



## **OUR COMMITMENT TO THE COMMUNITY**

- To exceed the expectations of our parents, staff and community by providing outstanding service delivered by a dedicated team that strives for excellence.
- To provide a positive work environment with a strong commitment to training and education which encourages and rewards outstanding performances and allows staff to grow to their full potential.
- To raise the standards of our program far and above the stated regulations and to fully support all attempts to improve the quality of childcare in our state and nation.
- To fulfill each parent's idea of what is appropriate and acceptable and to become an extended part of each family so continuity is a constant in each child's life.
- To love and nurture each child in their individual way so that likes and differences become one and they are able to grow in the love of Jesus Christ.

***Building Better Communities, One Child At A Time.***

## **WELCOME**

The staff at King of Glory Preschool welcomes you and your family to our program. Parents and children are the reason for our program and we want you to know we will do everything possible to make you feel at home while your child is in our care. This Parent Handbook provides you with information about our program and the policies we have in place to make the transition a bit easier for everyone.

We want you to look into our busy, happy, noisy, creative world and see your child at play. We want you to realize the importance of that play. Only together can we help your children develop to their full potential.

Our Preschool is licensed by the Department of Social Services and adheres to the requirements of the California Community Care Licensing Title 22 regulations. Our program is owned and operated by King of Glory Lutheran Church. We include basic Christian truth as appropriate for preschool understanding. We are an outreach ministry for the church and it is our goal to be a light of Christ to preschool children and their families.

## **PHILOSOPHY**

Our goal is to provide a peaceful and loving environment in which children can grow and develop to their fullest potential. The curriculum at King of Glory Preschool is emergent and is based on the belief that children need to be active participants in the learning process. Activities are designed to promote specific competencies in emotional, physical, social and cognitive growth. Our program is designed to enable children to explore life at their own pace and feel comfortable with themselves and their surroundings. Our program offers your child a Christian environment where warmth and love are dominant. Each child is regarded as a unique individual. Our desire is to nurture development while building a sense of community among parents, children and staff.

## **STAFF**

King of Glory Preschool is comprised of the child care director, assistant director, lead teachers, assistant teachers and students in training programs. All staff has completed specific college coursework in early childhood education. Staff is selected for their personal qualities of warmth, empathy and their ability to interact positively with others. King of Glory Preschool supports teachers in their education and will offer opportunities for further staff development. Our program is staffed with the sufficient personnel to meet the State required teacher to child ratios; we do our best to exceed the State expectations. It is our belief that young children deserve small groups and individual attention. All staff members have been fingerprinted and have received a health clearance prior to their employment. All staff is required to have first aid and CPR.

## ADMISSION POLICY

Enrollment is open to all children regardless of race, creed, color, national origin or religion. All children need to meet the following criteria:

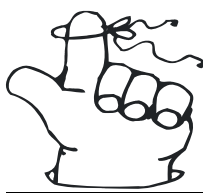
- Be between the ages of 2 years and 6 years of age.
- Be physically, emotionally and socially developed to the extent that the child is not a hazard to themselves and does not endanger the well-being of other children in the program.
- Children with special needs, such as emotionally or physically challenged, will be accepted if it is determined that they are able to benefit from the program and staff is able to meet their needs in addition to the needs of other children.

## ADMISSION PROCEDURES

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

- Identification and Emergency Authorization
- Child's Pre-admission Health History
- Doctor's Physical
- Current Immunizations
- Current T.B. Test (Mann Touxx only)
- Consent for Medical Treatment
- Parent's Rights Notice
- Personal Rights Notice
- Contract and Policies
- Enrollment Card
- Tuition Agreement
- Parent Handbook Sign-off

A file containing registration forms, documented information and any other important information will be maintained on each child. These forms are kept strictly confidential. Access will only be given to the Center Staff, The State Licensing Department and you as parents. The information in your child's file is of the utmost importance. **PLEASE REPORT ANY CHANGES IN EMPLOYMENT, PHONE NUMBERS, ADDRESSES, ETC. TO THE OFFICE IMMEDIATELY.**



## HOURS OF OPERATION AND HOLIDAYS

The center is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. The following holidays will be observed and the center will be closed:

New Years Day  
Presidents Day  
Martin Luther King Day  
Memorial Day  
July 4<sup>th</sup>  
Labor Day

Veteran's Day  
Thanksgiving and day after  
Christmas Eve  
Christmas Day  
New Years Eve Day

If the holiday falls on the weekend we will observe on a weekday before or after the holiday. We reserve the right to close the center twice a year for deep cleaning and teacher in-service training. Thirty days notice will be given prior to dates closed.

## TUITION

Tuition is to be paid monthly on the first day of your child's attendance for the month. A late fee of 10% will be added if payment has not been made by the 10<sup>th</sup> 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 10<sup>th</sup> of the following month, you will be asked to stop enrollment until payment arrangements have been made.

Full tuition is due whether or not your child is in attendance. Refunds will not be given for any absences, holidays, illness, family emergencies, etc. Our budget is based on the number of children enrolled and the quality of our program is dependent on tuition received. Parents will not receive a statement unless requested; this includes receipts after payment has been made. All payments should have child's name on check and should be dropped in the lobby tuition box.

A fee of \$25.00 will be imposed on any returned checks.

An annual registration fee of \$120.00 will be charged at time of enrollment. This fee holds your child's place and is nonrefundable.

If you at any time wish to drop your child from the program, a 2-week notice in writing is needed. If no notice is given, 2 weeks of tuition payment will be charged.

Please make checks payable to King of Glory Preschool.



## **ABSENCES**

We are unable to allow make-up days or substitutions for days missed. If your child is ill for a period of one (1) week or less, tuition must be paid in full. After a two-week period, tuition will be waived upon receipt of a doctor's note stating the child was too ill for daycare. There will be no credit given for sporadically missed days. **IT IS THE PARENT'S RESPONSIBILITY TO NOTIFY THE OFFICE OF ANY ILLNESS OR CHANGE IN ATTENDANCE.**

## **LATE PICK-UP POLICY**

A fee of \$5.00 for the first 10 minutes will be charged for any child left after 12:30 pm or 6:00 p.m. After the first 15 minutes, you will be charged \$1.00 per each additional minute. This will be payable on the following month's tuition. A reminder that it does not feel good to be the last child left at the center and it is important to us that your child feels secure. We also ask that you respect the time of the staff, as many of them are in school at night and have family obligations as well. Please know that most children are picked up by 5:45, and your child may be uncomfortable being the last one. If we notice this is interfering with your child's positive experience we will communicate that to you so other pick up arrangements can be made. If a child is picked up late more than 3 times it will result in a loss of enrollment.

## **CHANGE IN ENROLLMENT**

If the need arises, a change in enrollment is subject to the availability of the days requested. Please ask for a new enrollment card one-week prior to the date of change. All schedule change requests need to be in writing. It is customary that your child will be placed on a wait list if the availability is not there and you will be given priority. You will be contacted as soon as an opening comes available. It is not center policy to allow the switching of days due to families request.

## **SIGN-IN/OUT PROCEDURE**

Parents must enter the time of arrival and departure of their child on the sign-in/out sheets. The parent or guardian must sign their full, legal name. We cannot accept responsibility for any child who is not signed in. These are legal documents. Please do not allow your child to write on them. These sheets are used in case we have to evacuate the building in an emergency. Parents, or any other authorized adults, 18 years or older, must accompany the child to and from the classroom or playground. Please make sure staff is aware you are dropping off and picking up children.

Children may leave the center with authorized persons only. **THERE WILL BE NO EXCEPTIONS!** Anyone that is not familiar to staff will need to identify themselves with a driver's license or photo I.D. We want to know that your child is safe and in good hands. We ask that your child be at school by 9:00 a.m. so they can participate in all of the activities offered for the day.

## HEALTH REQUIREMENTS

Your child's health is a matter of major importance to us. Ill children will not be accepted into the program. Your child is too sick to attend if they have:

- Any contagious childhood illness
- Has a fever, vomiting or diarrhea within the last 24 hours
- Has discharge from the eyes that is colored or has been diagnosed with pink eye
- Has a deep, constant cough, sore throat or earache
- Is lethargic or fussy (many times this is the start of illness)
- During the first 24-hour period of antibiotic medication
- When at the discretion of the teacher or Director the child is too ill to participate in the program
- When receiving treatment for lice, scabies or any other parasitic infestations

By keeping your child home a day or two, many times you will prevent a longer illness. Children will be checked daily upon arrival and will be refused into the program if they show any of the above symptoms.

If your child is ill, please notify the office at (714) 968-5865, after 9:00 a.m. If your child becomes ill while at the center, you will be notified and expected to pick up your child as soon as possible. Children, who are asked to be picked up, should not return until in good health. It is difficult for us to keep healthy children and teachers if children are continually brought in ill. Teachers are also sent home when too ill to work.

All children who are absent from the program due to communicable disease will be remitted with a note from the doctor stating they are no longer contagious.

## MEDICATION

If your child has an allergy or is recovering from an illness and requires medication, it may be given under the following guidelines:

- Medication must be doctor prescribed
- Must be in original container
- Label must be intact and with the child's name on it
- Dosage, proper times to be given and pharmacy name must also be on label



All medication requires a medication form to be filled out by the parent. These forms are located on the sign-in desk. Medication is stored in a locked box in the refrigerator; all medicines should be given to a teacher. **NO MEDICATION IS TO BE LEFT IN CUBBIES, LUNCHES, BACKPACKS OR IN THE CLASSROOMS.**

We attempt to give medicines as prescribed; however, this is done as a courtesy. Any child who is to be strictly regulated should be cared for at home. No child will be forced to take medicine.

### **ACCIDENTS AND INCIDENTS**

Minor bumps, bruises and scrapes are a part of your child exploring their surroundings. Minor injuries are reported to parents on an "Incident Report Form". Parents will be called immediately in the event of any questionable injury or fall. It is common practice for us to notify you of any bump, fall or blow to the head. If a parent cannot be reached in an emergency, staff will seek medical attention by calling 911. Please see "Consent to Treat Form".

### **EMERGENCY AND DISASTER PLAN**

In the event of an emergency or National disaster, all children are kept at the center until they are picked by an authorized person listed on the Identification and Emergency sheet in your child's file.

Should it become necessary to evacuate children from the building, we will post a sign on the front entrance door. We evacuate to the Church or to an evacuation site given to us by the City of Fountain Valley.

Parents will be asked to make a donation once a year to supply our emergency kit with food and water. The center will provide emergency equipment needed. Part of the annual registration fees goes to updating our emergency supplies.

### **DRESS FOR MESS**

Children should wear clothing that allows them to move and be creative and active. Many of our activities are messy and clothing becomes stained. You need to also provide an extra set of clothing to keep in your child's cubby. We try our best to keep clothing, blankets, etc. together, but at times items get misplaced. It is the job of the parents to label all items that come to school. Green and Blue rooms will need to bring their items from home in a basket that has handles and without a lid. Pink and Brown room children will have cubbies in their classroom.



## **NAPTIME**

Naptime is a part of our daily routine. Please bring a sheet and blanket for your child's mat. Mark these items so they are easily identified. They will be sent home weekly on your child's last day of attendance to be laundered. All full day children will nap from 1:00 p.m.-3:00 p.m.

## **PERSONAL TOYS**

Please do not allow your child to bring toys from home. We will not be responsible for lost or broken items. Often we notice the toys are of violent nature. We have been able to observe that problems arise when children bring these types of toys into group care. Children automatically become more aggressive in their behavior, mimic super hero styles and resort to violence in a conflict situation. One of our goals is to provide children with a peaceful and cooperative environment . . .Building Better Communities! Our school has been blessed with a great variety of play materials and equipment. We want your child to engage in play. We encourage books or soft napping buddies.

## **BIRTHDAYS AND CELEBRATIONS**

Birthdays and family traditions may be celebrated at the center. We encourage you to share your family customs with us. We value each and every culture and respect every individual's way of celebrating. Please make arrangements with your child's teacher before the date of the celebration...and by all means join us!

## **SPECIAL EVENTS**

We do not take the children off campus for field trips. We do offer special event days that correlate with our curriculum to provide special memories for children. School calendars are on the front lobby counter and they contain special event days, times, and fees. We try to take budgetary restraints into consideration, knowing how difficult it can be. Please pay your fee on the day of the event, if you are experiencing problems please let us know. Children will not be excluded. On the special lunch days your child will not need to bring a lunch if participating in the special event lunch.



## **BITING**

We want you to know that biting may occur while your child is in attendance at the center. Biting is no way permitted, but can happen despite our best efforts to control it. When your child has bitten or been bit, there is a high emotional response by children and parents. Biting happens for a variety of reasons, but for the most part it is a way for young children to express their feelings and emotions. Our goal as teachers is to teach children alternative ways in dealing with conflict, and reinforce the concept of using their words. (i.e. . . . “I don’t like it when you take my toy.”)

Staff documents each incident and will do everything in their power to increase supervision if we know there is a biting problem. We ask for your patience during a “rash of biting” as usually it is a phase and will pass with time. If, however, the biter does not respond to our efforts to change behavior, please be aware that we will confer with parents and take necessary steps to remedy the situation.

## **POTTY TRAINING**

It is the parent’s responsibility to begin the potty training process at home. KOG Preschool will support you in your efforts. When we determine that your child is fully trained (a child must be dry, with only the occasional accident for 2 to 4 weeks), your tuition rate will be reduced to the preschool rate beginning of the next month.

KOG will move forward with positive reinforcement when your child is indicating readiness. Children must be physically and emotionally ready. Your child will be encouraged to sit on the potty even while still in a diaper, and the potty will be a positive experience. We do not force children who show fear or no interest. Please do not ask us, and always remember that are most comfortable at home, children may take a bit longer to show signs of readiness at school.

We will approach you if we see signs of readiness at school, and we wish to be informed of progress at home. We rejoice with each family in this wonderful milestone, and wish an easy smooth potty training experience for all!

## **HANDWASHING**

Please know that proper hand washing in group care is essential. Do not allow your child to skip this very important step in their potty routines. We will teach proper hand washing and expect the children to wash before snacks and meals, after using the restroom, after art and sensory activities, after wiping their nose, after touching classroom pets, etc... Hand washing cuts down on childhood illnesses please help us by reinforcing at home.

## OUTDOOR AND INDOOR SUPERVISION

King of Glory Preschool will provide the children with daily opportunities to exercise their large muscle groups. Children will play outside when the weather permits and you should be prepared that we will go out in cold weather. Please remember to provide appropriate clothing for the temperature outside. Please do not request that your child abstain from the outdoors. If they are too ill to participate in the daily schedule then they should remain home.

All staff are properly trained on what 100% visual supervision means at the time of hire. Staff are required to actively supervise the children during outdoor and indoor play times. We will maintain the required teacher to child ratio at all times. Our playgrounds and classrooms are inspected daily for broken equipment, toys, debris, and any other foreign source. All children will have drinking water made available to them as well as bathroom facilities

## SNACKS AND LUNCHES

The preschool offers daily snacks to the children. It is our goal to provide a wide variety of foods that are nutritious and child centered. Our daily snack menu is posted on the parent board located outside your child's classroom. If your child suffers from food allergies we will make every accommodation we need to for them. If you are more comfortable providing snack that is okay as well. We do offer water, juice, and milk as part of snack. Please be aware we do not allow sippy cups or bottles at preschool.

Lunch is a part of our school day, even if your child is half day. We encourage your child to participate in lunch as it is a wonderful opportunity for them to experience social language, as well as learn what is appropriate and expected at meal periods. Please provide a lunch with at least 3 choices of food, including a variety of food groups. Also a drink should be included. We will provide the courtesy of heating up already prepared meals. Please be aware that we are unable to refrigerate your child'



## **GUIDANCE**

The center's philosophy of guidance is to work with children using a positive approach. Our method is non-repressive. The Educational Code and California Administrative Code, Title 22 forbids corporal punishment and abusive language. Adults bringing children into the center or participating in the program are required to follow this policy.

Cooperative behavior is essential to our program. Limits are set by staff for the children and consistently reinforced to teach children acceptable behavior. Positive techniques used by staff include: redirection, problem solving, communication and reinforcing appropriate behavior.

## **COMMUNICATION**

It is important that parents and staff work together. We need to be able to communicate openly with one another about your child. Each day many things affect your child at home and away from school. We like to know the reasons for children's excitement and also for their sadness. Please let your child's teacher know when you are aware of any change in behavior, and we will do the same.

Another way for us to communicate is notes and notices. Please check your child's sign-in sheet or folder for information going home. Each classroom has a parent communication board...please ask someone to help you locate it and check it daily!

## **BABYSITTING**

We know how difficult it is to find care in the evenings for your children. The teachers at the center respect the bond that forms between teacher and child, as well as teacher and parent. We request that alternative care be found as opposed to asking center staff to baby-sit. We suggest networking with other parents to find quality sitters or share hours between parents.



## DISMISSAL FROM THE CENTER

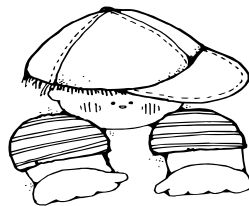
We reserve the right to dismiss a child from the program for the following reasons:

1. Parent or child demonstrates abusive conduct towards staff, children or school property
2. Parent or guardian jeopardized the health or safety of children or staff.
3. Parent is not 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 young 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 to share our observations. At this time it will be determined if the preschool staff needs more guidance in dealing with the child. 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 the 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 developmental benefit of the child and family.



**IN CLOSING**

The entire staff at King of Glory Lutheran Church and Preschool would like to take this opportunity to say welcome. We are happy you have chosen us for your child's preschool experience. We doubt this will answer all of your questions, however we hope it will be a starting place for you. If you need further assistance at anytime during the year please do not hesitate to contact the preschool office. Again, thank you for entrusting us with your most precious gift...your child!

With Respect,  
*Miss Jill*

I hereby certify that I have read, understand, and will follow the school policies contained in King of Glory's Preschool Parent Handbook.

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Director's Signature

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Parent Signature