

# Reformation



# Preschool

# Parent Handbook

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Federal Tax ID: 95-2651210

*Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14*

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# Welcome to Preschool



## Welcome to Reformation Lutheran Preschool!

Dear Parents,

Our children are a very precious gift given to us by our loving Heavenly Father. Thank you for entrusting Reformation Lutheran Preschool with this gift. It is our honor to work with you to train your child to know the love of the Savior, Jesus Christ. The faculty of Reformation Lutheran Preschool along with the Pastor, staff, Board of Education and members of Reformation Lutheran Church are dedicated to bringing you and your family God's Word in its truth and purity.

Started in 1995, Reformation Lutheran Preschool is an integral part of Reformation Lutheran Church's ministry and reaches out to the people of our community with God's Word. We provide a place where parents can send their children to be instructed in all subjects in accordance with that Word each and every day. We are grateful to the Lord for the many blessings he has given to the ministry of the school here at Reformation.

One of the keys to our educational program is the close working relationship between the preschool, the parents, and Reformation Lutheran Church and School. You and your child are very important to us. As "team partners" working together, we believe our preschool program is an extension of the home. We value open communication between the families and the staff. We will work to establish relationships based on trust that will assure you and your family a positive school experience this year. We are here to help. It is truly amazing to see what God can accomplish when all three of these groups work together to look after the spiritual, physical, and academic needs of our children. It is our prayer that this close working relationship will continue and many more families will hear the wonderful saving message of their Savior.

This handbook is a guide for you to better understand the way in which we carry out our ministry through Reformation Lutheran Preschool. Please read the information carefully so that you will know what to expect throughout the year. If you have any questions or concerns, please contact the Director.

The faculty and staff of Reformation Lutheran Preschool are looking forward to serving you and your child. May our Lord and Savior, who commanded us to feed His lambs, help us and guide us in carrying out this important and most rewarding work.

**Should you have any further questions, comments or concerns please feel free to contact me at (858) 279-3311 ext. 4 or via email at [preschool@refsd.org](mailto:preschool@refsd.org)**

In Christ's Service,

**Brennan Buth**  
Preschool Director

*"Train a child in the way he should go, and when he is old he will not turn from it."*

Proverbs 22:6

## Mission Statement

Jesus said, "Let the children come to me. And do not hinder them, for the kingdom of God belongs to such as these" (Luke 18:16). Incorporating the good news of Jesus in all it does, Reformation Lutheran Preschool exists to equip children with the essential building blocks for this life and eternity.

Reformation Lutheran School Exists to:

- Educate with Academic Excellence
- Equip for Christian Living
- Encourage Growth in God's Word

Therefore, children attending Reformation Lutheran Preschool will daily hear the truths of God's inspired Word, the Bible. They will also be offered a variety of activities that will develop the whole child: spiritually, intellectually, physically, socially, emotionally, and creatively. We provide a program that reflects the developmental level of each child through active and quiet times; individual, small, and large group activities; and indoor and outdoor play. We believe in providing a program that offers a warm, nurturing environment, with valuable educational experiences under the guidance of a well-trained staff.

## Our School's Vision

The eternal truths of God's Word are the foundation of our preschool, its curriculum, and all its activities. Our goal in Christian education is to provide each child with the maximum development of God-given spiritual, physical, and mental abilities.

## Philosophy

Reformation Lutheran Preschool believes the Bible is the true Word of God and on its pages is God's written plan to save all people. By nature all are sinful and in need of His forgiveness. God sent His only Son, Jesus Christ, to take that sin upon Himself, and thereby grant everyone forgiveness. "For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life" (John 3:16). God brings people to this life-saving faith in Jesus through the work of the Holy Spirit.

Each child is a special, unique gift from God. He has given parents the primary responsibility for the raising of their children. "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord" (Ephesians 6:4). We are pleased when parents enlist us to help in this God-given responsibility. We are prepared to support and encourage parents in this most important task.

Reformation Lutheran Preschool strives to provide each child with a program based on current knowledge of child development and an understanding of each individual child's needs. The environment is safe and educational so that each child may develop to his or her full potential. The teachers and staff are positive role models for children so that the children receive Christian guidance and observe Christian behavior.

## Objectives

Reformation Lutheran Preschool provides the following for each child enrolled:

### Spiritual Development

Daily opportunities to hear and apply God's Word as it is taught in its truth and purity. To nurture and strengthen the faith of each child. To provide systematic and thorough instruction in God's Word. To teach all secular subjects in the light of God's Word.

- Realize their need for God's love
- Know Jesus as their personal Savior
- See themselves as God's children
- Feel secure in God's love and care
- Develop a sense of trust
- Respond to God's love

### Intellectual Development

An educational experience in a Christian environment which provides age-appropriate activities in basic language arts, communication skills, science, reading, and math readiness.

- Continue to develop language usage and understanding
- Develop focus and self-regulation
- Complete tasks begun
- Develop problem-solving skills
- Initiate his/her own activities
- Develop pre-reading skills such as:
  - +Visual discrimination
  - +Auditory discrimination
  - +Understanding of symbols
  - +Love of and interest in books

### Physical Development

- Daily opportunities to develop large and small motor skills.
- Develop eye-hand and eye-foot coordination
- Become aware of his/her own body



## Social Development

Daily opportunities to develop social skills based upon Christ-centered, God-pleasing principles of love and concern for each other's safety and well-being.

- Learn to play, work and communicate with peers and adults
- Adjust to group situations
- Accept others even though they may be different than self
- Develop a sense of community
- Accept changes in routines and environment

## Emotional Development

An atmosphere in which each child can feel accepted as a redeemed child of God and is encouraged to express his or her feelings and opinions.

- Develop a positive self-image
- Be free to take risks; be comfortable with making mistakes
- Develop a sense of security and trust
- Show independence and self-responsibility
- Channel emotions into appropriate and acceptable outlets

## Creative Development

Daily opportunities to develop self-expression through art, music and movement, play, exploration, and problem solving.

- View himself/herself as a unique individual created and valued by God
- Express ideas in his/her own unique way
- Be free to create artistically using a variety of media
- Develop his/her God-given talents and abilities

## Parent Involvement

To have a successful preschool experience for each child, we believe that it is important for parents and teachers to work together. Parents and teachers are expected to support and encourage one another. If you have questions, comments, or concerns, please discuss them outside of the regular preschool hours. If a problem arises, the parents and teacher should follow the course of action described by Jesus in Matthew 18:15-18. The parents and teacher should discuss the issue privately. If the problem persists after speaking with the teacher, the parent may inform the Director of the situation. The Director will provide additional assistance in resolving the matter, as appropriate. If the problem is still not resolved, the concern may be brought to the Principal or the Board of Education. The Board, with God's guidance, will discuss the matter and attempt to arrive at a God-pleasing solution.

We encourage active parent/teacher relationships by providing daily opportunities for parent/teacher interaction. We believe that it is important for parents to be involved and aware of what is happening at preschool.

## To make your child's preschool experience the best possible, please:

- Check your child's cubby daily.
- Check the Parent Board daily for new information.
- Sign your child in and out.
- Let the teacher know when something at home may affect your child's behavior at preschool.
- Read the monthly preschool newsletters.
- Watch for field trip announcements.
- Watch for special occasion sign-up sheets.
- Call in before 8:00 am if your child will not be at preschool that day.
- Make tuition payments on time.
- Keep all information & forms up-to-date.
- Look for classroom updates on Brightwheel.

## Parents are encouraged to participate as volunteers in the following ways:

- Assist in class activities and field trips
- Help with Christmas & preschool programs
- Donate quality toys and books that are no longer used. (Please consult Director prior to bringing in items.)
- Use your talents to improve our program and facility.
- Help maintain the facility.
- Donate art materials: Paper towel tubes, paper plates, buttons, tacky glue, yarn, egg cartons, lunch size paper bags, Ziploc bags
- Cutting out lamination or materials for projects
- Reading to the children from time-to-time
- Driving for field trips
- Planning classroom parties
- Helping wash and disinfect classroom toys on a regular basis
- Using your areas of expertise to come into the classroom and do a mini lesson with the children (example: woodworking, leather, sewing, etc.)

## Preschool Qualifications

### Preschool License

Reformation Lutheran Preschool is licensed by the State of California Department of Social Services, and meets the requirements of California Code of Regulations, Title 22. Our License # **372005706**

## Staff Qualifications

The Director and teachers are all practicing Christians and satisfy California Code of Regulations Title 22, Pediatric CPR and First Aid. This includes being well trained in areas of preventative health and safety practices. Each member of the teaching staff brings a wealth of educational and working experience to their jobs. Our teachers make it a priority to understand the development of young children. Each teacher is aware of unique differences in children and will provide an appropriate educational experience for each child according to his/her needs. In this way, we are able to provide a program that reflects the developmental level of each child, enriching the child's life with valuable educational experiences.

## Ratios

California Title 22 states that the ratio of students to staff in preschools is 12 children to 1 teacher.

### Preschool Programs

2 ½ -3 Year-Old Program

4-Year-Old Program

Transitional Kindergarten

**Each age related program listed above is offered in 3 program schedules as follows:**

*See Tuition Fees schedule on our preschool website for rates for each program schedule*

### Full-Day Program 6:00am-6:00pm (daily)

5 days a week

4 days a week

3 days a week

2 days a week

Your child can be dropped off or picked up at desired times within this time window, but you will still be charged tuition at the Full-Day Rate. The Preschool is closed New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Easter Monday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day & the day after, Monday before Christmas, Christmas Eve and Christmas Day. Campus will also be closed the week prior to Labor Day. Please refer to School Year Calendar.

### ¾ -Day Program 6:00am-3:00pm (daily)

5 days a week

4 days a week

3 days a week

2 days a week

Your child can be dropped off or picked up at desired times within this time window, but you will still be charged tuition at the ¾ Day Rate.

### Half-Day Program 8:00am-1:00pm (daily)

5 days a week

4 days a week

3 days a week

2 days a week

Your child can be dropped off or picked up at desired times within this time window, but you will still be charged tuition at the Half-Day Rate.

## Admission

### Admission, Enrollment and Registration

Reformation Lutheran Preschool is an outreach effort of Reformation Lutheran Church. Reformation Lutheran Preschool is a Christian preschool and strives to apply and communicate the love of God in all programs, activities, and educational philosophies.

### Non-Discriminatory Policy:

Reformation Lutheran Preschool admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the preschool. It does not discriminate on the basis of gender, race, color, or national/ethnic origin in administration of its educational policies, admissions policies, activities or other preschool administered programs. All children are required to participate in Christian devotional activities, Bible stories, prayers, and songs. Periodically, the preschool children will sing Christian songs during worship services at Reformation Lutheran Church.

### Admittance Requirements & Registration:

- **All enrollment forms must be completed and received prior to your child's first day.** All forms are available on the preschool website ([www.reformationpreschoolsd.org](http://www.reformationpreschoolsd.org)) and in the main office. **The non-refundable registration fee is due when registration form is turned in and will guarantee your child a place in our program.**
- **The Parent/Student Handbook Agreement sheet (found at the back of this handbook) must be signed and dated by both parents and returned to the front office when your application is submitted prior to your child's first day.**
- You must choose which Scheduled Program you desire to enroll your child (Half-Day, ¾ Day, Full-Day & the number of days per week). All children in our preschool are required to submit to its religious instruction.
- **Immunizations must be current and a physicians' report is required before your child's first day.**

- Parents must be willing to have the child instructed in the doctrines of Holy Scripture as taught by the Wisconsin Evangelical Lutheran Synod.
- Parents of transfer students must agree to bring their child to preschool for screening if the classroom teacher feels it is appropriate. This screening will assist the teacher in making appropriate changes to the student's curriculum.
- Prior to enrollment, the parent(s) will meet with the Director for a brief orientation of our policies and procedures. A tour of our facilities is also required. Parents are encouraged to bring their child for a short visit before their first day of preschool.
- **Parents are invited to attend an orientation about all Reformation Lutheran Church has to offer** (spiritual, academic, activities, blessings, etc.), and why we exist. The orientation is presented by our Pastor, Preschool Director or School Principal to acquaint parents with our Reformation family. This orientation is offered at the beginning of the elementary school year.

### Children's Records

The state of California requires that Reformation Lutheran Preschool maintain up-to-date files on each child enrolled. Records that are kept in these files are confidential and must include the following:

1. Identification and Emergency Information
2. Child's Pre-Admission Health History-Parent Report
3. Current Physician's Report/Physical
4. Consent for Emergency Medical Treatment
5. Notification of Parent's Rights
6. Notification of Personal Rights-Childcare Center
7. Signed Admission Agreement
8. California School Immunization Record
9. Copy of any court orders regarding child custody

California Community Care Licensing Division (Department of Social Services) has a right to review records and interview children without parental consent.

### Vaccinations

- Effective January 1, 2016, new California law SB 277 states that exemptions based on personal beliefs will no longer be an option for the vaccines that are currently required for entry into child care or school in California. Most families will not be affected by the new law because their children have received all required vaccinations. Properly completed personal beliefs exemptions on file for a child already attending child care or school in California will remain valid until the child reaches the next immunization checkpoint at kindergarten (including transitional kindergarten) or 7th grade.

- There is no personal belief exemption to the state-mandated vaccine requirement.
- Personal belief exemptions filed from another state or country are not valid if student is transferring to a California school after January 1, 2016.
- Properly completed medical exemptions for immunizations will be allowed for students when they have been issued by a licensed physician which specifically states which vaccine the child is exempt from, the medical reason for the exemption, and the duration of the exemption whether temporary or permanent.
- More information is available at <http://www.shotsforschools.org/>
- **The requirements are:**
  - Polio x 3
  - DTP x 4
  - MMR x1 (after first birthday)
  - Hib Vaccine
  - Hep B - series of 3
  - Varicella/Chicken pox
- \*If immunization is not given, an explanation form must be filled out and submitted to the Director.
- Each year parents must update their child's enrollment records. This is in compliance with the laws of the state of California. You can bring updates to the Reformation Lutheran Preschool office which is open from 8:00 am to 4:30 pm, Monday-Friday.

### Confidentiality

Reformation Lutheran Preschool maintains strict confidentiality of all files and incidents involving the children, parents and/or staff. We will not release your child's enrollment records or other personal information to people other than the registered parent(s) or guardian unless written authorization is given by registered parent(s) or guardians.



## Financial Payment, Policies, and Procedures

Please direct all financial questions to  
Sarah Rodrigues, [financial@refsd.org](mailto:financial@refsd.org) or (858) 291-1036

### Registration Fees

- Registration Fees are the same for community families, members of Reformation or members of other WELS churches.
- Students pay an annual Registration Fee in July, as the school year is defined as July 1 through June 30. For students who enroll after start of the school year, the Registration Fee will be pro-rated accordingly.
- Registration Fees are due no later than the first day of class (Your child can't commence classes until the Registration Fees are paid.)
- A \$100 rebate of registration fees will be granted to families that complete the 4 week course, "What is a Lutheran," offered by Reformation Lutheran Church. This is rebate offer one time per family.

### **Multi-Student Discount**

- There is no discount in Registration Fees for multi-student families.

### **Financial Assistance**

- There is no financial assistance for Registration Fees.

### **Disenrollment or Termination**

- Registration Fees are non-refundable.

### Tuition Fees

#### **Payments Due**

- Monthly tuition fees are due by the 15<sup>th</sup> of each month.

#### **Late Fees & Bad Checks**

- School accounts are considered PAST DUE if no payment has been received by the sixteenth (16<sup>th</sup>) calendar day of the month. A \$30.00 late fee will be charged to their account for each month of late or non-payment.
- If a check is returned for **INSUFFICIENT FUNDS**, a **\$35.00 bank fee** will be charged to their account.

#### **Midyear Enrollment**

- Tuition will be billed according to the specified first day of preschool attendance. If the student's first day is not the first weekday of the month, tuition for that month will be prorated accordingly. Tuition is billed for each month of attendance. It is preferable for a student to begin attending on a Monday.

#### **Members of Reformation**

- There is a 22% discount in Tuition Fees for members of Reformation.
- If a preschool family becomes a member of Reformation during the school year, they will receive the Member discount rate effective with the month following the month they became members. They will receive pro-rated member discount for the remainder of the school year. Example: family becomes a church member in January then reduced member tuition rate fees start February 1.

### **Annual Payment Discount**

- A four percent (4%) discount is given on tuition fees for preschool, if the tuition fees for at least 10 months are paid in full on or before Orientation Day – when the family pays by **check or online payment from checking or savings (but not by credit card)**.
- A two percent (2%) discount is given on tuition fees for preschool, if the tuition fees at least 10 months are paid in full on or before Orientation Day – when the family pays by **credit card**.
- Tuition Assistance – For families receiving tuition assistance, there is no Annual Payment Discount.

### **Multi-Student Discount**

- There is a 20% discount for each additional student for families when enrolling multiple full time students in Preschool through 8<sup>th</sup> grade. A family is defined as children with at least one common parent and resides together.
- The multi-student discount is applies to the student with the lowest annual tuition rate.

### **Vacations & Student Absences**

- Tuition covering periods of student absences for family vacations or other recreation will not be discounted, pro-rated nor refunded.
- Tuition covering periods of student absences (**>20 consecutive school days**) due to extended student illness or medical recovery or death of immediate family member will be considered for discount or pro-rating with doctor's note.
- Reformation Lutheran Preschool recognizes that families and students may be away from preschool for extended periods of time, for family travel or other reasons. Families often are wishing to return to preschool following an extended break without the risk of losing the class opening. In order to faithfully maintain our budgetary goals and restrictions, the Board of Education has approved the following Preschool Leave of Absence Tuition Policy:
  1. If a preschool student is away from preschool for a time of 4-6 consecutive weeks, the student's weekly Tuition charges will be reduced by 50%. The reduced price will be based on the enrollment program during the month of departure.
  2. Parents must notify the Preschool Director in writing of the extended absence at least 14 days in advance.
  3. Upon return to preschool, the Tuition rate will return to the normal full rate.
  4. If the student does not return to attend at the agreed upon time, the classroom space will be forfeited and may be lost to a newly enrolling student.
  5. Preschool absence of less than 4 consecutive weeks will not be granted a reduced Tuition rate.
  6. Preschool absence of more than 6 consecutive weeks will not be granted a reduced Tuition rate and the student will be withdrawn from preschool. If a family wishes to retain the classroom space, full Tuition billing will resume for the 7th consecutive week of absence and any weeks following.

### **Split Families – WELS member & non-member**

- Tuition will be provided at the member rate for children of divorced or separated parents as long as at least one parent is a member of Reformation.



## Membership Termination

- If a WELS member family has their membership terminated for reasons other than transfer, they will no longer be eligible for the member tuition discount. Tuition will increase to the non-member rate effective the first of the month following membership termination. **Registration fees are not refundable.**

## Disenrollment or Termination

- Families who withdraw their child or are terminated after they begin attending classes will receive a pro-rated refund of tuition fees paid or prorated adjustment of tuition due.
- Parent or guardian must provide written notice to the Preschool Director of their intent to disenroll their student from the preschool. **Two weeks advance notice** is required or tuition rates will continue to accrue for the two-week period. **If child is withdrawn without written notice**, tuition will continue to be charged until written notice is provided to the preschool Director. At the preschool Director's discretion, the Director may contact the parents to discuss the situation. Such discussion does not obviate the requirement of written notice.

## Tuition Assistance

- **There is no financial assistance for preschool tuition.**
- **There is no financial assistance for preschool or after school care.**
- **There is no financial assistance for preschool registration fees.**

## Late Pick-up

- Children picked up after their scheduled time will be **charged \$10.00 for every 15 minutes late.** You will be billed through FACTS. It is very important that you communicate with us in the event you are unable to pick up your child. Even then, it is at the discretion of the Director whether charges will be reduced or waived.

## Preschool Procedures Preschool Schedule and Holidays

Reformation Lutheran Preschool is open year round with some exceptions. A copy of the yearly school calendar will be given to each family upon registration and is also available on the preschool website. Please refer to the school-year calendar for specific dates the preschool is closed. **In addition, we close at 3:00pm on the last Wednesday of the month for staff development.**

## Chapel

Every Wednesday at 8:30am your child will have the opportunity to listen to God's Word in a special chapel devotion in the church worship area. The children will have the opportunity to share the love of Jesus by giving a mission offering, which will help spread God's Word in an area that the children have chosen. This is a wonderful way for us as a preschool and school to come together in God's house to hear His Word. We encourage all parents and guardians to come and participate with us.

## Singing and Christmas Program

Children love to sing and share with others what they have learned. They will have several opportunities to sing during Sunday church services (8:00am or 10:30am) throughout the year and are highly encouraged to attend. The preschool children also do an annual Christmas program during a Sunday Service before the Christmas break. We try to ensure every child has a specific part and costume in the program. A singing schedule for the September – June timeframe is posted on our website calendar.

## Daily Routine

Below is an example of the daily routine for each classroom but is subject to change.

### Daily Schedule

#### 2 ½ - 3 Year Olds

6:00 - 8:00 – Drop off Rm 7 (M,W,F) or Rm 8 (Tu/Th)

8:00 - 8:15 – Transition to Home Room

7:15 - 8:30 – Free Play

8:30 - 8:45 – Clean up and get ready for the day

8:45 - 9:15 – Circle time (Calendar & sign-in board)

9:15 - 9:35 – Snack

9:35 - 10:20 – Bathroom & Outside time (2's)

#### Teaching Time (3's)

10:20 - 11:05 – Bathroom & Outside time (3's)

#### Teaching Time (2's)

11:05 - 11:45 – Inside Center time

11:45 - 12:00 – Music & Movement/ Large Motor

12:00 - 12:45 – Lunch

12:45 - 1:00 - Clean-up & ready for rest

1:00 - 2:45 – Rest time

2:45 - 3:00 – Clean-up Rest time mats

3:00 - 3:30 – Afternoon Snack

3:30 - 5:30 – Outside time

5:30 - 6:00 - Clean-up and pick up

6:00 - Pick up

### Daily Schedule

#### 3 1/2 - 4 Year Olds

6:00 - 7:00 – Inside Play (room 3, 7 or 8)

7:00 - 7:45 – Outside Play

7:45 - 8:15 – Inside

8:15 - 8:30 – Clean-up & Ready for the day

8:30 - 9:00 – Word of God

9:00 - 9:15 – Outside (Movement)

9:15 - 9:30 – Music Time

9:30 - 10:00 - Calendar/Story Time

10:00 - 11:00 - Snack/Small Group

11:00 - 11:30 - Outside time

11:30 - 12:00 – Small Group/Table Work

12:00 - 12:30 – Lunch Time

12:30 - 1:00 – Inside Games (M-W-F)

Outside Skill Time (T-TH-F)

1:00 - 3:00 – Rest Time

3:00 - 3:30 – Puzzles and Games/Centers

3:30 - 4:00 – Snack Time

4:00 - 5:00 – Playground Time

5:00 - 5:45 – Inside Free Play/Crafts/Games

5:45 - 6:00 – Clean-up & Pack up

6:00 – Pick up



## Drop-Off and Pick-Up Procedures

### Drop-Off

When dropping off your child at preschool, it is important that you park your car, turn off the engine, and walk your child into the classroom. When you bring your child to preschool, you must check them in with the teacher. The teacher must inspect the child for illness before the child is signed in and this gives an opportunity for the teacher to share any information with you. After the teacher accepts the child, please sign your child in.

### Sign In and Sign Out

We have converted to using a new software called Brightwheel for signing in and out. There are two options available to check your child in and out.

**Option 1:** In each classroom there will be an iPad or tablet for parents to use. Each family will be given a four digit code which is unique to your child. You will enter the code, sign and check you child in or out.

**Option 2:** If you would like to check your child in from your own device, simply open the Brightwheel app and scan the QR code, sign and check in your child..

Parents signature are extremely important for the safety of the children. Please be aware...

1. Your signature on the sign-in sheet acknowledges that your child is now our responsibility.
2. Your signature on the sign-out sheet acknowledges that your child is no longer our responsibility.
3. In case of fire or disaster, it is the only record that your child is on the premises. We use the sign-in sheets to account for every child that is signed in. Without your signature, we have no quick reference that your child is in attendance that day.
4. State Licensing requires that every child be signed in with a first and last name. When they inspect our facility, we can be cited for any child not signed in. It is our responsibility to see that every parent understands the importance of the sign-in signature.

### Pick-Up

When your child is picked up, please check in with the teacher, sign your full name, and note the time of departure. Please be sure to gather all necessary items to take home for the day.

Please notify us (signed note, email, or text) of any changes to those authorized to pick up your child before pick-up. Those noted as authorized to transport your child will be asked to offer identification if they are unknown to the teacher. We will not release a child to any person not authorized ahead of time (in writing, email or text) to transport that child. In family situations where custody issues apply and restraining orders are in effect, we must be fully apprised of the situation so that we can uphold the court-ordered custodial requirements. Without court-ordered documentation, Reformation Lutheran Preschool can't get involved in custody issues.

**If the pick-up person appears intoxicated i.e. alcohol, prescription or other drug use, the teacher will:**

1. Offer to call a relative or friend to pick up the person and the child.

2. Offer to call a taxi.
3. Inform the person that if they drive off (with or without the child) law enforcement will be notified immediately. (Drinking and driving under the influence of drugs or alcohol is against the law.)
4. Call Child Protective Services.

**We need to know that the child is SAFELY back in your care.**

## First Day of Preschool

The first day of preschool is an exciting and new experience for your child, but it can also be filled with anxiety caused by separation and uncertainty. Please allow a few extra minutes to spend with your child on the first few days.

- Create a routine at home as you prepare for preschool.
- Talk to your child and let them know what is going to happen. "You are going to preschool while I go to work..."
- Follow the same routine each morning when you arrive (sign in, put belongings away, say goodbye). Also create a routine when you pick your child up from preschool.
- Try to get your child involved in an activity, which usually lessens the anxiety.
- Remind your child what is happening and assure your child that you will come back to pick them up.
- Don't sneak away, even if it seems easier for you. Leaving unnoticed will violate your child's trust.
- Once you start to leave, don't stop, and don't return. It is important that you follow through even if your child cries. We will comfort your child.
- Feel free to call later in the morning to see how your child is doing.
- Many children adapt quickly to routine. However, it is perfectly normal for some children to take several days, or even weeks, to adapt. Some children adjust well at first and then later experience anxiety. Being on time every day will help your child to establish a comfortable routine.
- Come to school no later than 8:15am to give your child time to play & adjust before the school day starts.

## Communication

### Parent Communication

Face-to-face communication with your teacher and the Preschool Director on a regular basis is the most effective means of communication. If you have a concern regarding your child or your child's progress at preschool, please bring it to the attention of your child's teacher before going to the preschool Director. There are exceptions to this policy, please work with your child's teacher for the best possible outcome.

Other acceptable methods of communication with your child's teacher or Preschool Director

- Texts
- Emails
- Phone calls
- Brightwheel

Reformation Lutheran Preschool will communicate with parents & guardians using:

- Phone calls
- Texts
- Emails – both direct and collective (via Mail Chimp service to all preschool & school families)
- Facebook/Instagram notes
- Newsletters
- Bulletin board notices
- Posted flyers on campus

## Parent Conferences/Child Progress Reports

**Student Progress Reports** In Late Fall & Spring your child will receive a written evaluation of progress and school readiness. Your child's teacher will schedule a time for you to discuss this progress report and things that you can do to help your child improve in deficient areas and achieve a successful outcome by the end of the preschool year (normally in June).

## Visiting the Preschool

Parents are welcome to visit the preschool during the day and observe their child and the teacher. Please speak with your child's teacher in advance if you intend to do so, as to plan a day that would work best for all. Please inform the Director and check into the office on the day of visiting.

## Parent Information General Parent Information

**Please make every effort to be at school by 8:15am to ensure your child has a great start to their day.**

## Family Programs

Periodically there will be various programs offered throughout the preschool year. Some programs will be for families together, some programs will be specifically for parents or children. Our goal with these programs is to strengthen relationships between parents and children and to help support parents in their role of parenting. Attendance is optional, but we hope families will take advantage of these events.

Family programs include:

- Vacation Bible School (Aug)
- Fall Fest (Oct)
- Christmas in Clairemont (Dec)
- EasterFest (Mar/Apr)
- Church Services & Sunday School (Kids 4 Christ)  
Preschool children and their families are always welcome to attend our church services (Sundays 8:00 & 10:30 am), Bible Study (Sundays 9:30-10:15) and Kids 4 Christ (Sundays 9:30-10:15)

## Dress Code Uniform & Dress Code Policy

### The School's Role:

Reformation Lutheran School recognizes its responsibility to guide its students toward respectability and decency in all matters. It is our intention to provide parents with a standard of school clothing appearance. As stated earlier in this handbook, it is our mission to assist parents. We will inform you when your child is not meeting the dress code standard and we will work with you to ensure that the problem is resolved in a timely manner. The school will view refusal to comply with the dress code policy as an act of defiance and may lead to detention or suspension.

### The Parent and Student's Role:

All students are expected to comply with the uniform policy. The Parent is ultimately responsible for the clothing a child wears to school. Therefore, parents must be aware of the dress code policy in order to prevent students from coming to school wearing the wrong clothing. Parents should ensure that their children are appropriately dressed for the weather that occurs or is expected to occur on any particular day. Students will typically have recess periods outdoors, and weather changes during the day may make some attire inappropriate for outdoor use during these periods. Parents are responsible for making sure that children have clothing that fits their stature. This may require purchases in winter or spring as your child grows throughout the year.

### **Dress and Appearance Guidelines:**

Each student on the campus of Reformation Lutheran School will be attired in approved clothing while school is in session and that child is in attendance. Neat and proper attire has a definite bearing in providing an atmosphere conducive to study and schoolwork. It also reflects our Christian attitude. Parents are expected to exercise good judgment, safety, good taste and modesty regarding their children's dress and grooming. Any clothing considered to be disruptive to the Christian education process is inappropriate for school. Students not meeting our uniform code may be sent home or sent to the office for an in-school suspension at the discretion of the teacher or principal and will be readmitted only when appropriate corrections are made. Students wearing clothing that is excessively tight, baggy, short, long, dirty, or worn will be required to change.

## **Uniform Standards**

### **Shirts:**

- Students may wear a solid color white, red, or navy blue polo-style, collared shirt or blouse. No labels/logos larger than a quarter may be visible.
- Shirts should fit properly and not be tied in any way. Shirts should be long enough that the student's midriff is not showing when arms are raised. Shirts that are deemed to be excessively long must remain tucked in at all times.
- Reformation branded t-shirts may be worn during designated PE classes and other identified classroom activities, such as field trips.

### **Outerwear:**

- Students may wear solid color white, red, or navy blue sweatshirts or jackets. Reformation branded outerwear is also acceptable. No labels/logos larger than a quarter may be visible. Jackets and sweatshirts may have a zipper, hood or be pullover style.
- The intention of limited acceptable outerwear is to remain consistent with the uniform shirt standards.

### **Pants/Shorts:**

- Students may wear solid color Dockers-style school uniform pants in the following colors: navy blue, black, or tan/khaki.
- Pants must not have any labels larger than a quarter.
- Pants should be pulled up to the waist; sagging pants will not be permitted.
- No jeans, cargo or carpenter pants may be worn.
- Leggings/jeggings may not be worn alone. Leggings/jeggings may be worn under a skirt or dress, and they must be solid color navy blue, black or tan/khaki.
- Shorts must be of modest length and no shorter than mid-thigh. Shorts must be the same solid colors (navy blue, black, or tan/khaki) and made of the same material as described for the pants.
- No athletic or jean shorts will be permitted, except for P.E. classes. Shorts worn for PE must be no shorter than mid-thigh.
- Pants and shorts should fit the stature of the child and not be overly tight or baggy.
- Undergarments may not be exposed.

### **Skirts/skorts/dresses:**

- Students may wear skirts/skorts/dresses that are solid color red, navy blue or tan/khaki. Dresses must have a collar or be worn with a collared shirt or blouse.
- Shorts or leggings must be worn under all dresses, skirts and jumpers. Shorts or leggings must be solid color navy blue, black or tan/khaki.
- Skirts/skorts/dresses should be fitted to the stature of the child and must be no shorter than mid-thigh.
- Undergarments may not be exposed.

### **Shoes:**

- Students should wear shoes that enclose toes and heels at all times. Shoes should allow the student to freely run and play during recess and PE.
- Shoes that light up, make noise, or have wheels will not be permitted.
- High-heeled shoes will not be permitted.
- Shoes and visible socks should not detract from a modest appearance and should be school colors (red, navy blue, white or black).
- It is important to understand that children are learning how to put their shoes on and take them off independently. Please choose shoes for your child that they can do themselves.

### **Accessories:**

- Hair accessories should not detract from a modest appearance and should be school colors.
- No hoop or dangling earrings will be allowed. Only post earrings.
- No piercing of any kind will be allowed in any area other than the ears.
- Hats are not permitted indoors.
- Jewelry worn should not restrict the student from classroom and recess activities and should not display inappropriate logos or designs.

### **Hair:**

- Hair should be neatly groomed and kept away from the eyes. Natural hair colors only. This rule does not apply to students who use temporary hair dye during "Spirit Week" activities.
- Hair extensions should match the style and color of the student's hair.
- Patterns or words should not be shaved into the student's hair.

### **General Rules:**

- Garments, backpacks and accessories must not display any of the following: profane, sexually suggestive, obscene language or pictures, vulgar gestures, racial, ethnic or sexist slurs, messages about politics, drugs, alcohol, or tobacco, images depicting violence, gang related graffiti, promote famous personalities, or music trends.
- Tattoos or other body markings (whether permanent or temporary) will not be permitted. Any student with a preexisting tattoo or body marking must keep it covered at all times during the school day and at all school-related activities.
- The school maintains a used uniform store, which contains acceptable school uniform clothing items sold at inexpensive prices. Please donate clothing your student outgrows if it is in usable condition and parents are encouraged to shop the store for replacement items as needed.
- For parents looking for clarification on the acceptable clothing items, it is recommended to visit [www.frenchtoast.com](http://www.frenchtoast.com) for school uniform clothing examples. This may help clarify the type of pants outlined in the policy.



## Free Dress

On designated school days such as Spirit Week, field trips or other classroom activities, students may be allowed to wear non-uniform clothing. Parents and students will be notified by a teacher in advance of Free Dress days. On these days, clothing should still maintain an appearance that is neat and appropriate, reflective of a Christian attitude: Clothing should not be too tight, baggy, short, long or ripped. Logos or designs should not display any of the following: profane, sexually suggestive, obscene language or pictures, vulgar gestures, racial, ethnic or sexist slurs, messages about politics, drugs, alcohol, or tobacco, images depicting violence, gang related graffiti, promote famous personalities, or music trends.

## When Students Sing for Worship

During the school year, students will be invited to sing or be involved during worship services. Appropriate clothing for these occasions would be anything that fits within the school uniform policy, as well as other dress clothes.

*If you are unsure about whether or not an item or outfit meets this dress code, please talk to the Principal/Vice Principal before wearing it to school.*

# Discipline

## Discipline Policy

Effective discipline stems from careful planning and consistency. Our teachers strive to develop a positive relationship with each child and redirect unacceptable behavior. Proper Christian discipline in our preschool is maintained and exercised in a loving manner in keeping with the Law and Gospel. Corporal punishment as a manner of discipline will not be used nor will it be tolerated. Discipline will not be physically or emotionally abusive, nor will it violate any personal rights.

We are committed to providing an atmosphere that fosters trust, security, and comfort, and an environment that encourages caring and cooperative relationships. As a result, the children learn to relate to each other in positive ways. Our objective is to assist children to develop self-control, self-confidence, and ultimately self-discipline and sensitivity in their interaction with others. Intervention focuses on the child's behavior rather than on the child's character in order to preserve the child's integrity. Each child's safety is considered. It is important for the children to realize what they did and how it affects others. Limits are explained to the children in a positive manner, emphasizing what to do rather than what "not" to do.

The school is an extension of the home, and we are here to serve you as you train and build character in your child. You are the first and primary teacher. We are here to help you.

*He who ignores discipline despises himself, but whoever heeds correction gains understanding.*  
Proverbs 15:32.

*Children obey your parents in the Lord, for this is right. Honor your father and mother, which is the first commandment with promise: that it may be well with you and you may live long on the earth.*  
Ephesians 6:1-3

As an extension of your home, we will provide and support opportunities for your child to practice obedience and a good attitude (honor) in the preschool environment. Your child will be treated with respect and fairness at all times.

If a child displays behavior that endangers himself or others or is in direct disobedience to classroom standards, the following steps will be taken:

**Redirection:** One very effective strategy to use with young children is redirection. This involves guiding the child away from the unacceptable behavior and offering an acceptable alternative. For example, "Blocks are for building. If you would like to throw, here are some soft yarn balls you may use."

**Positive Reinforcement:** When we notice a child making a good choice, we provide them with genuine encouraging words, by giving attention to the positive behaviors the negative ones diminish.

**Gentle Touches:** We teach the children and model lovingly, gentle touches with our friends. We explain that hands are not for hurting and encourage them to use words to tell friends what they need.

**Focus on the Deed, not the Person:** We talk about the behavior, not the person. We acknowledge that they may feel angry but hurting others is not acceptable. We can kick a ball if we are angry. We need to handle our feelings in appropriate ways.

**Offer Choices:** When possible, we offer the child a choice of two things period "you may look at books or do a puzzle, but we are not painting right now"

**Quiet Time (Thinking Time):** If a child repeats a behavior several times and does not listen to the teacher's words, the teacher may have the child sit quietly for a few minutes (amount of time determined according to child's age), to calm down before rejoining the group. The teacher will talk with this child after their quiet time to discuss what happened.

If the behavior continues, the Director will be notified and parents will be requested to meet with the Director and teacher. A plan of action will be set in place to include the following:

- Documentation
- Daily communication on the child's progress for two weeks
- Resources to get professional assessment/intervention for behavioral concerns.

If this fails, it may be time to consider whether or not Reformation Lutheran Preschool is the best environment for your child. This decision is ultimately made at the discretion of the preschool Director. A one-week notice will be given to the parent for withdrawal.

## Dismissal/Disenrollment/Termination

Reformation Lutheran Preschool reserves the right to cancel or suspend the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment of fees.
2. Repeated late pick-up of children.
3. Inability of the child or parent to adjust to the daily program.

4. Physical or verbal abuse of staff or children by parent or child.
5. Discipline matters that cannot be resolved.
6. Refusal to keep all enrollment paperwork up-to-date and submit changes.
7. Not abiding by the policies outlined in the Parent Handbook.
8. The Director will meet with the parent to discuss the situation prior to making any change in child's enrollment status.

### Disenrollment Initiated by the Parent/Guardian.

Parent or guardian must provide written notice to the Preschool Director of their intent to disenroll their student from the preschool. **Two weeks advance notice** is required or tuition rates will continue to accrue for the two-week period. **If child is withdrawn without written notice**, tuition will continue to be charged until written notice is provided to the preschool Director. At the preschool Director's Discretion, the Director may contact the parents to discuss the situation. Such discussion does not obviate the requirement of written notice.

### Child Abuse

The State of California requires childcare providers to report any suspected incident of possible child abuse or neglect. All preschool staff are legally obligated to comply with these guidelines.

## Medical Health and Illness

The state of California requires Reformation Lutheran Preschool to have a current medical report on file, as well as an up-to-date record of immunizations for all enrolled children. **Non-compliance by parents/guardians with this requirement will result in dismissal/disenrollment.**

### Minor Illness

**Please call or text the Director or The Office by 8:00 am or classroom teacher if you are going to be keeping your child home for the day due to illness so that the teachers may adjust their lesson plans accordingly.**

Daily illness checks will be performed on each child upon arrival.

- If a child appears ill, at the discretion of the teacher or Director, parents will not be permitted to sign in their child, and the child must return home for that day.
- **Our Policy on Colds:** Green or yellow nasal discharge is can signal an infection and your child should not be brought to preschool without a doctor's note/approval.
- If your child becomes ill while at Reformation Lutheran Preschool, you will be contacted and required to pick up your child as soon as possible.
- If we are unable to reach a parent, we will call one of the authorized emergency contacts you have listed.
- Some reasons for pick-up could be, but are not limited to the following: fever, diarrhea, vomiting, or flu-like symptoms.

- When a child's temperature reaches 99.0, a phone call will be made to inform the parent. When a temperature reaches 100.7, the parent will be called to pick the child up. At that point, the child may not return to school until they are fever-free for 24 hours without medication. This is to prevent spreading any illness throughout the classroom.

### Return to Preschool (After Illness)

**Your child may return to preschool when he or she is free of symptoms for 24 hours.**

**Note:** Once the child is removed from preschool due to illness, they may not return to preschool until symptoms which required removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

### Incidental Medical Services (IMS)

Below is our plan for providing incidental medical services (IMS) to children in our care:

- Current incidental medical services provided includes the administration of epinephrine auto injectors (epi pens) and inhalers. Should other types of incidental medical services need to be provided, the director will update this plan accordingly.
- Parents will complete a Medication Authorization form for any incidental medical services provided at the facility. Written instructions from the physician including doctor's notes and/or prescription instructions will also be maintained. A list of trained staff in incidental medical services will be maintained. Any incidental medical services provided to children in care at the facility will be logged in the medication log book and parents will be notified.
- All storage requirements will be met per parent and physician guidelines.
- Parents will train director in procedures regarding incidental medical services including administration instructions, use and maintenance of required equipment/supplies. Once director has received training from parent, director will train the rest of the staff in the incidental medical service procedures. Re-training will occur in the same manner if/when the procedures for the incidental medical services change.
- All staff will be trained in incidental medical service procedures. Medications/supplies will be brought along on field trips in the first aid kit. This will ensure services are not interrupted.
- Proper safety precautions will be taken including wearing gloves when the incidental medical services involve a potential exposure to blood or body fluids. Hand washing hygiene will be performed immediately after removal and disposal of gloves. Disposal of used instruments will be properly disposed of in approved containers.
- Medication, equipment and supplies will be transported in the first aid kit to ensure services are not interrupted if there is a disaster that requires the relocation of children from the facility.
- Parents/authorized representatives will be informed of each occurrence of incidental medical services to their child via phone.

- Department of Social Services will be contacted to report serious incidents within 24 hours via telephone and via written report within 7 days. Changes in Plan of Operation that affect children will be reported immediately.

Should any changes or updates in incidental medical services occur, our Plan of Operation will be updated accordingly.

## Emergency Medical Treatment

Emergency information for your child is kept on file at the preschool. In case of illness or injury, this information will be used to notify you, or the person designated by you, of your child's status.

Authorization for emergency treatment must be signed at the time of enrollment to ensure that in case of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your child's medical history and emergency contact information current.

- In the case of less serious injuries (e.g. minor cuts, scrapes, scratches, and bites), first aid will be administered by the staff. Parents will be notified upon pick-up of the nature and treatment of the injury, or an injury report will be sent home with the child.
- If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.
- In case of a **serious accident or sudden illness requiring immediate medical attention**, the following procedures will be followed.
  1. A phone call to 911 is made.
  2. Child's parents (or emergency contacts) are called.
  3. Child is separated from the other children and appropriately cared for.
  4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

## Medication Policy

It is our policy to NOT administer medications at preschool. Exceptions are if your child has an ongoing medical problem or medical alert that requires medication prescribed by a doctor on a continuous basis or in an emergency (e.g. asthma, bee stings, allergic reactions).

When necessary, prescribed medication may be administered by the teacher with **written** consent of the parent **in addition to** a doctor's note.

1. All medications must be in their original container with your child's name on it.
2. A **Medication Authorization form** must be filled out prior to administration of any medication.
3. Asthma treatment/inhalers/Epi pens require special forms which are available in the office.
4. **Medication must be checked in and must be given directly to the Director.**

We will not administer over-the-counter medications (e.g. aspirin, vitamins, cold remedies) unless accompanied by a doctor's note & proper medications paperwork has been filled out.

## Communicable Diseases

There may be times when your child is exposed to a communicable disease while at Reformation Lutheran Preschool. **A notification email will be sent to all families** whose children were exposed. A memo will also be posted on the classroom information board to inform you of this.

**You must also notify Reformation Lutheran Preschool if your child has been diagnosed with a communicable disease.**

Communicable diseases include, but are not limited to chicken pox, whooping cough, mumps, measles, diphtheria, meningitis, pink-eye, and hepatitis.

**Readmission to preschool after a communicable illness must follow the guidelines presented below:**

*\*Please note: At the Director's discretion, a doctor's note may be required prior to school readmission should the health of the child be questionable.*

### Communicable Illness

### Length of Communicability

#### **Chicken pox**

7 days after eruptions and until all have formed a dry scab and scabs have fallen off.

#### **Fever**

**24 hours fever free with no medication**

#### **German Measles (Rubella)**

5 days following the onset of the rash.

#### **Measles (Rubella)**

5 days following the onset of the rash.

#### **Mumps**

Until all symptoms have disappeared, 7-9 days after the onset of symptoms.

#### **Streptococcal Infections**

36 hours after treatment with antibiotics. (Strep throat, fever, Scarletina, rheumatic fever)

#### **Scabies**

Until all mites and eggs are destroyed with treatment.

#### **Conjunctivitis (Pink Eye)**

Until eyes have been treated and there is no further discharge.

#### **Impetigo**

Until lesions have been treated with antibiotics for 48-72 hours.

#### **Head Lice**

Until treated with medicated shampoo and no live lice

#### **Ring Worm**

After removal with a fungicidal ointment.

#### **Pin Worms**

After initial dose of medication.



## Head Lice Policy

When live lice (actual bugs) are discovered on your child, you will be called for immediate pick up and treatment at home as your child cannot remain at preschool. **Your child may not return to preschool until they have been treated with medical lice removal shampoo.** As with cases of communicable diseases, all other families will be notified that a case of head lice has been reported.

If you detect or suspect your child has head lice, should notify Reformation Lutheran Preschool as soon as possible. **Your child cannot attend preschool if infected with head lice or nits.** If necessary, the Director or designee will examine the child for nits or lice, as well as children who are siblings of the affected child. As with cases of communicable diseases, all other families will be notified that a case of head lice has been reported.

Please be proactive and aware of the following information.

### **Returning to Preschool (Lice): Your child may return to preschool when . . .**

- Treated with medical shampoo
- There are no live bugs
- The child has been checked by a preschool administrator

### **Seven Day Check**

- A seven-day check will be administered by the staff to make sure that no new nits have hatched

### **At-Home Treatment for Lice**

- Over-the-counter treatment as recommended by your pharmacist.
- Wash the child's bedding and pillows, car seats, stuffed animals, dress up clothing
- Soak combs and brushes in hot water for 5-10 minutes

### **Important Information about Lice**

- Live bugs are transferred from direct head-to-head contact or shared combs, hats and scarves.
- Live bugs can crawl from one child to another.
- Lice do not live longer than 12-18 hours without a host (i.e., someone's head or a blood source)
- Nits are harmless. Once they have been treated, it is unlikely that they will hatch.
- Nits are not transferrable.
- Nits do not hatch for 7 days.

## Allergies

If your child has food allergies, it is required for you to completely fill out the allergies sheet. Be specific as to how severe the allergy is. If it is an extreme allergy, you may bring a snack specific to your child's needs. We are not a peanut free campus, but if there are peanut allergies, we make every attempt to accommodate snacks to the best of our abilities. It is very important to provide allergy medication with specific doctor guidelines to the Director.

## General Information

**Change of Information** If your name, address, email, or telephone number changes or your place of work changes, please notify the Director or School Office in writing.

**E-Mails** Regular e-mails are sent to you informing you of current events and reminders in the preschool. Please watch for emails (**and check junk or spam folders**) to receive important school information sent to all school families.

**Sunscreen** Please apply sunscreen in the morning before leaving home. If you would like it applied again in the afternoon, please leave a bottle with your child's name on it in their cubby and speak to the teacher.

**Change of Clothing** Please bring 2 complete change of clothing to leave in your child's cubby in case of an accident or emergency. Be sure to add different clothing as the seasons change.

**Close-toed shoes must be worn at all times and must have a strap or closed heel. On water days, teachers will advise you on appropriate shoe attire but close-toed shoes must also be brought.**

**Lost and Found** items are **kept in a bin** in the courtyard. Please write your child's name in their jackets to ensure that your child's clothing is returned to the proper place. Please check Lost & Found weekly for any items your child is missing. At the end of every month, Lost & Found items will be cleaned and donated.

**Toys to Preschool** **Children are not allowed to bring toys from home.** These items create conflict in the classroom. Many teachers plan occasional share days. Check with your child's teacher for the assigned day.

**Solicitation of Goods and Services** Reformation Lutheran Preschool policy does not allow for any child or parent to receive solicitation by any other parent or organization to purchase products or services.

**After-Hours Telephone Messages** The office operates from 8:00am - 4:30pm. If you need to speak with someone on staff outside those hours for urgent matters, please call the Director. For non-urgent matters, you can leave a voice message on the office phone (858-279-3311).

**Change of Program** If you need to change your program, a change form must be filled out and approved by the Director. The form is available online or in the school office. All changes can only be done on a monthly basis and only if the classroom has the ability to do so due to licensing.

## Birthday Celebrations

Your child's birthday is an important day and we will celebrate it! If you wish to bring in a special treat for that day, please make arrangements with the teacher **in advance**. If you do not want your child to participate in the special treat, or your child has allergies, please provide an alternate treat we may keep on hand as a replacement for your child.



**Off-campus parties** - If you are inviting everyone in your child's classroom to an off-campus birthday party, then you are welcome to bring the invitations to preschool and distribute them here.

We kindly ask, however, that if you are not inviting the entire classroom to the party, you do not bring the invitations to preschool. This can cause hurt feelings in the children who are not invited. We are not requiring, or even suggesting, that all children in the classroom need to be invited to every birthday party. Instead, we simply ask that if this is the case you discuss the invitation with the other parents outside of preschool hours. This will allow you to have a party of the size of your choosing, but will eliminate any unnecessary drama in the classroom.

Thank you for your cooperation in this area. If you have any questions about this request, please stop in the office at any time and we will meet with you on an individual basis.

## Individual and Class Pictures

Every fall and spring, individual and class pictures are taken by a professional photographer. Parents have the option of purchasing these pictures by filling out and returning ordering envelopes sent home in advance with the children.



It is our policy at Reformation to regularly photograph our students as they participate in a variety of activities in and outside of the classroom. We will use these photographs in our recruitment materials, both printed and on the internet. The names of the students in these pictures will not be published by the school. As a part of the enrollment process, parents agree to this policy. However, parents may submit a form requesting that their child not be used in any of our materials. A copy of this form is available in the school office. By not filling out this form you are granting Reformation Lutheran School the right to use photographs of your child in recruitment materials.

## Lunch and Snack

### Lunch

- Each child needs to bring a lunch on a daily basis. Lunches need to be in a lunchbox, labeled with your child's name, with an ice pack inside for proper storage. Please make sure that your child brings a nutritious lunch that includes food from the different food groups (meat, grain, fruit, vegetable, and dairy group). Also, please pack food in containers that your child can easily manage independently. Microwave ovens are available in each classroom, but please limit microwave lunches to no more than twice a week.

### Hot Lunch

- During the grade-school year (September – June), Catered school lunches may be available for purchase. You will receive additional information at the beginning of the grade-school year.

### Snack

- We provide children with a mid-morning and mid-afternoon snack. Snacks will meet USDA nutrition guidelines and will include two of the four basic food groups. If your child has food allergies, the Director must be notified in writing and we will attempt to provide substitute snack foods. Weekly snack menus are posted and parents may refer to these at any time. Snacks will include these types of nutritious foods:
  - Fruit, cereals, breads, muffins, granola bars
  - Fruit juice, crackers, vegetables
  - Milk, popcorn, lunch meat, trail/granola mix
  - Raisins, cheese, yogurt, pretzels, peanut butter

## Naps

- All children are required to observe a rest period. Normal rest period timeframe is from 1:00 – 2:30 pm. Reformation Lutheran Preschool provides a mat for resting. Parents are requested to provide a crib sheet to cover the mat, or rolle polle. These provide a quick and efficient way to insure your child's comfort. Please take the sheet home on Friday (or your last day of the week) for cleaning and return on Monday (or first day of class). Although your child may not sleep we require your child to rest their bodies for 20 minutes, upon which we will allow them to play with quiet activities.

## Preschool Supply List

- Please provide 2 extra pair of underwear, pants, shirt, socks in a large zip lock bag clearly labeled. If your child has an accident, please make sure to take the soiled clothes home and bring new ones the following day. **We are an underwear only school. If there are medical reasons present, please speak with the Director. Children may not wear diapers or pull-ups as our license does not allow for them. Children must be self-sufficient in the bathroom with minimal help needed.**
- Lunch box – please bring a small kid-friendly size (cubbies are little in size), and one that your child can open and close easily.
- Crib sheet – full day & ¾ day students only
- Crib size blanket and an airplane size pillow – full day & ¾ day students only
- Label all personal belongings.
- **Please do not bring any toys from home unless it is on show-and-tell day.**
- **A list of all other supplies needed will be given out by the classroom teacher.**

## Reformation Potty Training Policy

Reformation Preschool is licensed under the state of California to serve children from ages 2.5 to 5 years old. It is important for parents to understand that all children enrolling in our program need to be potty trained.

We do understand that even potty trained children will occasionally have toileting accidents. By definition, “accidents” are unusual incidents and do not happen often. In these instances, the teachers will help children change their clothes, encouraging independence as much as possible.

A potty trained child is a child who can do the following:

1. Communicate to the teacher that he/she needs to go to the restroom before he/she needs to go. (For children where English is their second language, please inform your child’s teacher of a specific word your child uses to notify an adult when needing to use the restroom).
2. Alert him/herself to stop what he/she is doing to go and use the restroom.
3. Pull down his/her clothes with little to no assistance.
4. Wipe him/herself after using the toilet - for bowel movements as well as urine.
5. Get on/off the toilet by him/herself.
6. Wash and dry hands with little assistance.
7. Wait patiently and hold his/her bladder/bowel movement if he/she is waiting for someone who is already in the restroom or if the class is away from the classroom.
8. Recognizing the need to go to the bathroom before nap time or during nap time rather than wetting him/herself.

Reformation staff will certainly ask and offer, to your child, the opportunity to use the restroom multiple times throughout the day. At a minimum, the opportunity to use the restroom is included in nap time preparation as well as any transitions away from the classroom. A teacher will assist children if necessary in the event of an accident or explosive bowel movement, but children must be able to complete toileting activities independently. This is a practice which protects all concerned. If parents and/or guardians have any concerns about toileting practices, please speak to the Preschool Director.

It is not uncommon for a child who is fully potty trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist your child as necessary. Please dress your child in uniform clothing that your child can easily pull down and change. Please send 2 complete changes of clothes (including socks and one pair of shoes). This will remain in your child’s cubby so that you can replace them as needed. Parents will be informed if their child has a toileting accident through Brightwheel as well as a paper document that will be attached to your child’s soiled clothes.

We understand that each child arrives at this milestone differently, therefore we will allow 2 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if after the 2 week trial period, your child is still having accidents during the week, we will discuss the issue with the parents, and we reserve the right to suspend attendance of the child at such time.

If your child is not completely potty trained, as described, after 2 weeks the following options are available:

1. You may withdraw your child from preschool and place his/her name on our waitlist. Registration fees are non-refundable. However, if your child is re-enrolled in our program at a later date during the same school year or summer, you will not need to pay these fees again. If you choose this option, we cannot guarantee that a space will be available.
2. You may pay ½ tuition to hold your child’s spot (for up to 1 month) until potty training has been completed. Upon returning your child will have a second 2 week trial period.

After the first 2 weeks, a child will not be considered potty trained for our preschool program if the child continues to consistently have toileting accidents. This will also include any rest time accidents that may occur.

The following policies will be in place for children who have toileting accidents:

1. Parents/guardians will be notified each time a child has a toileting accident through Brightwheel and a paper document attached to your child’s soiled clothes.
2. The classroom teachers will document all toileting accidents.
3. The classroom teachers will document the efforts that have been made to help reduce restroom accidents (an example may be “encouraged child to go to the bathroom every few hours”).
4. Additionally, classroom teachers will consult with the Preschool Director about the situation. The Preschool Director will offer input and additional ideas for reducing the toileting accidents.
5. If toileting accidents are habitual (on purpose), parents/guardians will be required to participate in a parent - teacher conference. During the conference, a formal toileting support action plan will be developed to address the issue. The action plan will outline the steps the staff will take to try to improve bathroom success along with the steps the parents will take. The Preschool Director will be present at this conference. The Preschool Director may recommend that the parents consult with professional services for additional resources and further guidance in responding to the child’s toileting accidents.
6. If improvements are not evident after implementing this plan, the Director, teachers and parents will meet again to discuss other available options/strategies including the possibility of time away from school while the child becomes successful with toileting.
7. While this is not our first choice Reformation Preschool reserves the right to terminate any child’s enrollment if the child persistently has toileting accidents despite our combined efforts to help him/her be successful with toileting.



## Field Trips

### Volunteers and Guidelines

Field trips are planned as part of the curriculum and are considered part of the school day. Parent volunteers are needed to drive and accompany us on all field trips.

Below is a list of some of the possible field trips we would go on in a year:

- ◆ Beach/Tide pools
- ◆ Oma's Pumpkin Patch
- ◆ Pump it Up
- ◆ Olive Grove Park (within walking distance)
- ◆ San Diego Botanic Gardens
- ◆ San Diego Zoo
- ◆ Legoland
- ◆ San Diego Zoo Safari Park
- ◆ Sea life Aquarium
- ◆ Youth Theatre Productions
- ◆ Sea World
- ◆ Birch Aquarium

Children are **required** to wear a preapproved **field trip shirt** which can be purchased once enrolled. Typically, items to bring on field trips include car seat or booster seat, sack lunch, water, and sunscreen. Please check with your child's teacher for other relevant items.

There is an **additional fee** for most field trips, normally between \$5 and \$10.

If you are interested in being a **field-trip driver** for your child's class, ensure updated copies of your car insurance and driver's license are on file in the school office. Drivers and chaperones must complete the "Volunteer Background Check and Driver Form" available in the front office

When drivers are participating on a field trip, the teacher is in charge. Please help them by enforcing their rules and following their directions. Most field trips have a specific beginning and ending time therefor we will promptly leave at the given time and return at the given time. If you are running late, please call the Director and you will be advised what to do. However fun it may seem, you may **NOT** take any side trips or purchase any treats for the children.

Each classroom provides a field trip schedule for the year. Please speak to your child's teacher about the coming field trips.

All children are required to ride in their own **car seat** provided by their parent. The only exception is if a child has forgotten a car seat or a proper car seat by law has not been given. In this case, the Director will either provide a car seat if available or the child will need to stay back with another classroom if the parent cannot be reached to bring a car seat in time.

## Disaster Procedures

As with all matters pertaining to the children at Reformation Lutheran Preschool, safety is always a priority. The items listed below are examples of what may take place on and off campus to ensure every child and employee is safeguarded.

### **Earthquake Safety Plan:**

California law requires all schools to have an earthquake safety plan and practice it. The threat of an earthquake poses a serious problem for schools in California. Injury to students, staff, and property causing temporary separation from family are potential difficulties. It is because of this that we ask that you provide a 72-hour earthquake kit for your child.

### **You may assemble a kit for your child using the following items:**

- Eight snacks (ex. Granola bars, cheese/crackers, etc.)
- Four dried fruit snacks
- Two pop-top cans of fruit
- Two small pop-top meat or protein cans (tuna, chicken) or beef jerky
- One small package of Kleenex facial tissue

### **Optional additional items:**

- One coloring book with small package of crayons
- One small story book
- One small toy
- Photo of family and/or reassuring note for your child
- Change of clothes

Please store it in a zip-lock storage bag labeled with your child's name. The earthquake kit, along with the earthquake emergency information sheet, will be stored inside an airtight container. If any information on this emergency form should change, please come in immediately and fill in the correct information.

The school will maintain the following emergency supplies: first aid kit, flashlights with extra batteries, radio, water/cups, baby wipes, toilet paper, emergency blankets, garbage bags and 1 quart of bleach.

## Fire Emergencies:

Fire drills are held once every month. Once the fire drill alarm sounds, the teachers will quickly and safely gather and account for all the children and exit the classroom. The Emergency Exit Plan as well as the primary and secondary meeting places will be utilized as posted in the classroom.

## Lock- Down Drills

Lock-Down will be conducted once a month. During a drill, the principal or Director will signal teachers of a Lock-Down. Teachers will lock doors, close blinds & move children to designated areas until an "ALL CLEAR" is given by the principal or Director. If parents come while the Lock-Down drill is in progress, you will not be able to pick up your child until the drill has been completed/is finished.

## Earthquake drills

Earthquake Drills will be conducted once a month. During drills, children will be instructed to duck under the nearest table and cover their heads with their hands and stay put until "ALL CLEAR" is given. Once Earthquake Drill is over, children will be instructed to line up quickly to leave the building and gather at the meeting place.

## Rights

### Notification of Parents' Rights

Reformation Lutheran Preschool is licensed as a Child Care Center by the State of California Department of Social Services Community Care Licensing Division.

#### As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the childcare center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.  
Licensing Office Name: Community Care Licensing Division  
Licensing Office Address: 7575 Metropolitan Dr. #110, San Diego, CA 92117  
Licensing Office Telephone #: 619-767-2200
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

## Personal Rights

Reformation Lutheran Preschool is licensed as a Child Care Center by the State of California Department of Social Services Community Care Licensing Division.

**Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.**

**Child Care Centers:** Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.

- (3) 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.
- (4) 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.
- (5) 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.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Community Care Licensing Division  
 7575 Metropolitan Dr. #110,  
 San Diego, CA 92117  
 619-767-2200

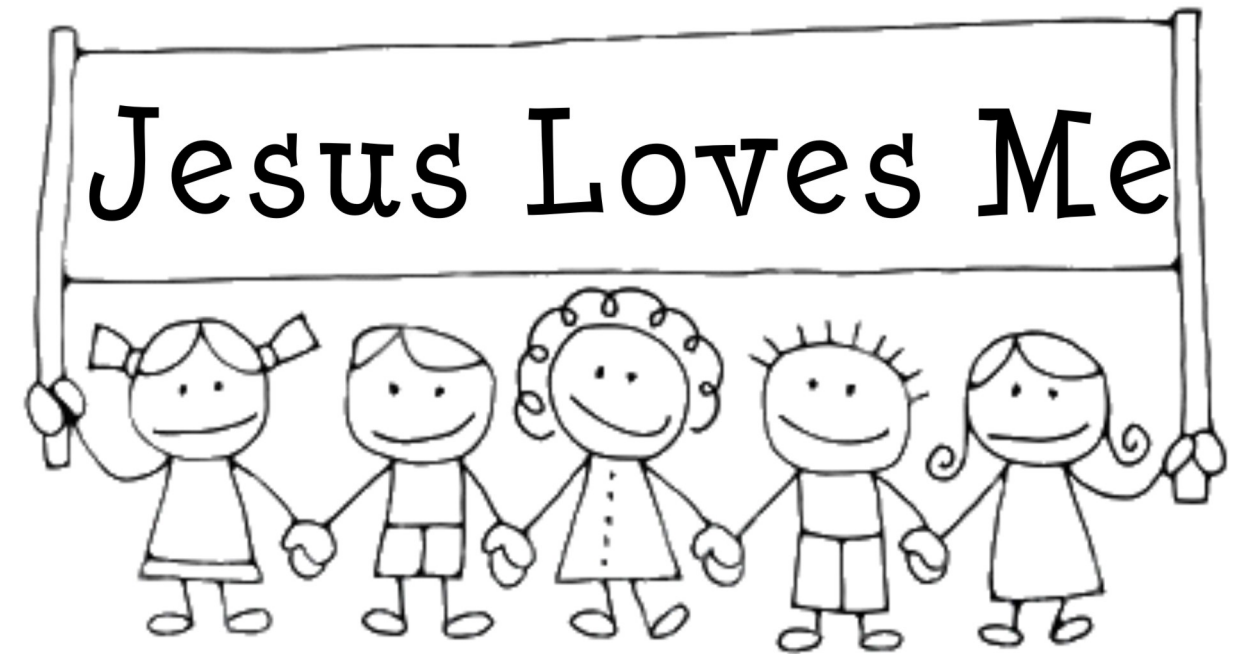
### **A Final Note**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before enrolling your child in our preschool. We are always open to suggestions and feel communication is a very important part of a quality education. If there are any problems or concerns, we encourage you to first talk to your child's teacher about them. If a lengthy discussion is needed, a time that is convenient for both of you will be scheduled, as the other children still need our attention during preschool hours.

Thank you for the opportunity to work with you and care for your little ones. We look forward to a future of keeping your child smiling, safe and growing in God's Word.

- End -

# Reformation



# Preschool

## Parent/Student Handbook Agreement

Reformation Lutheran Preschool believes the Bible is the infallible, divine Word of God. For this reason, we rely on scripture as the basis of the Standards of Conduct adopted at our school (Matt. 22:37-39; Rom. 13:8-10; Gal. 5:14; I Peter 2:17; I Cor. 9:27).

Our responsibility as a preschool is to provide an environment that affords all young people the spiritual awareness, growth and development necessary to become mature Christians. The standards in this handbook are seen as a necessary part of achieving and maintaining this goal and therefore must be adhered to by each member of our student body.

To best promote the scholastic and spiritual development of all our students, the principles set forth are required by each student. The parents(s)/guardian(s) of every child enrolled at Reformation Lutheran Preschool are required to review the Reformation Lutheran Preschool Handbook. This handbook outlines the standards and policies of the preschool. **This Handbook Agreement must be signed by both parents/guardians and returned to the school office by the end of the first full week of preschool.** No student will be permitted to continue his or her attendance at Reformation Lutheran Preschool without returning this completed form.

*I have read, understood, and agree to the policies, procedures and guidelines contained in this Reformation Lutheran Preschool Handbook.*

Both Parent(s)/Guardian(s) must sign and return

Student Name \_\_\_\_\_ (Please Print)

Father/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

- End -





