

Christ Lutheran Preschool



Parent Handbook

Revised April, 2023

Welcome

We are pleased that you have chosen to enroll your child at our school. We are confident that you will find the coming year an enriching one and look forward to a year of “growing in God’s love” together at CLP.

Mission Statement

Christ Lutheran Preschool is dedicated to providing a stimulating environment that encourages each child to develop socially, academically, and spiritually. We empower the children we serve with trust and confidence by nurturing them in a safe, loving, positive Christian environment.

Philosophy & Goals

- We believe in having a balance of teacher and child-initiated activities.
- We believe activities should be appropriate for your child’s level of development as well as challenge your child to move to the next level.
- We believe in developing the whole child. We facilitate cognitive, creative, social, emotional, physical, and spiritual growth of each child through hands-on, meaningful experiences.
- We believe a collaborative relationship between parents and staff is essential to the growth and development of each child.

Admission

In accordance with applicable federal law and school policy, CLP does not discriminate in any of its policies, procedures or practices on the basis of race, sex, color, religion, ancestry, or national origin. Children will be admitted who will benefit from our school and are in acceptable physical and emotional health as determined by a Physician and the school administration. CLP welcomes children ages six weeks through two years who are not toilet trained and children ages three through six years who are toilet trained.

Registration

Class registration takes place once a year, in the Spring, for the upcoming school year. A non-refundable registration fee is due at this time for students that will be attending the next school year. The annual registration fee is waived for active Christ Lutheran Church members. Each student will be registered prior to enrollment, after a registration form and registration fees have been received by the school office. Registering for classes is on a first come, first serve basis. Any requests for changes in scheduling after registration must be received by written notice two weeks in advance. An altered schedule must be approved by the Director and there will be a \$50 schedule change fee.

<p>Annual Registration Fee: \$200 Schedule Change Fee: \$50</p>

Contributions

CLP extends sincere thanks to all those who have generously donated to the annual fund. We depend upon contributions from foundations and individuals to sustain the rich educational program we provide. If you believe in the philosophy and ongoing growth of our school, we invite you to consider CLP when planning your charitable expenditures. The importance of these contributions cannot be emphasized enough. Since ongoing contributions to the annual fund reflect donor's belief in our mission, they are especially appreciated and heartening to all of us here at CLP. If you are considering a gift to CLP or have any questions, please contact the Director. Donation receipts are available in the school office.

Fundraising

Fundraising is an important element of the CLP annual fund. We provide various fundraisers throughout the year and count on your participation. We rely on the involvement of every parent to contribute time, talents, and financial means while promoting CLP within the community. Our goal is to increase the school's presence and invite the community's participation in the school. Your efforts assist in keeping tuition at an affordable amount with minimal increases. It is the support and participation of our families that contribute to the ongoing growth of CLP. Our staff gratefully acknowledges this generosity.

Federal Tax ID number: 95-2466926

Tuition

Tuition is one lump sum based on an annual budget that is then divided into twelve equal monthly payments, August through July. Due to this, **full tuition is due each month regardless of school closures, illness, or vacation.** Due to scheduling, "make-up" days or substituting days cannot be accommodated. Our fee schedule requires parents to pay for each month in advance. Therefore, September tuition is due August 1st, October tuition is due September 1st, etc. This prepayment will then be applied toward your final month's tuition when you give your four week written withdrawal notice. Monthly tuition statements will be issued at the end of the month, however, please do not rely on these as a basis for payment. Tuition is due in full on the **FIRST** of each month. Tuition is considered **late after the FIFTH** of the month (by 6:00p.m.) and the late fee should be included in late payment. A second statement or receipt will be issued after the fifth. Tuition fees are payable in advance, however, there are no refunds on prepaid tuition. A child will not be allowed admittance into the school if tuition is 30 days past due. Please contact the Director regarding expected late payments or financial problems. CLP exercises the right to take legal action when it deems necessary for retrieval of payment. Payments are to be left in the secure drop slot located in the Preschool Office door. Payment may be made by check or money order payable to Christ Lutheran Preschool or using an ACH transfer through Tuition Express. A fee will be assessed for checks or ACH transfers returned by the bank for any reason. In the event that the bank has returned two checks/ACH transfers within six months, you will be required to pay with money orders for the duration of your child's annual contract. CLP recommends keeping all monthly tuition receipts for your year-end tax purposes.

\$25.00 LATE FEE
\$30.00 RETURNED CHECK FEE

School Calendar

Please refer to the CLP annual school year calendar for closures and minimum days. We will close for Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas eve day **through** New Year's Day, Martin Luther King Jr. Day, President's Day, Spring Break, 2 staff development days, Memorial Day, 2 staff work days in June, Juneteenth, 4th of July, and 5 staff work days in August. We will close at 12:30pm on the day of our Harvest Festival, Thanksgiving Celebration, Good Friday, End of Year Program, and the last day of summer.

School Hours

Full Day students: 7:00 a.m. to 6:00p.m.

Half Day students: 8:45 a.m. to 12:30 p.m.

In an effort to have smooth transitions and for your child to get the most out of our program, we ask that all students arrive before 9:00 a.m. All classes begin at this time and daily attendance is taken. Tardiness disrupts classes and makes the school transition difficult for your child. Please allow ample time for arrival to ensure your timely entrance. When prior arrangements have been cleared through the school administration, exceptions may be made. However, CLP cannot accept any child after 11:00a.m.

Half Day students may be dropped off between 8:45 – 9:00 a.m. and must be picked up by 12:30 p.m. If you need to utilize any additional time either before 8:45 a.m. or after 12:30 p.m. you must obtain prior approval by the school administration. When prior approval has been given, you will be charged our current hourly rate, pro-rated for the time you use. Additional hours accrued will be billed to you on your following monthly tuition statement. All Half Day students must be picked up by 12:30 p.m. A late pick-up fee in the amount of \$5.00 per every 5 minute period will be charged if your child remains any duration past this time. At this time, you will be given a late pick-up fee notice. Exceeding three late pick-ups per year may be cause for dismissal from CLP.

All Full Day students must be picked up by 6:00 p.m. It is necessary that we charge a late pick-up fee in the amount of \$2.00 per minute if your child remains past this time. At this time, you will be given a late pick-up fee notice. Exceeding three late pick-ups per year may be cause for dismissal from CLP. **Our campus is open from 7am to 6pm, it is essential to allow ample time for dropping off and picking up your child, however, please refrain from being on campus before or after those hours**

Absences

All families are expected to notify the office when their child is going to be absent. To report absences please call the school office before 9:00 a.m. or send a message on the Procure App. Please notify the school administration of dates your child will be absent due to vacation.

Open Door Policy

It is our desire that each child and parent maintain trust in the school environment. We welcome you to visit and observe your child at any time. Please consider the teacher's routine and your child's feelings if you plan to stop by unannounced. Many children have a difficult time when they see their parents and are unable to leave with them.

Arrival & Departure

Arrival: As required by the California Code of Regulations and CLP policy, all students must be signed in by an **authorized adult**. A QR code posted in classroom windows as well as the entry gate can be scanned by parents using the Procure App to sign their child in.

Authorized pick up persons can use an assigned 4 digit code to sign the child in using the Ipads in the Church office entryway. Upon arrival, please confirm with a staff member that they are now taking responsibility for your child.

Departure: As required by the California Code of Regulations and CLP policy, all students must be signed out by an **authorized adult**. A QR code posted in classroom windows as well as the entry gate can be scanned by parents using the Procure App to sign their child out. Authorized pick up persons can use an assigned 4 digit code to sign the child out using the Ipads in the Church office entryway. Students will only be released to those persons listed on their authorized pick-up form. A staff member may request such persons to show identification. Advanced, written notification must be given when adding an individual to the authorized pick-up form. Authorization cannot be accepted over the phone. Please be sure the designated person who is picking up your child is prepared with a car seat. Upon departure, please confirm with a staff member that you are now taking responsibility for your child.

Sign-in records are considered a legal document and will be kept for one month and available for review by Department of Social Services.

Easing Separation

Many children experience separation anxiety at different times. Crying or clinging to the parent is not unusual, as a matter of fact; resistance to your leaving can be expected. We also understand how difficult this separation is for you. The teachers at CLP are comfortable and familiar with this behavior and will assist you and your family during times of transition. It is our goal for each child to develop trust in the parent as well as trust in the school environment. The following guidelines are set up to assist us in meeting our goal.

-When you bring your child to school, you are welcome to stay a few moments as you help ease them into the daily routine.

-When it is time to go, state it matter of factly to your child.

-If your child resists your leaving, bring them to a teacher so they can provide additional support.

-Give your child a warm hug and kiss and reassure them who will be picking them up.

-After you have said goodbye, **it is important that you leave without lingering.**

-It is an important part in building trust that you give your child fair warning when you are leaving... **please do not slip away without your child and teacher knowing.**

-If after you leave, you are still concerned about how your child is doing, you are welcome to call, email or send a message on the Procure App to check on them.

General Daily Schedule

7:00-8:15 Group Inside Time

8:15-9:00 Outside Time

9:00-12:00 Classroom Time (30-45 minutes of Outside Time for each age group)

10:00 Morning Snack

12:00 Lunch

12:30 Half Day Dismissal

12:45-2:45 Naptime

3:00 Afternoon Snack

3:30-5:00 Outside Time

5:00-6:00 Group Inside Time

Nutrition

Nutrition is essential to the growing minds of our CLP students. Balanced nutrition helps supply energy to our body and brain. Thank you for being an active participant in teaching our students the importance of healthy habits.

-Breakfast: Full Day students have the option to bring their breakfast and eat it at school. Students will be allowed to eat breakfast up until 8:00 a.m. only. CLP promotes healthy eating habits and discourages breakfast foods with high sugar content. We ask for your collaboration and support in educating our children to eat healthfully. Please send only what your child needs for the day. Microwaves are accessible for teachers to heat any food. Refrigerator space is not available.

-Lunch: All students must be sent to school with a lunch. Students are expected to eat their “growing foods” before any snack or dessert items. CLP promotes healthy eating habits and discourages lunch foods with high sugar content. We ask for your collaboration and support in educating our children to eat healthfully. Your child’s leftover food will be sent back in their lunchbox for you to know what they have eaten. Microwaves are accessible for teachers to heat any food. Refrigerator space is not available.

-Snacks: Snacks are provided daily, in the morning and afternoon. Teachers will post what the children had for snack daily on the Procure App. Parents are asked to provide a nutritious snack once a month for their child’s classroom. A calendar will notify you of your scheduled day. If your child is a Full Day student, they will bring snack for both the morning and afternoon. If your child is a Half Day student, they will bring snack for the morning only. Classroom snacks consist of a beverage, a healthy snack, cups, napkins and utensils if needed. California Code of Regulations requires two snack items, each from a separate food group be served and the beverage must be water, 100% juice, or 1% or nonfat milk. Snack must be delivered by 9:00 a.m. on your scheduled day. Please message us on the Procure app, call the school office or speak with your child’s teacher if your child will be absent or you need to reschedule. If you do not bring in a complete snack on your scheduled day, you will be given a notice asking you to replenish our snack pantry. We appreciate your participation.

Please send all food items already cut/mixed/prepared. Teachers will heat any food, however, do not have the time to prepare individual servings. Thank you.

Birthdays

All students are invited to celebrate their birthday at school. Please notify your child's teacher in advance as to your intentions for this special day. Parents are welcome to spend time with their child at school and join in the celebration. Parents may provide a special lunch for the class, bring a special treat for the class, plan a special birthday activity for the class and/or donate a birthday book. A birthday book is one of your child's favorites which is wrapped as a gift and opened by your child in the classroom. It is inscribed with your child's name and kept in the classroom for the students to enjoy. We always look forward to celebrating these special days.

Parent Participation

Parents as partners in education are an integral aspect of our school community. Parental participation in the education process is a keynote of the CLP philosophy and accordingly is expected. CLP asks each family to serve a minimum of 10 hours per semester/20 hours per year. A donated item counts as 1 hour for every \$15.00 spent for a total of \$300/year. If this poses a hardship on your family, please see the Director. CLP offers numerous and varying opportunities for meaningful involvement including, but not limited to:

- Room Parent
- Laundry Person
- Handyman Jobs
- Librarian
- School Shopper
- Special Events Helper
- Donating to and/or serving at special events
- Donations for the classroom wish list
- Classroom and/or office assistance

Opportunities for parent participation and more detailed descriptions will be available throughout the year. Parents are invited to schedule classroom and/or office assistance hours with the teacher and/or school administration. Parent Participation will be tracked using a Google Doc Parent Participation Log. If you volunteer in the classroom or donate an item, it is your responsibility to fill out the log. It is the support and participation of parents that contribute to the ongoing growth of CLP.

Chapel

Christian education is an integral part of the CLP school experience. Students participate in chapel twice per week with our Pastor and/or Music Director. Chapel is approximately 15-20 minutes. During chapel, our students participate in an offering. With our offerings, we support various groups such as God's Global Barnyard and Bethlehem Stars. Parents are invited to join us as we worship.

Naptime

California Code of Regulations requires ample time for Full Day students to rest. Every student that stays for naptime is required to provide a labeled crib sized sheet & crib sized blanket for their mat which easily fits in storage boxes provided by CLP. Bedding must be taken home weekly in order to be laundered and returned for the next week's use.

Pictures and Video

The CLP students are photographed and recorded throughout the year. Such pictures are posted around the campus, on the Procure App, in brochures, online, on our website and in slide shows for your enjoyment as well as advertisement purposes. A photo/video release is included in the admission paperwork. If you do not wish to have your child photographed, you may opt out in the release.

Child Related Research

Child Related Research is a company that tests the efficacy and safety of child-resistant and senior-friendly packaging. They will come in periodically and test the children on opening various packaging. If you do not wish to have your child participate in these studies, please make the school administration aware of this in writing.

Clothing

Children should arrive at school **wearing comfortable, washable, ready to get messy clothes**. We'll be doing lots of activities that are sure to have you using your pre-soak cycle on your washing machine. Please label all articles of clothing with your child's name, especially jackets. CLP staff cannot be responsible for identifying your child's clothing nor be responsible for lost clothing items. Each student is required to leave a complete change of clothes at school. Parents are expected to check daily for soiled clothing and replace the very next day. Please dress your child appropriately for the weather and be sure the extra clothes are up to date. Shoes should be sturdy and safe. All sandals are required to have a back strap.

Lost & Found

CLP has a lost & found which is used when faculty cannot identify a personal belonging. The school is not responsible for belongings left. CLP staff cannot be responsible for identifying personal items. Items not claimed will periodically be donated to an outreach ministry.

Please make sure to label all of your child's belongings, especially jackets.

Items From Home

Carefully selected equipment is available to the children throughout the day; therefore, please do not send toys from home with the exception of "share days". Personal items from home can create problems, and we cannot be responsible for lost or broken toys. For these reasons, please explain to your child that home toys remain at home or they will have to stay in the child's file box throughout the day.

Communication

CLP can be most beneficial to your child when there is close communication between teachers, parents and the school administration about the students' growth and development. Parents are notified about classroom information by the teacher as well as school information by the administration. Parents are urged to notify their child's teacher and/or the school administration with any information, questions, thoughts and/or concerns. Parents are invited to utilize our Procure App, email or voice mail system to leave messages for teachers and the office. Procure, voice mail & e-mail is checked throughout the day. Please keep in mind that throughout the day, our teachers are interacting with students and ensuring adequate supervision which prohibits them from extensive communication with parents. Parents are welcome to call during the hours of 1:30 p.m. – 2:30 p.m. to communicate with teachers. Student Evaluations and conferences occur in the Spring; however, the school and parents may schedule a conference at any time as needed.

Website: www.clplb.com E-mail: info@clplb.com Phone: 562-594-6117

Discipline

CLP provides an environment in which children are allowed to experience all feelings and at the same time learn to deal with these feelings in appropriate ways that lead to the development of self-control. The CLP faculty maintains clear, consistent limits which are age-appropriate. Rather than focus solely on reducing the challenging behavior, teachers focus on teaching the child social, communication and emotional regulation skills using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child's appropriate behavior. CLP staff help children manage their behavior by guiding and supporting children to: persist when frustrated, play cooperatively with other children, use language to communicate needs, learn turn taking, gain control of physical impulses, use problem-solving techniques, and express negative emotions in ways that do not harm others or themselves.

If consistent behavioral patterns are observed and the teacher has not seen improvement from following the above guidelines or behaviors are causing physical harm to other students or staff such as biting, kicking, hitting, etc : the following may occur:

- child may be sent to the office
- parent may be notified
- a conference may be scheduled to determine further solutions
- the child may be sent home from school. In this case, you will be contacted promptly and required to pick up your child immediately.

Students who do not respond to CLP's discipline guidelines or engage in consistent behavior that poses a safety threat may be disenrolled from the school upon the director's discretion.

Immunizations

Prior to admission, children shall be immunized against diseases as required by the California Code of Regulations and appropriate verification shall be returned to the school office. This requires children to receive the appropriate vaccines as follows:

- Polio
- DTP
- MMR
- Hepatitis B
- HIB
- Varicella

Health Screenings

CLP offers free vision tests periodically. These screenings are available to all CLP students capable of participating in the exams. Parents will be notified prior to the screenings.

Health

CLP has developed specific health regulations to ensure the well being of the children and faculty. If your child shows obvious signs of illness upon arrival, they will not be accepted into school. If an illness prevents your child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health & safety of other children or if a child's condition is suspected to be contagious, they will not be admitted to school.

- If your child becomes ill at school, they will be isolated from the other children and you will be contacted promptly and required to pick-up your child immediately. If we are unable to get a hold of you or you are not able to pick up within an hour, we will begin calling your emergency contacts. If your child becomes ill at school and is sent home, you will receive an illness report notifying you of our policy for their return.

- Children must be fever-free without fever reducing medication for 36 hours before returning to school. A child should only return to school when they are ready to resume the full school program including outdoor play. If you are unsure about whether or not your child should attend school, please call us to discuss your concerns.

- Your child cannot be admitted to school if they have any of the following obvious symptoms or has had them 36 hours prior to school arrival:

- fever of 100.4 degrees or higher
- excessive/uncontainable diarrhea
- vomiting

- Your child cannot be admitted to school if they are suspected of having the following communicable diseases which require a medical release for re-admission:

- strep throat: may return following 24 hours after treatment has been initiated
- unidentified sores/rash: may return the following day with a Doctor's note acknowledging sores/rash are not contagious

- impetigo: may return 24 hours after treatment has been initiated
 - chickenpox: all sores must be completely scabbed over & dried for return
 - hand, foot & mouth disease: all sores must be completely scabbed over & dried for return
 - conjunctivitis: must be on medication 24 hours prior to return
 - ringworm: must be on medication 24 hours prior to return
 - lice: may return after first treatment with a lice removal product
 - scabies: may return after treatment/medication has been applied
- *Your child will need a medical note from a doctor or clinic in addition to the advised treatments before they can return to school.
- If your child tests positive for COVID 19, they must remain out for a minimum of 5 days.
- Preschool students age 2-5 years old: After 5 days, preschoolers may return as long as they have improved symptoms, are fever free 36 hours and wear a mask through day 10 OR on day 11 without a mask.
- Infants under 2 years old: Since infants cannot wear a mask, they may return when they have improved symptoms, are fever free 36 hours and have a negative test result, OR on day 11.

Notify the office immediately if your child has an infectious or communicable disease.

Medication

CLP will administer medication to your child if the following procedures are met:

- child must have been on medication for the preceding 24 hours
- medication authorization must be signed in by a parent at the office
- medication is placed in the office or refrigerator
- medication must arrive in its original container, labeled with the student's name, accompanied with the proper dispenser
- non-prescription medication may only be permitted when accompanied by written notification from the parent and approval is given by the school administration
- inhaled medication may be administered after: a consent form has been completed by a parent, written instructions have been received from the child's Physician, and a staff member has been trained in the proper procedures by the parent

Medical Procedures

Even in the safest environments, accidents may happen. We will do all we can to protect your child. All faculty are certified in CPR and First Aid. The faculty will attend to minor injuries sustained at school. CLP faculty are only permitted to use soap & water and apply band-aids when cleaning wounds as well as apply a cold compress when necessary. Parents will be notified about such injuries by an "ouch report" on the Procure App and/or telephone call. In the event of a more serious injury, parents will be notified immediately and if necessary, a Physician and/or 911 notified. If a child needs to be transported to an emergency center, a CLP staff will accompany them. CLP cannot be responsible for any expense or inconvenience due to accident or illness of any child while at school.

Emergency Procedures

In the event of an emergency, the Procure App will be used to determine if everyone has been evacuated. For the protection and safety of your child, it is imperative that they are signed in/out daily. Earthquake and Fire Drills will be held periodically to prepare for emergency evacuations. CLP will provide each child with an earthquake kit. Emergency supplies are kept on campus and the CLP staff has been instructed in emergency procedures. If for any reason the school needs to be evacuated to another site, a sign will be posted noting our location. In the event of an emergency, the faculty will remain with the children until they have all been released to an authorized representative.

Suspected Child Abuse

CLP staff are required by law to report to the proper authorities any observation or suspicion of child abuse. This is mandated by the California Code of Regulations.

Confidentiality

Information and records of all CLP students and families are kept confidential, however, may be reviewed by the Preschool Board and CLP faculty. All records are subject to on-site review by officials representing California State Department of Social Services or local police authorities in the event of suspected child abuse or neglect. Written permission from parents must be obtained for the release of confidential information to any unauthorized persons.

Board of Directors

CLP is governed by the Preschool Board of Directors which is comprised of our Pastor, various church members and selected preschool parents. The Director reports the state of the school monthly to the Board as well as the Christ Lutheran Church Council.

Conflict Resolution

CLP parents and staff are expected to:

-Take your complaint directly to the person relative to the complaint, privately, without gossiping or slandering the person/situation with others beforehand

-If the conflict persists and is still not resolved, you should take it to the next level of authority: Parent, Teacher, Director, Board of Directors

If the conflict needs to be presented to the Board of Directors, parents are to put their grievance in writing addressed to the Board and given to the Director to present at the next meeting. A written response from the Board will be sent shortly after the Board reads and discusses such concerns. Should parents wish to address the Board in person after the above process has been followed, parents are to once again, write an additional appeal to the Board. Once the Board has had an opportunity to review the letter, parents are invited to address the Board at the next meeting. Parents will have an opportunity to express their concerns, the Board will have an opportunity to ask questions to obtain clarification and the parents will be

dismissed from the meeting. Parents will get a response letter from the Board shortly after the meeting. When problems are solved in a way that honors God, our school, staff and families all benefit. Please note: if you bring your conflict to someone other than the person relative to the problem, you will be directed back to the first steps of the conflict resolution process before that school authority will get involved.

Withdrawal

Withdrawal is a period of time greater than thirty days. Notice of intent to withdraw is a decision made by the enrolled family brought to the attention of the Director. Written notice must be given to the Director four weeks [20 school days] prior to your intended withdrawal date. You are liable for paying your tuition for those four weeks.

Termination

Grounds for dismissal include, but are not limited to:

- In the judgment of the Director in conjunction with the Preschool Board, the program does not meet the developmental needs or special needs of a child and/or their parents.
- It is determined by the Director that a child or any family member of a child poses a safety threat to the other students, staff, parents, and/or church members.
- A parent has physically, sexually, and/or verbally harassed any staff, child, and/or parent.
- Failure to abide by school procedures and policies.

Reserved Rights

CLP reserves the right to make, amend, or prescribe rules and policies for any and all other unforeseen problems and/or situations that may arise at any time during the school year. CLP expects full cooperation from families regarding adherence to all school policies and regulations.