

Christ Lutheran Preschool Parent Handbook 2025-2026

760 Victoria St.
Costa Mesa, California 92627

Preschool Office Phone: 949-631-1639

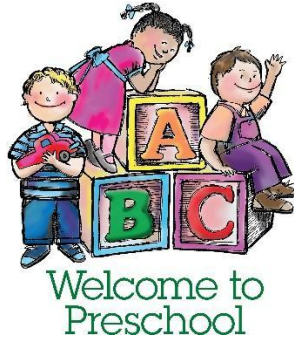
Cell Phone: 949-557-9224

Fax: 949-631-6224

Emily Martinez, Director



Parent Handbook



Welcome to Christ Lutheran Preschool,

Our preschool Program serves children from the ages of 18 months to 5 years old and we strive to provide an outstanding educational experience in a Christ-centered environment. We seek to inspire students to become life-long learners - both spiritually and academically.

This handbook is provided for several reasons:

- to share policies & procedures of Christ Lutheran Preschool.
- to acquaint children & parents with the functions & regulations of the school they are to observe as members of the school community.

Please take time to read through this handbook. This handbook serves as a contract and it communicates the philosophy and goals of our preschool. It is designed to foster mutual understanding between the school and the parents.

We believe that each child is a unique gift from God and we are excited for the opportunity to share and model God's love to our students and to partner with you as they learn and grow.

Blessings on a great school year,

Emily Martinez

Preschool Director

Organizational Mission of Christ Lutheran Church & School:

Connecting People to Jesus.

Our Mission at Christ Lutheran School & Preschool:

Partnering with parents to educate the whole child spiritually, academically, emotionally and physically in a Christ-centered environment.

Christ Lutheran Preschool Purpose...

Is to help children create a healthy sense of self, create a lifelong love of learning & know that they are special in the eyes of God.

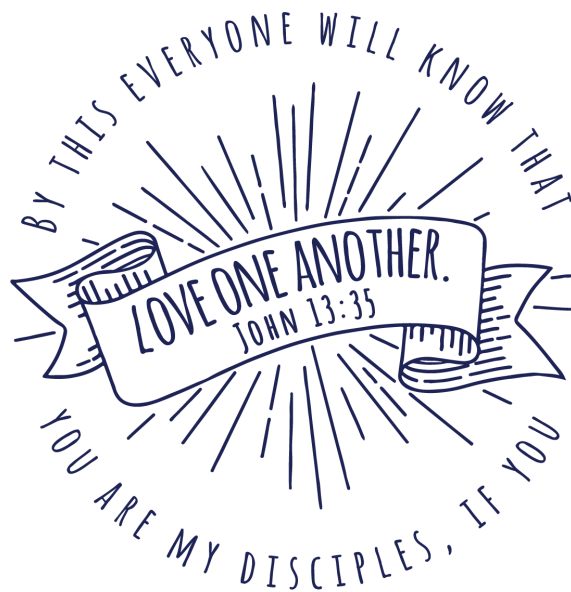


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Staff

The staff at Christ Lutheran Preschool is trained in Early Childhood Education. The lead teachers have been selected because they have a strong background of course work and experience in Early Childhood Education. They exhibit a standard of positive adult-child interaction for students to model and from which parents may draw ongoing support.

Regularly scheduled staff meetings and professional development activities encourage staff members to continually increase their knowledge of developmentally appropriate teaching practices so that they may better serve young children.

Christ Lutheran's Preschool Philosophy

Our comprehensive early childhood program seeks to help children create a healthy sense of self, create a lifelong love of learning & know that they are special in the eyes of God.

It is our goal to:

- Create a safe and loving learning environment
- Lead each child to know the joy of God's Love
- Provide developmentally appropriate curriculum that meets the needs of each child through a play-based environment
- Provide intentional hands-on learning experiences

Together we partner with families in their child's education. We provide spiritual, social/emotional, and academic learning experiences to educate the whole child.

Vision of Christ Lutheran School:

Nurturing Knights for Christ who **SERVE** and are:

- **S**uccessful Learners
- **E**motionally Equipped
- **R**esponsible Citizens
- **V**ibrant Learners
- **E**ngaged Physically

Non-Discriminatory Policy

Christ Lutheran Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities accorded or made available to students of the preschool. The preschool does not discriminate on the basis of race, color, national and ethnic origin in the administration of its policies.

Curriculum

It is our goal to provide our students with a Christ-centered education. Our curriculum is designed to nurture young children, stimulate their language, physical, cognitive, and creative development, as well as encourage positive self-esteem and social interaction. The curriculum is age appropriate and designed to meet the individual needs and interests of each child, emphasizing the building of autonomy and problem solving abilities in the following areas: religion, music and movement, physical and natural science, math, language arts, cooking, gross and fine motor coordination, creative art and dramatic play.

Outdoor Classroom

In connection with modern child development research findings, the concept of the Outdoor Classroom is built upon the premise that children are complex beings. To nurture the whole child, early childhood education needs to follow the fundamental principle that children are learning everywhere and all the time. Children need a broad variety of learning experiences and opportunities to grow in areas such as gross and fine motor development, social-emotional development, language development, and creative expression. Mastery of the skills associated with these areas are critical for healthy development as well as later academic success, and requires an educational format that is very different from a traditional elementary classroom. The Outdoor Classroom evolves from the real needs of children, offers activities that are personally meaningful to them, and fully embraces developmentally appropriate practices in early care. Children will spend substantial periods of time outside with a full range of activities including many that are traditionally thought of as “indoor activities”. Children experience nature in as many ways as possible. The Outdoor Classroom benefits Spiritual, Physical, and Cognitive development. Sensory play is a very important part of our outdoor classroom curriculum. Sensory activities include; water play, paint, play dough, etc. Sensory play promotes and supports many of our program goals such developing a positive self image, competency, problem solving, critical thinking, and promotes social situations between children and adults.



Enrollment

Enrollment is open to any child able to benefit from the program who is at least 18 months old. Parents may enroll their children into a two, three, or five day session. We offer half-day programs, school-day programs, and full-day programs.

Prior to your child's enrollment, we request any prospective parents to visit our early childhood facility and set aside a time to meet with the preschool director. If we determine that the program meets the needs of your child, you will be able to enroll online through Renweb, our online enrollment tool. All of the California state enrollment forms (linked on our website and provided hard copy) must be completed prior to the child's admission into the preschool program.

Please notify the preschool office immediately if you move, change telephone numbers, begin a new job, wish to add someone who is allowed to pick up your child, or in any way change the information you have given us on your enrollment forms. We use this information to reach you in case of emergency, therefore, it is extremely important that we have accurate information at all times.

Every student admitted into Christ Lutheran Preschool is given a transitional/grace period of 60 days. 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 delay in 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.

Renweb Parent Portal: <https://chl-ca.client.renweb.com/pwr/>

Registration Fee

An annual, non-refundable registration fee is payable at the time of application. This covers the cost of registration materials, an earthquake kit, spirit shirt and extra supplies. School registration is paid when you register on-line through FACTS Tuition.

The summer and holiday program has its own registration fee, and is due at the time of registration. These fees are processed through FACTS.

Tuition

Christ Lutheran Preschool is a private Christian Preschool that depends upon tuition for its operation. Tuition payments are paid through "FACTS Tuition". Tuition is assessed based on the tuition plan agreement made during registration, through your FACTS Tuition account.

A tuition discount of 10% will be given when two or more children in a family are enrolled in our preschool program. A tuition discount of 5% will be given to a family who has a preschool student and a student in our elementary school.

- A fee of \$55.00 will be charged for any returned tuition payment.
- 30 days advance notice must be given if your child is withdrawing from the program.
- All tuition payments and fees must be current in order to enroll your child for either the summer or fall program and before any registration forms will be accepted.

Vacations and holidays are figured into the payment schedule. No refunds will be made due to illness, or unplanned/planned absences. The only exception to this would be if the school shuts down for a period of more than 30 days. Each situation would be evaluated by the Board of Directors.

If tuition is unable to be collected by FACTS Tuition Management over a period of 30 days, your child may be withdrawn from the program. Your child will not be permitted to re-enter the program until payment arrangements have been made with the preschool office. Prepaid tuition and registration fees are non-refundable.

Program Changes

Changes of program are allowed under certain circumstances and if space allows. Schedule changes after August 1st will result in a \$25 schedule change fee per change. Schedule changes do require a 30 notice for billing purposes. Please read your FACTS Tuition Management Account agreement carefully, as it clearly states what fees will be charged. If the program change happens after the first electronic debt (EFT) is processed in August 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 withdraw for a valid reason, we require a 30 day written notice and tuition continues to be paid during any absence. 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).

Holiday Schedule

The Preschool will be closed in observance of the following holidays:

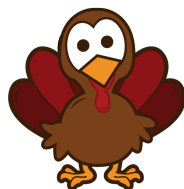
Labor Day
Veterans Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Thanksgiving Day and the Friday after Thanksgiving
Christmas Eve and Christmas Day (as well as the week between Christmas and New Year's Day)
New Year's Eve and New Year's Day
Good Friday
July 4th (for summer program children)

*Please see the current year all school calendar for any other scheduled school closures.

Holiday Care

Sign-ups will be available via our Christ Lutheran App in advance of; Thanksgiving, Christmas, and Easter Holiday periods (No childcare will be offered on other holidays). See the school calendar for specific dates.

To ensure that scheduling can be accommodated, sign up is required no later than one week prior to the vacation period. Tuition payments for these days will be due in advance. Refunds are not given. A lack of students may result in the cancellation of the vacation daycare program for these weeks or part of the week. Please see your child's teacher or the preschool director for more information.





Program Schedule

Christ Lutheran Preschool is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. We provide morning care from 7:00 a.m. to 8:15 a.m. and children must be pre-registered to attend. All students are expected to be in school by 8:30 a.m. Children arriving late may miss important activities pertaining to the curriculum. Please refer to each teacher's daily schedule posted in their classroom as each one varies.

Lunchtime begins at 11:45 a.m., after half-day children are picked up. After lunch, school-day and full-day children stay for rest time and the afternoon program. At 3:30, all school-day children are to be picked up. Afternoon care for children who are pre-registered is available until 6:00 PM. Any pick up after schedule program will incur a late pick up fee of \$1 per minute.

Our daily program options include the following:

- Half Day: 8:15 a.m. – 11:45 a.m. / Preschool
- School Day: 8:15 a.m.-3:30 pm. / Preschool, lunch, naptime and extended activities
- Morning Care: 7:00 a.m. - 8:15 a.m.
- Afternoon Care: 3:30 p.m. - 6:00 p.m.

Extra Days/Extended Hours

If you need to send your child an extra day or extended program time for a single day, check with the preschool director 48 hours in advance to see if a space is available. There will be an additional charge for the extended day and time.

Extra Day Charges

- Half Day: \$50
- Full Day: \$70 (lunch time, naptime and extended activities) till 6pm
- Full Day(non potty trained): \$80(lunchtime, naptime and extended activities) till 6pm

Arrival and Departure

Car Seat Law and Transportation

Children must be secured in an appropriate child passenger restraint (safety seat or booster seat) in the back seat of a vehicle until they are at least 8 years old or 4'9" in height. Christ Lutheran Preschool does not provide transportation to or from school.

Child Supervision

Children are required by state law to be supervised by parent/guardian or teacher at ALL times while at CLPS. No child should be left in the classroom, playground, parking lot, or any part of our facility. This is a state law.

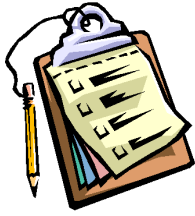
Traffic Flow

For the sake of safety in our parking lot, remember to drive slowly in the parking lot areas. If you plan to remain at school longer than a few minutes, please do not park in the area reserved as a playground for the elementary students.

Late Policy

It is imperative that your child be picked up at the end of his/her enrolled program time. Please notify the Preschool staff if you will be arriving late to pick up your child. Late fees of \$1.00 per minute will be incurred per child, and will be billed to your FACTS account.





Sign In and Out Policy

California State Licensing Title 22 Article 101229.1 requires that each child be signed in and out each time the child attends class by a parent/guardian using their full legal signature. Each parent/guardian will receive an individual unique pin number for each member of the family who is authorized to pick up their child. You will sign in/out using your pin number and will sign your name and press enter to sign your child in and out of the program. Please do not share your pin number with anyone. We will make other options available should someone not regularly authorized to pick up your child will be picking up.

When you use your pin and sign your child in each day, you are acknowledging each of the following:

1. That you are legally transferring responsibility to Christ Lutheran Preschool (Title 22 Division 12 Article 6 101229.1)
2. Your child does not have a fever, difficulty breathing or other signs of illness in the last 24 hours.
3. You have not given your child any fever reducing medications in the last 24 hours.

We need to be very careful about the release of our students. To ensure the safety of our students, please note the following pick-up procedures:

- Parents must indicate on the child's emergency form (completed on your parents web account) names of persons authorized to pick up their child. Your child cannot be released to a person who is not authorized by you under any circumstances.
- No child will be released to a person who is not authorized by the parent. We must have written permission and identification will be required.
- We will obey any court orders or restraining orders issued by the courts regarding the subject student.

What to Wear

Please send your child in comfortable, washable play clothes and closed toed shoes. Due to the types of materials we use during play, children should be sent in play clothes. No long dresses, water socks, flip flops, jellies, or roller shoes (such as Heelys). All shoes must have a back strap. Please be sure children are dressed appropriately for the weather.

What to Bring

Backpacks

Please send a backpack with your child each day. A backpack enables your child's teacher to be sure that all your child's items make it home, including bedding, which will need to be laundered daily. Please make sure you label your child's bedding. Please check your child's backpack daily for items that have been sent home. Additionally, please be sure that your child's first and last name is written clearly on the backpack.



Change of Clothes

Due to messy play and accidents, we ask that each child supply us with two changes of clothes labeled with your child's first and last name. This should include a change of underwear, t-shirt, shorts or pants, and a pair of socks. One set will be kept in the classroom, and the other will be kept in the backpack. Each child has an assigned cubby for his/her personal belongings.

Rest Time

It is a policy of our program and a state requirement that all children who are in the school day or full day program are given the opportunity to rest each day. Children who stay for naps will each be given a special mat or cot to sleep on, which will be disinfected daily.

Each family is responsible for bringing nap equipment for their child. The needs for nap equipment (standard size crib sheet). Please check with your child's teacher for what is needed. Also, please clearly label each piece of your child's nap equipment.

Each family is responsible for laundering their child's nap equipment every day. Please remember to bring back your child's nap items the morning of their next day of attendance.

Items from Home

Please do not allow your child to bring toys from home unless it is a designated "show and tell" day in their classroom.



Diapers and Pull-ups

Diapers and Pull-ups are allowed in both the toddler class (Pink Star) and 2 year old (Purple Star) class. In the other classes, special permission must be granted by the director before Pull-ups will be allowed. If permission is granted, the diapering/potty training fee will be charged weekly until the student becomes potty trained with no consistent accidents for 30 days. Parents must fill out a “Potty Training Agreement” when a child is ready to start the potty training process. It will be the goal that in the other classes, the family, along with the teachers, make potty training a priority. If your child is still wearing diapers, we ask that you please provide diapers and wipes for your child. Teachers will notify you if there is a need for more wipes and diapers. We do not allow the use of cloth diapers in our program unless there is director approval.

Potty Training

We offer potty training in both our Toddler and 2-year-old classes at Christ Lutheran. We allow non-potty trained children to attend any of our classes, however, they must wear pull-ups rather than diapers to the program. We will partner with you to help your child successfully toilet train when your child is ready. Your teacher will also have you fill out a Potty Training Agreement form, when your child is ready to begin potty training.

There is a separate weekly fee that is charged when your child is not potty trained in our 3 year old and older classes. This fee is automatically billed to your FACTS account the week AFTER the diapering is completed. Please see the fee schedule for more information. The weekly fee will be terminated after your child is accident free for at least 4 weeks, as deemed by the director. Please note, this means that you may incur charges up to four weeks after your child is accident free. These fees are from previous weeks, and are billed after. Our policy regarding accidents is if four or more accidents occur in a two-week time frame, you will be asked to keep your child home or start paying the weekly diapering fee until the time when he/she is completely potty-trained. Children in these other classes may not wear pull-ups or diapers, without approval from the director. With this policy in place, it ensures the child a successful experience in the classroom.

Snacks / Nutrition

Each family is responsible for sending a morning snack and an afternoon snack (if staying all day) for their child each day. Please label the snacks so that teachers will easily see which is snack (AM & PM) and which is lunch. Please put the date and child's name on each item. A child's snack should consist of something from 2 food groups. Ideas for this would include a string cheese and some crackers, or a bagel with cream cheese. Snacks are not provided by the school, with the exception of holiday treats or other pre-arranged items.

Please provide a reusable water bottle labeled with your child's name daily.

Toddler & 2 year old Snacks - Some foods can be choking hazards for our little ones. We ask that you send foods that they can chew well and avoid the choking hazard foods, such as: hotdogs, whole grapes, kernel popcorn, large cut raw veggies or hard foods. Veggies and fruit is a healthy snack, but needs to be cut up just right for toddlers and 2's.

If your child has food sensitivities or special nutrition needs please inform your child's teacher.

Christ Lutheran Preschool reserves the right to create a nut-free environment within a preschool classroom if the need arises, or a medical necessity becomes apparent.

Holiday Party and Birthday Snack

Because we have students who may have severe food allergies, parents must provide a store bought snack not a homemade treat. We suggest that this birthday snack consist of healthy food options like fresh fruit, veggies and dip, and yogurt and granola. If you prefer to bring a small toy like stickers or bubbles that is also an option.

Lunch

Lunch can be provided from home or purchased through the hot lunch program for all classes.

A hot lunch program is offered through Catertots. There is no hot lunch offered during Holiday weeks. You can sign up for hot lunch through the Cartertots website at: <https://www.catertots.com/>. The code for Christ Lutheran is CLS333. You will be notified in advance of changes in the availability of the hot lunch program.

Lunch from home should be well balanced, with no candy, soda, carbonated drinks, or glass containers. Please do not send food that needs to be refrigerated or warmed up as we have no facilities/resources available for this. Please label your child's lunch and be sure to include an ice pack.

Communication

We send out our weekly newsletter via email, and it is also available on the Christ Lutheran App. This newsletter will keep you informed about scheduled events and activities. If you are not currently receiving our newsletters, please contact the preschool office to be registered. Additionally, you will want to use the Christ Lutheran App as a way of receiving communication. Your child's teacher will also use email as a means of communication.

To report absences for your child, please do so on the Preschool Care Connect App.

If you have any questions or concerns at any time, please feel free to contact your child's teacher by email or leave a message in the office. Should you want or need to speak with the director, please feel free to contact her in the office. We want and need to hear from you!

Parent-Teacher Conference

Parent conferences are scheduled in the Fall and as needed in the Spring of the school year to discuss your child's progress. Your child's teacher will send information regarding sign-up instructions.

As teachers observe your child and become aware of any concerns that need your input or help, you will be asked to meet with the teachers.



Parent Participation

Below are a few tips for a successful home/school relationship:

1. Read the handbook.
2. Read carefully all supplement notes, newsletters and notices, which will be sent home from time to time.
3. Ask questions about items that need clarification.
4. Watch carefully for days that the school will be closed.
5. Be financially responsible to us. As a non-profit school, we are dependent on your fees.
6. Offer suggestions to help us improve our programs.
7. Give our programs your prayer support, because apart from God we can do NOTHING.
8. Discuss the daily curriculum with your child.
9. Be diligent about signing your child in and out every day.
10. Please keep us aware of changes in your child's home life to help ensure that our staff has the information necessary to meet your child's unique and changing needs.
11. Use the Parent Serve Hours Program as a way of helping our Preschool to grow and flourish.

Preschool parents are also encouraged to take part in the PTL (Parent Teacher League) with the elementary school parents. It sponsors speakers and programs in areas of interest to parents, and organizes fund-raising projects to benefit the school.



Parent SERVE Hours Program (PSH)

As parents, we like to think of you as a vital part of our school and your help will make our programs successful.

In the interest of keeping parents involved in their children's school, and educational activities, Christ Lutheran School has incorporated Parent SERVE Hours. The program is designed to assist our Teachers and Staff and also offers a way for parents to feel connected in the community within Christ Lutheran Church and School.

The guidelines are as follows:

- o Each family with children in Preschool is required to donate a minimum of 10 service hours to Christ Lutheran School. (Per family, not per child). More than 10 hours will be gladly accepted, but cannot be carried over to the following school year!
- o All families are encouraged to SERVE in every area of Christ Lutheran Ministries. The persons donating the hours may include parents, grandparents or any family member over the age of 18, who has completed the necessary volunteer requirements. The person donating the hours will be responsible for logging their own SERVE hours via Renweb.

Parent SERVE Hours (PSH) for the 2025-2026 school year runs from May 15, 2025 - May 15, 2026. PSH hours fulfilled after May 15th will be credited toward the following school year. This will allow time for any deficit in required hours to be billed and paid before the release of final report cards. Hours unfulfilled by the end of the year will be billed at \$25.00 per unfulfilled hour. Students are not allowed to enroll for subsequent school years until all financial obligations have been satisfied.

There are also many opportunities for parents to help with special days, events and festivals. In addition, we invite parents to attend scheduled early parent information nights, our annual Christmas program, parent workdays, and other special scheduled family days. Please see your child's teacher for a list of opportunities to complete your parent serve hours.

If you wish to volunteer in the classroom, California now requires that all persons who volunteer in a classroom provide proof of immunizations, as well as a current TB Test.

Volunteers in the Classroom

At this time, volunteers are not allowed in the classrooms.

Should we be allowed to welcome volunteers back on campus, 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. Due to this reason, only Christ Lutheran Preschool Faculty and Staff are permitted in our preschool classroom during normal operating hours, unless observing or completed immunization paperwork has been turned into the preschool office.

Siblings on Preschool Campus



While on our preschool campus, please keep siblings “within arm’s reach” of a parent at all times. State licensing does not allow children who are not enrolled in our program to participate in the playground or classroom activities. This is for the safety of all children. State licensing does not allow the elementary school age children and preschool children to play together on the same playground.

Animal Policy



NO dogs will be allowed at any time. Any other animals brought on the property must be checked in at the office and cleared by the Director before it is in the presence of any children. The only exception will be for Christ Lutheran’s Therapy Dog. Thank you for understanding.

Philosophy and Discipline

We stress the total development of the child; spiritual, intellectual, emotional, and physical. We believe that our preschool is a servant of Christ striving to bring church, home and community into closer harmony. Our discipline policy at Christ Lutheran is displayed in a Christ-like manner by supporting student successes, changing the environment, redirecting a child, or quietly removing a child from the group when necessary.

Classrooms are a place where students can learn and teachers can teach; a place where students, teachers and others live and work together in harmony. It is the policy of the school that corporal punishment (spanking) will not be administered by school personnel. A child needs unconditional love, sufficient freedom to become the person God has created them to be, and loving but firm, positive and consistent discipline.

Behavior is communication and it is our job as teachers to find out what the student is trying to communicate. Teachers use observation skills to intervene and either redirect before a problem arises or assist the child in building problem solving skills. Activities are designed to be structured and child-centered to limit behavioral problems.

In a situation when a child disrupts others by taking toys, hitting, or creating a dangerous situation, we will take the following disciplinary actions:

1. We will talk to the child at their level and explain why a particular behavior is not allowed, suggest an alternative behavior and then assist the child by modeling language and behavior.
2. We may also ask a child to use a "sit and watch" method that consists of the child being asked to sit at the edge of the other children's play area. The teacher will stay with and talk to the child about the proper behavior and then invite the child to rejoin the play.
3. We also encourage children to use self discipline. To do this, children will be offered choices and opportunities to make decisions, knowing what the loving and logical consequences will be.
4. Parents will be kept apprised of any behavior problems - by use of a written note, email or phone call.
5. Teachers and parents will respect each other and work together to solve problems. A conference may be set up with the parents, teacher and preschool director to create a plan to help stop the behavior and support the child in a positive way.

Toddler Discipline

Toddlers love to explore and express their curiosity with the world around them. When a toddler is uncooperative, even defiant, they need adults who are loving and firm to enforce reasonable limits, but understand the difficulty that toddlers are having. The following are characteristics of toddlers:

- They are egocentric - They believe that they are the center of the world. They have a lack of understanding and a lack of self-control. Toddlers often have good intentions, but not so good implementation. It is important to show encouragement and appreciation for good intentions.
- Discipline with toddlers is a matter of planning, setting clear limits and expectations, redirection and logical consequences done in a loving, positive and caring manner.
- It is also important for the teacher to try and figure out what the toddler is trying to communicate.

Biting

Biting is a very common behavior among toddlers. It is important to try and understand the underlying cause of the biting to help develop an effective response. Children bite in order to cope with a challenge or to fulfill a need. Biting can be harmful to other children and the staff. This policy has been developed with both of these ideas in mind.

We understand that biting, unfortunately, can occur. Our goal is to identify what is causing the biting and resolve the issue. If the issue can not be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parent of the child biting and the parent of the child that was bitten will be contacted. Names of the children will not be shared with either parent.

When biting becomes excessive, which includes a disruption to the daily routine of the classroom, the parents of the child who bites will be contacted and a meeting with the Director will be scheduled. At the time of the meeting, the behavior will be discussed and a plan will be developed for home and the school to help stop the biting.

When Biting Becomes Excessive:

After all preventative steps have been tried by the staff members, if the child continues to bite routinely, the Director will call the parent to pick up the child for the remainder of the day. Chronic biting may require that a child be suspended from enrollment for a period of time. The parent will still be responsible for tuition to save the child's spot. If a child is suspended, the parent will be informed that the child may return to the center as soon as the biting is abated.

If the child returns to the center, continues to bite, and is endangering the other children, the child may be terminated from the program.

Harassment Policy

Christ Lutheran Preschool is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or staff is prohibited.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. It includes, but is not limited to, any of the following: verbal harassment, physical harassment, visual harassment and sexual harassment.

Christ Lutheran Church and School has policies and guidelines for administering this Harassment Policy. The preschool will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Child Abuse Reporting

In accordance with California law, (California Penal Code Section 11166), members of the school and early childhood development staff are obligated under penalty of fine and/ or incarceration to report reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

In this very serious and legally narrow area, the school will not contact the parents in advance of making the report to legal authorities, which would be the procedure followed in most other legal matters.

The clear intent of the law is to mandate a report of reasonable suspicion of abuse. School staff will make such reports in the best interest of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. If it does become necessary to report, please be assured such action is taken only in the spirit of what is best for your children and your family. The goal is to obtain help and support where it is needed.



Health

We want to protect your child and the other young children in our program. State law requires that we only have healthy children in attendance. Germs travel quickly among young children so please check your child for signs of illness before bringing them to school. If a child becomes ill at home, please notify the preschool office by calling or logging onto the app and completing the absence form for preschool to make them aware of the child's illness.

If your child becomes ill while at school, someone on the authorized pick up list will need to pick up your child within 30 minutes of receiving the phone call. Keeping your child at home will prevent infections from being spread to others and will help us to maintain a healthy environment for all.

Children who are ill or show symptoms listed below will not be allowed to remain in class.

1. Has a fever of 100.4 or above or had one in the previous 24 hours
2. Has vomited in the last 24 hours
3. Is taking an antibiotic and has not been on the antibiotic for the last 24 hours.
4. Has diarrhea, even if caused by taking an antibiotic
5. Has diarrhea with increased water in stool or cannot be contained by use of the toilet
6. Has eye discharge or crust. A child with conjunctivitis must stay out for 24 hours after the prescription medication starts and until all redness and discharge is gone
7. Has a constant cough
8. Has a constant runny nose (with yellow or green discharge)
9. Has an undiagnosed body rash
10. Has symptoms of possible communicable disease
11. Has head lice. Your child must be treated and cleared by a professional. Your child should remain home until treatment is complete and all lice and nits are gone.
12. Has ringworm

If symptoms are contagious, a doctor's release form may be required before the child can return to school.

Universal Precautions

The staff at Christ Lutheran Preschool uses universal precautions when dealing with infectious material. This means all staff will use latex gloves when performing any duties that involve bodily fluids. Also, any clean up materials will be disposed of properly to insure safety for all. If you have any questions regarding these precautions, please see the director.

We do request that all parents train their child to be careful not to touch someone else's bodily fluids. If an emergency were to occur, parents who choose to help must also use universal precautions. We thank you in advance for your understanding and support in this area.



**Remember, hand washing is the #1 guard against infection.
Please help us train your child in the proper way to wash their hands.
Soap, scrub, rinse, and dry.**

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 injuries, 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 of restrictions that they may have while at school, 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 may 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).

Medication

Medication will not be administered to a child in the preschool program. Please schedule your child's medication before or after school hours.

In the event of incidental medical services that are required Christ Lutheran Preschool will administer medication in accordance with California Department of Social Service, state licensing Code of Regulations, Title 22, Section 101173(d), which states we are required to have a plan of operation for incidental medical services which would include inhaled medication, nebulizers, epi-pens, and blood glucose testing. These are the only incidental medical services our center will cover.

Our plan of operation will require all students that need the above medical services to fill out a special form from the doctor that includes:

- specific instructions for administering medication
- potential side effects
- expected response
- dose-form and amount to be administered
- actions to take in the event of side effects or incomplete treatment
- instructions for proper storage
- telephone and address of the child's physician
- telephone and address of parent /guardian.

The parent must provide training on how to administer the medication and this form must be updated annually.

Allergy Policies

Christ Lutheran Preschool makes every effort to accommodate children with food allergies. 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. 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 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 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 a secure location.
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 AuviQ) 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.
- (5) Christ Lutheran Preschool reserves the right to create a nut-free environment within a preschool classroom if the need arises, or a medical necessity becomes apparent.



Our staff is trained in basic first aid and will administer minor treatment as needed. Parents are notified of any injury(ies) in writing. A duplicate of the written notice will be placed in the child's file.

Simple first aid, ice packs, Band-Aids, and tender loving care will treat minor cuts, bruises, etc. In cases of serious injury or illness including dental accidents, we will make an immediate attempt to contact a parent. If necessary, we will also call 911. The school Director will be in charge and will make decisions about the child.

It is your responsibility, and to your child's benefit, that you keep the school up-to-date on home and business telephone numbers, emergency numbers, and other pertinent information.

Emergency Plan

Your child will be instructed on emergency procedures in case of an intruder, fire, or earthquake while at school. He/she will participate in regular drills and learn other safety rules.

In case of a community-wide disaster such as an earthquake, children will remain at school or where the community emergency personnel direct us until called for by the parent or designated adult.

In any kind of natural disaster (earthquake, flooding, fire, etc.), all children will remain on the campus until picked up by parents or authorized persons. Children must be picked up within 30 minutes of notification.

Christ Lutheran is prepared for emergency situations. We have food, water, and provisions for three days. We have adequate first aid supplies and sanitation materials. Part of our registration fee each year supports this plan. All staff members are trained in CPR and first aid. Every staff member has an assigned job in the event of a disaster.

Our Out-of-Area Christ Lutheran School, in case of an emergency where we have to leave the local area.

8200 Ellis Ave
Huntington Beach, CA 92646
(714)962-1864

Power Outage & Water Outage: In case of Water and/or power outages parents will be notified and required to pick up the child within 30 minutes of notification.

Emergency Kits: Every child must have an earthquake kit. These are provided by the school each year. If you would prefer to provide other emergency supplies for your child, please see your child's teacher.

Licensing Inspection Authority

The Department of Social Services (DSS), the licensing agency, has the authority to interview children or staff, and to inspect and audit child or facility records without prior consent. DSS also has the authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child (ren).

Children's Personal Rights

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following: To be accorded dignity in his/her personal relationships with staff and other persons.

1. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
2. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
3. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.

4. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
5. Not to be locked in any room, building, or facility premises by day or night.
6. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Photographs and Publicity

Pictures may be taken by staff members during the activities at Christ Lutheran Church, School & Preschool, or under its direction, and then presented in various church and school 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 Christ Lutheran Preschool during regular school activities may be used for student portfolios, the Christ Lutheran School Yearbook, and preschool publications (such as the preschool newsletter.). 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 Christ Lutheran 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 and made available to parents of children in that class only.

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.



Have you read this entire handbook?



Thank you for taking the time to read this handbook so that you will understand our philosophy and goals for your child!

Policy Agreement Contract

Christ Lutheran Preschool

It is important that preschool policies be established and understood from the beginning of our relationship with your family. Please read each statement on this Policy Agreement Contract indicating that you have read and understood the policy. Please return this page to the office by the first day of school.

All Forms must be in our student files prior to your child's first day of attendance.

- I have been provided with and read the Christ Lutheran Preschool Parent Handbook
- I understand the Preschool follows the same holiday schedule as Christ Lutheran School (K-8)
- I understand that the application fee is non-refundable
- I understand that the tuition is prorated over an agreed upon payment schedule, via our FACTS Tuition account registration agreement.
- I understand that a 30 day notice is required in writing for early withdrawal.
- I understand that my child must be fever free for a complete 24 hour period before they can return to school
- I understand that if my child is showing signs of illness that I should keep them home
- I understand that if my child is sick for any length of time and unable to attend preschool, that regular monthly tuition fee is still due and payable in full. No discount is given for sick days or school closures, unless the school should have to unexpectedly close for more than 30 days.
- I understand that additional fees will be assessed for late pick-ups
- I understand additional fees shall be added to my account for NSF checks and late tuition payments
- Holiday breaks are not included in regular tuition. I understand that I need to sign up in advance for holiday daycare at an additional charge.

- I am aware that the summer program is separate from the school year program. I understand that the summer program has a separate application fee and tuition rates.
- I understand that re-enrollment for the next year is contingent upon my account being paid in full at the conclusion of the school year
- I give permission for teachers to use photos of my child for documentation and developmental purposes. These items will be used to show each child's growth and development in many different areas and will also be used in children's portfolios.
- I am aware that the department of social services, our licensing agency, "has the right to enter the preschool at any time, to interview staff or children without prior notice, and to review student files without prior consent."
- I understand that the email I registered with will be used for communication purposes from CLPS. This includes newsletters, announcements and correspondence with my child's teachers and administration.
- I give permission for my name, address, phone number and email to be included in the yearly preschool parent directory.
- I understand that I need to provide 2 snacks and lunch for my child each day.
- I understand that I must sign my child in and out of the program every day by using the pin number provided or signature. It is a legal and binding contract in which I am transferring responsibility to the school for the care of my child. Failure to do so will result in being called to come back in and sign them in for the day. There will also be a \$10 fee charged each time.
- I understand that the pin number provided by the school acts as my own unique signature and I will not share that with anyone else.

By signing this form I am in agreement with all of the above statements.

Child's Name: _____

Father's Signature: _____

Mother's Signature: _____

Date: _____



CHRIST LUTHERAN CHURCH & SCHOOL

C O S T A M E S A

Please put the preschool phone numbers in your phone.

Preschool

Phone: 949-631-1639

Cell: 949-557-9224

Fax: 949-631-6224

Elementary School

Phone: 949-548-6866

Fax: 949-631-6224

School Age Care (K-8 grade)

Phone: 949-722-9778

Fax: 949-631-6224

Church

Phone: 949-631-1611

Fax: 949-631-6224

Website: <https://christsocal.org>

School App: Christ Lutheran School (Knights App)

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