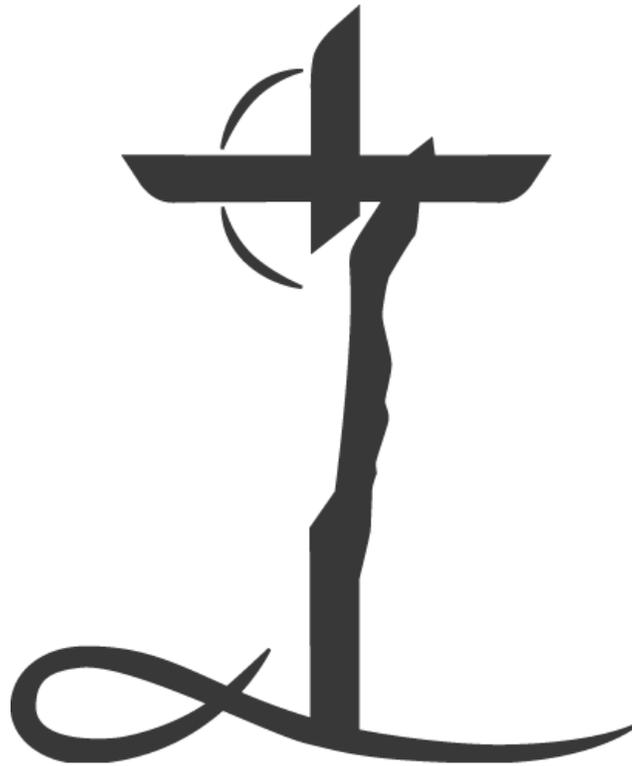


**Our Savior Lutheran Ministries
Early Childhood Development Center
1385 South Livermore Avenue
Livermore, CA 94550
(925) 455-KIDS (5437)
State Licensing Number 013415043**



**Our Savior Lutheran Preschool
Parent Handbook
2017/2018**

*Preparing for tomorrow with a
Christ-Centered education today
@ the Intersection of Faith and Excellence*

Our teaching staff is comprised of experienced, qualified teachers for each age group. Our center maintains a maximum teacher to child ratio of 1:5 for our 2-year-old preschool classes, 1:7.5 for our 3-year-old preschool classes and 1:9 for our 4-year-old Pre-Kindergarten classes.

Our Savior Lutheran Ministries Early Childhood Center has a license from the California Department of Social Services (license # 013415043). Licensing has basic requirements dealing with staff qualifications, student/teacher ratios, facility specifications and program parameters. The philosophy of our center is to exceed, where possible, these basic standards to ensure the highest quality childcare program.

RELIGIOUS EDUCATION

We believe that our lives are “Rooted in Grace, Growing in Faith, and Serving with Joy”. By this statement, we believe that our lives are rooted in God and His saving act of sending His Son, Jesus, to redeem us from sin. Our faith is developed and grows through prayer and is broadened by knowledge of our faith. We then express our faith by serving Him and others in joy.

Prayer:

As a Lutheran school, one of our primary concerns is providing a religious education for all our students. To accomplish this, we ask God to bless our work. We recognize the importance of both formal and informal prayer. Classes will pray together before class begins, before snack, and at dismissal time each day.

ADMISSION POLICY

Admission Priorities:

Admission priority is based on the following factors listed in order of importance:

- Sibling enrolled in Our Savior Lutheran Preschool and/or Our Savior Lutheran School
- Membership of Our Savior Lutheran Ministries
- On the current year Waiting List

State Requirements for our Center:

- Current Immunization record
- Signed Parent's Rights form
- Signed Personal Rights form
- Physician's Report form (Signed by Doctor)
- Preadmission Health History form
- Identification and Emergency Information form
- Fieldtrip Permission Consent for Medical Treatment form
- Children enrolled in our three and four year old programs must be potty trained

Non-Discrimination Statement:

Our Savior Lutheran Ministries (School), is mindful of our mission to be witnesses to the love of Christ for all, and so admits students of any race, color and national and /or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Our Savior Lutheran Ministries does not discriminate on the basis of race, color, national and /or ethnic origin, age, sex, or disability in the administration of educational placement.

TUITION

Tuition Aid Data Service (TADS) is our enrollment, billing and collection company. Tuition is a monthly fee. You may enroll your child in our year round program and pay from June-May or you may enroll your child in our school year program and pay from Aug.-May. Payments will be made directly to TADS and can be made by check or by automatic transfer from your checking or savings account on a date selected by you.

Payments are due on the date that you select. A return check fee of \$29.00 applies. In addition, a late fee of \$29.00 will be charged if the tuition fee is not paid by the due date. In the event that tuition payments become delinquent, the student's enrollment will be jeopardized. If an account is not current by the end of May, the child's registration for the following year will be held and not processed until arrangements have been made with the Business Office to bring the account into a current status.

If for any reason you must withdraw your child during the school year, we require a 30-day written notice to the director. In consideration of our staffing and other fixed educational costs, tuition will be billed through the 30-day notice period. We realize that some situations make it difficult for parents to comply with these policies. In the event that this happens, the Director or Business Administrator should be notified to see if other arrangements can be made.

GENERAL INFORMATION

Babysitting:

Our Savior Lutheran Ministries is not liable for employees who provide child care services outside of our program or normal operating hours.

Preschool Dress Code:

Please dress your child appropriately for weather and messy activities. We ask that jackets, sweaters, and sweatshirts be labeled with your child's name. We believe children need the opportunity to explore and learn freely. Children get messy and teachers are not responsible for soiled or ruined clothing. Socks, with shoes that securely fit, are a must. Shoes such as flip-flops, jellies, cowboy boots or open toed sandals tend to limit the activities and increase the chance of injury, therefore they are not allowed. Please leave all jewelry at home as this can be hazardous on the playground equipment.

Calendar:

Our calendar follows Our Savior Lutheran School's calendar as closely as possible. It is published at the beginning of the school year and updated monthly when necessary.

Change of Address:

The Preschool office must be notified immediately of a change of home address and the telephone number, work numbers and e-mails. This will facilitate good routine communication and enable us to locate you quickly in the event of an emergency.

Field Trips:

Permission forms must be filled out and returned to the teacher before a student is permitted to participate in planned educational field trips. Parents are expected to sign the permission form, which releases the school from liability. Students who fail to submit the required official form will not be allowed to participate in the field trip, and will need to find alternative care while the class is away from campus. Telephone calls will not be accepted in lieu of proper forms; however, faxes of the proper forms are acceptable.

Observance of the following guidelines for drivers is mandatory:

- Drivers must be over 21 (preferably over 25) year of age.
- Drivers must provide evidence of a valid, unrestricted driver's license. A copy of the driver's license should be on file in the office.
- The driver must also complete a liability insurance form on the vehicle to be used, which is to be kept on file in the school office.

For the safety of the students the following must be observed:

- One seat belt must be provided for and used by each vehicle occupant.
- No private (non-chartered) vehicle, including vans, with more than nine seats should be used.
- No one may ride in the bed of a pick-up truck.
- Motorcycles may not be used.
- No parent may take students to an "unscheduled stop" (e.g. restaurant, a fast food restaurant, "7-11", etc.)
- Drivers are to refrain from using cell phones while driving.

Younger siblings (unless under the age of one and confined to a stroller) are not permitted to attend school-sponsored field trip.

Parties

(Home):

Parents PLEASE... To protect the feelings of children, no birthday invitations may be given out on school property or during the school year unless the entire class is being invited. Otherwise, all birthday or special occasion party invitations are to be mailed. For your convenience a class list with names and addresses of all the students in your child's class will be passed out at the beginning of the school year.

(School):

We celebrate school birthdays during snack time, you are more than welcome to bring in a treat and come for snack time. **Please check with your child's teacher as to which day they will be celebrating in class.** All children with summer birthdays will have an ice cream together as a class during the last two weeks of school.

PTO – Parent – Teacher Organization:

The organization meets every other month for the purpose of supporting the parents and teachers in the mutual task of educating children. Activities include:

- Providing support in the form of educational parent forums.
- Providing opportunities for fellowship between parents.
- Developing fundraising activities.

Parents are encouraged to participate in our PTO through the many volunteer activities.

Smoking:

Smoking is prohibited in all areas (inside and outside) of our building.

Snack:

The State of California requires that you provide your child with a healthy snack consisting of two separate food groups and a disposable drink (a thermos that your child can open is acceptable). Candy and soda are not appropriate for school snack. For easy identification for both child and teacher, we ask that you label your child's snack box or sack with his/her name. Please be sure to put your child's snack in their cubby. This makes things run more smoothly at snack time.

Visitors:

At Our Savior Lutheran Preschool, we have an "open door" policy. Parent/Guardians of an enrolled child are welcome to visit and observe our programs at any time. Please check in with the office to receive a visitor's badge before entering your child's classroom.

ARRIVAL AND DEPARTURE

Arrival:

Teachers are ready to receive our Half Day children when they open their doors for class time at 8:30 am. All Full Day children may ring the bell for early drop off beginning at 7:00am.

Departure:

For your child's safety, we require that you or another authorized adult pick up your child. When you arrive, please sign your child out and wait outside the classroom until a teacher dismisses your child.

Drop Off Procedure:

The manner in which a parent drops off a child at school is very important. To start the day well for both the child and the teacher, please take the time to bring your child into the classroom, hand your teacher your child's paw print from their file, remind them to wash their hands and say good-bye before you leave.

Sign In/Out Sheets:

California State Licensing requires that each child be signed in and out each time the child attends class. Parents/Guardians are required to sign their full legal signature. Failure to do so costs the Center a fine in the amount of \$100 for each occurrence. **This cost will be passed on to the Parent/Guardian who fails to comply.**

Persons Authorized to Pick up Your Child:

At enrollment time, Parents/Guardians must register the names of persons authorized to pick up their children. (Authorized persons must be 18 years or older.) It is the Parent/Guardian's responsibility to inform the center in writing of any changes regarding authorized pick up persons. We will release children to authorized persons only. Photo identification or other official identification will be requested before the child is released. If someone other than an authorized person is picking up your child, please notify the ECDC Office in writing prior to pick up. In the event of a divorce, separation, or joint custody ruling, both parents will be granted equal access to their child/children unless legal documentation is provided to the director. All documentation will be

kept in child's confidential file. If someone new (whose name is not on the emergency card) comes to pick up your child and we have not been notified in writing, the child will not be released until the following procedure has been followed:

- Identification will be requested
- The parents will be contacted by phone
- The Director will release the child

In the event that a child is still here after closing (6:00pm) and there has not been notification from the parents, the following steps will be taken:

- We will attempt to reach the parents at home and work.
- We will call the people listed on the emergency forms.

Thirty minutes after closing time, if we have not received word from an authorized person, Child Protective Services or the Livermore Police Department will be called. If child is still here after closing for more than 3 times during the 2016/2017 school year, the child will no longer be able to attend our full day program.

HOURS OF OPERATION

Office Hours: 8:00am – 3:00 pm Monday - Friday

Half Day Classes: 8:30am – 11:45am

Full Day Classes: 7:00am-6:00pm

FULL DAY PROGRAMS

Our Full Day program opens at 7:00am. Please ring the door bell for admittance if dropping off before 8:30 am.

Lunch:

Children attending our Full Day Program have the option of purchasing a healthy lunch through our hot lunch program (www.choicelunch.com) or providing a healthy lunch themselves. A healthy lunch includes grain, dairy and/or protein, and fruit or vegetable. There is a microwave oven available for teachers to warm up food. Candy and soda are not appropriate for school lunches. Be sure to pack your child's morning snack in a separate container than lunch, so that there is no confusion. Both should be clearly labeled with your child's name on the outside.

Naptime:

All children attending our Full Day Program will have a scheduled 90 minute napping time. Children staying for nap are expected to sleep or to lie quietly not disturbing other napping children during our scheduled nap time. In the best interest of all the children if your child is unable to rest quietly you may be asked to pick them up before nap time. If your child shows a pattern of not being able to rest quietly during nap time you may be asked to find alternative care for nap time.

All full day children will be charged through TADS for a nap bag containing a sheet for nap, we ask that you provide a blanket for your child to use during nap. Their nap items and lunch should fit nicely into their bag.

DISCIPLINE

Core Beliefs that Guide Enforcement of School Rules and Expectations

Each student is uniquely made by God with individual personal, social, and educational needs. It is our prayer that each and every day your child leaves our school they feel loved by Jesus and know that they are special. Consequences for misbehavior provide the best learning value when matched to the individual student and the unique situation. Our Savior Lutheran Preschool strives to work with each student and family to help them have the best educational experience, with that being said we may not be able to meet the needs of each family. The potential for children to learn from their mistakes increases dramatically when they see a connection between their behavior and the consequences.

Our staff prayerfully dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and their consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring their concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

Core Beliefs for Our Savior Lutheran Preschool

The following list of core beliefs outlines the professional actions and attitudes of all staff members at Our Savior Lutheran Preschool:

1. Every attempt will be made to maintain the dignity and self-respect of both student and the teacher.
2. Students will be guided to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make age appropriate decisions and live with the consequences.

4. Misbehavior will be handled with developmentally appropriate natural and logical consequences.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.

Action Plan for Discipline at Our Savior Lutheran Preschool

When behavior is beyond the normal everyday behavior (i.e. hitting, biting, aggressive behavior, defiant behavior, disrupting the learning environment and classroom expectations):

1. A Discipline Report will be completed and discussed with the parents. In extreme aggressive or defiant behavior parents might be asked to pick up their child for the day.
2. If more than one discipline report is completed within a three month period a parent conference will be scheduled with the parents, teacher and director at which time a discipline plan will be discussed and agreed upon.
3. If the discipline plan is not effective and the child's behavior continues to be an impediment to student learning, Our Savior Lutheran Preschool reserves the right to ask the family to seek other preschool accommodations. Even though we wish to care for and educate all children, we realize that occasionally Our Savior Lutheran Preschool may not be the best fit for every student.

HEALTH AND SAFETY

Absence

If your child is absent from school, please notify the school office before 9:00 a.m. If your child has been diagnosed as having a contagious health issue, (e.g., Chicken Pox, Strep, Lice, etc) please notify the office, so that precautions can be taken and notifications can be sent home to all families. If your child is not well prior to the beginning of the school day, you are required to keep your child home. If your child comes to school and their teachers believe the child is too sick to function in the class, the school reserves the right to send the child home. A call will be made and the child will need to be picked up from school within 30 minutes of the call. **The child should be without a fever for 24 hours before returning to school.**

If you are aware of a planned absence (i.e. vacation, doctor's appointment etc.) please notify the teacher or office in writing.

Illness

Your child's health is a matter of major importance to us. Your child may need to be sent home if he/she appears to have symptoms of illness during the day. In such cases, the parent will be contacted. Any child sent home ill from school may not return to school the following day.

We understand that many children in a group setting do have recurring colds. If the symptoms are mild (no fever, serious congestion, respiratory infection, vomiting, or diarrhea), the child may be brought to school. Children with fever must be fever-free for at least 24 hours before returning. Children with vomiting or diarrhea should remain home for 24 hours after the final incident. **Assessment on whether a child is well enough to participate in our program is left to the discretion of the teachers.**

Children suspected of having contracted a contagious disease or having an undiagnosed rash will not be re-admitted without a doctor's release. Children may not attend until the physician indicates (in writing) that neither that child nor the other children are in danger.

Keep Your Child Home if you're Child:

- Has a fever or has had one in the previous 24 hours.
- Has vomited in the last 24 hours.
- Has diarrhea.
- Has eye discharge or crust. (A child with Conjunctivitis must remain at home for 24 hours after treatment has begun.)
- Has Croup.
- Is fussy, cranky and generally not him/herself.
- Has a constant runny nose (yellow or green mucus).
- Has an undiagnosed body rash.
- Is unable to play outside.
- Has a doctor's appointment for suspected illness. (Please do not bring your child to class prior to the appointment.)

Medications:

Medications with written doctor's instructions will be administered. All medications, whether a prescription or inhaler, must be checked in at the Office.

INCIDENTAL MEDICAL SERVICE PLAN

The overall goal of our allergy policy is to help the family and school work together in assisting the child with becoming independent in living with an allergy or medical condition. The types of Incidental Medical Services that Our Savior Lutheran Early Childhood Center will provide for are:

- Blood-Glucose Monitoring for Diabetic Children
- Administering Inhaled Medication
- Administering EpiPen Jr. and EpiPen

Procedures:

1. Parents need to fill out an IMS form. All allergies will be posted in the child's classroom.
2. Parents need to fill out a Medication Permission form. No prescription medication can be given unless the label appears on the medication and is prescribed by a physician. Epipens must be provided to the child's teachers and are kept in the classroom with the child. (Other emergency

medications need to be provided in the same manner and will be kept in the Preschool office unless other arrangements are made.)

3. All medication will come with instructions containing the following:
 - Specific indications for administering the medication pursuant to the physician's prescription.
 - Potential side effects and expected response.
 - Dose-form and amount to be administered pursuant to the physicians' prescription.
 - Actions to be taken in the event of side effects.
 - Instructions for proper storage of medication.
 - The telephone number and address of the child's physician.
 - All instructions will be updated annually.
4. Parents are required to keep their child's teacher and the director informed of any changes or concerns regarding their child's allergy.
5. All children with food allergies attending our Full Day Program will need to provide an afternoon snack for their child.
6. For airborne allergies a Dr.'s note is required and every reasonable measure will be taken to keep the child away from any situation that may cause a reaction.
7. For sting or bite allergies a Dr.'s note is required and every reasonable effort will be made to keep the child away from any situation that may cause a reaction.
8. Classroom space will be cleaned thoroughly before and after all snacks and lunches in order to clear any allergic food products from the tables, counters, etc. Food areas will be cleaned with an appropriate disinfecting mix. Special care will be given whenever any food allergy product is served.
9. All medication for allergic reaction will accompany the teacher on any field trips.
10. Any child needing blood glucose testing done while at school will provide instructions from the child's physician on how to identify the symptoms of hypoglycemia or hyperglycemia. Written instructions for the blood glucose test from the child's physician will be provided.

INTEGRATED PEST MANAEGMENT PLAN

It is the goal of Our Savior Lutheran Preschool is to implement an Integrated Pest Management Plan by focusing on long-term prevention or suppression of pest through accurate pest identification, by frequent monitoring for pest presence, by applying action levels, and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

The following are the pesticides that will be used at Our Savior Lutheran Preschool and applied by a Terminix Technician. You will be notified 72 hours before any of these pesticides are used:

Rosemary Oil 10% Peppermint Oil 2%

CHILD ABUSE REPORTING AND OBLIGATIONS

In accord with California State Law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse or exploitation. In this very serious matter, the school will not contact parents in advance of making a report to legal authorities, which is the procedure followed in such legal matters.

COMMUNICATION

Parent/Teacher

We would like to emphasize that your communication and/or parent participation are very important in your child's school life. It will enhance a feeling of partnership in the education of your child. We are dedicated to working with you to provide a learning environment that most closely matches your child's developmental needs.

We will share any concerns we may have with you as they arise. Please feel free to share any concerns you have with us (i.e. a change that occurs in your family, a grandparent's visit, a new baby, a family crisis, etc.). If there are any issues that you feel require an in-depth meeting with your child's teacher, please feel free to call the Preschool office at 455-KIDS (5437) or e-mail us at ecdclions@oslm.net to arrange an appointment to meet before or after class time. If the concern is not resolved to the parent/guardian and/or teacher's satisfaction, the Director will facilitate a resolution.

We value parent input tremendously and urge you to speak with your child's teacher and the Director with any suggestions or important information that could aid us in caring for your child. We are happy to discuss your child's day with you whenever possible and we look forward to getting to know each family participating in our ECDC Program.

Home/School

In any school setting it is possible that misunderstandings or breakdowns in communications can occur. The administration, faculty, and staff generally use the following means of communication with parents:

- Parent-Teacher Conferences
- Telephone calls or email
- Special purpose e-mails
- Classroom Newsletters – Newsletter sent out from the classroom, which highlights events and activities happening within that classroom

The Director is always kept informed of Parent-Teacher-Student Conferences.

Should there be a difficulty or problem...

First, parents are expected to contact the teacher directly to request a telephone or personal conference with the teacher.

Second, if resolution of the problem or concern is not reached at the conference, the Director is to be advised of the situation.