingredients listed then a note must be included in the lunch stating the lunch is nut free and be signed by the parent with the current date. Soda and candy are not allowed. Grapes, hot dogs and cherry tomatoes (any round food), must be cut in half. Please mark your child's name on all lunch boxes, etc. Any items that are questionable will be removed from the lunch and a note will be sent home.

Extended Care Programs

If your child is enrolled in Full Day Care, children may be dropped off any time between 7:30am and 9:00am. Children will start the day in the Outdoor Classroom and then be walked by staff to their classroom. Extended care offers an opportunity for children to interact with all age groups. Children staying for extended day care will nap after lunch time, excluding Transitional Kindergarten and Kindergarten. Each child must have a fitted sheet & blanket to rest on, which is purchased by the parent. RHL will provide the mat. Each child will receive a bag to store bedding items. All items for rest time must fit into this bag. This is a wonderful opportunity for children to strengthen their independence skills as they learn to prepare their resting space, fold their mat, and put away their nap items. Once children complete their rest period and afternoon snack (family provided), indoor and/or outdoor play takes place. While there is less formal structure than the typical school day, lesson plans are created to provide stimulating, challenging and fun activities for the children. Afternoon extended care hours are 3:30-6:00pm.

Babysitting or Nanny Jobs

Babysitting or offering nanny jobs to RHL Preschool & Kindergarten employees is against school policy. Staff are not to distribute their cell phone numbers to gain any type of employment.

ACCREDITATION & QUALITY START PROGRAM

NAEYC Accreditation

NAEYC: RHL Preschool & Kindergarten is currently accredited by the National Association for the Education of Young Children (NAEYC). RHL Preschool & Kindergarten is one of the first early childhood programs to earn accreditation from NAEYC - The nation's leading organization of early childhood professionals. To earn NAEYC Accreditation, RHL Preschool & Kindergarten went through an extensive self-study process, measuring the program and its services against the 10 NAEYC Early Childhood Program Standards and more than 400 related Accreditation Criteria. The program received NAEYC Accreditation after an on-site visit by NAEYC Assessors to ensure that the program meets each of the ten NAEYC program standards. We are proud to have received a score of 100% on three of the standards and 100%+ for the remaining seven standards. Extra points were earned for meeting emerging criteria. RHL is accredited until March 1, 2028. NAEYC Accreditation is a widely recognized sign of high-quality early childhood education. More than 11,000 programs, serving one million young children, are currently accredited by NAEYC - approximately 8% of all preschools and other early childhood programs. Mark Ginsberg, Ph.D., executive director of NAEYC stated, "RHL's Accreditation is a sign that they are a leader in a national effort to invest in high-quality early childhood education, and to help give children a better start." The NAEYC Accreditation system has set voluntary professional standards for programs for young children since 1985. As of September 2006, the Association's revised program standards and criteria have introduced a new level of quality, accountability, and service for parents and children in child care programs. NAEYC standards reflect the latest research and best practices in early childhood education and development. NAEYC is committed to utilizing the newest studies and analysis on positive child outcomes to ensure young children continue receiving the highest quality care and education possible.

Points of quality care in accordance with NAEYC Accreditation:

- 1. Children follow their own individual developmental patterns, which may vary greatly from child to child.*
- 2. Children feel safe and secure in their environment.*
- 3. Children have activities and materials that offer just enough challenge - they are neither so easy that they are boring nor so difficult that they lead to frustration.*
- 4. Children can connect what they learn with past experiences and current interests.*
- 5. Children have opportunities to explore and play.*
- 6. Teachers nurture children's language in English and in children's home languages. They talk, listen, and provide opportunities for children to share ideas and feelings.*
- 7. Teachers read to the children every day individually, in small groups and as a whole class.*

8. Teachers help children get the most out of every learning situation. They make comments, ask questions, and add new challenges as children are ready for them.

NAEYC Program Standards: NAEYC has set 10 standards for early childhood programs that can help families make the right choice when they are looking for a child care center, preschool, or kindergarten. The standards and criteria are also the foundation of the NAEYC Accreditation system for early childhood programs. To earn accreditation, programs must meet all 10 standards. Based on research on the development and education of young children, the standards were created with input from experts and educators from around the country. The standards define what NAEYC—the world’s largest organization of early childhood professionals—believes all early childhood programs should provide.

Quality Start of Orange County

Quality Start OC Quality Rating & Improvement System (QRIS) is a voluntary program designed to support, promote and improve the quality of early learning programs throughout Orange County. Early learning programs are assessed according to a rating matrix and sites are assigned a rating between 1-5 stars. Star ratings will help programs to focus on areas for improvement, and provide valuable information for parents seeking early learning programs for their children. Participation in the Quality Start OC QRIS is voluntary. Programs that elect to participate do so to demonstrate their commitment to quality, and their dedication to keeping abreast of current research and best-practices in early learning. QRIS measures how the children are developing, school readiness, teachers and teaching, program and the environment.

Our Recognitions

- Certificate of Commendation by the Orange County Child Care and Development Planning Council
- Certificate of Recognition from the California Legislature Assembly
- “Outstanding Commitment for Quality Child Care” from Orange County 5th District Supervisor
- Certificate of Special Congressional Recognition

CURRICULUM & ACTIVITIES

Curriculum Standards:

All Preschool & Kindergarten teachers will manage and develop their daily curriculum to best meet the needs of their students. As outlined in the California Preschool Foundations, curriculum domains will include the following as a minimum:

- *Social-Emotional Development:* Self-Awareness, Self-Regulation, Social and Emotional Understanding of culture and diversity, initiative in learning, peer and pretend play and group participation.
- *Language and Literacy Development:* Language use and conventions, communication, narrative, vocabulary, grammar, writing strategies, use of pictures, name recognition, concepts about print, alphabetic and word/print recognition, matching print and analysis.
- *Mathematics:* Number sense, written numbers, identification, counting, totals, number relationships and operations, classification and patterning, measurement, geometry and algebra.
- *Visual and Performing Arts:* Visual art and skills, fine motor, tool use, ability to control motor skills, rhythm, patterns, interest, creative movement, spatial awareness, tempo and creative expression.
- *Physical Development:* Balance, motion, locomotor skills, running, jumping, manipulative skills, fine motor skills, active movement, peer conflict and physical play
- *Health Development:* Basic hygiene habits, communication, safety, directions and drills, nutrition, awareness, personal care routines and eating habits.
- *Science Development:* Observation and investigation, inquiry, tools, hypothesis, predictions, documentation and communication, knowledge of the natural world, identification, statements, change in the natural world and long-term observation.
- *History and Social Science Development:* Understanding past and present, personal history, geography, ecology and understanding the physical world through drawings and maps.
- *Faith Formation:* Chapel participation, empathy towards others in need, interest in service projects, at home connections, interest in prayer and ability to recite scriptures and songs.

These domains and subdomains are used for the assessments done throughout the year.

Teachers are responsible for tracking and keeping documents that show and support progress or regressing of student's development. This includes but is not limited to samples of writing, cutting, self-portraits, math recognition and art.

Robert H. Lange Christian Preschool & Kindergarten's Learning Experiences

We are licensed preschool for children two years to the age of Kindergarten.

2 Year Program - "Owls"

This program offers a nurturing loving environment for children who are first starting out in the school setting. Our philosophy focuses on connecting with the child, offering experiences and interactions to assist them in feeling safe and loved. From this foundation the child has the opportunity to develop a sense of safety, self-confidence and trustworthiness which then leads to positive engagement and interaction within the classroom as well as reaching their personal developmental objectives. The 2-year-old classroom is set up with engaging learning centers which are tailored towards the developmental needs and goals of the children.

Preschool Program - 3-4 year olds

RHL Preschool is a developmental preschool with a special emphasis on social/emotional development. We embrace Howard Gardner's theory of multiple intelligences; recognizing that each child is unique and has their own style of learning. Here is a list of the intelligences and a few classroom activities that respond to each.

1. Linguistic: Storytelling, journaling, pre-reading word and letter recognition
2. Logical: Mathematical: puzzles, number sequence, patterns, manipulatives
3. Spatial: Painting, drawing, blocks
4. Bodily: Kinesthetic: Dance, movement, dramatic play
5. Musical: Singing, humming, playing with musical instruments
6. Interpersonal: Cooperative play, sharing, conversations
7. Intrapersonal: Reflection, working independently
8. Naturalistic: Outdoor nature collecting, science area

Transitional Kindergarten Program

The Transitional Kindergarten program is designed for children who are entering Kindergarten the following school year and turn 5 years of age by December. The Transitional Kindergarten program is a mandatory 5 day per week program in preparation for Kindergarten. The curriculum is designed to meet their individual needs preparing them for the Kindergarten experience. The program blends social and emotional experience with academic learning.

Pre-literacy and pre math skills are experienced through play-based learning. The children develop social and self regulation skills needed to succeed in kindergarten. They experience interacting with their peers and teachers in positive ways, problem solving skills, independence and focusing skills. All of these promote a head start for their future success in school. Our Transitional Kindergarten incorporates the RHL curriculum and special events but in order to provide a higher level of curriculum for those students entering the third year of preschool, Transitional Kindergarten focuses on a language and literacy-based curriculum as its emphasis.

Kindergarten Program

Kindergarten at Robert H. Lange has been created to ensure every child is fully confident and well-adjusted to the high demands of current academia and accelerated curriculum expectations. Kindergarten students will discover the power of success as they work through developing skills that create well balanced mind sets towards wanting to learn more. Kindergarten testing and assessments are in alignment with California Department of Education and are implemented to ensure every student achieves not only the appropriate benchmarks but heavy development in social emotional and peer relationship skills. Kindergarten program is required Monday - Friday from 9am-3pm schedule. Extended care can be added, for an additional fee, if needed.

Classroom Centers

Classroom centers are designed to inspire curiosity, success and a love for learning. We encourage children to make choices and take risks. Centers remain open for exploration while students are engaged in the learning space. Centers are rotated, cleaned and changed out as each teacher sees fit or within guidelines given.

Types of Centers Utilized:

Blocks: Children learn measurement, size and shape, geometry, small and large muscle control, problem solving, sharing and taking turns, cause and effect, hand & eye coordination.

Dramatic Play: Children learn negotiating, problem solving, emotional regulation, sharing and taking turns, self confidence, sustained attention, idea representation, abstract thinking

Art: Children learn creativity, problem solving, cause and effect, color concepts, art techniques, emotional expression, sharing and taking turns, self confidence.

Language and Literacy: Children learn concepts of print, books, alphabetic principles, phonemic awareness, reading and writing, rhyming, comprehension, vocabulary, risk taking.

Science: Children learn observation skills, predicting, questioning, problem solving, cause and effect, vocabulary, math and number concepts, science concepts.

Math/Manipulatives: Children learn one to one correspondence, number concepts, counting, estimating, graphing, ordering, measuring, patterning, promotes fine motor development

Chapel & Faith Formation

RHL Preschool & Kindergarten is a ministry of Mount of Olives Church. We teach Lutheran theology to our students. Each week students will participate in Chapel. This is a time where a lesson is taught, songs are sung and we worship together. Every child at RHL Preschool & Kindergarten will be taught the love of Jesus through books, action and example.

Outdoor Classroom Learning Environment

“Play is the highest form of research” Albert Einstein

RHL Preschool & Kindergarten values the opportunity for students to explore, create, develop and learn in an Outdoor Classroom setting. This setting offers multiple opportunities for students to engage creatively, observe, and problem-solve using their energy in the Outdoor Classroom environment.

Philosophy strategies and tools: RHL Preschool & Kindergarten uses two theories of thought from nationally recognized programs:

1. **The Outdoor Classroom, Eric Nelson:** 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. Instead of developmentally inappropriate early academics, 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.

Nelson’s Characteristics of the Outdoor Classroom

- Most activities that can be done indoors can be done outdoors. Some activities occur best outdoors; some can only occur outdoors.
- Children spend substantial periods of time outside, and it is easy and safe for them to get there; they are free to move easily between the indoors and outdoors.
- There is a full range of activities for children to participate in, including many activities that are traditionally thought of as “indoor activities.”
- The outdoor space offers a balance of areas for physically active and less active play.
 - While outside, children frequently have the opportunity to initiate their own learning experiences and activities, with teachers supporting them.

- The outdoor curriculum evolves from and changes with children's changing needs and interests.
- Children experience nature in as many ways as possible.

Nelson's Benefits of the Outdoor Classroom according to Eric Nelson:

Physical:

An increase in physical development, capability, and activity
 Setting up patterns for an active, healthy lifestyle
 Fewer children suffering from diseases such as obesity, Diabetes, and ADD/ADHD

Cognitive:

Stronger language, problem-solving, and communication skills through projects and group activity
 Developing an interest in science and math through connecting with nature
 Fostering learning through self-initiation, control, and personal responsibility

Psychological:

Happier
 Higher, more positive self-esteem
 Effective relationship building in a cooperative, non-competitive environment
 Building a healthy and balanced internal psychology from time spent alone
 Manifesting classroom harmony
 Social-emotional mastery

Understanding:

Familiarity with and appreciation of nature
 Wide, expansive view of how the world works
 Building stewardship skills for the environment

2. Nature Explore: Rounded in over a decade of research and field-testing, the Nature Explore Classroom Certification Program is a national initiative of Dimensions Educational Research Foundation in collaboration with environmental, educational, design and health organizations.

A certified Nature Explore Classroom includes:

1. *Well-designed outdoor space* — Provide evidence that principles from the Learning with Nature Idea Book were used in the design of new spaces, or the redesign of existing spaces. For renewal, provide evidence of annual maintenance.
2. *Staff development* — Provide evidence that staff have attended a full-length Nature Explore Workshop. For renewal, provide evidence of annual professional development relating to nature education.
3. *Family involvement* — Provide evidence that activities or materials designed to increase family awareness and involvement in nature education for young children are provided regularly.

Special Activities at School

Birthdays

We love to celebrate birthdays! Due to dietary restrictions, cultural beliefs, and food allergies we ask that families refrain from bringing food items. Your child's teacher always makes the birthday child feel special and they will be recognized and celebrated all day by everyone at school! If you want to add to the celebration, please check with your child's teacher to coordinate alternative ways to celebrate your child in their class.

Amazing Athletes & Spanish - Extra Curricular Classes

As part of our TK/Kindergarten program both of these classes are part of the standard instruction curriculum. Our preschoolers can also take a class! Enrollment in these classes are directly with the vendor and at an additional cost. Classes take place at RHL during the afternoon.

Special All School & Classroom Parties

Throughout the year there are events and activities around the holidays and special days in our school year. All of these will be communicated to you through weekly take home packets, Pro Care App, Room Parent Communication and The Scoop Monthly Director Newsletter. Examples of these events would be: Harvest Party, Polar Express Parade, Christmas Parties, etc.

SUPERVISION, GUIDANCE & DISCIPLINE

Discipline

Children who attend RHL Preschool & Kindergarten may not be subjected to corporal or unusual punishment, including spanking, humiliation, mental abuse, or punitive interference with daily living functions such as eating, sleeping or toileting.

Employees and Volunteers will never:

- Use physical punishment
- Use psychological abuse
- Use of force or threatening harm
- Use coercion

When situations occur that require redirecting or strategic behavior guidance techniques, teachers will handle each situation lovingly and with intention in ways that will positively affect the child's self-esteem and personal success. When an undesirable behavior first surfaces, the teacher will use techniques such as a change in communication or increase in incentives. Teachers may also use teaching tools such as stories, games or songs. These tools will be communicated to the child's home so a team is established in managing desired behavior and highlighting small and large successes.

If a child continues to display behavior that is disrupting the classroom goals, the teacher will work with the administration team on bringing in additional support staff for observations, collaborations and environmental assessments. The team will then work directly with teacher, family and child on establishing a behavioral or educational plan. This plan will include how we can measure the child's success by items such as providing outside resources, parent education and child development screenings. RHL happily partners with community organizations that come in and train the team, train the family and train all those who work directly with children who may need assistance in reaching developmental, educational and social emotional goals. RHL Preschool & Kindergarten believes every child has the ability to be successful in our care. We will assist, provide and communicate service options as we partner with our families and support the educational team surrounding every child.

If a child bites another child, the parents of both students will be notified. All bites are documented in an incident report and an email will be sent home. From the second time on, parents, teachers, and the Director will meet to collaborate on how to address/handle any concerning behavior. Shadowing may be implemented or seeking outside professional help. RHL will do all that we can to stop the biting as soon as possible.

Documentation reports are sent home to notify parents of any injury or incidents that happen at RHL preschool with their child. Once a child reaches five incident/injury reports, parents will be contacted and will meet with the Director and child's teacher to construct a plan to help minimize the reports and amplify success.

Principles and Practices of Interactions and Supervision

All Employees and Volunteers of RHL Preschool & Kindergarten are required to abide by the following expectations when supervising and interacting with children and helping them:

- Be safe and feel safe
- Feel good about themselves
- Develop trust in and respect for adults and other children
- Enjoy being part of the classroom and whole community
- Progress toward independence and increased skill competence at an appropriate pace

The following inappropriate types of interactions are not approved behavior while working with students at RHL Preschool & Kindergarten. These interactions can be cause for termination and include:

- Being sarcastic with, curse at, ridicule or shame a child
- Speaking to children in a harsh or a negative manner
- Isolating a child without an adult present
- Ostracize or withhold affection from a child
- Seclusion
- Use physical force or rough handling
 - No shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, pulling arms/hair/ears, forcing a child to sit/stay down
- Force children to eat or withhold food
- Punish or shame a child for accidents
- Criticize parent in front of child
- Threaten a child with a parents action
- Imply in any way to a child that a parent has poor judgement or is inadequate, which includes remarks made to other staff members regarding parents

Assessments

Children are assessed by their teacher within thirty days of enrollment. The teacher starts a student portfolio to which they will add to on an observation basis. Formal Assessments are sent home three times a year. Parent/teacher conferences are held in February and are strongly encouraged. Teachers and team members will track and keep progress of student's growth and areas of mastery. If a teacher is concerned about a child meeting developmental or skill goals,

a conference will be scheduled to ensure all details about the child's success is addressed.

Developmental Screenings

Students will have multiple opportunities to participate in onsite/offsite screenings. These screenings must have parent permission as well as provide any agency forms as required. These screenings are used as support to ensure any concerns or developmental delays are being addressed. Agencies and programs that RHL Preschool & Kindergarten currently uses include ASQ Screenings, Sensory Screenings, and Chancy and Bruce Kindergarten Readiness Testing.

Screen Time Policy

RHL Preschool & Kindergarten monitors all scheduled time where screen time will enhance a curriculum or provide a visual aide in a lesson. All screen time use must be pre-approved by the administration and must be incorporated into lesson plans.

Student Insurance

Your child has been included for coverage under a Student Accident Policy issued to our organization by the Everest Reinsurance Company. We feel accident coverage is a vital and integral part of our students' welfare and are pleased to advise you of this protection. For your general information, but subject to the policy limitations, provisions and exclusions, the following benefits are provided: Accident Medical Expense Max benefit/injury \$50K per occurrence and \$1M per Aggregate, Accidental Dismemberment Benefit 15K, Accidental Death Benefit 15K and Dental Limit 100% of URC up to \$50,000. *Only expenses which are USUAL AND REASONABLE and incurred within 365 days of the accident are eligible for reimbursement with initial treatment being received within 90 days. Death and Dismemberment benefits have a 90 day limitation for expenses incurred. The coverage provided is for injuries or death resulting from an accident while participating in a scheduled, sponsored and supervised activity. It includes traveling to or from an activity under adult supervision from the school.

We provide secondary insurance coverage to you. Therefore, claims should first be submitted to your personal health insurance carrier for payment. Items not covered by your personal insurance carrier may then be submitted to the Mutual Insurance Agency along with an explanation of benefits.

If you have any specific questions regarding benefits or exclusions, feel free to call us at (949)837-2500 or our Insurance Broker, Mutual Insurance Agency, at (800)362-7320. The coverage and limitations outlined herein are necessarily brief and are only to be a general outline of the insurance. Only a study of the policy forms will provide the information on all of the coverage, limitations and exclusions. The policy is on file in the preschool office.

HEALTH & SAFETY

General School Health Policies

State licensing requires the mandatory submission of a health form (LIC 701) signed by a licensed physician and submitted to the school within 30 days of the child's admission. Once the form is submitted and the child is enrolled, while not a requirement to resubmit the form annually, it is important to keep the school informed of any significant changes in the child's health or immunizations. Additional regulations state that the child is to have all standard immunizations. These records must be in the office prior to the first day of school. Your child cannot attend school if this form is not submitted. Your child's health is of major importance to us. A daily health check is given upon each child's arrival. The person bringing the child must wait until his/her teacher greets the child before leaving. Your child will not be admitted to the school or will be sent home if any of the following symptoms of illness are present:

1. The illness prevents the child from participating in facility activities.
2. The illness results in a greater care need than the childcare staff can provide without compromising the health and safety of the children.
3. Temperature-100 degrees or higher
4. Runny nose (thick, discolored or runny secretions), coughing, difficulty breathing, lethargy, persistent crying and/or irritability.
5. Diarrhea/increased number of stools, increase in stool water and/or form
6. Vomiting-one incident
7. Mouth sores with drooling or draining sores
8. Rash with fever or behavior change
9. Conjunctivitis (pink eye)
10. Scabies, head lice or other infestations
11. Impetigo
12. Strep throat or Respiratory illness
13. Chicken pox-exclude from school until all sores have dried & healed
14. Mumps-exclude for six days after onset of rash
15. Measles-exclude for six days after onset of rash or shingles
16. Rubella-exclude for six days after onset

Incidental Medical Services

Robert H. Lange Preschool & Kindergarten will provide nonmedical care and supervision to enrolled children with the following needs:

- *Blood-Glucose Monitoring for Diabetic Children*
- *Administering Inhaled Medication*
- *Administering prescribed auto-injector of epinephrine such as EpiPen Jr. and EpiPen*
- *Glucagon Administration*
- *Carrying Out the Medical Orders of a Child's Physician*
- *Prescription and Non-Prescription Medications*

Administration of medicine can only occur with a current Physician signed Plan of Action Form.

School Dress Code

Children should attend school in clothes that are appropriate for the many “messy” art, sensory, and motor activities. We want children to feel free to participate without concern of ruining “good” clothes. For safety reasons, we ask that all children come to school in closed toe or tennis shoes. Rain Boots are a favorite, especially while enjoying our Outdoor Classroom! Spirit Shirts are for sale throughout the year.

Extra Clothing Required

Each child needs to bring an extra set of clothing for potty accidents, messy activities and general mishaps. The extra set should include a complete set of clothes; pants, shorts, skirt, shirt, socks, shoes, and underwear. All items should be clearly labeled with the child's name. Please send the clothing in a well-marked zip lock bag so that soiled clothing can be sent home in the bag. Clothes will stay on site unless needed, so please make sure items sent are the correct size and appropriate for the day's weather.

Restroom Independence

If a child is enrolled in the Two-year old “Owls” program, the family will work with the teacher on potty training skills and may wear pull-ups during this time. Three and four year olds must be fully potty trained. All children must be potty trained and able to use the restroom independently in the 3's, 4's, Transitional Kindergarten and Kindergarten classes. Please choose clothing that can be easily managed by your child. Elastic waist pants are best. Overalls, jeans with difficult buttons or zippers, and one-piece outfits are usually the cause of bathroom accidents. Children who are potty trained do not wear “pull-up” style diapers. Teachers and parents may work together on developing a plan to ensure children are successful in this important self-help skill.

Campus Safety

Robert H. Lange and Mount of Olives partner together to ensure best practices and procedures are maintained in the highest of quality details. Samples of safety measures include:

- *Locked Campus:* All doors and gates are under locked surveillance while school is in session. Families and caregivers will receive an access point key upon enrollment. Visitors are not able to enter Robert H. Lange without proper approval and entrance access keys.
- *Security:* Current security company is Lion Shield Inc. Security. A guard is on campus Monday-Friday.
- *Monthly Drills:* All staff and employees must participate in the monthly emergency drills. These drills provide practical training for best practices in the event of a real emergency. The office will give a monthly schedule but please note this schedule may change at any time. Drills include Fire, Earthquake and Stranger Danger.
- *Parent Portal:* Families can communicate to the school via ProCare, the Parent App instantly.
- *Video Monitoring:* Mount of Olives Church has 24/7 Video Surveillance.
- *Safety Assessment Team:* RHL works closely with the Mount of Olives “Safety Assessment Team” who regularly scans and patrols our campus. Any unique or suspicious activity is monitored by the Safety Assessment Team as well as the school administration. In the event of any high level danger, families will be notified of the plan of action and communicate what steps we are taking to ensure the students safety is prioritized. If the campus is experiencing a lock down of any sorts, please use the parent app to keep yourself educated and informed of any safety steps in place. Do not report to school, unless directed to do so by the Director.

Earthquake Kits

Each child is required to have an earthquake kit. Families will order the kit from Be Ready, or will cost \$35 per kit if the school has to order a kit on behalf of a family. Existing kits can be reused, if not expired. Forms to purchase new kits will be given out via the families “Welcome Packet” which is mailed to families prior to the start of the school year.

COMMUNICATION

Parent-Teacher Communication

Communication is a priority for all team members of RHL Preschool & Kindergarten. Parent communication helps grow the trust and development of best practices for each day.

Communication will be observed daily by the Director in person and electronically. Teachers have been instructed to refrain from at door conferences with families. Time should be scheduled to meet with your teacher with any concern to ensure your conversation is most productive.

ProCare App for Cell Phone

RHL Preschool & Kindergarten utilizes the ProCare app for general communication throughout the day. This free ProCare app allows families to stay connected with photos, notes and more.

This app also provides access to billing, attendance, and teacher messages. All families are required to download and use the ProCare app upon enrollment.

SIGN IN & SIGN OUT POLICIES

Authorization for Pickup and Departures

The State of California requires that all children be signed in and out daily. The child will not be released to anyone without authorization by the parent or guardian. This authorization must be in writing in the child's ProCare profile. Any additions or deletions must be made by the parent through the ProCare app. We must have communication for changes in the authorization of pick up. Forms for this purpose are also in the preschool office. Persons picking up students will be asked for proper identification. All persons who are authorized for pick up should be listed in your ProCare APP/student's profile.

Attendance

Please notify the school if your child is unable to attend that day. We appreciate knowing whether your child is ill or absent for another reason. Notify us immediately if your child has a contagious disease; mumps, lice, chickenpox, German measles, ringworm of the scalp or body, strep throat, conjunctivitis (pink eye), COVID-19 or any rash. RHL will assess and communicate how we will let other parents and teachers know that they or their child may have been exposed. We will send home a note giving the date of the exposure and the condition. No child's name will be referred to. Children must be free of fever and all symptoms for at least 24 hours before returning to school without the use of medications. *A fever is measured as anything above 100 degrees orally, 100.4 degrees rectally and 99 degrees in the axillary position.*

ENROLLMENT POLICIES & TUITION

Tuition

Tuition is a predetermined yearly total divided into 10 equal payments, regardless of holidays, staff in-service days or unforeseen circumstances. **NO credit is given for illness or personal vacation.** Tuition is billed the 10th of each month in ProCare. Tuition is due on the 15th of the prior month. For example, tuition for October is paid on September 15th. Therefore, payments are made August- May.

Tuition is paid through ProCare (preferred method) or by check/cash to the Director. Procare uses an automatic deduction system. Payments can be drawn from checking/savings accounts without a fee. If you use a debit or credit card, there is a service charge in which the ProCare App, not the school, will charge you. In order to avoid any processing fees that may be charged, options for paying your tuition include by check, cash, or setting up auto pay through your bank with ProCare.

Late Payment Status -If payment has not been received or the Director contacted by the 20th of the month, tuition is considered late.

Late Payment Fees -If payment has not been received or the Director contacted by the 20th of the month, a late fee of \$50 will be assessed through ProCare to your account.

Late Payment Notices - Late payment notices will be emailed to emails on file. If balance is not paid by the 1st of the following month, a notice will be sent with a detailed payment plan to bring the account current. If payment has not been received, or if there has been no discussion regarding the status with the Director or Accountant, a final notice may be sent with suspension of services information.

Late Pick Up Fee - Our day typically ends at 6:00 pm, and our staff is scheduled to leave to tend to their own families and personal commitments. Families need to ensure that their child is picked up before the end of the program. Children become very worried when their parents do not arrive on time. If you are unable to make it, please arrange for another authorized adult to pick up your child. Please contact the school if you anticipate being late. There is a grace period of 5 minutes, after that there will be a late charge of \$5.00 (per family) for each five (5)minutes (or any part thereof) past closing time that the child is not picked up.

We understand that circumstances can arise that may affect payments. We want to work with you to navigate these situations through intentional communication. We love our families and strive to provide high quality, loving, qualified care. Your tuition supports all we do!

Any additional camp tuition or registration fees will be charged separate from the normal school year tuition and must be paid in full in order to attend.

Mount of Olives & Sibling Discount Programs

RHL Preschool & Kindergarten offers a 15% discount for the following two reasons.

Only one discount may apply.

1. Sibling Discount – The child with the highest tuition rate is paid in full, any other children enrolled from the same family will receive a 15% discount on tuition.
2. MOO Member Discount – awarded to families attending Mount of Olives Church. If not already a member of Mount of Olives, the family must attend the First Steps course. In addition, continued receipt of discount is contingent upon attending services at least 2 times per month. Attendance records are checked periodically throughout the year to qualify families for discount. Discounts can be revoked for not meeting requirements.

Annual Registration

All students must complete an annual school year registration. A non-refundable registration fee is paid annually to hold your child's spot. Your child does not have a guaranteed space unless registration, health forms, and fees are completed and turned in. Registration will be accessible every January and will allow families to register for the fall program of that year. All forms, including educational assessments, health and safety, and immunization records are kept confidential unless requested by the parents or legal guardians, administrators and educators who have consent from a parent or legal guardian to have access, or any regulatory authorities as mandated by the State of CA.

Registration priority is in the following order: returning students and their siblings, Mount of Olives Church members, and the general public. Enrollment is on a first-come first serve basis. When classes are filled, a waiting list will be compiled. There are no exceptions to this policy.

Withdrawal from School

If it becomes necessary to withdraw your child from school before the end of the school year, please notify the office in writing. Thirty days' notice in writing is required. All withdrawals must be in writing, with a 30 day's notice in order to get that last month's tuition refunded.

Extended Time Away From School

Please contact your teacher for any at home "projects, assignments or activities" that may be completed if a prolonged absence is expected. In most cases, your teacher will instruct you to play, laugh and giggle while you are away as family fun is essential to learning and growing -but regardless, please speak with your teacher to ensure all work is aligned with your child's goals and milestones.

GET INVOLVED

We LOVE volunteers! The more hands the lighter the work! Please consider volunteering and getting involved at RHL Preschool & Kindergarten. It will be a blessing to you, your child and RHL! Stop by the office to learn more about where you can help.

Live Scan Fingerprinting

If you plan on volunteering regularly (more than 2x per year), we require you to be LiveScan fingerprinted. Mount of Olives Church will cover the cost of this service, if you utilize our preferred provider in Aliso Viejo.

RHL Preschool & Kindergarten Volunteer

A RHL volunteer is a person who helps voluntarily for our program. RHL Preschool & Kindergarten volunteers do not provide care or supervision to RHL students. RHL volunteers are never; alone in a classroom with one or more students, in direct care of one or more students and are never a part of the child to teacher ratio. Any volunteers, who interact with the children of the preschool, are required to give the office proof of measles and pertussis immunizations. Volunteers who do not interact with the children pose no more harm than others who are dropping off or picking up, at our school, throughout the day.

RHL Preschool & Kindergarten Visitor

RHL Visitors come to our campus for special events. Visitors who come to our campus no more than two times, during the preschool year, are considered visitors. For example, special events and celebrations are visitors who come to our campus one-two times per year. Visitors who come to our program more than two times, and are frequently visiting are required to show proof of Measles and Pertussis immunizations and be considered volunteers.

Room Parents

Room parents are assigned by the teacher. Room parents are responsible for helping with Teacher Appreciation week, Trike A Thon, teacher birthday celebrations, other special events and any teacher needs that are communicated. Please refer to the Room Parent Handbook for further explanation of the expected responsibilities and details of being a Room Parent at RHL. Room Parent meetings are held periodically throughout the year with the Director.

KEY CONTACTS AND INFORMATION

Director - Kim Crackower - kimcrackower@rhlpreschool.com

Office Assistant - Susan Bean - susanbean@rhlpreschool.com

RHL Phone: 949-837-2500

RHL Fax: 949-707-0441

RHL General Email: info@rhlpreschool.com

RHL Facebook: <https://www.facebook.com/RHLPreschool>

RHL Instagram: @roberthlange

Download the ProCare Parent App at the Apple or Google Store.