



St. John's Lutheran Preschool

# Parent Handbook

**2018 - 2019**

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St. John's Lamb's Lot Preschool - State of California Facility #: 300606158



# TABLE OF CONTENTS

Foreword.....	5
Ministry and Mission Statement .....	5
Worship Opportunities .....	5
Purpose Statement .....	6
Philosophy Statement.....	6/7
<b>I. ST. JOHN'S LUTHERAN SCHOOL ORGANIZATION</b>	
Council of Trustees.....	7
Council of School Ministries.....	7
Administration.....	7
Faculty .....	7
Auxiliary .....	7
<b>II. ADMISSION AND FINANCIAL REQUIREMENTS</b>	
Preschool Admission Requirements.....	8
Assessment/School Readiness.....	9
Preschool Priority Re-Enrollment.....	9
Program Changes .....	9
Withdrawals.....	9
Registration Fees.....	9
Tuition .....	10
Classroom Materials Fee .....	10
After School Care (ASC) Program .....	10
Preschool Summer Program/Summer Tuition .....	10/11
Elementary School Admission.....	11
<b>III. PARENT PARTICIPATION, CONFERENCES, SCHOOL CALENDAR AND PLANNING</b>	
Parent Participation .....	11/12
Volunteers in the Classrooms .....	12
Classroom Visitors and Observations.....	12
Parent and Child Back to School Open House.....	12
School Calendar .....	13
Parent/Teacher Conferencing.....	13
<b>IV. HEALTH &amp; SAFETY</b>	
Health Policy.....	13
Injuries .....	14
Broken Bones/Severe Injuries .....	14
Health Office and Medications .....	14
Allergy Policies.....	15
Biting Policy .....	15
Immunizations.....	16
Bathroom Policy.....	16

<b>V.</b>	<b>CURRICULUM, GOALS, PLANS TO ACHIEVE GOALS</b>	
	About Curriculum.....	16
	Goals .....	17
	Plan to Achieve Program Goals.....	17
<b>VI.</b>	<b>EDUCATIONAL ENVIRONMENT</b>	
	The First Days of School .....	17
	Arrival and Departure .....	18
	Late Pick-up Policy.....	18
	Lunch.....	19
	Snack.....	19
	Birthday and Holiday Celebrations.....	19/20
	Student Clothing and Grooming Policies .....	20
	Lost and Found .....	20
	Other.....	20/21
<b>VII.</b>	<b>DISCIPLINE</b>	
	Teacher-Child Interaction .....	21
<b>VIII.</b>	<b>EMERGENCY PROCEDURES</b>	
	Emergency Drills .....	22
	Earthquake Kits.....	22
	Disaster Information .....	22
<b>IX.</b>	<b>COMMUNICATION</b>	
	Communication.....	22/23
	Photographs and Publicity.....	23
	School Directory... ..	23
	Distribution of Invitations/Promotional Literature.....	23
	The Role of Parents.....	24
	Parent Initiated Inquiries.....	24
	How to Voice A Concern .....	24

## **Foreword**

This handbook serves as a contract and it communicates the philosophy and goals of our Christ-centered preschool. It also sets forth standards, rules and procedures that will foster self-discovery and facilitate a positive learning environment. It will change and grow as our school changes and grows. This handbook/contract is designed to foster mutual understanding between the school and the parents. Our board members, administrators, faculty and staff are intent on providing a program that is purposeful and effective. As parents, you are our partners. Our handbook assists us in accepting the responsibility of ministering to children. It is dedicated to the glory and honor of the Lord as we work together for His kingdom.

## **Ministry and Mission Statement**

St. John's Lutheran Preschool is a ministry of St. John's Lutheran Church and School that seeks to partner with parents to nurture young children in the Lord, as they connect to God and his people in worship. It is to be a place and program that will provide lessons and activities that bring Jesus Christ into the lives of children through loving, Christian teaching. Jesus is our Lord and Savior, the Lamb of God and our preschool is built on Him. Just as He took children into His arms and blessed them, so does the preschool. Our preschool personnel stand in His place as they as they share Christ with their words, service, and resources and encourage families to grow together in God's word. Our preschool is an additional way in which St. John's shepherds the young of our parish and local families in the community. It is a building and program with structure and care that is designed to meet the needs of today's children and their families.

The Mission of St. John's Lutheran Church is to deliver the restorative hope of Jesus and create disciples of Jesus Christ who:

- **CONNECT** to God and His people
- **GROW** together
- **SHARE** Christ

All who have a faith relationship of trust in Jesus Christ are commissioned by Him to preserve and extend the Kingdom of God. This becomes the whole church's responsibility when Christians gather as a congregation. Following the Great Commission, "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit." (Matthew 28:19 ESV.) St. John's Lutheran Church and School strives to meet the challenge of the Great Commission, reaching out to the community and the world with the Gospel of the Lord Jesus Christ, and will provide a center for spiritual growth for its entire people. Empowered by the Holy Spirit, we will follow Jesus' command to love one another, showing care and concern to each other, and will encourage each other to grow in faith through worship, the study of God's Word, and prayer.

## **Worship Opportunities**

We encourage our families to take part in weekly worship, Sunday school and Adult Bible Studies. If you are seeking a church home, we invite you to consider joining the St. John's Lutheran family. Nursery care is provided during all the Sunday services. Sunday School and Jr. Sunday School are offered during the 9:30 a.m. services on Sundays. St. John's offers worship opportunities on both Saturdays and Sundays each weekend. On Saturday evenings, we offer Traditional worship at 6:30 p.m. On Sundays, we offer Traditional Services at 8:00 a.m., 9:30 a.m. and 11:00 a.m. in the Sanctuary and Contemporary Services in the Walker Hall Auditorium at 9:30 a.m. and 7:00 p.m. Further information about the church is available on our website [www.stjohnsorange.org](http://www.stjohnsorange.org) or through the church office at (714) 288-4400. In addition, New

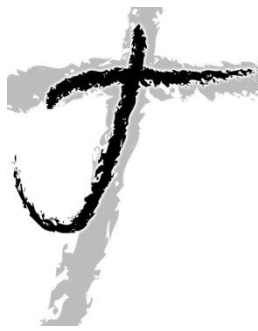
Members classes and Baptism opportunities are available to all preschool children and their families. Please feel free to contact the preschool or church offices for additional information.

## **Purpose Statement**

St. John's Lutheran Preschool has been established to assist parents in their task of parenting. We seek to serve the parents of the congregation and community by offering a wide variety of growth experiences in an atmosphere of acceptance and Christian love regardless of race or creed. We offer preschool, Pre-Kindergarten and Junior Kindergarten classes, as well as after school care for working parents.

**St. John's Lutheran Church is committed to a Christ-centered and excellent preschool as the best preparation for kindergarten and elementary school.** Our efforts focus on the whole child with emphasis on the spiritual, physical, social, emotional and cognitive development of young children in a safe and nurturing environment. St. John's Lutheran Preschool is an available arm of a Bible-based congregation that worships, equips and reaches out to all people in our community and does so in an atmosphere of healing and care.

## **Philosophy Statement**



As an important childhood and family ministry of the congregation of St. John's Lutheran Church, the preschool is an integral part of St. John's ministry and mission and helps fulfill each of the Church's main functions: faith education, worship, evangelism, fellowship and service. The Preschool's classrooms and play areas also serve as spiritual growth centers. St. John's Lutheran Preschool desires gives children a faith-based start to their school experience whether they continue at St. John's Lutheran School or not. "Train up a child in the way he should go, even when is old he will not depart from it" (Proverbs 22:6 ESV.)

The goal of the program is to work with each and every child's natural development and to help them meet their developmental and academic milestones. We believe that curriculum is all that happens to the child while he/she is at preschool and every moment of the day, as well as each child's interaction with staff, parents, and other children. Play with a purpose is the primary vehicle of curriculum, as we feel that playing is a young child's most valuable learning tool and is the way in which children gain self-awareness, learn to handle peer interactions, solve problems, and master all types of skills.

We also believe that:

- Learning happens in relationships and that this happens best in relationships which are characterized by personal respect and caring responsiveness in a Christian environment. This respect is carried throughout interactions between staff and children, staff and parents, and staff relationships with each other.
- That children learn best in an environment that motivates them and gives them the desire to learn. Each child is a valued, accepted and respected part of the school community.
- That each child will develop and grow at their own pace and the Preschool's job is to encourage and help them in their spiritual, social, emotional, cognitive, and physical development.
- That faith develops through worship opportunities and learning to pray privately and corporately whenever needs or opportunities arise.
- That it is through positive peer interactions that children develop social and problem-solving skills.

- That through teacher-led activities, group activities, language arts, and self-directed play, that children learn academic concepts such as numbers, letters, patterns, word-recognition, problems solving, and life skills.
- We also believe that by encouraging children to make good choices about growing healthy bodies through good nutrition and exercise, that they will develop good life-long health habits.

In addition, the preschool strives to help strengthen parents in their faith and parenting skills and supports them in their desire to have strong Christian families.

## I. ST. JOHN’S LUTHERAN SCHOOL ORGANIZATION

### **Council of Trustees (Church Council)**

The Church Council is the governing body of the school. This board is comprised of members of St. John’s Lutheran Church and selected by the voters’ assembly to facilitate the operation of the church and its ministries.

### **Council of School Ministries (School Board)**

The School Board is the governing body of the school. This board is comprised of members of St. John’s Lutheran Church and selected by the voters’ assembly to facilitate the operation of the school.

### **Administration**

As one of our church’s programs for children, the preschool is under the general supervision of the Principal of the St. John’s Lutheran Elementary School. The Preschool Director, however, is responsible for the day-to-day operation of St. John’s Preschool.

Preschool Director: Mrs. Emily Martinez      [EMartinez@stjohnsorange.org](mailto:EMartinez@stjohnsorange.org)  
 School Principal: Dr. Jake Hollatz              [JHollatz@stjohnsorange.org](mailto:JHollatz@stjohnsorange.org)

### **Faculty**

The preschool teachers are employed by St. John’s Lutheran Church and accountable to the Council of School Ministries. They are teaching ministers of the church. All faculty members have earned or are working toward either Bachelor of Arts degrees with early childhood units, Associate of Arts degrees or certificates in Human Development Early Childhood Education. They strive to continue their knowledge of early childhood education through workshops, seminars, and other hands-on training. Our teachers are the main strength of the school. Their Christian instruction and guidance is a ministry to children and parents. They teach and evaluate, plan and prepare, relate and counsel, pray and care. We pray for them, support their decisions and give them our respect, love and encouragement.



### **Auxiliary**

Parents or guardians of St. John’s students are automatically members of the school auxiliary. Many hours are donated by volunteer auxiliary members toward making St. John’s Lutheran School and Preschool the best possible school for our children. The auxiliary is extensively involved in raising funds for school needs. Through their fundraising efforts, they have provided much-needed equipment, furnishings, supplies, and technology. We are extremely proud of their well-organized efforts. For more information regarding St. John’s Auxiliary, please visit our website at <http://www.stjohnsorange.org/auxiliary/>.

## II. ADMISSION AND FINANCIAL REQUIREMENTS

### **St. John's Preschool Admission Requirements**

Our school is open to all who desire a Christian preschool education for their children. There is no discrimination on the basis of race, color, national or ethnic origin or religion. There is a priority of admissions which gives priority to children of staff members, returning students, siblings of current students, & St. John's church members. **Registration forms and registration fees must be received by the due date(s) in order to secure your child's space in our program.**

Children are placed into classes with their peers based primarily upon their birthdate and secondarily upon their developmental and academic level. Class sizes are limited by teacher-to-child ratios (1:12 or better) and the square footage of our facility.

**Children must be fully potty-trained and at least 3 years old prior to August 31<sup>st</sup> of the applying school year.** *We do offer limited placement for children who will be two years & nine months old prior to August 31<sup>st</sup> of the school year, (age 3 by Nov. 30<sup>th</sup> and fully potty-trained) when space is available, however, children who meet the August 31<sup>st</sup> cutoff will have placement priority.* Children whose birthday is later than November 30<sup>th</sup> of the enrolling school year are too young and not eligible to attend preschool until the following school year. Also, children who will turn 6 years old before May 15<sup>th</sup> of the enrolling school year are too old and therefore not eligible to enroll or to attend the preschool. Students who apply for kindergarten at St. John's Lutheran school and do not meet the entrance requirements will not be automatically enrolled into St. John's Lutheran Preschool, but are welcome to apply for admission as long as they are age eligible.

Requests for information about admission into the Preschool should be addressed to the director, Emily Martinez, at [EMartinez@stjohnsorange.org](mailto:EMartinez@stjohnsorange.org). Applications for admission are accepted during two enrollment periods which is usually Jan/Feb for re-enrolling students and Feb/March for new students. During open enrollment, admissions priority is given to students who already have siblings attending St. John's Lutheran School or preschool, as well as to members of St. John's Lutheran Church who have age-eligible children, but this priority ends when the open enrollment period ends. St. John's reserves the right to stop the application process and deny any further applications or place applicants on a "wait list" once our classrooms reach capacity.

When a split family begins the admissions process, St. Johns will require registration information and application information from both parties. Based on each family's individual situation and referring to court-ordered documents, St. Johns will enforce or follow the visitation or child custody agreement that is mandated by the court system. This will include calling the custodial parent in the event of an illness or non-emergency. When an emergency situation arises with the child or if there is a severe behavioral issue, both parties will be notified.

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



### Assessment/School Readiness

The preschool may request an assessment prior to enrollment in any class in order to determine the best class placement and to set students up for a successful school experience. Based upon the assessment results, children may or may not be accepted into a specific program or accepted into the school. For Kindergarten applicants, a formal assessment for Kindergarten readiness may be recommended by your child's teacher.

### St. John's Preschool Priority Re-enrollment

Students who are enrolled in the Preschool have an opportunity for priority enrollment for the following year. Priority registration for returning students begins in Jan/Feb of the current school year for the following fall. **If the student's tuition payments are not current, they are not eligible to re-enroll for the subsequent year until the account is brought up to date.** To re-enroll you will need to complete an application for the new school year and turn it in by the priority registration deadline. Not all programs may be available.

Classes are filled on a first come-first served basis. Once we determine that we have a space for your student, you will then receive an enrollment packet of registration materials that must be completed and returned by the appointed time along with a non-refundable registration fee. All forms must be filled out completely. Registration fees must be paid and completed forms turned in to our preschool front office by the due date(s). We are not responsible for holding spots for current preschool students who did not go through the priority re-enrollment process, whose tuition is not current, or who do not respond or follow the appropriate timeline/application/payment processes. Once the priority re-enrollment period has ended, we will open up the remaining class spots to the public during open enrollment.

### Program Changes

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

### Withdrawals

A student enrolls for a full term. If he/she must be withdrawn for a valid reason, we require a two-week paid written notice and tuition continues to be paid during any absence. **If applicable, tuition is refunded on a pro-rated daily basis and is determined by the number of days the student is enrolled.** Because our program and licensing requirements require us to staff based upon the number of children enrolled, tuition dollars will not be refunded for holidays, illness, vacations or any other absences (including school hours when the child is absent from class in order to receive additional services.) Following withdrawal of a student, that parent and/or student will no longer be allowed access to St. John's sponsored websites (such as RenWeb, Shutterfly, etc.). Subsequent re-enrollment after withdrawal will require a new application and payment of application & registration fees.

### Registration Fees

A \$25 application fee is due upon receipt of an application. St. John's Lutheran preschool also has an annual registration fee of \$300 per student + a \$25 earthquake kit fee for new students for a total of \$350 in fees (application fee, earthquake kit fee, & registration fee). These fees cover the cost of registration, maintenance materials, classroom set up costs, and administrative fees. **These fees are non-refundable.** Your child's space in our program will be forfeited if these fees are not paid by the due dates.

**Tuition** – Tuition for the school year is paid through FACTS, a Nelnet Company. Tuition payments for all three payment plan choices begin in July of 2018.

**THREE (3) PAYMENT PLAN CHOICES ARE AVAILABLE:**

**1. ANNUAL PAYMENT PLAN:** Full payment of yearly tuition is payable on or before July 6, 2018. A \$35.00 late fee will apply and be payable to FACTS, a Nelnet Company after July 13, 2018 or if a check is returned by the bank for non-payment.

**2. SEMESTER PAYMENT PLAN:** Payment of tuition twice a year. Half of the yearly tuition is payable on or before July 9, 2018. The second half is due on or before January 10, 2019. A \$35.00 late fee will apply and be payable to FACTS, a Nelnet Company for each semester tuition payment made after July 17, 2018, and January 17, 2019, or if a check is returned by the bank for non-payment.

**3. MONTHLY EFT PAYMENT PLAN:** Tuition is divided into 10 equal monthly payments or 20 equal bi-monthly payments to be paid by Electronic Funds Transfer (EFT) or by credit card payable to FACTS, a Nelnet Company, which will begin in July 2018 and end in May 2019. No EFT payment will be taken out in February, to allow for full payment of 2019-2020 re-enrollment fees. A \$35.00 service fee will apply to each monthly tuition payment returned by the bank for nonpayment. The EFT account will be removed and full tuition will be due and payable when two (2) or more EFT's are returned by the bank for non-payment.

**Classroom Materials Fee**

During the school year the children will participate in several different functions including children's choir, on-campus field trips, and special art projects. In addition, every student participates in our "Handwriting Without Tears" program, a nationally acclaimed program for learning letters. These activities involve costs that are in addition to your current tuition. In additions, we also include a fee that pays for part of each class' auction item donation for the Annual Gala in the Spring and a fee for teacher appreciation that pays to provide a special birthday lunch for each individual teacher, and a Christmas and class end-of-the-year gift for each the teacher from their class. **The 2018 - 2019 Classroom Materials Fee charge is \$80 per student. This non-refundable fee is paid directly to the preschool by cash or check (this is NOT billed through FACTS), and is due no later than September 28<sup>th</sup>.**

**After School Care (ASC) Program**

St. Johns Preschool offers an after school care program for children from 3:30-6:00 p.m. The cost of the program is charges as a flat rate regardless of the number of days/hours used. This enables us to staff appropriately for the number of students enrolled in the program. Students may not attend after school care on days that they do not normally have school.

**Summer Program/Summer Tuition**

The Preschool's summer program is for returning preschool students and new students who are enrolling in our Pre-K or Junior-K programs for the next school year and need summer care. The program is designed for students age 4 and up. Priority is given to returning preschool students and any remaining spots are made available to incoming students as space allows. Enrollment in the preschool summer program is done by completing and turning in a summer registration form by the registration date. Preschool summer hours are 7:30 a.m. – 5:30 p.m.

If the student's tuition payments for the current school year are not current as of May 31st, they will not be eligible to sign-up for or attend the summer program. **Summer Tuition is generally due by the first of the month in which the child is enrolled. Payment is made directly to the preschool by cash or check. We do not bill for summer tuition, nor do we do automatic withdrawals.** No refunds will be given for absences due to illness, since we have to staff based upon the number of students enrolled in the program. If the student's summer tuition payments are not current as of August 5th, we reserve the right to withdraw your student(s) from our Fall school program. Any EFT withdrawal done in July or August will then be applied to the oldest (summer) balance.

### **St. John's Elementary School Admission**



Enrollment in the preschool does not guarantee admission into St. John's Kindergarten, but **students who are enrolled in the Preschool do have an opportunity for priority enrollment into the elementary school.** During the priority enrollment period, applications for admission to Kindergarten may be submitted to the elementary school office. Applications will be processed and placed into classes based upon the priority of admissions guidelines. Following the priority enrollment period, applications will then be accepted from those who were not previously enrolled in St. John's Lutheran Preschool or who are not members of St. John's Lutheran Church during the open enrollment period.

For Kindergarten applicants coming from St. John's Lutheran Preschool, Kindergarten readiness screening may or may not be recommended by your child's teacher.

For Kindergarten applicants not coming from St. John's Lutheran Preschool, parents will be notified regarding Kindergarten-readiness screening opportunities, which must be completed before they are accepted into the Kindergarten program.

We do not automatically hold spots at the preschool for those who do not pass Kindergarten assessment, but age-eligible children are welcome to apply if space allows.

### **III. PARENT PARTICIPATION, CONFERENCES, SCHOOL CALENDAR, & PLANNING**

#### **Parent Participation**

St. John's Lutheran Preschool is here to partner with parents. Each parent is encouraged to become involved in our school and to take part in school-sponsored activities. The preschool offers the opportunity for parents to volunteer in several different areas. Major volunteer opportunities include:

- Assisting with fundraising efforts
- Serving as teacher appreciation parent for your class
- Coordinating your class' auction item for the annual Gala
- Coordinating monthly Scholastic book orders for the Preschool.

You may also talk to your child's teachers to see if they have any tracing/cutting/prep projects that you can take home to help them prepare for future classroom activities.

**PIP (Parent Involvement Program) hours are NOT required for parents of preschoolers,** but parents with both elementary/middle school-aged children and preschool children may earn their PIP hours by serving in the above listed areas at the preschool.

Please keep in close communication with your child's teacher, read the flyers and e-mails sent home, peruse the monthly newsletter and watch for notices posted by the sign-in sheets. In this way you will be aware of upcoming events and additional opportunities for participation.

### **Volunteers in the classrooms**

As a licensed Child Care Facility in the state of California, we are required to maintain full compliance with all laws and regulations set forth by the Department of Social Services, Child Care Licensing Division and several other state agencies, including the Health and Safety Code.

Senate Bill 792 has changed the immunization requirements for volunteers in a child care facility. For the purpose of this law, a volunteer is defined as any non-employee who provides care and supervision for children. Licensing has determined that 'care and supervision' will be defined as anyone who is engaged and interacting with children. **For this reason, only St. John's Lutheran Preschool faculty and staff are permitted in our preschool classrooms during normal operating hours, unless observing.** (please see the Classroom Visitors & Observations section below).

### **Classroom Visitors & Observations**

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

- 1) Please schedule the day and time for the visit or observation in advance with your child's teacher and/or the preschool director.
- 2) Check in at the front desk upon arrival (unknown visitors will be asked to show ID).
- 3) Sign in our "Visitor Log" (include: name, reason for visit, time arrived, time departed).
- 4) Wear the provided name badge while on the premises.
- 5) Please do not interact with any children other than your own.
- 6) Please respect the teacher and class by not disrupting or distracting (talking on cell phone, chatting with the teacher, etc.)
- 7) Please do not stay longer than is necessary for the observation/issue at hand.



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

### **Parent and Child Back to School Open House**

Students and their parent(s) will receive an e-mail from their teacher in August, introducing themselves and inviting the parent and child to attend an Open House opportunity prior to the first day of school. We have found that these early visits help children adjust to school by familiarizing them with their teacher and their classroom environment. Grandparents, caregivers, and other special people who might be picking up or dropping off your child are also welcome. This is a nice way to introduce everyone our school and familiarize them with our facility and procedures. Information such as class schedules, updated yearly calendars, etc. will be distributed and the preschool staff will be available to answer any questions you may have.

### School Calendar

The school year usually begins in late August and ends in early/mid-June. The preschool calendar is published and distributed by June 30 annually. We closely align our calendar with the elementary/middle school (i.e holidays, parent/teacher conference days, staff development days, and vacations), but **please be sure to check the PRESCHOOL calendar for preschool-specific events, class-specific days off and exact dates the school is closed.** Printed copies of the preschool calendar are available on the parent information board in the lobby and the pdf version is e-mailed to families of all enrolled students at the beginning of the school year.

### Parent/Teacher Conferences

Conferencing is an ideal way for parents and teachers to communicate and work together for the good of the child. **Parents will be invited to privately conference with their child's teacher regarding their child's developmental progress twice during the academic year.** Children are assessed for developmental milestones at the preschool level. The teachers will observe and document the progress and development of each child through observational notes, authentic assessment and portfolios.

## IV. HEALTH & SAFETY

### Health Policy:

Good health is important. Your child should be in good mental and physical health to attend preschool. You should keep your child home from school if any unusual symptoms of illness occur. In general, your child should/will be asked to stay home from school if he/she has:

- A green runny nose or severe cough
- Swollen neck glands
- A fever (99.5 or above)
- Nausea or vomiting
- Diarrhea
- Red eyes or a discharge from the eyes
- Been acting listless, drowsy, has a flushed face, or a lack of appetite
- Any behavior that is noticeably out of the ordinary
- A rash
- Vomited within 24 hours prior to school attendance

**Please call to inform the front office if your child will not be in school due to illness.** If a child becomes ill during the school day, he/she will be removed from the classroom and the parents will be contacted to take the child home. **After any illness, your child needs to be without fever or symptoms for 24 hours before returning to school.** When your child returns to school, they must be able to function normally in the classroom environment.

**Any communicable disease should be reported to the preschool office immediately so that the other parents can be informed.** This includes such common, but serious, childhood diseases as chicken pox, measles, mumps, conjunctivitis (commonly known as "Pink Eye"), strep infections, impetigo, "hand, foot, & mouth disease", mollescum, lice infestation, or pinworms. If your child has contracted one of these serious or contagious diseases, we may ask you to provide proof from a nurse, physician or other specialist (i.e. lice removal specialist), that child is now cleared to return to school.

## Injuries

The teacher, office staff, or director will handle minor injuries sustained at the preschool. Application of pressure, washing with water, and application of Band-Aids or ice packs will be the extent of first aid generally rendered while at school. Minor injuries such as scrapes, cuts, bruises and bumps are regularly reported to parents using our injury report form known as an "Ouch Report". The injury report is filled out in duplicate. One copy is for the child's preschool file and one copy is sent home to the parent. Parents will be notified immediately if their child sustains a severe injury needing further medical attention. The parent will also be contacted if the administrator feels the child's injury may require additional attention and care at home (such as watching for signs of concussion from a head bump).

Each child must have an "Emergency Consent/Authorization to Treat Form" signed by the parent on file in the office. Your authorization for the preschool to contact your family physician and to "take whatever emergency medical procedures are deemed necessary" is part of that agreement. In the case of a serious injury to a child, the parent will be notified immediately and/or the paramedics will be called. In addition, St. John's Lutheran School has a registered nurse on duty whose services can be utilized by the preschool if necessary.

### Broken Bones/ Severe Injuries:

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

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

### Health office and Medications

According to California Educational Code and state licensing regulations, medication can be given at school only under the following conditions:

- 1) The medication must be prescribed by a physician
- 2) A written statement from the physician must be on file at the school stating the dosage, method of administration, and time schedule for administration.
- 3) We also require written permission from the parent or guardian requesting the preschool's assistance in administering prescription medications either per doctor's orders or during an episode of an allergic reaction

St. John's Lutheran Preschool will only administer medications to children in situations where medicine is necessary for prevention of severe allergic reactions (Anaphylaxis), or where medication is required 3 times or more daily, or where medicine administration is prescribed for hours during which the child is at school. Antibiotics, nebulizers, inhalers, Epi-Pens & Antihistamines (for allergic reactions only) will be the only types of medications administered at school. All medications must be administered by an administrative staff member or other designated school personnel. Medications are kept in the medication "lockbox" in the preschool front office. **No medications of any kind will be permitted to remain in a student's possession.** Parents may administer medication to their own child at any time.

### **Allergy Policies:**

St. John's Lutheran Preschool makes every effort to accommodate children with food allergies. For this reason, we have a nutritionist who carefully prepares all snacks for children of the center. Upon acceptance of enrollment, we require the following to take place prior to the first day of school:

1. We require all families to notify the school staff and faculty of any food allergies prior to the start of school, or when the allergy is diagnosed. Parents/Guardians of any preschool student with food allergies are asked to please meet with our Nutritionist, prior to the start of school, to determine an appropriate snack plan, create a list of unsafe foods, and/or update the child's allergy status. If the student has food allergies that are severe enough to require medication following ingestion, the parents will be asked to provide safe alternative daily snacks for their child, including special events.
2. The preschool requires all licensing and health forms to be turned in prior to the start of school. It is the responsibility of the parents/guardians of the student to provide the preschool front office with information if any allergic reaction needing medical attention is present, or when a new allergy is diagnosed or cleared by a doctor.
3. Any student with allergies severe enough to require the use of an "Epi-Pen" or administration of allergy medication, is required to have all medications turned in (in their original packaging) along with the appropriate paperwork before the start of school. These will be stored safely in the secure centrally located medication "lockbox" located in the preschool front office.
4. If a child with severe allergies accidentally comes in contact with an allergen, the school will follow the protocol listed below:
  - (1) The child will be removed from class, the parent will be notified immediately via phone, and an administrative staff member will administer the allergy medication (usually an antihistamine and/or injectable epinephrine) according to the doctor's instructions on the Severe Allergic Reaction Plan.
  - (2) If only Benadryl (or another over-the-counter antihistamine) is administered, the parent will then be called to pick up the child from school with the recommendation that the child be taken to their doctor for continuation of care.
  - (3) If the child's condition worsens or does not improve between the time that the Benadryl (or another over-the-counter antihistamine) is administered and the parents arrive to pick them up, then the injectable Epinephrine (Epi-Pen or Auvi-Q) will then be administered and/or the paramedics will be also called.
  - (4) If an Injectable Epinephrine (Epi-Pen or Auvi-Q) is administered, the paramedics will be called in addition to the parents being immediately notified by phone.

### **Biting Policy**

Biting can and sometimes does happen in preschool. Whether the skin is broken or not, we use the term "bite" when reporting this behavior. Biting is not conducive to a safe and positive environment for children, and can spread infectious diseases; therefore, biting by a child of any age cannot be tolerated. We do, however, assess each biting situation individually and try to deal with it appropriately. Our staff will work with both the child and the family to prevent biting behaviors by assessing what led to the behavior and teaching the child alternative acceptable ways to express their anger or frustration. If the biting behavior continues, the Preschool Director will implement a policy that may include, but is not limited to, a reduction in scheduled class time, hiring an adult to "shadow" the child at an additional cost to the family, or (after reaching the 3-bite limit), removal from the school.

## **Immunizations**

The State of California requires all students to be immunized prior to school entrance. All immunizations must be complete and up to date before entering preschool. The state of California requires the following vaccinations be given in order for a child to start preschool:

- 3 doses of Polio (OPV or IPV)
- 4 doses of Diphtheria, Tetanus, and Pertussis (DTaP, or DTP)
- 1 dose of Measles, Mumps, and Rubella (MMR) (at least one dose must be given after 1<sup>st</sup> birthday)
- 1 dose of Hib (at least one dose must be given after 1<sup>st</sup> birthday)
- 3 doses of Hepatitis B (Hep B or HBV)
- 1 dose of Varicella (Chickenpox, VAR or VZV)

Because of a vaccination law, (SB277) that went into effect in January of 2016, **the preschool can no longer accept immunization exemptions based upon personal beliefs** unless they are already on file or transferred from another licensed childcare facility. Once the child reaches a “gateway grade”, (kindergarten and 7<sup>th</sup> grade), then the personal beliefs exemption is no longer valid and the immunizations must be given in order for the student to continue attending school.

The preschool will continue to enroll children who are unvaccinated due to medical reasons, but we must have a current medical exemption form (signed by the child’s physician) on file.

## **Bathroom Policy**

A child attending St. John’s Lutheran Preschool must be fully toilet trained and able to manage self-care in the restroom. Children must come to school wearing underwear. We are not licensed to change diapers; therefore, children are not permitted to wear “Pull Ups” or any type of diaper at school. While our teachers are available to help with the occasional difficult snap, button, belt, or pair of overalls, it is very helpful if you dress your child in pants or shorts with elastic waistbands that can be easily pulled up and down by the child without adult assistance.

We understand that bathroom accidents do occur (especially at the beginning of the school year). Should a bathroom accident occur, the teacher will assist the child into clean clothing, by coaching them gently step-by-step. The parent will be notified using our “potty accident” form. If the child has a bowel movement and cannot wipe or change themselves, the parent may be called to either pick up the child or change them. If more than 4 bathroom accidents occur in a two week time-span, the parents will be asked to keep the child home for a 1 week period of time to toilet train the child and to incorporate bathroom independence. (tuition is not waived during this time.

## **V. CURRICULUM, GOALS, PLANS TO ACHIEVE GOALS**

### **About Curriculum**

At St. John’s Lutheran Preschool, children’s growth (spiritually, emotionally, physically, and socially) is facilitated and guided through play. Play is the most essential component of our curriculum. The curriculum focuses mainly on the process of learning and not necessarily the product. The main goal of preschool activities is relationship building and skills learned through participation. The activities provided for the children are based on development and designed to promote success for each child. Curriculum is geared toward individual ability and topics interesting to children. We believe children need years of playing with real objects and others before they are ready to understand the meaning of symbols such as letters and numbers. Learning takes place as children touch, manipulate and experiment with things and interact with their peers.



## **Goals**

Developmentally appropriate goals for young children are:

- To build healthy and positive self-concepts
- To provide opportunities to enhance social skills
- To encourage children to think, reason, question, and experiment
- To promote language development
- To encourage and demonstrate sound health, safety and nutritional habits
- To respect cultural diversity
- To develop initiative and decision-making skills
- To provide opportunities for physical development, social development, and spiritual development.

## **Plan to Achieve Program Goals**

The preschool program is built around a framework of developmental themes that follow the children's interests or are a part of their daily world (School, Family, Fall, Jesus, Winter, Animals, Big World, Easter, Health/Community Helpers, & Summer) and also focuses on a positive Christian character trait, bible verse and bible story. Within each theme, experiences emerge from the experience and interests of the individual children in the group. Woven throughout this framework is the message of God's love, and daily modeling of Christian values by our teachers. "Jesus Time" is a time set aside daily for worshipping God through song, prayer, and learning bible stories & bible verses. The classes also attend Chapel weekly as part of our Christian Faith and Learning (CFL) Curriculum.

We base our curriculum on the knowledge that children need to explore, experiment, make choices, problem-solve and think independently. We strive for a balance between free-choice activities and teacher-directed activities. We also prompt and promote good listening skills in developmentally appropriate ways to prepare young children to do well in the elementary school environment as well as to become lifelong learners in a group setting.

We believe that children develop language through experience and exposure to words and vocabulary, therefore language is an integral part of our program and is included in every action and function. Language is used in both child-directed play and teacher directed lessons. Examples include question/answer time, sharing and reading stories, having the children describe their art or creation, making hypothesis' when conducting science experiments, role playing, group discussions, cooperative activities and dramatic play.

Basic concepts of health and nutrition are also interwoven into the lesson planning throughout the year. The children will enjoy activities that promote a healthy self-image, develop strong bodies, and include good nutritional concepts.

## **VI. EDUCATIONAL ENVIRONMENT**

### **The First Days of School**

Most children look forward to the beginning of school. Some are accepting but not enthusiastic about it, and others children may be fearful. We recommend explaining to your child what they can expect, i.e. other children for playmates, toys, lots of art opportunities, toys to play with, and fun playground equipment.

On the first day of school, be sure to allow plenty of time for dressing, eating and other regular morning routines that will permit you and your child to arrive at school feeling relaxed and secure. You are encouraged to say a warm goodbye and go about your day. Remind your child that you love them and will be returning for them in a time frame that is easily understood, such as "before lunch", or "after nap".

If your child is having difficulty with the initial adjustment, let them know that you understand how they feel, and then follow the teacher's suggestions. The teacher may allow you to stay in the class or building for a short period of time to ease their adjustment or suggest that you keep your goodbye short and sweet depending upon the situation. If your child remains upset for an unusually long period of time, we will notify you.

### **Arrival and Departure**

Parking is available on both sides of Center Street and in the City of Orange parking lot. Please be sure to follow the traffic and parking restrictions posted. School opens at 7:15 a.m. for students enrolled in our all-day programs. The classroom doors open at 8:15 for the morning classes and 12:30 p.m. for the afternoon classes. Please wait outside the classroom door until it is opened by the teacher to signal that they are ready to greet their class for the day.

**Upon arrival every day, please sign in your child with your full name and note the time of your arrival on the class sign-in sheet. THIS IS A STATE REQUIREMENT.** You are signing over responsibility for your child's safety and welfare to us for the period of time that they are in our care. **Failure of parents to sign their child in or out daily can result in a significant fine and/or violation for the preschool, so please be sure to make this a daily habit!** Be sure your child is left in the care of his/her teachers. Do not leave your child on the playground unattended or inside the preschool without your teacher's knowledge. Unattended siblings should not be left in vehicles at any time. Siblings must remain within arm's reach of a parent at all times and may not participate in playground or classroom activities because un-enrolled children of any age are not covered by our insurance.

**Upon departure every day, please sign your child out with your full name and note the time of your departure on the class sign-in sheet.** Please make sure the teachers know you are taking your child. Half-day students should be picked up at 11:15 a.m. All-day students should be picked up at 3:15 p.m. There is a 15-minute grace period for pick up, after which there will be a \$1.00 per minute charge. Children enrolled in our after school care program may be picked up anytime between 3:30 p.m. and as late as 6:00 p.m. when the preschool closes. Please call to notify us if you running late (i.e. family emergency, stuck in traffic, etc.).

While we understand that sometimes emergencies do arise, we request that parents please keep in mind these pick up times and closing times when scheduling appointments. Our staff is responsible for your child's care until you arrive and repetitive tardiness by a parent is unfair to our teachers.

### **Our late pick-up policy is as follows:**

1<sup>st</sup> late pick-up offense: We will give you Grace 😊

2<sup>nd</sup> late pick-up offense: We will charge \$1 per minute late

3<sup>rd</sup> + late pick-up offense: We will charge \$1 per minute late & reserve the right to discontinue service.

If someone other than the usual person is going to pick up your child, please notify the office and/or teacher via phone, e-mail, or a signed note so that the teacher can be aware at dismissal time. Persons other than the child's parent must be 18 years of age or older and listed on the emergency form in order to sign children in and out of the preschool. Unfamiliar persons will be asked to show a picture I.D. at the front desk **Children will be released only to those persons listed on the child's Identification and Emergency Form.** This is not only for the safety of your child, but for all parties involved. Students will not be released to anyone who appears to be under the influence of alcohol or any other controlled substance. The next authorized person listed on the emergency form will be contacted to pick the child up, and the police will be called at the Administrator's/Director's discretion.

## Lunch

If your child will be staying for lunch, please send a healthy lunch to school with them in a lunch pail with an ice pack to keep everything fresh and cool. Please do not send food that needs to be warmed or cooked in order to be eaten (a thermos is a handy way to keep cooked food warm until lunchtime.) The students generally eat lunch at 11:30 a.m. (Jr-K eats lunch closer to 11:45 a.m.), however, we may adapt the lunch schedule slightly on days that the elementary school dismisses early or to schedule around special events.



**St. John's Lutheran Preschool is a "nut free facility". We ask that you please do not send food that contains peanut/or other tree nut products in your child's lunch. This is for the safety of all of our students.**



Please see the director, office administrators, or our nutritionist to discuss alternative options for peanut butter, as there are lots of safe and tasty choices (including soy butter or sunflower seed butter.) Please label the baggie of items such as sandwiches with the words "sunbutter" or "wow butter" so that we know what is inside.

If your child inadvertently brings peanuts, peanut butter, or other nut products, we will replace the item with a safe alternative if possible, and return the item containing nuts to you in a baggie with a reminder sticker.

St. Johns also provides an outside hot lunch service ([www. Choicelunch.com](http://www.Choicelunch.com)) allowing you to order lunch for your child online by setting up an online account. **Please remember that here will be no hot lunch available on days that the elementary school has a minimum day or no school.**

If your child normally stays for lunch on Wednesdays, you may also use the online Auxiliary pizza order form to order pizza lunch for your child on Wednesdays beginning in September. You have the option to sign up for pizza quarterly or for the entire year, using the online link provided. Please visit the St. John's Auxiliary webpage for the link and more information at <http://www.stjohnsorange.org/auxiliary>.

If a student forgets to bring their lunch, an emergency hot lunch from the 'Choicelunch' lunch program will be provided (parents with Choicelunch accounts will be notified and billed independently per incident), or we will prepare a healthy lunch for them if you do not have an online Choicelunch account. If this happens on a regular basis, we reserve the right to no longer provide lunch and the parent will be contacted to either bring a lunch or pick up the student.

## Snack

The preschool provides healthy snacks as part of our program. We offer snack in the morning between 9:30 and 10:15 a.m. (depending upon the class) for morning classes and all-day classes and between 1:30 and 1:45 p.m. for our all-day and afternoon-only classes. If your child stays for after school care, they will receive another snack between 3:45 and 4:15 pm. All the snacks served in the preschool are freshly prepared daily by our staff nutritionist. If the student has food allergies that are severe enough to require medication following ingestion, the parents will be asked to provide safe alternative daily snacks for their child, including special events.

## Birthday and Holiday Celebrations

The preschool celebrates student's birthdays once a month with a healthy and nutritious (allergy-free) special snack provided by the preschool for all the children. **Because we have students who may have severe food allergies, parents may not distribute food, candy, or other treats to classmates or other students.** Instead, parents who wish to send something for

children's birthday celebrations may provide special paper goods for the class if they wish. We generally celebrate birthdays on the 3<sup>rd</sup> week of each month. Summer birthdays are celebrated before the completion of the school year.

Throughout the year, the classrooms celebrate certain holidays with a healthy and nutritious (allergy-free) special snack provided by the preschool. Please note that these birthday and holiday celebrations are designed for the students and teachers in the class only.

### **Student Clothing & Grooming Policies**

Children should wear appropriate clothing to school, keeping safety and comfort in mind. For preschool, "play clothes" are highly recommended. Uniforms are not required until Kindergarten and above. Student's clothing should not inhibit their ability to participate in school activities. Students may not wear anything to school that depicts violence, is inappropriate for school, or has gang-related logos or designs. Girls will need to wear modesty shorts underneath dresses and skirts. Please avoid long skirts, as they can be dangerous when a child is going up and down steps, climbing or using playground equipment. The cords on jacket hoods may also need to be removed so as not to cause a neck injury or choking.



**Shoes and socks must be worn at all times. Open-toed or backless sandals or "Crocs" may NOT be worn to school**, but sturdy sandals that completely enclose the toes are allowed during the warmer months. Children are encouraged to, but not required to, wear smocks during art projects or messy play. **At the beginning of school, parents will be asked to provide a complete change of clothes for their child, clearly labeled with their name.** (A gallon Ziploc bag works well). This will stay at school until needed due to wet/messy play, spills, or bathroom accidents.

Student Hair must be the student's natural color. Hair may not have any inscriptions or designs cut into it. Mohawk or "Fauxhawk" style haircuts are not allowed. Boys may not wear earrings. While we would prefer that girls not wear earrings to school for their own safety, they may wear modest stud-type earrings, (no dangles or hoops).

### **Lost and Found**

**Please clearly label all of your children's clothing and accessories, including coats, sweaters, jackets, and umbrellas with their name.** Labeled items will be returned to your child's cubbie when found. Unlabeled lost items will be placed in the lobby in the basket labeled "Lost and Found." Lost property will not be replaced by the preschool. Any items not claimed from the "Lost and Found" at the end of the school year will be donated to local needy children.



### **Other**

The State of California requires that all members of child care institutions be on the lookout for and report to the State any and all cases of suspected abuse to a child. St. John's Lutheran Preschool is, therefore, mandated to report to the State any suspected cases of child abuse and or neglect. Under the laws of the State of California, a worker from social services has to the right to interview a child without prior notification to the parent or school. Should this happen, we would require the social worker to provide identification, but we are not required to have a staff member present during the interview, nor to notify parents that this visit has taken place.

All class areas, restrooms, play areas, hallways, and meeting areas in the preschool meet the requirements of the Department of Social Services of the State of California. The preschool undergoes annual fire and safety inspections. The proper inspection documentation is posted in the preschool front office.

## VII. DISCIPLINE

Teachers at St. John's Lutheran Preschool view discipline as a plan involving a combination of alternatives that will teach a child how to interact positively with others. The goal is to help children discipline their own lives through the good choices they learn to make. Following Jesus Christ as His disciples is taught as an outgrowth of faith. Our children's growth in this discipleship in Christ is the result of the Holy Spirit working through God's Word.

### Teacher-Child Interaction

- A. We respond quickly and directly to children's needs, desires and messages. We adapt our responses to children's differing styles and abilities. The response should be positive.
- B. We facilitate a child's successful completion of tasks by providing support, focused attention, physical proximity, and verbal encouragement.
- C. We are aware of and alert regarding signs of undue stress in children's behavior, and aware of appropriate stress-reducing activities and techniques.
- D. We facilitate the development of healthy self-esteem by respecting, accepting and comforting children, regardless of the child's behavior.
- E. We facilitate the development of self-control in children by:
  - Setting clear, consistent, fair limits as guidelines.
  - Valuing mistakes as learning opportunities.
  - Redirecting children to a more acceptable behavior or activity
  - Listening to children talk about their feelings and frustrations.
  - Guiding children through conflict resolution and modeling skills that help children to solve their own problems; and
  - Patiently, and in a soft voice, reminding children of rules and limits and their rationale as needed.
- F. We reserve the right to remove a student from the preschool if:
  - The student's lack of self-control is dangerous to themselves or others.
  - The student exhibits defiant or unsafe behavior.
  - The student is excessively disruptive to the classroom learning environment.
  - The student willfully causes damage to school property.
  - The child is showing signs of undue stress or severe emotional breakdown.
  - The child is unable or unwilling to comply with the classroom rules or participate in classroom activities.

Our goal is to partner with our parents and provide resources and support. However, we have a "Three Strike Rule", meaning that if a student has three incidences (listed under section F above and documented on our incident report form), they may be asked to permanently leave the school.

## VIII. EMERGENCY PROCEDURES

St. John's Lutheran Preschool strives to provide the best proactive care to prepare the staff and students with information on what to do in the event of an emergency or natural disaster. St. Johns conducts regular earthquake and fire drills with all students. In the preschool, this preparation includes talking with the children about what to do in this type of situation, practicing where to go for relocation, and learning how to stay safe if and when these situations occur. Please remember to talk with your children at home about having a family preparedness plan for your own home and family. We also provide hands-on training for the staff and students throughout the year.

### Emergency Drills

Fire and earthquake drills are held on a monthly basis during the school year. During a fire drill, the classes evacuate to the preschool playground. During an earthquake drill, the students are taught to duck and cover and stay away from windows. Teachers discuss safe exit procedures and behavior expectations during an emergency drill with their students regularly throughout the school year. The preschool's emergency care and disaster action plan are posted in the preschool classrooms, and the preschool front office.



### Earthquake Kits

The school provides an earthquake kit for each child. Each new student has already paid for their individual earthquake kit as part of their registration fees. The kit is designed to maintain the student on a minimal level of nutrition and safety until picked up by the parent. The earthquake kit is part of the emergency preparedness requirements for the St. John's preschool, elementary school and church.

### Disaster Information

If a major disaster occurs during preschool hours, the preschool children will be consolidated with St. John's Lutheran elementary/middle school children in the large turf field (called "Senne Field") located near the corner of Almond St. & Shaffer St. Mandated procedures will then be followed for dismissal of the children and students will be released to the appropriate adults (providing proper ID) listed on their emergency form.

## IX. COMMUNICATION



**Please keep all phone numbers, e-mail and mailing addresses current throughout the school year by immediately notifying the preschool office of any changes.**

### Communication

Each month the preschool publishes an informative newsletter, which is available for pick-up in the preschool lobby and outside of each classroom and is also e-mailed home to parents. The purpose of this newsletter is to keep parents informed of upcoming activities. Information will also be regularly e-mailed and flyers will be sent home as needed in parent files in order to communicate with parents regarding important preschool information, upcoming events, and other pertinent information. On Fridays, the teachers will e-mail a copy of the lesson plan for the upcoming week (or monthly for the Three's program). Lesson plans are also posted inside or just outside each classroom and copies are available upon request. Parents are encouraged to read and discuss the information contained in the lesson plan with their student.

Please check your e-mail regularly for news, calendar items, notices, sign-ups, etc. and be sure to add e-mails sent from [www.RenWeb.com](http://www.RenWeb.com) to your safe senders list. Please also notify us if you would like us to change, add, or remove an e-mail address from our distribution list.



### Photographs and Publicity

Pictures may be taken by staff members during the activities at St. John's Lutheran Church, School & Preschool, or under its direction, and then presented in various church-sponsored media. These include, but are not limited to; pictures, video productions, newsletters, television programs, web casts, brochures, handbooks, programs, and internet web pages. This section serves as notification that any meetings, events, and activities (including worship) are considered public and may be video-taped and/or photographed and used in the above listed manner. Photographs taken by the preschool staff of the children at St. John's Lutheran Preschool during regular school activities may be used for student portfolios, the St. John's Lutheran School Yearbook, and preschool publications (such as the preschool newsletter.) They may also be uploaded to the class' password protected photo-sharing website (Shutterfly).



In order to protect the privacy of our families, the preschool has adopted the following photography practice: During preschool hours of operation, **photos of students in preschool classrooms or on the preschool playground may ONLY be taken by a St. John's staff member using the classroom camera or i-pad (or other device using the classroom sim card)**. Appropriate photos will then be uploaded onto a password-protected, "by invitation-only", classroom photo-sharing website (via [www.Shutterfly.com](http://www.Shutterfly.com)) and made available to parents of children in that class only. Please understand that we cannot prevent everyone from taking pictures using their mobile device and that your child's picture could still potentially be taken by another parent. Parents, we ask that you please do not post pictures of our preschool children onto social media sites, such as Facebook, as this can create a potentially compromising situation for some families. **If you wish to take a picture of your own child to post on your social media site, please do so outside of the preschool building and playground areas.**

### School Directory

School directory information (i.e. child's name, parent's name(s), family's home address, phone number, e-mail information, etc.) is available on our online database: [www.RenWeb.com](http://www.RenWeb.com). If you do NOT wish to have any of your information included either in the printed or online school directory, please indicate this on the appropriate form (a lime green form included in your enrollment materials packet.) If you wish to make only certain directory information available to other families at St. John's school, you can also go online to your RenWeb account and change your preferences regarding what information is made available there. **Please note that the information contained in the school directory is not for business use.** It is not the desire of our families to be approached for promotional or sales presentations through the use of the information contained in the directory.

### Distribution of Invitations/Promotional Literature

If you wish to distribute party invitations at school, please plan to include everyone in the class or simply mail the invitations if you wish to only invite specific class members. **No one is permitted to distribute any promotional literature, advertising, pamphlets, or any other materials to classmates or other students without the direct knowledge and consent of the director.** Thanks for understanding!

## **The Role of Parents**

It is the role of the parents to take an active and involved interest in the education of their child by supporting the practices/policies of the school and the classroom teacher, reinforcing in the home what is taught at school, and promoting two-way communication with the teacher. Parental refusal to accept school decisions regarding assessment, class placement, or teacher/school-imposed consequences for their children's actions signals a spirit of non-cooperation, breaking down the home-school partnership necessary to foster oneness of spirit and purpose and may be grounds for the student's permanent removal from the school.

## **Parent Initiated Inquiries**

If you have questions or concerns, teachers may be contacted privately via their work e-mail, and this is generally their preferred method of communication. Non-urgent phone messages will be placed into the teacher's mailbox and the teacher will make every effort to return your call during their break, lunch hour, or at the end of the day.

Our teachers are happy to make themselves available to meet with parents to discuss their child's progress at any mutually agreed upon time. Parent/Teacher conference time is also set aside specifically for this purpose twice yearly. Parents wishing to drop in before or after school to talk to a teacher unannounced should realize that the teacher's time may already be spoken for with other commitments. Should this occur, the teacher may ask to schedule a different time to address your concern so that they can give both you and their class their full attention.

## **How to Voice a Concern**

During a school year, there may be times when a parent has a concern about a particular topic, person, or event. We ask that you please bring your concerns to those who can resolve them. (Matthew 18:15-17) Discussing complaints in an "open forum" will not promote a solution but does promote misunderstanding, misrepresentation and gossip. It is important to us that all concerns be heard. A parent having a concern about a teacher, staff member or other person is asked to speak directly to that individual first. After that conversation, if an understanding is not reached, a conference with the Preschool Director and/or School Principal may be needed to bring resolution.

Preschool Director: Mrs. Emily Martinez

[EMartinez@stjohnsorange.org](mailto:EMartinez@stjohnsorange.org).

School Principal: Dr. Jake Hollatz

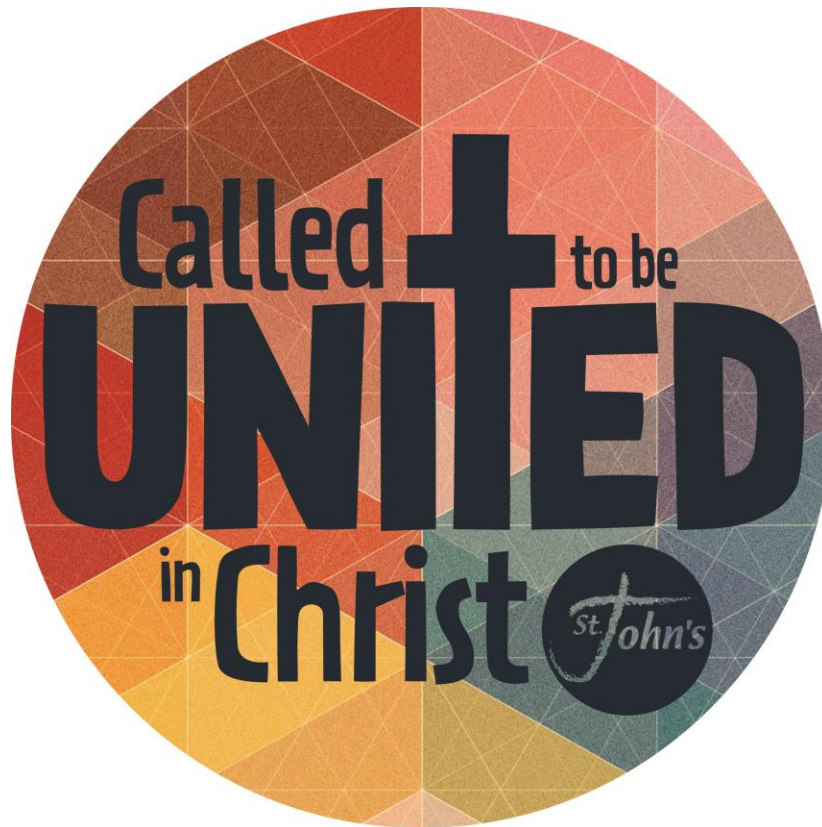
[JHollatz@stjohnsorange.org](mailto:JHollatz@stjohnsorange.org).

For questions about preschool tours, admission requirements, admission timeline, class placement, registration fees, setting up tuition payment plans, etc., please contact Mrs. Emily Martinez at [EMartinez@stjohnsorange.org](mailto:EMartinez@stjohnsorange.org).

For questions about upcoming events, monthly newsletters, on-site field trips, immunizations, directory information, etc., please contact our Preschool Office Administrator, Mrs. Trisha Frazier, at [TFrazier@stjohnsorange.org](mailto:TFrazier@stjohnsorange.org)



We look forward to ministering alongside you and your precious children throughout the school year. Please do not hesitate to contact us if you have any prayer needs, if are interested in getting information about St. John's Lutheran Church or its affiliated ministries, or if there is anything we can do for you or your family. **We are here to help!**



**You were all called to travel on the same road and in the same direction, so stay together, both outwardly and inwardly. You have one Master, one faith, one baptism, one God and Father of all, who rules over all, works through all, and is present in all. Everything you are and think and do is permeated with Oneness.**

*Ephesians 4:4-6 (MSG)*