

King of Glory Lutheran Preschool



Parent Handbook

10280 Slater Ave. Fountain Valley CA 92708

(714) 968-5865 Fax (714) 964-4920

Lic # 300605974

We are delighted that your child will be attending King of Glory Lutheran Preschool (KOG). We are very proud of our program and all that it offers children. We look forward to your family becoming a part of our preschool family.

King of Glory Preschool is a place where adults and children grow and learn together in a nurturing and creative environment. Our values reflect the belief that children learn best in a rich environment that focuses on cognitive and creative ways of thinking and learning. Our staff is truly committed to working in a partnership with you and your child to provide for the highest quality early childhood experience.

I look forward to getting to know both you and your child and sharing a rewarding preschool experience.

Sincerely,

Jill Musser

Director, Early Childhood

GETTING AQUAINTED WITH KOG: THE BASICS

Contact Information

King of Glory Lutheran Preschool

10280 Slater Ave.

Fountain Valley, CA 92708

Tel- (714) 968-5865

Fax- (714) 964-4920

Tax ID Number: 95-3042074

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Green Room-Preschool Classroom 2 years-3 years

Blue Room-Preschool Classroom 3 years-4 years

Pink Room-Prekindergarten 4 years-5.5 years

Brown Room-Prekindergarten 4 years-5.5 years

GENERAL OPERATIONS

KOG is opened year round, 7:00 am-6:00 pm. There will be exceptions based on the holiday schedule, please check your current school year calendar for details.

The Preschool is licensed for children ages 2-6; therefore, a child must have had his/her second birthday in order to start preschool.

PRESCHOOL GOALS AND PHILOSOPHY

We believe children benefit from a strong relationship between family and school. Our program is based on a spirit of community where children, parents, and staff feel a strong sense of partnership and belonging.

We recognize the unique qualities of individual children and feel that children learn best by being active participants in their learning. We provide a rich environment where children have the opportunity for discovery and growth. We encourage a love for learning and the development of an inquisitive mind.

We believe that children deserve to grow at their own rate in a warm, nurturing, and supportive environment. We are committed to our philosophy and know with parent support our program is at its best.

KOG families represent the brilliant diversity of this community. We welcome all children, regardless of race, religion, ability or cultural background.

REGISTRATION

All currently enrolled children are guaranteed enrollment for the following school year, provided parents return the necessary form and fees by the deadline. Payment of tuition fees must be current in order to re-enroll a child.

In early spring, parents will receive the registration form for the upcoming school year. In order to guarantee your child's spot for the up-coming year you must return that form with the registration fee. As a general principle, we do not move children from one class to the next except at the start of a new school year or beginning of the summer program. This will be at the discretion of the Preschool.

CLEANING AND SANITATION

We strongly believe that regular cleaning decreases the spread of illness and germs. General housekeeping chores are a part of our teacher's daily routines. Toys are sanitized regularly. A classroom should have the appearance of organization and order. A professional custodian cleans nightly including floors, bathrooms, carpets, and kitchen. Carpets are cleaned and sanitized regularly and as needed. The school is closed 2-3 times per year for deep cleaning and repairs. These dates will be a part of your school year calendar, and you will be given a 30 day notice.

BEGINNING PRESCHOOL

We are eager for all children to make a successful adjustment to preschool. Talk to your child and all of the great things they can look forward to. Tell him/her about the wonderful things they are going to explore. Children often do better when they have been part of the enrollment experience. Have them go with you to the store to pick out their new lunchbox, read the postcard to them that the teacher send, and drive by school to show them. Please feel free to visit too! Tell your child the teacher's name and remind them that you will be coming back to pick them up at the end of the day.

Separation is natural and affects different children in different ways. It is a good idea if you anticipate a struggle for your child to shorten their first few days. Several hours can seem long to a preschool child in a new situation. Please feel free to spend time playing and engaging your child at drop off. When it is time to leave, please give a clear goodbye. The teachers will take over and engage your child and can start developing a relationship and comforting them.

Children separate from their parents and adjust to school in many different ways; One child runs into the classroom and never looks back. Another may take several weeks to feel comfortable in a new setting. Children can make an easy transition in the beginning and go through separation difficulties later in the year. All separation is normal, and we are prepared to help your child in a way that is best for him or her.

Parents also separate from their children in different ways. It will be helpful for both you and your child if you say goodbye and cheerfully remind them they are going to have a good day. Your show of confidence in them is the best gift you can give them, and will enable them to be confident in themselves.

If you need to check on your child's progress throughout the day, please feel free to do so!

SAYING GOODBYE

When leaving your child at school, it is helpful to direct him/her to an activity in the room or to a teacher. When it is time to leave, please give a clear goodbye, and hand off to a teacher. The teachers will take over and engage your child and this allows your child to start building trust and soon will begin to feel comfortable. Children can feel anxious about a new environment; it may also be affecting you. It is important that you maintain a positive attitude and convey the expectation that your child will have a wonderful time at school.

WHAT WILL YOUR CHILD NEED?

All children need an extra change of clothes for their cubby. This includes pants, shirt, socks, and underwear. A light weight jacket is also needed in cooler weather. Children who remain for the full day session will need a crib sheet, light weight blanket and a napping buddy if they prefer. All bedding will be sent home on your child's last day of attendance, and you will need to return the following week laundered. Please no pillows at school. Children who are not toilet trained will need to provide disposable diapers and wipes. All children half and full day need a lunch box and lunch provided daily. You will be notified when your supplies run low. Please label all items with your child's name.

ADMISSION PROCEDURES

We cannot accept responsibility for your child if enrollment forms are not complete or current!

The following forms must be filled out and returned prior to your child's admission into the program:

- Identification and Emergency Authorization
- Child Pre-Admission Health History
- Doctor's Health Screening
- Current Immunizations
- Current TB Test
- Consent For Medical Treatment
- Parent's Rights Notice
- Personal Right's Notice
- Contract and Policies
- Enrollment Card
- Tuition Agreement
- Parent Handbook Sign Off Page

It is the parent's responsibility to update any changes to personal information. A change in address, phone numbers, emergency contacts, authorized pick up persons requires notification immediately.

TUITION AND BILLING

Tuition is paid monthly and due on the first. A late fee of 10% will be added if the payment has not been received by the 10th of each month. A 25% late fee will be added if payment is not made by the last day of the month. If payment is not received by the 10th of the following month you will be asked to stop enrollment until a payment can be made.

Full tuition is due whether or not your child is in attendance. Refunds will not be given in the case of illness, vacations, holidays, etc. Parents will not receive a statement/receipt unless requested. All payments should include your child's name on check and should be placed in the tuition box in the preschool lobby.

A fee of \$25 will be imposed for returned checks. All deposits, registration money and tuition are nonrefundable.

LUNCHES AND PEANUT AWARE POLICY

Please be aware that we try to keep a healthy perspective on nutrition. We offer your child healthy snack choices throughout the day, keeping in mind that the occasional treat is fun. We ask that you plan a nutritious lunch for your child that offers a few choices trying to include the following:

- Protein
- Fruit
- Vegetable
- Grain
- A Drink

Please do not send candy or soda in your child's lunch. We will not serve it or share it with others. Here are some popular lunch options:

- Juice Box or water bottle
- Applesauce or fruit cup
- Bagel w/ spread
- Bean and cheese burrito
- Turkey & cheese roll
- Peanut Butter & jelly
- Cheese quesadillas
- Egg or tuna salad
- Scrambled eggs or hard boiled
- Fish sticks

- Mac and cheese
- Hummus and pita bread
- Pasta
- Pizza
- Muffins
- Raisins
- Sandwiches
- Tofu
- Soup
- Chicken nuggets
- Yogurt

To aid in your child's feelings of independence please make lunch as easy as possible. Send egg already peeled, peel fruit with rinds ahead of time, cut meat, etc... Please pack a spoon and fork when necessary. We are able to heat up items that are less than one minute to prepare. Do not send packaged food that requires many steps. This will leave your child sitting at the lunch table waiting while everyone else is enjoying their lunch.

We try and return what is not eaten as to give you an idea of what they have eaten throughout their day. Full day students may be given leftovers at the end of the day for a snack. Staff members will be sitting with your child at lunch as to help and guide during this often hectic time. Children will be given assistance with opening food, containers, etc. Children and teachers use this time to interact, socialize, and learn table manners. If you arrive early to pick up your child please wait in lobby until they have finished their lunch.

Send an icepack or freeze your child's drink the night before to serve as an icepack. Do not send glass containers in the lunchbox, label lunchbox and plastic containers in the lunchbox.

Peanut Aware: Our school protects the child when it comes to food allergies. If your child has a food or peanut allergy please indicate on the paperwork as well inform the center director at time of enrollment. Every effort will be made to accommodate your child. We will offer alternatives to snacks, and make sure they are in a nut free area at lunch. If you are more comfortable sending snacks please feel free to do so. We cannot guarantee a peanut free environment but we will do our best.

SNACKS

Nutritious snacks will be offered in the morning and the afternoon. They include such items as cheese and crackers, veggies and dip, cereal and milk, and yogurt. We welcome your donations of snack items; please turn into the office when bringing food items in.

SCHOOL HOLIDAY CALENDAR

The Preschool will be closed on the following holidays:

- New Years Day
- President's Day
- Martin Luther King Day
- Memorial Day
- July 4th
- Labor Day
- Veteran's day
- Thanksgiving and the day after
- Christmas Eve
- Christmas Day
- New Years Eve Day

If the holiday falls on a weekend we will observe on a weekday before or after the holiday. We reserve the right to close the center 3 times per year for cleaning, and in-service training. Thirty days notice will be given for closure dates. We will close at noon on Good Friday before Easter. Please see school year calendar as well as monthly school calendar for details.

STAFF

All of our staff is carefully chosen based on the special qualities, experience and talents that they have to offer to the children in our program. We also believe that our teaching staff needs to be dedicated learners themselves, and we provide opportunities for continuing education and professional development throughout the year.

All of our teachers have gone through an interview process with the Director, and the teacher they will be working with. We check references and perform thorough background checks for all staff. They are CPR and First Aid certified. We offer continued training and development in the form of workshops and classes.

Lead teachers meet the California State Licensing requirements. It is our belief that it is our duty to exceed those requirements. All have taken formal early childhood education or child development classes, and many hold degrees in early childhood education or a related field.

Assistant teachers also exceed basic requirements. Most of our assistant teachers have completed many early childhood classes or hold child center permits. It is a requirement for them to continue their education, as well as experience in an early childhood classroom. We also work with substitute teachers as well as students in training programs.

PARENT PARTICIPATION

We welcome and encourage parent participation in our program in a variety of ways. We have family activities throughout the year. These events offer an opportunity to get to know other Preschool families and to see your child in action with their school friends. You will be invited to Back to School Night, A Christmas Program, VIP Lunch and many more!

Parents are welcome to come for lunch, birthdays, or simply to visit. Please arrange for celebration days with your child's teacher. We also invite you to share your time, talents, hobbies or occupations.

COMMUNICATION

At KOG we pride ourselves in open communication. It is extremely important to be in close contact with parents regarding their child's day. We are available to talk at morning drop off, pick up times, or you can call in during the day. Since drop off and pick up times can be a rushed and busy time for children, parents, and staff, if you would like to have more than a few moments to chat, please set up a time to conference by phone, or to come in and speak to your child's teachers.

We also ask that you share with us information that may be affecting your child in school so that we can best understand and assist. This includes health issues or a change at home such as the passing of a family member, a new baby, visitors, divorce etc.

Communication is important to us! No question is ever too small or "silly" to ask. Please call with any questions or concerns; you can reach Jill or Athinia at (714) 968-5865. If you reach the Church they will offer to transfer you to the preschool.

There are a variety of ways we communicate with parents:

- Mailbox-Each family has a mailbox located in the lobby. This is a file system that has your child's name in alphabetical order. We send home notices, calendars etc.
- Parent Board-Each classroom has a parent communication board outside of the classroom. This has school calendar, signup sheets, snack menu, classroom agenda and special items. Please check daily. This also will help in talking with your child about their day.
- Sign in Sheets-Many notices will be posted here.

Please remember to check these daily! We have an open door policy for parents. You may drop in any day at any time to observe your child. Please remember that teachers must stay focused on the children, so please do not use this time for a conference. We reserve the right to limit visits if we find they are disruptive to the child or classroom.

HEALTH, SAFETY & DISCIPLINE

For the protection and the health and well being of all the children and staff at the preschool the following rules must be adhered to in regards to sick children.

- *Fever:* A child with a fever is to be excluded until they are fever free for 24 hours. A fever is defined as a temperature greater than 100 degrees. Children who are sent home with a fever will not be admitted to school the next day.
- *Strep Throat:* Your child may return 24 hours after antibiotics have started.
- *Vomiting:* A child may return to school 24 hours after last episode.
- *Colds:* described as irritated throat, watery discharge from nose and eyes, and sneezing. A cold may or may not include a fever. Children are most often contagious in the early stage when everything is runny. A green discharge is a typical sign of an infection. A child may return after symptoms subside, and medication has been given for at least 24 hours.
- *Diarrhea:* Your child may return 24 hours after the last episode.
- *Pink Eye:* Bacterial- your child may return 24 hours after antibiotic has begun and the ooze has stopped. Viral-your child may return with a doctor's note saying they are clear of contagion.
- *Ear Infections:* Your child may return once antibiotics have started.
- *Rashes:* A doctor's note is required.
- *Head Lice:* We have a strict no-nit policy, common in the FVSD Public Schools. No child may be present while there are any nits present in his or her hair.

Please do not request that a child remain indoors. If your child is too ill to play outside, then they are too ill to remain at school.

If your child should become ill while at school he or she will be brought to the preschool office, and a staff member will call you. Your child will rest in the office until he or she is picked up.

If a communicable disease should arise in our school, we will let the families know by posting a note and sending information home. We will maintain the privacy of the family involved so please do not ask for names.

Students wash their hand frequently. We ask that you send appropriate bedding and jackets so laundry does not "spill" over from one cubby to the next. Do not send chap stick, lip gloss, or hairbrushes and hats to school.

MEDICATION

If your child is recovering from illness and requires medication, it will be given under the following guidelines:

- Medication must be prescribed
- Must be in original container labeled with child's name
- Dosage, proper times to be given, and pharmacy name must be on the label
- School medication form is filled out by parent
- If your child requires an Epi-Pen or Benadryl on hand due to an allergy please complete the form at the beginning of the school year, and as needed. We do require all medication to be current. Expired medication will be returned to parent.

DISCIPLINE

King of Glory preschool follows the guidelines for developmentally appropriate practices set by the national Association for the Education of Children (NAEYC). These guidelines recognize that each child is a unique person with an individual pattern and timing of growth, as well as learning style and family background. While some behaviors are typical for a specific "age and stage", we recognize that children learn appropriate social behaviors at different rates. With that in mind, we observe and make individual behavior plans when necessary.

We believe in positive discipline which focuses on good behaviors, rather than negative ones. We will redirect a child and speak to them about what is appropriate and acceptable. When necessary we will speak to a child with a firm but caring voice. At times it may be necessary to remove the child from the rest of the group. If the behavior persists we will contact the parents and set up a time to conference.

At that time we will work with the family and teaching staff on a behavior management plan that meets the needs of that particular child. It is also our practice to consult with specialists who works with children and families. If a referral is needed we will obtain permission from the child's parents before proceeding.

As a part of the community we feel it is our calling to work with families during difficult times. We in turn ask for the family's cooperation and assistance so that we may be able to continue our relationship with you. If we are unable to make progress in improving a child's behavior, we may need to access whether our program is meeting the individual needs of your child.

In the event that one particular child is a continued disruption to the entire group either verbally or physically the parent will be notified and informed of how the issue is being addressed. We do not allow any child to be singled out or bullied. It is our policy that if an incident occurs involving two children, an incident report will be given to both parents and we will not share the name of the other child with you.

BITING AND INJURIES

When a child hurts another child, we will first attend to the child that has been hurt, and speak with the other child. In the case of a bite or an injury where we need to apply first aid, we will call both parents and an incident report will be filled out and sent home.

Should there be a consistent pattern of biting, we will contact the child's parents and send the child home if deemed necessary by the Director.

SECURITY

We have an evacuation and emergency response system in place to protect students and staff in our program. We conduct monthly fire drills and earthquake drills. Please note that you should only enter through the preschool lobby door. Playground gates are to be kept closed at all times. ***It is important that you close and latch classroom half doors behind you!***

In the event of an emergency that requires an evacuation we will go to the following location:

1. The Big Ed Building on the King of Glory Church Campus
2. City Hall Buildings across the street 10200 Slater Ave Fountain Valley
3. Fountain Valley Library 17635 Los Alamos Street Fountain Valley

In the event that we need to evacuate the building all teachers will conduct themselves as if there were a fire alarm. Teachers have been given instruction on how to proceed.

ABSENCES

School is a wonderful opportunity for your child to build their social skills and establish new relationships with other children and adults. These relationships thrive with good attendance. In the event that your child will miss a day or more of school please call the preschool office by 8:30 am. So we can notify your child's teachers. Our school day starts at 9:00 a.m. We ask that your child be here and on time. If you drop off after 9:00 am please do so by bringing your child to the preschool office.

BIRTHDAYS

Birthdays are a special time in children's lives. We are pleased when children share this occasion with their classmates. Birthday treats may be brought in for your child's class. Please contact your child's teacher in advance to arrange a date and time. We ask the event be low-key and ask that you do not send goody bags, balloons, etc.

We ask that you are sensitive when placing birthday invitations to parties. Please remember that parties are talked about amongst the children, and have the potential of causing hurt feelings. Please only bring in invitations if they will be going to the

entire class. We know that small parties are considered best for children under the age of 6 by most experts so in the event that you are only inviting a few, we will be happy to provide you with addresses to mail them out. Please see Jill or Athinia for information.

BRINGING ITEMS FROM HOME

We discourage children from bringing toys from home. If your class participates in a share day, please follow guidelines given by the teachers. We do not allow any toy weapons to be brought to school.

We do appreciate when your child brings in a book or item relevant to the theme for the week. Please let the teacher know you have brought the item in, so it can be shared with the class.

If your child needs a naptime “comfy” item please make sure it is labeled.

CLOTHING

Children often get dirty through the use of paint, and other hands-on material, toilet accidents or playing outside. Please take this into consideration when planning your child’s dress for the day. All children need a change of clothes in their cubby. Please make sure to change the clothes out when the weather changes. If your child needs a change of clothes and does not have one we will use from our stash of clean items. Please launder and return to center within a few days.

We take the children out in all kinds of weather. Please be sure they are dressed appropriately for play and the changing temperature. Closed toes shoes are appropriate for the playground and equipment.

DISCLOSURE

KOG shall not disclose information regarding an individual child or family to persons other than The California State Licensing Agency-Social Services or government officials acting in the course of their duties.

FIELD TRIPS

We provide your child with on campus field trips and events. These can take place all throughout the year and parent will be charged an extra fee. We do at times walk the older classrooms to the park at the end of the neighborhood, and the library. Our neighborhood trips will be posted well in advance and you will have an opportunity to chaperone.

LATE PICK UP FEES

In the event that you are late picking up your child a \$5 fee for the first 10 minutes will be charged, and \$1 per minute after that. This applies to the half day and full day children. You will be left a statement and expected to pay late pick up fees within the week. A child may be dropped from the program after the 3rd instance of being picked up late.

NAPTIME

We offer a two hour nap time each afternoon. We provide a mat for all children with the expectation they will rest. As the children get older, we allow other quiet naptime activities. A washable, size appropriate, labeled blanket and sheet needs to remain at the preschool for rest time and will be sent home weekly for washing.

PARKING

Families may use designated parking spaces in front of the preschool building for drop off and pick up time. Please do not leave car running, children unattended in car, or car unlocked. It is everyone's responsibility to use safe speed in the parking lot remembering children may be present.

PRESCHOOL HOURS /PICK UP POLICY

School opens at 7:00 am and closes at 6:00 pm. All children need to be at school by 9:00 am.

It is extremely important that you arrive on time to pick up your child. Late pickups cause anxiety in children. It also can create problems for teachers on duty as many of them have evening commitments such as school, families etc. In addition we are not licensed to care for children after 6:00 pm without a parent present.

We recommend that you plan on arriving prior to 6:00 pm to allow yourself some time, to hear about your child's day and have a brief chat with your child's teacher.

For your child's security, and your peace of mind, your child may only be picked up by those individuals listed on your Emergency Card. If you have not personally introduced us to this person, we will ask for identification.

We require written notification whenever the usual person is not picking up your child. This means if a visiting family member, babysitter, or friend of a playmate is taking your child from the center we will need notification from you handwritten or email.

We will not release your child if you send an individual who is not on the list, and we cannot reach you by telephone.

TOILET TRAINING

We understand that most two year olds are not toilet trained, and it is not a requirement for King of Glory Preschool. When your child is ready we work closely with you to train in a consistent, calm, encouraging manner. We celebrate success and keep a positive upbeat attitude when your child has an accident. We will provide you with a handout that outlines our procedures here at school, as we make an effort to keep the process as consistent as possible. Your child's teacher will keep you posted on progress here at school. Please let us know how things are going at home. Be prepared that sometimes a child can be successful in one environment before another. For instance a child may do well at home, before having success at school.

DISMISAL FROM THE CENTER

We reserve the right to dismiss a child from the program for the following reasons:

1. Parent or child demonstrates abusive conduct towards staff, children, or property.
2. Parent or guardian jeopardizes the health or safety of children or staff.
3. Parent is non cooperative with staff, operating policies, admission agreement, or health policies.
4. Parent becomes delinquent in tuition payments.

SPECIAL NEEDS

King of Glory Preschool supports ***Inclusion***. Inclusion, as a value, supports the rights of all children, regardless of their abilities, to participate actively in natural settings within their communities. Natural settings are those in which the child would spend time had he or she not had a disability. Natural settings would include our preschool environment.

KOG supports and advocates that all young children and their families have support with medical as well as behavioral challenges. It is our school policy that these children participate in developmentally appropriate activities and through observation and communication we determine if specialized support services are needed for the child.

It is our policy to meet with the family of the child and share our observations. At this time it will be determined if the preschool staff needs more support in dealing with the behaviors. It is the parent's responsibility to seek help professionally and share what that help requires with the center director. All children are our responsibility!

If a child does not benefit from our program physically, emotionally or socially we reserve the right to make recommendations to seek further treatment and ultimately a program that is optimal to the development of the child.