

Hope Lutheran Preschool

(CCLD #410509589)

Parent Handbook

September 1, 2009-August 31, 2010

55 San Fernando Way
Daly City, California, 94015
(650) 991-4673

STUDENT: _____

Jesus said to them,

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.”

And he took the children in his arms, put his hands on them and blessed them. *(Mark 10:14, 16)*

Philosophy

Hope Lutheran Preschool is a State licensed non-profit child development center administered by Hope Lutheran Church of Daly City. Our program is designed to provide families in our community professional and nurturing care for their children. In keeping with our congregational mission statement – Helping Other People Enter the kingdom of God - Hope Lutheran Preschool is dedicated to sharing the love of Jesus Christ. We are committed to providing a loving and stimulating environment to help children develop physically, socially, emotionally, cognitively, and spiritually. Children will develop a great sense of worth and self-esteem in this Christian environment knowing that Jesus Christ loves them and wants them to come to Him.

Our goals are to: 1) Provide a developmentally appropriate program to educate the whole child from ages two to five; and 2) Support families in rearing and understanding their children.

Goals

- To help children develop a positive image as a member of the family, church, community, and God’s plan.

- To teach children to respect and appreciate cultural diversity.
- To help nurture and develop the child's gross and fine motor abilities.
- To encourage children to care for their bodies and use their bodies in a positive manner to glorify God.
- To stimulate and challenge children to explore, discover, and learn.
- To assist children in developing their language skills.
- To prepare children for higher learning.
- To encourage parents to participate in their child's development and education.
- To instill in children respect and love for God and others according to His Word.
- To help children develop trust in the Lord through Bible stories and prayer.

Discipline Policy

“For whom the Lord loves, He reproveth.” (Proverbs 3:12)
Discipline is a process of guiding and training that begins with love. Corporal punishment and food deprivation will not be used. In case of severe discipline issues, parents will be asked to work with the Director to develop a solution.

At Hope Lutheran Preschool we respect each child and his or her level of development, individual personality, and family and cultural differences. We create a positive learning environment with kind and experienced teachers, creative lessons, fun activities, plenty of toys, as well as boundaries so as to foster positive behavior. We believe the purpose of discipline is to teach acceptable Christian behavior.

Our program has a set daily routine and provides clear guidelines to help children know what is expected of them. Limits that relate to safety and protection of self, others, and the environment are clear and are enforced consistently in a positive manner. Children are given time to respond and rise to the expectations.

Teachers may use a variety of strategies depending on the child and the situation. These strategies include: gaining a child's attention, staying in close proximity to the child, reminding the child of appropriate behavior, giving praise for acceptable behavior, redirecting behavior, and "time out." "Time out" is the removal of a child for a short time (approximately one minute per year of age) for the situation in which the child is misbehaving. The technique includes:

1. Moving the child away from the activity to a quiet place within view,
2. Telling the child why he/she has been removed, and
3. Letting the child know he/she can return to the activity when he/she can behave correctly.

If negative behavior still continues and the above steps are not working, the teacher will call for a parent conference to discuss the child and negative situations that occur frequently so we can work together for the benefit of the child.

If negative behavior still continues, the Director will call another conference with the parents to discuss the problems and seek further solutions.

If the child is harming other children continuously, we will call the parent to pick up the child from our program.

If the general atmosphere of the classroom is continually disrupted by a particular child after all steps are taken; or the Director feels the preschool is not meeting the needs of the particular child, the Director may dismiss the child from our preschool.

Biting is common for toddler-aged children and is considered a normal developmental stage for some children. It is also a way for toddlers who do not have the verbal skills to communicate their frustration. However, biting is unacceptable and steps will be taken to prevent and reduce the number of biting incidents. The teaching staff will help children work on building verbal skills and using words to express feelings and solve conflicts. It is our goal to provide a safe environment for all children in our care.

If a child is bitten, the teaching staff will wash the area with soap and warm water. An ice pack will be applied. If the skin is broken, the cut will be cleaned and the parents will be notified and the child may need to be taken to the doctor. The child will be comforted and given a lot of love.

Staff and Curriculum

Our preschool staff includes a State-licensed director, trained and experienced teachers, teacher's aides, and volunteers, who are dedicated to work with preschool children.

The teaching staff is trained to create lessons and activities to implement our developmentally appropriate curriculum. Embedded in our program are language skills, both fine and gross motor development, music appreciation, imaginary play, science exploration, cooking, health and science, arts

and crafts, cultural awareness, language development, early literacy, early math skills, and Bible stories and devotion.

All children will participate in a weekly chapel service.

Hope Lutheran Preschool
Daily Schedule
Monday, Wednesday, Friday

- | | |
|---------------|---|
| 7:00 – 8:30 | Receiving/Greeting children and free play |
| 8:30 – 9:00 | Stretching and Exercises/Story Time |
| 9:00 – 9:30 | Devotion/Prayer – children learn Bible songs and stories and sing praises to God |
| 9:30 – 9:50 | Morning Snack |
| 9:50 – 10:30 | Circle Time – teaching of lessons, stories, fingerplays, songs, games, etc. |
| 10:30 – 11:30 | <i>Monday & Friday</i> - Individual Class Projects |
| | Wednesday - Center Activities – children rotate through arts and crafts, math, language, science, and large and small motor activities set up by teachers |
| 10:00 – 12:00 | <i>Wednesday – Kindermusik with Mr. Tom (five 30 minute sessions)</i> |
| 11:30 – 12:00 | Outdoor Play (<i>at woodchip playground & adjacent play area</i>) |

12:00 – 1:00	Lunch/Getting Ready for Nap/Bedtime Story
1:00 – 3:00	Nap Time/Rest
3:00 – 3:30	Story Time & Washing Up for Afternoon Snack
3:30 – 3:50	Afternoon Snack
3:50 – 4:30	Center Activities
4:30 – 5:15	Outdoor Play (<i>at adjacent play area</i>)
5:15 – 6:00	Free Play & Goodbye

Hope Lutheran Preschool
Daily Schedule
Tuesday, Thursday

7:00 – 8:30	Receiving/Greeting children and free play
8:30 – 9:00	Stretching and Exercise/Story Time <i>Thursday Chapel 9:00-9:30, Pre K- 9:30-10:00</i> <i>(Offering collected to help overseas missions)</i>
9:00 – 9:30	Devotion/Prayer – children learn Bible songs and stories and sing praises to God

9:30 – 9:50	Morning Snack
9:50 – 11:30	Circle Time & Projects– teaching of lessons, stories, fingerplays, songs, games, etc. <i>Older Classes receive 20 minutes of verbal communicative Mandarin on Tuesdays and Thursday</i>
11:30 – 12:00	Outdoor Play (<i>at woodchip playground & adjacent play area</i>)
12:00 – 1:00	Lunch/Getting Ready for Nap/Bedtime Story
1:00 – 3:00	Nap Time/Rest
3:00 – 3:30	Story Time & Washing Up for Afternoon Snack
3:30 – 3:50	Afternoon Snack
3:50 – 4:30	Center Activities
4:30– 5:15	Outdoor Play (<i>adjacent play area</i>)
5:15 – 6:00	Free Play & Goodbye

**Hope Lutheran Preschool
Daily Schedule for Younger Class**

7:00 – 8:30	Receiving/Greeting children and free play
-------------	---

8:30 – 9:00	Stretching and Exercises/Story Time <i>Chapel on Thursday</i>
9:00 – 9:30	<i>Wednesday – Kindermusik with Mr. Tom</i>
9:30 – 9:50	Morning Snack
9:50 – 10:30	Circle Time – teaching of lessons, stories, fingerplays, songs, games, art projects etc.
10:30 – 10:45	Indoor Centers
10:45 – 11:25	Outdoor Play
11:25 – 12:15	Lunch
12:15 – 1:00	Quiet Indoor Play, Story Time, and Cleaning Up for Nap
1:00 – 3:00	Nap Time/Rest
3:00 – 3:30	Story Time & Washing Up for Afternoon Snack
3:30 – 3:50	Afternoon Snack
3:50 – 5:00	Outdoor Play (<i>at woodchip play area</i>)
5:00 – 6:00	Center Activities and Goodbye

Adjusting to the Preschool Experience

The first day of preschool is usually difficult for both child and parent(s). Prior to the first day, parents can prepare the child for school by talking positively about the school and by making visits to the center. The first three days of the child's enrollment to the school will be his/her adjustment days.

The schedule for the first three days is as follows:

1st day: 8:30 a.m. – 10:30 a.m.

2nd day: 8:30 a.m. – 12:30 p.m. (after lunch)

3rd day: 8:30 a.m. – 3:00 p.m. (after nap)

Admission

Admission requirements and enrollment procedures are as follows:

1. Children 2 to 5 years old are eligible for our program. A child must be 2 years of age or older at the time he/she is admitted to our preschool.
2. All admission forms must be completed prior to the child's first day at Hope Lutheran Preschool. Parents are responsible for updating the information given on the forms. (e.g. change of address & phone numbers, new medications)
3. Children must have all required vaccinations. Proof of immunization and a physician's report must be provided by parent or guardian.
4. Enrollment is filled on a first come – first served basis according to the date of enrollment with the Director. A waiting list will be used after full enrollment.
5. All enrollments are on a 2 week trial basis to determine the suitability of our setting for each child.

6. Hope Lutheran Preschool does not discriminate on the basis of sex, race, or creed.

Upon admission to our program, a file shall be kept on the child for emergency and for California State Licensing. Please notify us of any change of address, phone numbers, names of persons authorized to pick up the child, food allergies, and other important information.

Fees and Tuition

Registration Fee: \$75.00 due at the time the child enrolls in the preschool

Re-enrollment Fee: \$50.00 annual fee is collected in June to update records and to guarantee placement for upcoming school year.

Deposit Fee: Half of the monthly fee is required upon enrollment. It will be credited towards the last month's tuition upon withdrawal with 30 days notice.

Monthly Tuition: Full Time \$712.00 (9/1/2009-8/31/2010)
Part Time \$610.00 (9/1/2009-8/31/2010)
Full monthly tuition is due on the first day of each month. A late fee of \$10 will be charged if payment is made after the 5th of each month. After the 15th of each month, \$20 will be charged for each week the tuition is late. The student will be automatically dismissed from school on the 15th of the month if tuition is not paid. There will be a

service charge of \$25 on any returned check.

A 10% discount on tuition is allowed for the enrollment of each additional child from a nuclear family. (1st child will be charged the full rate.)

Non-toilet trained children will be assessed an extra monthly fee of \$100.00 until they are fully trained. Non-toilet trained children shall be defined as youngsters who are not yet able to use the bathroom on their own or having the ability to let teachers know when they need to go use the bathroom. Children who are in diapers, pull-ups, require diaper change, and/or have frequent accidents shall be considered non-toilet trained. The \$100.00 non-toilet trained fee will be removed once the child is evaluated by preschool staff as fully toilet-trained. Details of our toilet training policy can be found towards the end of the handbook.

Semi-monthly payment arrangements may be made with the Director.

Withdrawal from the Program

A 30 day written notice on the first day of the month is required for all children who wish to withdraw from the program. There is no withdrawal in the middle of the

month. Failure to notify the school will cause loss of the deposit fee.

Pre-K children who will attend Kindergarten in September are required to make commitment on date of withdrawal by May 1st. It is understood that it is a commitment for the child to remain with our preschool until the specified date. Parents/Guardians will be financially responsible for all tuition fees up to the date of withdrawal. The 30 days notice for withdrawal no longer applies after the commitment has been made. If there is an early withdrawal the half-month tuition deposit will not be credited to the last month's tuition.

Hours of Operation

Our hours of operation are Monday through Friday, 7:00 a.m. to 6:00 p.m. The following holidays will be observed:

- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving (Thursday & Friday)
- Christmas and New Year (12/23/09 – 1/3/10)
- Teacher's Workdays

In addition to the above holidays, our preschool will also be closed on the following days during the 2008-2009 school year:

- Teacher In Service (TBA)
- Two days in Spring of 2010 – Teachers will be attending California Association for the Education of the Young Children Conference

Late Pick-Ups

We close at 6:00 p.m. Children picked up after 6:00 p.m. will be charged late fees. Our overtime charges are as follows:

6:00 – 6:10		\$5.00
6:11 – 6:20	+	\$5.00 (\$10.00)
6:21 – 6:30	+	\$10.00 (\$20.00)
6:31 – 6:45	+	\$10.00 (\$30.00)
6:45 – 7:00	+	\$20.00 (\$50.00)

Late fees are due in cash at the time you pick up your child. The money collected will be divided among teachers who have stayed to supervise your child.

Arrival and Departure

(as required and enforced by the California Department of Social Services)

Each child upon arrival must be accompanied by an adult into the building. Children must be encouraged to arrive at the preschool prior to 9:00 a.m. **Accompanying adult must sign the child in on the “Sign-in/Sign-out” sheet on the table next to the office.** The preschool will call a parent and ask him/her to come and sign his/her child in if he/she had not done so at the time the child was given into

our care. Unannounced visits by the California Department of Social Services may result in fines to those families who fail to sign the daily attendance sheets.

Departure time is prior to 6:00 p.m. Only adults listed on the AUTHORIZATION FORM will be permitted to take the child from the preschool premises. If someone other than the authorized adult is to pick up the child, it is imperative that the school be notified in writing ahead of time by the parents and we will check the person's ID.

Absences/Vacation

If your child is going to be absent due to illness or family leave, please kindly notify the preschool before 9:00 a.m. that day. Tuition will not be reduced on account of absence due to illnesses or vacations.

Illnesses

Health regulations require the parents to notify the preschool immediately of any contagious or serious illness in the family. If your child has been exposed to any communicable disease at school, we will notify you.

For the health and well-being of all, we ask that you keep your child home if he/she is ill or running a temperature. If a child is ill upon arrival at the preschool, the staff reserves the right to refuse a child's admission into the program for that day.

A child must be fully recovered from illness without fever for 24 hours before he/she may return to school. Absence in excess of four days will require a physician's written

clearance. Any unanticipated lengthy absence due to illness must be discussed with the school.

If a child becomes sick while in attendance, the parent(s) will be notified. It is then required that arrangements be made to have the child taken home within two hours of notification. Beyond two hours, the preschool may send the child to the hospital for care.

Medication

Our preschool policy does not allow our teachers to give any over-the-counter medication to the children. As such, we encourage parent(s) to give their child his/her medication before coming to school. If medication requires dosages through out the day, please make arrangement for someone to come in and administer it to your child.

We will administer prescription medication with the physician's clear directions. The medication must be in its original package and an "**Authorization to Administer Medication Form**" must be completely filled out and signed by both parent and the child's physician. A copy of the "**Authorization to Administer Medication Form**" can be picked up from the preschool office.

Emergency Medical Care

If a child is injured while attending the preschool, and is in need of emergency medical care, the staff will notify the parents. The child will be taken to the hospital indicated on the emergency form. We ask that parents meet the child and staff member at the hospital.

Emergency Pick Up/Disaster Plan

In the event of a disaster, please be assured that your child will be supervised and cared for until a parent or an authorized adult comes to pick him/her up. If we need to vacate the facilities, a staff person will remain behind or a notice will be posted informing you of the location of your child.

Should the communication system be down and you are unable to reach the center, your child will remain in the care of a staff person. If we have evacuated, a notice will be posted to that effect. It is our intent, however, to remain at the center until all children have been picked up by their parent or authorized adult.

To assess damage to the facilities and to allow young children to be with their own family immediately following a major disaster to regain feelings of security, the center will be closed at least one day following a disaster.

You can assume that unless contacted, the center will be closed and will open again following that first day of closure. Further closures will be announced over the radio or by telephone to each family.

To prepare for a natural disaster, the preschool is requiring parents to provide \$15 for the purchase of a 3-day emergency survival kit. This kit is good for five years and is available to you when your child graduates from our program.

Each kit includes:

- **9** 4 oz. boxes of water
- **3** days food rations

- 1 solar blanket
- 15 pieces of first aide

Dress Code and Hygiene

Children need to be bathed, neatly groomed, and wear clean clothes to school. Socks are required with shoes and sneakers. Sandals and flip-flops are discouraged for safety reasons.

Toilet Learning Plan

Toilet learning is a developmental process in which a child learns to use the toilet appropriately. As in many areas of child development, children must reach a certain age or be in the proper setting or situation before they are ready to learn. Children are ready to learn when they are healthy, well-nourished, and not pressured to achieve at a level above their capability. Toilet learning usually occurs when a child is 18 to 24 months of age. However, it is not uncommon for a child to still be diapers at 2 ½ to 3 years of age.

The staff at Hope Lutheran Preschool will closely observe the child's progress toward toilet learning readiness according to the following list. We may begin toilet training when we see a child's general trend toward independence, even if the child has not achieved all the signs.

Physical Signs

- Is coordinated enough to walk, and even run, steadily
- Urinates a fair amount at one time

- Has regular, well-formed bowel movements at relatively predictable times
- Has “dry” periods of at least three or four hours, which shows that his bladder muscles are developed enough to hold urine
- Can wash and dry hands independently

Behavioral Signs

- Can sit down quietly in one position for two to five minutes
- Can pull his pants up and down
- Dislikes the feeling of wearing a wet or dirty diaper
- Shows interest in others’ bathroom habits
- Wants to wear underwear instead of diaper
- Gives physical or verbal sign when he’s/she’s having a bowel movement such as grunting, squatting, or telling the teacher
- Demonstrates a desire for independence
- Takes pride in his accomplishments
- Isn’t resistant to learning to use the toilet
- Is in a generally cooperative stage

Cognitive Signs

- Can follow simple instructions, such as “go get the toy”
- Knows names for most body parts
- Understands the value of putting things where they belong
- Has words for urine and stool

- Understands the physical signals that mean he has to go and can tell the teacher before it happens or even hold it until he has time to get to the potty

We will initiate the toilet learning process by first talking to children about the toilet, allow children to ask questions such as “Where does it go?” and “Will I fall in and disappear?” We will also bring children to the bathroom to learn to flush the toilet and provide children the opportunity to sit on the toilet regularly first with their clothes on and then without their pants and diaper. Our staff will also allow children to observe the transfer of the stool from the dirty diaper to the toilet and let the child flush the toilet and watch the stool disappear down the toilet.

After the child has become comfortable with flushing the toilet, sitting on the toilet, and washing his hands, we will begin teaching your child to go the bathroom. The staff will take the child to the toilet every 1 ½ to 2 hours for urine elimination and for bowel movement within an hour after eating or taking a cue from the child or parent. We will have the child sit on the toilet no more than 5 to 7 minutes as it is not our intent to pressure the child to learn toileting. We will praise the child when he/she goes to the bathroom in the toilet. We will not show disappointment.

We ask parents to help us with their child’s toilet learning by dressing the child in simple clothes that he/she can take off himself/herself. We will ask, when the child is ready, for families to switch to training pants and underpants. Most importantly, we ask parents to work with us by following sound toilet learning strategies at home.

Change of Clothes

An extra set of clothes (pants, undershirt, underpants, shirt, and socks) is required to be kept at school. Please label each item of clothing with a permanent marker. The preschool will not be responsible for lost articles.

Nap Time Needs

Parents need to provide their child with a small pillow and a blanket which will be kept at school during the school week. Pillow cases, blankets, and cot sheets should be taken home every Friday to be washed. Please label your child's articles. Cot sheets are provided by the preschool.

Show and Tell

Children participate in Show and Tell every Friday. Each child is encouraged to bring something to share. This item could be a toy, book, video, CD, game, drawing, etc. Guns, knives, or dangerous objects are not allowed.

Show and Tell is used in our program as a tool to develop the child's language and communication skills, group participation, and personal expression. We would appreciate parental cooperation in reminding the child to bring Show and Tell.

Toys

Toys from home are not allowed at school except on Show and Tell days. The school will not be responsible for lost items. Again, guns, knives, and sharp objects are not allowed on school premises.

Nutrition

We serve a mid-morning and mid-afternoon snack. Lunches may be brought from home or bought from our Elementary school's hot lunch program. Lunches must have a nutritious main dish with vegetables, fruit, and a drink. We discourage foods and drinks with high sugar content. Please provide fruit juice, fresh fruits and fresh vegetables instead.

Gum and Candy are not allowed at school.

Birthdays

The third Thursday of every month is designated as birthday party day. Parents who wish to celebrate their child's birthday with preschool children may collaborate with the child's teacher and other parents whose child may be celebrating his/her birthday the same month to bring in a treats for the birthday child's class.

Parents who wish to bring in party favors or goodie bags may do so, providing they bring enough for the whole class. Please do not put any candy, chips, or gum in the goodie bags. The giving of gifts to the birthday child is discouraged.

Birthday celebrations are optional.

Promotion

There is a promotion celebration every year for children leaving our preschool for Kindergarten. All children from the preschool will participate in the program which is scheduled for the 2nd Thursday in August. During the promotion celebration children will not wear caps and gowns.

Parent-School Communication

A weekly newsletter is available every Monday to update parents of preschool happenings. Also, please check your child's cubbie every day for letters and notices. Parents will be notified of all activities and information pertinent to the children and the school. If your child has been absent, please check with the school office for any notices you may have missed. Parents are welcome to visit the classroom. Please report to the office prior to visiting the classroom.

Because your child is important to us, it is vital that open and honest communication be established and maintained between parents and preschool staff. There will be two parent/teacher conferences during the year to discuss your child's progress.

Parent Participation

Each family is required to contribute 10 hours each school year towards the development of our program. The Director will be communicating program needs through flyers, phone calls and personal invitation. Examples of projects to complete the requirement are: Participation in the Annual Harvest Carnival, Annual Clean-up, Painting/Repair of the classrooms. Your suggestions are always welcome.

* * *



HOPE LUTHERAN CHURCH AND SCHOOL
 55 San Fernando Way ~ Daly City, CA 94015
 Tel: (650) 991-4673, Fax: (650) 991-9723

Dear Parent or Guardian:

Throughout the school year, the media may visit the school to cover special events. **HOPE LUTHERAN CHURCH AND SCHOOL** may also wish to use your child's photograph, voice or student work for promotional and educational reasons, such as in publications, posters, brochures and newsletters; on the school web site, radio station or Cable TV channel; or at community fairs. Because of state law, a school must obtain your permission before your child's photograph or voice can be used by the media or by the school. Please sign and return the bottom part of this page stating whether the school and the media have permission to use your child's photograph, student work or voice for promotional and educational purposes. If you have any questions about this form, please call the school at (650) 991-4673. Thank you for your cooperation.

YES! I give my child _____ **in grade** _____ **permission** to be filmed/photographed/interviewed by the media during school events and for the school to use my child's photograph/work/voice for promotional and educational purposes.

Parent/Guardian _____ Signature _____
 Date _____

No, I do not give my child _____ **in grade** _____ **permission** to be filmed/photographed/interviewed by the media during school events and for the school to use my child's photograph/work/voice for promotional and educational purposes.

Parent/Guardian _____ Signature _____
 Date _____

ACKNOWLEDGMENT: I/We have been advised of, and have received a copy of the *Hope Lutheran Preschool Parent Handbook* for September 1, 2009-August 31, 2010.

(Print the name of the child)

(Signature of the representative/parent/guardian)

(Title of the representative/parent/guardian)

(Date)

PLACE IN CHILD'S FILE

Luther's Morning Prayer

*I thank You, Father, for the night,
And for the pleasant morning light;
For rest, and food, and loving care,
And all that makes the world so fair.*

*Help me to do the things I should,
To be to others kind and good;
In all I do, in work or play,
To love You better day by day.*

Amen.

