



# RHL PRESCHOOL



Early Childhood Higher Education Programs

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# RHL Christian Preschool

## **Statement of Purpose**

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

## **Affiliation**

The Robert H. Lange Christian Preschool is a ministry and extension of Mount of Olives Lutheran Church. The Preschool Director, under the guidance of the Leadership Team and Senior Pastor, oversees the management of the preschool. The Robert H. Lange Christian Preschool is a non-profit organization, licensed by the State of California, License #300600843. The preschool 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. Pastor Robert H. Lange organized the new congregation and said, “Because of the desperate hours in which we live, it is the duty of every thinking Christian to ask himself once again what it means to say “yes” to Christianity. Therefore as we grow together in Mission Viejo, let us join in giving praise and thanksgiving to Almighty God.” 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.

## **Philosophy**

The Robert H. Lange Christian Preschool (RHL) embraces the philosophy 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. Staff 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 plans 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, Chapel, 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. Every day preschoolers will be provided a snack that is nut free and includes at least two food groups.

The Preschool staff believes in empowering children. To meet this, children are continuously 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 pouring their own juice, putting papers in their totes and hanging up their bags. 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 enough 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. Every child is given the opportunity to select a job for the day. Staff values each child's unique personality and spirit. Our philosophy makes the social and emotional development of each student a top priority. Staff wants preschoolers to leave here with a solid 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. We provide Bible studies for spiritual growth, parenting classes to assist parents in raising children, 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.

**The Preschool provides Early Childhood Education on a non-discriminatory basis according to equal treatment to each child without regard to race, religion, national origin or ancestry.**

### **School Dress**

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. All children must wear closed toe shoes to play in the sandbox and woodchips. This is a safety issue. Open-toed shoes, sandals, and shoes with heels are not allowed.

### **Restroom Independence**

Two year olds may wear pull-ups. Three and four year olds must be potty trained. All children must be potty trained and able to use the restroom independently in the 3's 4's and Jr. 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.

## **Assessments**

Children are assessed by their teacher within thirty days of enrollment. The teacher starts a student portfolio to which she adds to on a monthly basis. Formal Assessments are sent home three times a year. Parent/teacher conferences are held in November and in March. In addition, RHL provides Kindergarten Readiness testing for a fee in January. Testing is done by Chancy and Bruce and includes a parent workshop held in the evening where parents are handed the results and given an explanation of those results and given an explanation of those results as a group.

## **Hours of Operation**

The Robert Lange Preschool is open from 7:30am – 6:00pm, Monday-Friday.

### **School Day 9:00am - 12:00pm**

The core of our day happens between 9:00am and 12:00pm. During this time, children are with their primary teacher immersing themselves in their classroom activities and lessons. Since it is the core of our day, we ask that you are at school promptly at 9:00am.

### **Lunch Bunch 12:00pm - 1:00pm**

Children may stay at school from 12:00pm-1:00pm if they are signed up in advance, and space allows, for Lunch Bunch. Lunch Bunch fee is \$7. 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 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, popcorn and candy are not allowed. Grapes, hot dogs and cherry tomatoes (any round food), must be cut in half. Please include an ingredient list or a dated note stating that your child's lunch is nut free, otherwise items may be removed from your child's lunch. Please mark your child's name on all lunch boxes, etc. No refund or credit is given if the child does not attend on his/her reserved day. All lunches are to be put in the containers provided, and staff will check them to make sure they are nut free. Any items that are questionable will be removed from the lunch and a note will be sent home. No food is to be brought into the classroom.

### **Extended Care Programs 7:30am - 9:00am & 12:00pm - 6:00pm**

Children may be dropped off any time between 7:30am and 9:00am for an additional fee. Children will be playing on the playground and then walked by staff to their classroom. Early Start offers an opportunity for children to interact with all age groups. Children staying for extended day care will rest after Lunch Bunch. Each child must have a nap mat, sheet & blanket to rest on, which is purchased by the parent. RHL will order mats and sheets. Parents are able to provide their own bedding as long as the sheet fits on the mat. Each child will receive a bucket to store bedding items. All items for rest time must fit into this bucket. 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. Children are offered their lunch as a snack before they are offered RHL's snack in the afternoon. Once children complete their rest period, and snack, 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. The extended care programs are provided for a flat, monthly, fee of \$150 or by day at \$35/day. Daily use must be scheduled in advance.

## **Snacks**

Low sugar snacks are provided by the preschool in accordance with the nutritional requirements set forth by the State of California, Department of Social Services. These snacks are served mid-morning and mid-afternoon. Snack calendars are posted in the preschool office. Thursdays and Fridays are Fruit and Vegetable Days. Parents are encouraged to sign up to bring snack on those days.

## **Late Pick up Policy**

Late charges can be avoided by planning ahead and allowing plenty of driving time. Children will be escorted to the office at the close of the session or to lunch bunch. A late fee of \$5.00 will be charged for each ten minutes parents are late picking up your child.

## **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 day's notice is required.

## **Birthdays**

Your child may celebrate his/her birthday by bringing a special snack for the class from the approved birthday snack list. This must be coordinated with the child's teacher as children in the class may have allergies and or other special dietary needs that supersedes the approved birthday list.

1. Mini cupcakes or muffins
2. Cheese and crackers
3. Mini bagels and cream cheese
4. 100% juice bars
5. Yogurt tubes with nut free toppings
6. Pudding or Jello
7. Oreos and 1% milk or nonfat milk
8. Individual ice cream cups
9. Smoothies-parent comes in and makes with the class
10. Quesadillas or guacamole and chips that parent makes with the class

**\*Remember that RHL is a nut free campus. Please read ALL labels before bringing any food item to school.**

**\*MUST BE NUT FREE & MADE IN A NUT FREE FACILITY\***

## **Discipline**

When situations that require discipline occur, teachers will handle them lovingly but firmly in ways which will positively affect the child's self-esteem. When an unacceptable behavior first surfaces, the teacher will talk with the child about making good choices. If the behavior continues, the child may lose a privilege (i.e. "Since you are having a difficult time making good choices in the block area today, you have lost the privilege of playing

with blocks for 5 minutes) depending on the situation. If a child bites another child, the parents of both students will be notified. First time bites are an incident report/email sent home. If a second bite occurs, the child, who bit, will be sent home. From the second time on, parents, teachers, and director meet to collaborate to stop the behavior. Shadowing may be implemented or seeking outside professional help. If no resolution, the child may be asked to leave the school, and try again in a month. RHL will do all 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.

Due to the relationship between "Out of Bounds" behavior at school and super-hero action figures, please do not allow children to bring war toys, toys of destruction, or super-hero action figures to school. If such items come to school they will be put into the child's backpack until the end of the day.

### **Extra Clothing**

Each child coming to school needs to bring an extra set of clothing for potty accidents, messy activities and mishaps like juice spills, for example. 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 must come and go each day so that they will be the correct size and appropriate for the day's weather.

### **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), or any rash. We need to 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.

### **Health**

Upon enrollment, state licensing requires the annual submission of a health form signed by the child's physician due each year that the child is registered (LIC 701). 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
13. Chicken pox-exclude from school until all sores have dried and healed
14. Mumps-exclude for six days after onset of rash
15. Measles-exclude for six days after onset of rash
16. Rubella-exclude for six days after onset
17. Shingles
18. Respiratory illness

All enrollment forms and physician's report must be completed and registration fees paid before a child will be allowed to attend school. **Absolutely no exceptions.**

### **Authorization for Withdrawal and Departures**

The State of California requires that all children be signed in and out with a full legible signature. 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 file. Any additions or deletions must be requested on the form provided for this purpose. We must have written communication for changes in the authorization of pick up. Forms for this purpose are in the preschool office. Persons picking up students will be asked for proper identification.

### **Tuition and Classes**

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 paid on the 15<sup>th</sup> of the prior month. For example, tuition for October is paid on September 15th. Therefore, payments are made August- May. Tuition is paid using an automatic deduction system. Payments can be drawn from checking's/savings or credit/debit accounts. If you use a credit account, there is a service charge of \$50,

annually. No cash or checks. Any fees incurred because of late payment, changes in accounts, etc. will be passed on to you. All withdrawals must be in writing, with 30 days notice in order to get that last month tuition refunded. 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. Summer Camp tuition will be one payment for the six weeks that are held. There is a non-refundable summer session registration fee.

### **Student Insurance**

Your child has been included for coverage under a Student Accident Policy issued to our organization by the AIG Life Insurance 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 \$500K
Accidental Dismemberment Benefit	10K
Accidental Death Benefit	5K
Dental Limit	\$INCL

\*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 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)897-2500 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.

### **Earthquake Kits**

Each child is required to have an earthquake kit. These are provided by Be Ready, and cost \$16/ kit. Existing kits can be reused, if not expired. Forms to purchase new kits will be given out in the first day of school packets.

## **Volunteer Requirements**

Every Volunteer who interacts with the students of RHL Preschool, must show proof of Measles and Pertussis immunizations. This is required for parents and family members to participate in holiday parties, field trips and other special events throughout the year. Volunteers can help and much or as little as they would like.

### **RHL Preschool Volunteer**

A RHL volunteer is a person who helps voluntarily for our Preschool program. RHL Preschool 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 the kids pose no more harm than others who are dropping off or picking up, at our school, throughout the day.

### **RHL Preschool 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, Grandparents Day, Father's Day, and Mother's Day celebrations are visitors, who come to our campus one-two times per years. 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.

## **The Robert H. Lange Christian Preschool's Learning Experiences**

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

### **2 Year Program**

This program offers a nurturing loving environment for 2 year olds. 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 in the classroom. The 2 year old classroom is set up with developmental learning centers, just as the remainder of the program utilizes. The centers are tailored towards the developmental needs of the children in the classroom. Teachers utilize diaper changing as a time of development towards toilet training and proper hygiene. In addition, the two year old program also follows Howard Gardner's theory of multiple intelligences.

### **Preschool Program**

The preschool program is designed to meet the developmental needs of children 3 and 4 years of age. The 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

**Please read the Classroom Centers section of the handbook for details of room set up and curriculum opportunities.**

## **Jr. Kindergarten Program**

The Jr. Kindergarten program is designed for children who are entering Kindergarten the following school year. The Jr. Kindergarten program is a mandatory 5 day per week program in readiness 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 Jr. Kindergarten incorporates the RHL curriculum and special events but in order to provide a fresh curriculum for those students entering the third year of preschool, Jr. Kindergarten focuses on a language and literacy based curriculum, along with starting the letter of the week in September.

## **Classroom Centers**

Classroom centers are designed to inspire curiosity, success and a love for learning. We encourage children to make choices and take risks.

***“Every time you teach a child, you deprive him of the opportunity to learn”- Piaget***

## **Blocks**

When children construct, create, and represent their experiences with blocks, they grow in the following areas of development.

**Social/Emotional Development:** In the block area, children negotiate for the blocks they want to use, follow the rules for building safely and exchange ideas.

**Physical Development:** Children’s small muscles develop when they carry and carefully place blocks to make a bridge or other design. They gain strength in their large muscles and improve hand-eye coordination when they balance blocks.

**Cognitive Development:** Playing with blocks gives children the chance to create ideas into concrete form. Being able to create these representations of their experiences is the basis for logical thinking and problem solving. Children learn about, sizes, shapes, numbers, order, length, patterns and weight in the block center.

## **Dramatic Play**

Dramatic play inspires creativity and imaginative play. Children deepen their understanding of the world in the Dramatic Play center and develop skills that will serve them throughout their lives.

**Social/Emotional Development:** To engage in dramatic play with others, children have to negotiate roles, agree on a topic and cooperate with each other. They will recreate life experiences and try to cope with fears by acting out their worries and concerns. Research shows that children who engage in dramatic play tend to demonstrate more empathy towards others because they have tried being someone else for a while. They have the social skills to cooperate with peers, control impulses and are less aggressive than children who do not engage in this type of play (Smilansky, 1990). **Physical development:** Preschoolers develop small muscle skills as they button and snap dress up cloths and doll cloths. They practice hand-eye coordination as they put away props and materials.

**Cognitive Development:** When children pretend they are using abstract thinking. When they play grocery store they explore math concepts.

**Language Development:** Language is essential for children to be actively engaged in Dramatic play. They will also use reading and writing skills when literacy props are included- such as by playing restaurant.

## **Art**

The art center is great for sensory experiences. Children can create and represent their ideas in a visual format. They will draw, paint, glue and create products of their own choosing. Creative art is another way children express what they know and what they feel.

**Social/Emotional Development:** Children will reflect on their thoughts and feelings and give them expression through their choices of media, colors and textures.

**Physical Development:** Small muscle movements will be refined when they tear paper for collage or cut with scissors. Children will express their originality and individuality in their art. Art is all about developing fine motor skills.

**Cognitive Development:** Children will translate what they know into art. Their feelings and ideas are transformed by their thinking skills into representations of those impressions.

**Language Development:** Children often talk about their creations and respond to questions as they are engaged in creating art. Teachers may also write down what children say about their artwork is a permanent record of the experience. Lots of vocabulary is learned as children learn about colors and sculptures and other media.

## **Library**

The library is a place for children to seek out quiet time in the classroom. Children are able to look through picture books and retell familiar stories, make up their own stories, and gain the inspiration to read and write.

**Social/Emotional Development:** Children learn about people who are like them and those who are different. They develop empathy for those who have challenges and struggles in life. They develop social skills as they strengthen the small muscles in their hands as they use tools for writing and illustrating. They use eye muscles as they follow the pictures and words in a book and turn the pages.

**Cognitive Development:** Children learn how to make predictions and think about cause and effect. As they hear a story, they will connect what they already know to the story. When they retell a story they are sequencing ideas. **Language Development:** All aspects of literacy: reading, writing, listening, and speaking will be strengthened in the library area. When children hear stories their comprehension grows. They will develop phonological awareness when they hear and explore the sounds and rhythms of language in books. They will learn new words and their meaning. They learn how to follow the flow of the written word; left to right, top to bottom.

## Science

In the science area, curiosity and wonder are key to a successful center. Children will use their senses as they touch, feel, taste, smell and see. They will act on objects and observe what happens next.

**Social/Emotional Development:** Children work together as they explore, make discoveries and solve problems.

**Physical Development:** Children develop fine motor skills when they use eye droppers to squeeze colored water or tweezers to pick up objects. They develop hand-eye coordination as they use gears or pick up paper clips with a magnet.

**Cognitive Development:** Children use all the process skills when they observe and ask questions about the world around them. Children will organize their thoughts by classifying, comparing, measuring, counting and cooking.

**Language Development:** Children will make discoveries and talk about what they have learned. They use new words to describe experiences. Using books and other materials they learn about things that are beyond the classroom walls.

## Music

Music naturally interests children. It provides an outlet for children's high spirits and creative energy. Music and movement experiences help children develop both sides of the brain.

**Social/Emotional Development:** These are often shared experiences that help children feel part of the group. Lively music can lift their spirits while soothing music will calm and relax them. They develop social skills while playing musical games.

**Physical Development:** Children work on gross motor development and exploring how their bodies move in relation to the music. They improve their balance, large muscle skills and coordination. They work on small muscle skills as they learn finger plays and play musical instruments.

**Cognitive Development:** Children solve problems while engaged in music. They create patterns with words and chants, they learn about numbers as they clap their hands and stomp their feet. They think symbolically when they pretend to walk like an elephant etc.

**Language Development:** Children develop and refine listening skills as they notice changes to tempo and pitch. They learn new words through songs. They practice following directions as they pass the bean bag from right to left. They develop phonological awareness as they sing B-I-N-G-O and other such songs.

### **Math/Manipulatives**

Teachers use experiences throughout the day to teach math concepts. The key components of math are number concepts, patterns and relationships, geometry and spatial sense, measurement, data collection, organization, and representation. These descriptions of centers come from The Creative Curriculum, which RHL uses for curriculum planning.

### **Teachers**

Each teacher brings his/her own God given gifts to the classroom and these gifts are reflected in circle activities. Each teacher is required, by NAEYC, to have a Bachelor's degree and a specific number of early childhood development units.