

CHRIST LUTHERAN PRESCHOOL PARENT/GUARDIAN HANDBOOK



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WELCOME

We welcome you and your children to the preschool of Christ Lutheran Church and School, and we pray that our Lord and Savior may bless our efforts as we work together for the spiritual and academic training of your children.

We thank you for selecting our preschool and we pledge to you our support and cooperation. We are aware of our great responsibility to care for and nurture the minds and bodies of children – people precious to you, to us, and especially to our Savior. Our theme in “Making Disciples for Life” and comes from Matthew 28:19-20, *“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age.”*

We look forward to a school year full of encouragement and positive experiences for our entire preschool family. God’s Blessings to you all!

FOREWARD

This handbook serves as a contract, and it communicates the philosophy and goals of our Christ-centered preschool. It also sets forth standards, rules and procedures that will foster self-discovery and facilitate a positive learning environment. It will change and grow as our school changes and grows. This handbook/contract is designed to foster mutual understanding between the school and the parents.

Our board members, administrators, faculty and staff are intent on providing a program that is purposeful and effective. As parents, you are our partners. Our handbook assists us in accepting the responsibility of ministering to children. It is dedicated to the honor and glory of the Lord Jesus Christ, as we work together for His kingdom.

OUR CHURCH & SCHOOL’S MISSION & MINISTRY STATEMENT

The mission of Christ Lutheran Church is to be a caring community that celebrates, nurtures, teaches, and equips for a Christian life. Christ Lutheran School exists to provide a Christ centered atmosphere for learning, assisting families in fulfilling their responsibility of bringing up children in the Lord.



OUR VISION

The vision of Christ Lutheran Church and School is CONNECTING PEOPLE TO CHRIST!

Through this, our target goals include:

- Celebrate as God’s People
- Nurture for Care and Growth
- Teach to Build Foundations on Christ
- Equip to Serve

OUR PHILOSOPHY

Our Philosophy statement is rooted in Proverbs 22:6, *“Train up a child in the way he should go; even when he is old he will not depart from it.”*

At Christ Lutheran Preschool we strive to reach the children and their families with God’s love as they learn that Jesus loves them, and He is their very best friend. We work together with parents by offering opportunities and experiences to help each child grow spiritually, physically, academically, emotionally, creatively, cognitively, and socially at his or her own pace. Our words, activities, and songs are focused on nurturing a life-long relationship with Christ as well as preparing each child for the next level of education and developing a love of learning. Our Christ-centered staff provides a fun-filled, safe environment where each child feels secure and loved. We remind our students continually of God’s love for each of them as He daily forgives our sins and as we all grow together in our love for Jesus. At Christ Lutheran Preschool we aim to partner with families to train up children in the way they should go, prepare children for challenges of today and tomorrow, and proclaim the Gospel message of Jesus Christ in all we do.

Christ Lutheran Preschool is considered a full part of the ministry of Christ Lutheran Church's ministry and mission. At the preschool, the children always come first—before planned curriculum, before rules and before adult convenience. The goal of the program is to work with each and every child's natural development and to support the emerging self within. We believe that learning happens in relationships and that this happens best in relationships which are characterized by personal respect and caring responsiveness in a Christian environment. This respect is carried throughout interactions between staff and children, staff and parents, and staff relationships with each other. We believe children learn best in an environment that motivates them and gives them the desire to learn. We also believe that "curriculum" is all that happens to the child while he/she is at preschool and every moment of the day as well as each child's interaction with staff, parents, and other children. Play with a purpose is the primary vehicle of "curriculum" as we feel that playing is a young child's most valuable learning tool and is the way in which children gain self-awareness, learn to handle peer interactions, solve problems, and master skills. In addition, the preschool strives to help strengthen parents' skills and supports them in their desire to have strong Christian families.



OUR PURPOSE STATEMENT

Christ Lutheran Preschool has been established to assist parents in their task of parenting. We seek to serve the parents of the congregation and community by offering a wide variety of growth experiences in an atmosphere of acceptance and Christian love regardless of race or creed. We offer Preschool and Pre-Kindergarten, as well as before and after school care for working parents.

Christ Lutheran Church is committed to a Christ-centered and excellent preschool as the best preparation for kindergarten and elementary school. Our efforts focus on the whole child with emphasis on the spiritual, physical, social, emotional and cognitive development of young children in a safe and nurturing environment. Christ Lutheran Preschool is an available arm of a Bible-based congregation that worships, equips and reaches out to all people in our community and does so in an atmosphere of healing and care.

CHRIST LUTHERAN CHURCH & SCHOOL ORGANIZATION

BOARD OF DIRECTORS

The church's Board of Directors is the governing body of both the church and the school. This board is comprised of members of Christ Lutheran Church and selected by the voter's assembly to facilitate the operation of the church and its ministries.

BOARD OF SCHOOL MINISTRIES

The Board of School Ministries is the governing body of the school. The chairperson is selected by the voter's assembly. The school board is comprised of members of Christ Lutheran Church selected by the chairperson to facilitate the operation of the school.

ADMINISTRATION

As one of our church's ministries for children, the preschool is under the general supervision of the Principal of Christ Lutheran's elementary school. The Director is responsible for the day-to-day operation of Christ Lutheran Preschool.

FACULTY

The Preschool teachers are employed by Christ Lutheran Church and accountable to the Board of School Ministries. They are teaching ministers of the church. All faculty members have earned or are working toward either an Associate of Arts degree or certificate in Early Childhood Education. They strive to continue their knowledge of early childhood education through workshops, seminars, and other hands-on training.

Our teachers are the main strength of the school. Their Christian instruction and guidance is a ministry to children and parents. They teach and evaluate, plan and prepare, relate and counsel, pray and care. Their communications with parents are keys to effective education. We pray for them, support their decisions and give them our respect, love and encouragement.

PARENT-TEACHER LEAGUE (P.T.L.)

Parents or guardians of Christ Lutheran students are automatically members of the P.T.L. Many hours are donated by volunteers of the P.T.L. towards making Christ Lutheran the best possible school for our children. The P.T.L. is extensively involved in raising funds for school needs. Through their fundraising efforts, they have provided much-needed equipment, furnishings, supplies and technology. We are extremely proud of their well-organized efforts.



ADMISSION, FINANCIAL POLICIES & PROCEDURES

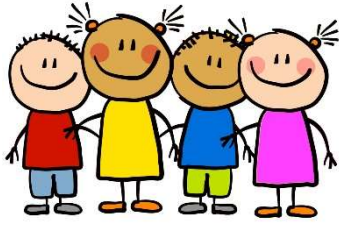
CHRIST LUTHERAN PRESCHOOL ADMISSION POLICIES & REQUIREMENTS

Our school is open to all who desire a Christian preschool education for their children.

- A. Christ Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to students at the school. There is no discrimination based on race, color, religion, or national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic or other school-administered programs.
- B. Every student admitted into Christ Lutheran Preschool is given an adjustment/grace period. All enrollments are on a conditional basis dependent upon:
 - 1) the child's conduct
 - 2) the child's willingness to learn/work/share
 - 3) parental cooperation
 - 4) fully potty-trained

If at any point during the school year we observe and document dangerous or A-typical developmental progress, it will be brought to the parents' attention. This also applies to children having continuous "potty" accidents. Depending on the situation, we may recommend additional resources or direct families to the appropriate resources/programs within our community. Christ Lutheran Preschool reserves the right to deny re-enrollment or remove students from the school if we are unable to help provide the appropriate services needed, or if the particular behavior continues.

- C. Children must be at least 2 years old by their first day, through 6 years old, and fully potty trained (not needing teacher assistance).
- D. Children are placed into classes with their peers based primarily upon their birthdate and secondarily upon their developmental and academic level. Class sizes are limited by teacher to child ratio (1:12 or better) and the square footage of our facility.
- E. Changes of a child from one preschool class to another will only be allowed with the approval of the co-directors.
- F. If the child shares time between two homes, Christ Lutheran Preschool will require registration information from both parties, based on each individual situation and referring to court ordered documents. We require a copy of custody agreements to be kept in your child's file at all times. *Christ Lutheran Preschool will enforce or follow the visitation or child custody agreement that is produced by the court system. This will include calling the custodial parent in the event of an illness or non-emergency. When an emergency situation arises with the child or if there is a behavioral issue, both parties will be notified.*
- G. For the most successful school experience, all pre-kindergarten and junior kindergarten students will undergo a two-week observation period to assess their readiness. This is to ensure the children are placed in the proper classrooms for their optimal learning experiences. Based on the two-week trial and assessment period, children may or may not be able to continue in a specific class. A conference with the parents/guardians will be required where the proper placement will be discussed. Christ Lutheran reserves the right to stop the application process, deny applications if the school/classrooms are at capacity, or refuse admission/service to a student if the school deems that Christ Lutheran Preschool is not the best fit for the child.
- H. All applications pertain to one school year/full term and are to be renewed annually. School enrollment does not cover holiday breaks or summer. *(Traditionally our school year runs from mid-August through late May.)*
- I. When registration for enrollment for the next school year begins, priority is given to children of staff members, returning students, siblings of current students and church members for a short period before registration of new students.
- J. Registration will not be accepted for any family whose account is not current.
- K. The child's birth certificate and age-appropriate immunization record must be presented at the time of enrollment.
- L. Completion of state forms and information is required before children begin school.



PRIORITY RE-ENROLLMENT

Students who are enrolled in the preschool have an opportunity for priority enrollment for the following year. Priority registration for returning students begins in February of the current school year and is exclusive to returning families for two weeks only. To re-enroll, you must go into your existing Gradelink account and complete the re-enrollment process there by the priority registration deadline along with submitting a non-refundable registration fee. All forms must be filled out completely and all immunizations must be up to date to begin school. Once the priority re-enrollment period has ended, we will open up

the remaining class spots to the public during “Open Enrollment.” We are not responsible for holding spots for current Christ Lutheran Preschool students who did not go through the priority re-enrollment process, or for holding spots for families who do not respond or follow the appropriate timeline/application/payment processes.

PRESCHOOL ADMISSION PROCEDURE

A. Health records required:

1. Physician’s Report – Child Care Centers (LIC701)
2. Age-appropriate immunizations (ages 0-5)
 - a) 4 DTaP
 - b) 3 Polio
 - c) 3 Hepatitis B
 - d) 1 MMR (on or after the first birthday)
 - e) 1 Hib (on or after the first birthday)
 - f) 1 Varicella (or documentation from physician that child has had chickenpox).
 - g) Mantoux tuberculosis skin test (within the last six months if new student), *or report from child’s doctor indicating that no risk-factors are present.*

B. Completed personal information forms for the child, which include a developmental health history, emergency information, birth certificate and applicable preschool and state forms (LIC 700, 701, 702, 613A, 627, 995).

Please note: Files and immunizations must be kept up to date. When you move or change a phone number, you must let the school office know immediately so we can update your child’s file. Files are examined by the state caseworker periodically and if that person deems fit, he/she can terminate the enrollment of any student whose file is not complete and up to date.

PRESCHOOL TUITION AND FEES

Our tuition rate is per school year, per student and covers Fall, Winter and Spring (mid-August thru the end of May). Summer Camp tuition is NOT included. Tuition can be spread evenly over 10 months. You will be billed through your school account. Payment arrangements must be made through school office by August 1st, *before* each school year begins.

EXTENDED DAY CARE:

Christ Lutheran provides before and after school extended day care (EDC) for children enrolled in our school.

- The hours of operation are before and after class time, between 7:00am-6:00pm.
- Children picked up AFTER 6:00pm will incur a \$5.00 PER MINUTE charge.
- There is no registration fee to use EDC.
- EDC charges will be billed through your child’s Gradelink account.
- Current EDC rates are per hour used, from 7:00-8:00am and 3:00-6:00pm.

PROGRAM CHANGES AND WITHDRAWAL POLICY

Changes of program are allowed under certain circumstances and are considered and approved/denied by the Director. If space is available, the school may allow a program change:

- A child enrolls for a full term/school year. If he/she must be withdrawn for a valid reason, we require a two-week written notice.
- Parents are obligated to pay tuition charges for the remainder of that current month.
- Any tuition refunds will be at the discretion of the Director, principal and/or the Board of School Ministries.
- Because our program and licensing requirements require us to staff based upon the number of children enrolled, tuition dollars will not be refunded for holidays, illnesses, vacations, or any other absences.
- The option of withdrawal with two weeks’ notice is not allowed after April 1st. *If a student is withdrawn after April 1st, the parent is nonetheless obligated to pay the tuition for the remainder of the school year.*

HOURS, ROUTINES AND ATTENDANCE

When people live and work together, they need certain basic guidelines within which to operate harmoniously. The following basic school guidelines have been developed so that students and teachers can live and work together in an atmosphere conducive to a good teaching-learning environment.

PRESCHOOL HOURS

Preschool Class Times:	8:15am- 11:45am
Lunch, Outside and Nap Time:	11:45am-3:00pm
Extended Day Care:	7:00am-8:00am and 3:00pm-6:00pm
School Office:	8:00am- 4:00pm

Please be considerate when emailing, calling or texting your child's teacher. Teachers do not have access to these things while they are actively with the children. They will check their messages when it is appropriate.

DAILY ROUTINE

Our daily classroom schedule offers a balance between teacher-directed and child-choice activities. The developmentally appropriate curriculum includes daily creative art activities, children's literature, music, dramatic play, science, sensory play, and large motor activities. We promote "hands-on" learning through self-initiated activity. Our teachers serve as facilitators while the children create and explore engaging learning activities.



Our program encompasses the education of the whole child, which includes the child's physical, emotional, cognitive, spiritual, creative, and social skills. We use Concordia Publishing House's "One In Christ" religion curriculum, along with "Little Lambs," and "Enduring Faith." "Handwriting Without Tears" for writing, literacy and math curriculum, as well as teacher chosen curriculum to match age-appropriateness and monthly and weekly themes. The children hear Bible stories each day, pray before snacks and lunch and attend Chapel each week.

A positive approach is used in building the children's self-esteem in a relaxed and loving atmosphere. We encourage acceptable social behavior and a spirit of cooperation.

BEFORE THE OPENING OF SCHOOL

- A. Each preschool child is to be walked to his/her classroom or playground if their class is outside when you arrive, by a parent or responsible adult (age 18 or older) and signed in on our iPad or clipboard.
- B. Class time is very important to the children and their teachers; therefore, please be on time as any interruptions should be avoided.
- C. State licensing requires that each child is signed in and out of class by their parent/guardian each day.
 - 1) Our primary way of doing this is on an iPad. Parent/Guardian of each child needs to search by class, then by child's name. Authorized adults are in the program and the person dropping off or picking up needs to locate their name and then enter their initials.
 - 2) Sometimes technology fails us and then we will use clipboards for our sign in and out procedures. A parent/guardian must print their first and last name, then sign with their legal signature and indicate the time they are dropping off the child. The same routine is repeated upon picking up the child. Only adults listed in the child's enrollment and emergency documents may pick up the child. If the signature is not legible, the person will be called to return to the school to sign again.
- D. If you are sending someone to pick up your child, different than your normal routine, *please notify the school office ahead of time*. This person **MUST** be included on your emergency forms ahead of time, or you will need to fill out a form in the office prior to your child being released.
- E. We will check the identification of each person picking up a child if they are unfamiliar to our staff. Please advise anyone picking up your child that they will need to carry proper identification with them.
- F. **NEVER** leave your child in a classroom or on the playground unsupervised! **NEVER** let your child use a restroom unsupervised. Children not registered at our preschool **MAY NOT** use the playground, play in the classrooms or the children's restrooms. Please see a staff member for directions to an available restroom if needed.

- G. Children arriving before their classroom opens will need to go to Extended Day Care (EDC) if their parent/guardian cannot wait until class time. The child must be signed in using the sign-in procedures already listed in this handbook.
- H. Please be on time when picking up your child when his/her day ends. Please call the office if an emergency prevents you from picking up at your usual time.
- I. Please leave the classroom or playground after dropping off your child to ease any separation anxiety.

ATTENDANCE

Regular attendance helps a child to make a smooth adjustment to school. Please bring your child to school on time every day he/she is enrolled and feeling well. If your child is sick and not attending school, please call the office because we would like to remember him/her in our prayers with the class, as well as watch classmates for symptoms.



PARENT PARTICIPATION, CONFERENCES, CALENDARS & PLANNING

FAMILY WORSHIP

While Christ Lutheran Church has provided the preschool to aid parents in providing for the Christian education of the child, this does not remove the God-given responsibility of parents to supply Christian training at home. We strongly encourage parents to join the child in mealtime, morning and evening prayers, in family devotions, and regular church and Sunday school attendance. We encourage our families to take part in weekly worship, Sunday school and adult Bible studies.

If you are seeking a church home, we invite you to consider the Christ Lutheran Church family. While we encourage families to worship together, optional nursery care is provided during morning services for children *under* the age of 5, Sunday school for children ages 3-18 is offered at 9:30am, with adult Bible studies offered at the same time. Christ Lutheran offers a traditional worship service on Sundays at 8:00am as well as contemporary worship services at 10:30am and a blended worship service at 5:00pm. There are a variety of Bible studies available during the week for women, men, families, and seniors, as well as in-home studies. In addition, *new membership classes, classes on Lutheran theology and Baptism opportunities are available throughout the year to all preschool children and their families.* If you would like further information about any of the items listed, as well as devotions, church services or Bible classes, feel free to talk with any of the teachers or contact the church office at (714) 529-2984.

During the school year, your child will receive religious instruction based on the teachings of the Lutheran Church – Missouri Synod. You as a parent need to be informed of what your child is learning. For more information on “What We Believe,” please speak to any staff member or go to: <http://www.lcms.org/belief-and-practice>

PARENT-TEACHER LEAGUE

The Parent-Teacher League program is a program in which parents and school staff work together to provide the best education for the children. Staff and parents of all children from Preschool through Grade 8 are involved. Meetings are held periodically, and various special events are sponsored.

Parents or guardians of Christ Lutheran students are automatically members of the P.T.L. Many hours are donated by volunteers of the P.T.L. towards making Christ Lutheran the best possible school for our children. The P.T.L. is extensively involved in raising funds for school needs. Through their fundraising efforts, they have provided much-needed equipment, furnishings, supplies and technology. We are extremely proud of their well-organized efforts.

VOLUNTEERING

Our preschool is here to partner with parents. We value our parents and want to make them a part of their child's education. In the best interest/safety of each and every child, and to comply with state licensing regulations, we closely monitor volunteers and have strict guidelines for classroom volunteers. Volunteers must have current immunizations on file in the preschool office including influenza, pertussis, and measles. An influenza immunization is also required, unless a declination form has been signed. Each parent is encouraged to become involved in our school and take part in school activities. Please keep in close communication with your child's teacher, check e-mails from the school and your child's teacher, read the notices sent home, and peruse the parent information board or other posted signs and flyers and the school website. In this way you will be aware of upcoming events and opportunities for participation.

The preschool offers the opportunity for parents to volunteer in several different areas. Major volunteer opportunities include assisting with major fundraisers or becoming a room parent. If you are looking for a smaller commitment and have a special talent such as puppetry, playing a musical instrument, singing, cooking, etc., or if you work in a field that interests children (fire fighter, police officer, doctor, veterinarian, dentist, etc.) we welcome and encourage you to share it with the children by letting the teacher know! We also encourage parents to share their heritage and cultural background with the children (through special recipes, dress/costumes, songs, languages, stories, and pictures). We appreciate our parents as a resource.

COMMUNICATION

Our Preschool primarily uses flyers sent home, messages through ProCare and e-mails from the school and individual teachers to maintain communication with our families. Please be sure to enter your most frequently checked e-mail addresses into your Gradelink account and be sure to keep your primary phone number up to date in ProCare and Gradelink to ensure that school messages will get to you in a timely manner! Please include e-mail addresses of those most responsible for picking up and dropping off your child, as the information may pertain to them as well, thank you.

We encourage our preschool families to check our school's website www.CLSBrea.com frequently for other information not found in the previously mentioned forms of communication. Our staff is always available to answer questions at any time! Please be sure to add any e-mail addresses with regards to our school to your address book to be sure not to miss important information! E-mails are sent from the office staff, preschool, principal, technology coordinator, DCE, etc. All addresses from the church/school will be from @CLSBrea.com or @christbrea.com.

Christ Lutheran Church's website is www.ChristBrea.org and you can find links to the school page there. Our church and school have several social media pages to follow. Please go to <https://linktr.ee/christbrea> to get connected!



CLASSROOM VISITS & PARENT CONFERENCES

Prior to the start of each new school year, the preschool holds an Open House or "Meet Your Teacher Day." We have found that this early visit can help children to adjust to school by familiarizing them with the classroom environment. It is also nice for them to know that there will be at least one familiar, friendly face on that first day of school. This is always a good time for the parent to familiarize themselves with the preschool environment with their child. It can be called an informal "orientation." Class schedules, updated yearly calendars, room parent sign-ups, and volunteer lists will be distributed, and the preschool staff will be on hand to answer any questions you may have.

Each child that is registered for Christ Lutheran's Kindergarten for the upcoming school year will also undergo testing by our Junior Kindergarten and Kindergarten teachers. Pre-Kindergarten parents will be invited to privately conference with their child's teacher regarding their child's developmental progress once each school year. This conference is to determine kindergarten readiness just after the halfway point in our school year. All parents may request a conference with their child's teacher at any time during the school year. Conferencing is an ideal way for parents and teachers to communicate and work together for the good of the child.

PARENT INITIATED INQUIRIES

If you have questions or concerns, our teachers are available to meet with parents to discuss their child's progress at any mutually agreed upon time.

- Teachers may be contacted privately via their work e-mail, and often this is their preferred method of communication.

- Non-urgent telephone messages will be given to the teacher when they are no longer supervising children, either during a break or at the end of their shift. The teacher will make every effort to return your call that same day.
- Parents wishing to drop in before or after school to talk to a teacher unannounced should realize that the teacher's time may already be spoken for with students or other commitments. Should this occur, the teacher may ask to schedule a different time to address your concern so they can give you and their class their full attention.
- Our Director is also a teacher and therefore she will address "non-urgent director related issues" after they have completed their teaching day, after 12:00pm. Thank you for your understanding.

CALENDAR/HOLIDAY EDC

Our school year traditionally follows a calendar suggested by the Lutheran Church-Missouri Synod's Pacific Southwest District. We also try to closely follow the calendar for the local Brea and Fullerton school districts. That being stated, our school year traditionally starts in mid-August and ends before Memorial Day in May. Exact dates will be announced by June 30th annually. The preschool calendar closely coincides with the calendar of Christ Lutheran School, i.e., holidays, Christmas and Easter breaks, conferences, and teacher in-service days. *Childcare may or may not be offered on these dates. While we want to help our families with day care needs as much as possible, the preschool administration does reserve the right to cancel planned extended care dates if a minimum number of students is not reached.* Please refer to the printed preschool calendar or contact the preschool office in the fall for dates of planned closures and holiday breaks.

VISITORS/OBSERVING

All visitors to the campus must check in at the office and sign in for a visitor's badge. If you want to observe a class for up to ten minutes during lessons, please decide in advance with the teacher for a good time to observe.

When sending someone to pick up your child other than the parent or authorized adult, please notify the school office ahead of time. A driver's license or identification card check will be required before we release the child with the person picking up. This person's information **MUST** match what the parent has authorized on forms in our school office before we will release your child.

PHOTOGRAPHS

A professional photographer visits the school to take pictures of all students in the fall. The photographer will return in the spring for (optional) pictures and to photograph any students that missed the fall session. Various packages of pictures are offered. Dates will be announced, and information will be sent home with your child. *All students must be photographed for their cumulative files but purchasing picture packages is the decision of each individual family.*

Photos are taken all year long for student portfolios, our school yearbook and advertising purposes. Enrollment at Christ Lutheran Preschool is your permission for the photos of your child to be taken and shown publicly, where appropriate.



HEALTH, SAFETY, WELLNESS POLICIES AND PROCEDURES



CHILD ILLNESS

Good health is important. Your child should be in good mental and physical health to attend preschool. *A child with psychological or physical disabilities requiring excessive time demands from the teachers will not be allowed to continue to attend.* Parents should keep their children home from school if any unusual symptoms of illness occur. Sometimes you may be uncertain as to whether your child should attend school because he/she has been ill. In general, your child should/will be asked to stay home or should not attend school if he/she has:

- A runny nose (clear is okay)
- Persistent cough
- Sore throat
- Swollen neck glands
- A fever (99.4 or above)
- Nausea or vomiting
- Red eyes or a discharge from the eyes
- Been acting listlessly, drowsy, has a flushed face or a lack of appetite
- Recently suffered a serious injury (doctor's note required to return to school)
- Any behavior that is out of the ordinary
- A rash
- Vomited or has had diarrhea within 24 hours prior to school attendance

Please call the school office if your child will not be in school due to illness. If a child becomes ill during the school day, he/she will be removed from the classroom and the parents will be contacted to take the child home. We require children to be picked up within 30 minutes of the school making contact.

NEVER send your child to school with medicine in their backpacks or lunch boxes. This includes vitamins and cough drops. Any item like this needs to be left with a staff member and we have a form for the parent to fill out instructing the staff when to give your child the medicine or vitamin.

After any illness, your child needs to be without fever or symptoms listed above for 24 hours before returning to school. When your child returns to school, they must be able to function normally in the classroom environment. Please do not give your child cough/cold or pain/fever relieving medicines before school to hide symptoms. Be upfront and honest with the staff so they know what is going on with your child and can keep an eye on them. Medicines wear off from sick children and it becomes obvious that maybe they should not be at school that day?

COMMUNICABLE DISEASES

Please notify the Preschool office immediately if your child comes down with a contagious disease. This will allow us to send notices to all other parents so they may watch for symptoms in their own children. This includes such common, but serious childhood diseases as

- Covid19
- Chicken Pox
- Mumps
- Measles
- Conjunctivitis
- Strep infections
- Impetigo
- Lice infestation
- Pinworms

If your child has contracted one of these serious or contagious diseases or has been treated for a broken bone or other serious injury, the attending physician will need to provide you with a doctor's note prior to your child returning to school. This note must clearly state:

1. What the child was treated for
2. That the child is now healthy (if the child was ill)
3. When the child may return to school
4. Any restrictions that the child may have

PLEASE RESPECT THE HEALTH OF THE OTHER CHILDREN AND THE STAFF BY KEEPING YOUR CHILD HOME IF HE OR SHE IS ILL.

ALLERGY POLICIES

Christ Lutheran Preschool makes every effort to accommodate children with allergies. Upon acceptance of enrollment, we require the following to take place prior to the first day of school:

1. We require all families to notify the school staff and faculty of any food allergies prior to the start of school or as soon as the allergy is diagnosed.
2. For students with severe food allergies, the child may be separated at snack and lunch times for their own safety. All children will wash their hands and face after snack and lunch to ensure the safety of the child with food allergies.
3. The preschool requires all licensing and health forms to be turned in prior to the start of school or provide a new form when a new allergy is diagnosed.
4. Any student with allergies severe enough to require the use of an “Epi-Pen” or administration of allergy medication is required to have all medications turned in (in their original packaging with prescription information attached)

along with the appropriate paperwork before the start of school. These will be stored safely in the child’s classroom (emergency backpacks that follow the children) to keep it within close contact of the child.

If a child with allergies accidentally encounters an allergen, the school will follow the protocol below:

- a. The child will be removed from class, the parent will be notified immediately via phone and an administrative staff member will administer (Epi-Pen, Benadryl or allergy) medication according to the doctor’s instructions on the forms provided by the parent.
- b. The parent will be asked to pick the child up from school with the recommendation that the child be taken to their doctor or urgent care for continuation of care.
- c. If an Epi-Pen is administered the paramedics (911) will be called and the parents will be immediately notified by phone.

INJURIES AND ACCIDENTS

Minor bumps and scrapes occur daily. In the case of a minor injury, we will supply the parent/guardian with an “Incident/Ouch Report” which reports the details and care of the injury. Any injuries to the head, neck or face will result in a courtesy call to the child’s parents/guardians.

In the event a child is involved in a more serious accident at school, our office will make every effort to notify the parent as soon as possible. In case a parent cannot be reached, the parents authorize the Preschool Director to seek appropriate medical attention at the parent’s expense. Parents can feel confident that excellent care is given in our school. The staff is competent and trained to provide constant supervision.

BITING POLICY

Biting can and sometimes does happen in preschool. The term “bite” is used whether there is broken or non-broken skin. Biting is not conducive to a safe and positive environment for children, and can spread infectious diseases; therefore, biting by a child of any age cannot be tolerated. We do, however, consider each biting situation individually and appropriately. Our staff will work with both the child and the family to prevent biting behaviors by assessing what led to the behavior and teaching the child alternative acceptable ways to express their anger or frustration. If the biting behavior continues, the Director will implement a policy that may include, but is not limited to, a reduction in scheduled class time, assign an additional teacher to “shadow” the child at potentially an additional cost to the family, or (after reaching the 3-bite limit), removal from the school.

BATHROOM POLICY

A child attending Christ Lutheran Preschool must be fully potty trained and able to manage self-care in the restroom. Children must come to school wearing underwear. We are not licensed to change diapers; therefore, children are not permitted to wear “Pull Ups” or any type of diaper to school. While our teachers are available to help with the occasional difficult snap, button, belt, or pair of overalls, it is very helpful if you dress your child in pants or shorts that can be easily pulled up and down by the child without adult assistance.

We understand that accidents do occur (especially at the beginning of the school year). Should a potty accident occur, the teacher will assist the child into cleaning themselves up and putting on new clothing, by coaching them gently step-by-

step. The parent will be notified using our “potty accident” form”. If the child has a bowel movement and cannot change themselves, the parent may be called to either pick up the child or change them. If more than 4 potty accidents occur in a two-week timespan, the parents will be asked to keep the child home for a 1-week period of time (tuition is not waived during this time) to potty train the child and to incorporate bathroom independence.



NUTRITION

Eating healthy is not only important for the body, but also the mind. Please make sure students come to school rested, healthy and fed with a nutritious breakfast.

Breakfast: If your child arrives prior to 7:30, they can bring breakfast with them to eat in extended day care.

Water: Please be sure your child has a water bottle *with their name on it* every day they attend school. Since the Covid pandemic, we have kept the children from using drinking fountains, but are more than happy to fill up their individual water bottles as often as needed.

Snack: The children will have snack time at around 9:30am each morning and 3:15pm each afternoon. Parents/guardians provide these snacks either in a marked bag or within the child’s lunchbox. Snacks must be from two of the five food groups-fruits, vegetables, grains, dairy and proteins. See www.MyPlate.gov for more information on making healthy choices for your child. (Please do not send sweets for snack. *Fruit snacks are not healthy and should be considered a treat or dessert for lunchtime.*) Some snack examples include fresh fruit or vegetables, lunch meat, cheese, yogurt or crackers. Children do not need more that 2-3 items for snack including a drink. Please don’t forget to include an ice pack in their lunch boxes/bags.

Lunches: Lunches must be well-balanced and nutritious. Follow the guidelines above, except lunches MUST represent 3 of the food groups listed above. Please do not overload a lunch-but we understand picky eaters needing a variety of choices. An example of a lunch could be: half a sandwich, or cheese, lunchmeat and crackers, fruit and/or vegetables, yogurt, water, milk or juice. Thermoses, with food heated up at home are allowed. Staff will make sure your child eats their main course, followed by a healthy second choice. If those items are eaten, then your child may eat a dessert provided. We are sorry that we cannot heat up or cook individual items for the child. No candy will be allowed-it will be sent back home in their lunch box to enjoy at home. Please don’t forget to include an ice pack in their lunch boxes or bags.



CaterTots is another lunch option that we contract with. They prepare meals specific to what you ordered for your child. The parents/guardian register with them, and everything is handled through <https://cater tots.com/>. Your child’s lunch will be delivered to the school office with their name on the box.

PLAYGROUND RULES

Our playground rules are designed for the health and safety of all students sharing the yard. Please be aware of our rules and help us to reinforce them as necessary with your child.

- A. Siblings who are not enrolled in our preschool are not allowed to use the playground equipment.
- B. Slide Use- Climb up the ladder and slide down on bottoms only-feet first too. No going down the slide head-first. We do allow the children to climb up the slides if there are no children coming down. One child on each slide at a time.
- C. Swing Use- Stay seated in the swing. No standing or jumping from the swings. Do not walk directly in front of or behind the swings. We do allow the children to swing on their bellies.
- D. Riding Toys- Please keep bikes on the cement or bike path areas. Follow directions of arrows when riding the bikes. Please sit on bikes properly.
- E. Sandbox– Sand is to be kept inside the sandbox. Sand is never to be thrown or poured on a friend.
- F. Playground Supervision – Children may use playground only when there is a staff member supervising the yard.



STANDARD OF DRESS

Preschool is fun and full of many kinds of experiences! Since some activities can be messy, we ask that you please dress your child in comfortable play clothes that can handle paint, glue, markers, etc. Save the favorite clothes for special dress up days!

- A. Children must wear socks or tights with tennis, canvas, or other closed-toed shoes. When choosing appropriate footwear for school, please keep in mind that little toes can get bumped by bikes, so sandals and “Crocs” are not the best option. Boots and “Uggs” are not appropriate for the playground and therefore should not be worn to school.
- B. When sending jackets and sweaters to school, please make sure to label them clearly with your child’s name.
- C. Girls may not wear any type of shoe that has a higher heel. “Dress-up” shoes may not be worn.
- D. Any clothing that depicts violent characters will not be permitted.
- E. Inappropriate wording or verbiage on clothing is not allowed.
- F. Children may not wear hats in the classroom or at chapel. If hats are worn to preschool, they must be kept in their cubbies until outside play.
- G. No hair coloring or extreme hairstyles are allowed (other than special days mentioned below).
- H. Special “fun” days (i.e. pajama day, sports days, etc.) – Separate guidelines will be communicated for these days.

Parents are responsible for their child’s appearance and are asked to follow our policy, keeping in mind our Christian environment, and using good judgment in clothing choices for their children.



CHRIST LUTHERAN PRESCHOOL’S SOCIAL MEDIA POLICY

This social media policy applies to parents, members of Preschool staff, board members and volunteers.

This policy includes (but is not limited to) the following technologies:

- Social networking sites
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the preschool setting or at preschool special events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else’s child or to upload photos of anyone else’s children. (This excludes those photographs taken by staff for use on the school or church websites, yearbook and in other advertising material).
- No public discussions are to be held or comments made on social media sites regarding the preschool children, staff or preschool business (except appropriate use for marketing or fund-raising events) or that could be construed to have any impact on the preschool’s reputation or that would offend any member of staff or parent associated with the preschool.

CYCLE OF DISCIPLINE AND MINISTRY

- A. Children are expected to obey teachers and staff members.
- B. Children are expected to respect personal property, the property of others and school property.
- C. Bringing toy guns or any other weapons to school is forbidden. Playing with “pretend” weapons is also not allowed.
- D. Chewing gum is not allowed at school.
- E. Children are not allowed to hit, bite, spit on, scratch, or hurt others in any way.
- F. Children are not allowed to use offensive language.

Discipline is handled with loving concern for each child on an individual basis, centering our thoughts on Jesus and forgiveness. We ask each child for behavior that is kind, loving and Jesus-pleasing. When a child slips from this model behavior, as we all do, the teacher will speak to the child about kindness and forgiveness. If the unwanted behavior continues, the teacher will redirect the child’s activity and if necessary, the child will be given a short “time-out” with activities to calm down and reflect on appropriate behavior.

If the problem continues, the Preschool Director will speak to the child and/or contact the parent. The continued misconduct of a child is considered grounds for dismissal of the child from school. If the child becomes a serious discipline problem, the parents will be required to come to the school and pick up the child. A behavior contract, listing the conditions which must be met for the child to continue in attendance at the preschool, may be required. If the parents/child are unable to correct the problem or if the problem persists over a period of days, the child will be removed from the school at the discretion of the Director.

It is expected that parents will always show respect toward the Preschool staff and cooperate with them in every way necessary to promote the welfare of the children and the preschool community. If you have any comments or questions, please speak to the staff person concerned. If a resolution is not reached, then speak to the Director. It is our desire to be working closely with each family.

EMERGENCY PROCEDURES

Christ Lutheran Preschool strives to provide the best proactive care to prepare the staff and students with information on what to do in the event of an emergency or natural disaster.

Emergency Drills: Regular drills for fires, earthquakes, and “skunk drills” are practiced with staff and students, including talking to the children about what to do in this type of situation, practicing where to go for relocation and learning how to stay safe if and when these situations occur. Please remember to talk with your children at home about having a family preparedness plan for your own home and family. The preschool’s emergency care and disaster action plan are posted in each classroom. *(A “skunk drill” is the preschool name for active shooter. We do not discuss active shooters with preschoolers, but instead we practice what to do if a skunk comes to our school, by hiding quietly, in the classrooms, out of sight.)*

Earthquake Supplies: The school provides earthquake supplies for all children enrolled in Christ Lutheran Preschool as well as staff members. The supplies are designed to maintain the student on a minimal level of nutrition and safety until picked up by the parent.

In the event of a major emergency, the campus will be “locked-down” to assure that we have accounted for all students. **DO NOT TAKE YOUR CHILD WITHOUT FOLLOWING THESE STEPS.**

- A. Go to the Command Center/Office with a photo ID and ask for your child.
- B. A staff member or volunteer will get your child and bring them to you.
- C. A staff member will have you sign out your child before you go.
- D. If your child has been injured, you will be advised about his/her treatment and to which hospital they have been transported.

INSURANCE

Christ Lutheran School purchases an insurance policy on all of its students that provides secondary coverage to your own insurance. The policy provides benefits for covered injuries occurring during the regular school year while A) attending school, and B) participating in school-sponsored activities or athletics under the supervision of a proper school authority.

If you are in need of a claim form for an injury during school hours or at a school-sponsored and supervised activity, you may obtain one in the school office. The Preschool Director must complete Part 1 of the claim form. Parents should follow the instructions on the claim form. Completed claim forms and bills should be submitted directly to Mutual Insurance Agency by the parent or doctor. Remember, this is secondary coverage to your own insurance.

CURRICULAR INFORMATION

CURRICULUM

The Preschool of Christ Lutheran Church and School teaches Christian spiritual concepts. As is appropriate with children of this age, most of such teaching occurs naturally and spontaneously in response to events of the day. In addition, there are regular Bible story times when appropriate Biblical and character-building content will be presented. Preschool children learn by doing and are continually evolving in abilities. Using touch, sight, smell, taste, hearing and activities in all areas, including Bible story time, science, art, language arts, math, music and movement we will challenge children to grow. The use of concepts such as colors, shapes, spatial awareness, listening skills, sorting and categorizing will help ready children and support the wide-ranging needs of children throughout the year.



Our pre-kindergarten classes address these concepts most directly. These classes are for those 4 year-olds who will be 5 years old before September 1st of the following year. These classes use Handwriting Without Tears curriculum, a developmental program used to teach letters and numbers, what they are and how we use them. Through this curriculum, they learn that we read and write from left to right, top to bottom. Children learn proper crayon and pencil grip and are given their first tools for learning and pre-reading skills.

CHAPEL SERVICES

Chapel services are a high point of our worship during the week. Parents are welcome to attend these services and join us in worship and praise. Children attend chapel services on Wednesday mornings. A monetary offering or canned food offering may be brought on chapel day. Food offerings supplement our church's food pantry and monetary offerings are used toward the Pacific Southwest District's "Hearts for Jesus" mission program.

SPECIAL PROGRAMS

- Meet the Teacher (Back to School in August)
- Preschool Christmas Program (December date to be announced)
- Open House (January)
- Fundraisers (*How we supplement the needs that tuition doesn't cover!*)
- Muffins With Mom in May
- Donuts With Dad in May
- Spring Fling (*PTL's biggest fundraiser for our school!*)
- Singing in church (*This is our way of giving back to a church that supports us in prayer all year long, as well as supporting us monetarily! Please make every effort to bring your child on these special Sunday services!*)
- Holiday parties throughout the school year
- Spring Program (*TBA*)
- Service Project (*TBA each school year, usually in the Fall*)
- Scholastic Book Orders (*Monthly*)
- Webby Dance classes (*additional fee required*)
- Restaurant Fundraisers! (This is an opportunity to meet and greet other Christ Lutheran families while helping raise money for our special groups and programs.)
- Children's Choir for ages 5 and up. ALL children are welcome!



And so much more! Please read the notes sent home with your child, posters on the office doors, updates in the e-mails we send home and on our website.

NAP/REST TIME

Children staying until 3:00pm will have “rest time” between 1:00 and 3:00. If your child will be here at that time, please send a crib-sized sheet and small blanket labeled with your child’s name. Your child may also bring a very small comfort item from home (“Beanie Baby sized”), but all items must remain at the school the entire week. All nap items MUST fit into the container provided by the school to meet state licensing requirements. These personal items will be sent home on Fridays for laundering and must be returned on Mondays.

SUMMER PROGRAM

The Preschool Summer Program is relaxed and fun-filled. Registration material is available beginning in the spring. Our Summer Program is subject to cancellation with low enrollment, so please do not delay in signing up.

HOW TO VOICE A CONCERN

During the school year, there may be times when a parent wishes to register a concern about a particular topic or happening. It is important that any concern be heard. A parent having a concern about a teacher, staff member or other person is asked to speak to that person first, using Matthew 18 as a guide. If unresolved, the next step is to speak with that person’s supervisor.

HARASSMENT POLICY

- A. Policy Statement – To provide an educational environment in which all students are treated with respect and dignity is the policy of Christ Lutheran Preschool. The school prohibits any form of sexual harassment of students whether verbal, physical, or environmental. For any employee or agent of the school to harass a student or for a student to harass another student, in a sexual manner as defined below, is a violation of this policy. Federal and state law also prohibits sexual harassment of a student by a school employee. That the alleged harasser did not intend to harass is not a defense against a claim of sexual harassment.
- B. Confidentiality – Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter.
- C. Protection Against Retaliation For Lodging Sexual Harassment Complaint - The school assures that an individual who reports an incident of sexual harassment will not be retaliated against and that the school will keep the matter as confidential as possible.
- D. Definition of Sexual Harassment – For purposes of this policy, sexual harassment is defined as including, but not limited to, unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, visual, or physical conduct of a sexual nature directed toward a student under any of the following conditions:
 1. Submission to or toleration of sexual harassment is an explicit or implicit term or condition of any service, benefits, or programs sponsored by the school.
 2. Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting a student.
 3. The conduct has the purpose or effect of unreasonably interfering with a student’s academic performance or of creating an intimidating, hostile or offensive learning environment.
- E. Examples of Sexual Harassment - Sexual harassment includes, but is not limited to:
 1. Verbal: Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, or epithets.
 2. Written: Suggestive or obscene letters, notes or invitations.
 3. Physical: Sexual assault, touching, impeding or blocking movement.
 4. Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.
 5. Continuing to express sexual interest after being informed that the interest is unwelcome.
 6. Making reprisals, or threats of reprisals following a negative response to sexual advances, or following a sexual harassment complaint.

A single incident of sufficient severity may constitute sexual harassment. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be

considered together with the above definition of sexual harassment. Such determination shall be made from the perspective of a "reasonable person" of the same sex as the victim.

F. Employee-to-Student Harassment

1. Employee-to-student harassment is prohibited at all times whether the incidents of harassment occur on school property or at school-sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the school are strictly prohibited.
3. Any employee or agent of the school who participates in sexual harassment of a student is subject to disciplinary action, including, but not limited to verbal warnings, letters of reprimand, transfer, re-assignment, suspension without pay, and dismissal.

G. Student-to-Student Harassment

1. This policy prohibits student-to-student sexual harassment whenever it is related to school activity or attendance, and occurs at any time, including, but not limited to, any of the following:
 - a. While on school grounds.
 - b. While going to or coming from school
 - c. During the lunch period, whether on or off campus.
 - d. During, or while going to or coming from, a school-sponsored activity.
2. Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension and expulsion.

ADMINISTRATIVE PROCEDURE IMPLEMENTING SEXUAL HARASSMENT POLICY

The school promptly reports all incidents of sexual harassment, regardless of who the offender may be or the offender's relationship to the school. Individuals should be aware of the time limits imposed by the local, state and national governmental agencies for the filing of complaints of harassment or discrimination; these time limits are posted on the official notices, which are displayed in the school office. The school assures that an individual who reports an incident of sexual harassment will not be retaliated against and that the school will keep the matter as confidential as possible.

The school recognizes the degree of complexity and emotional turmoil in the confrontation between a harasser and a victim of sexual harassment. Thus, if possible, the school encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. However, if such a confrontation is impossible or ineffective for any reason, individuals should promptly follow the steps below:

REPORTING INCIDENT OF SEXUAL HARASSMENT

1. Notification of Appropriate Staff: The school has designated one individual of each gender to receive complaints of sexual harassment. Those individuals are Pastor Pat Hauser, Pastor Eric Clausen and Mrs. Amy Blain. Individuals who believe they have been subjected to sexual harassment should report the incident to either of these designated individuals.
2. Any individual may also choose to report the complaint to his or her teacher. If the teacher successfully resolves the complaint in an informal manner to the complainant's satisfaction, the teacher must file a confidential report with the principal about the complaint and resolution so that the school will be aware of any pattern of harassment by a particular individual. If the teacher does not successfully resolve the complaint in an informal manner, a written report must be made to the principal within two working days.
3. Description of Misconduct: Verbal reports of sexual harassment must be reduced to an accurate writing by either the complainant or one of the two individuals designated to receive sexual harassment complaints. Thus, individuals who believe that they have been or are currently being harassed should maintain a record of the objectionable conduct in order to prepare effectively and substantiate their allegations.

Although the school encourages individuals to keep written notes in order to accurately record offensive conduct or behavior, the school hereby notifies all individuals that in the event a lawsuit develops from the reported incidents, the complainant's written notes might not be considered privileged or confidential information.



**CHRIST LUTHERAN PRESCHOOL
TO GOD BE THE GLORY!**

Celebrating over 57 years in Ministry!

820 W. Imperial Highway, Brea, CA 92821

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Preschool staff to serve you:

Mrs. Susan Ilten, Preschool Director & Pre-K Teacher preschool@clsbrea.com

Miss Brandy Goytia, Pre-K Teacher missbrandy@clsbrea.com

Miss Marisela Vazquez, Preschool Teacher missmari@clsbrea.com

Additional faculty to serve you:

Mrs. Amy Blain, Principal mrsblain@CLSBrea.com

Rev. Pat Hauser, Pastor phauser@christbrea.com

Rev. Eric Clausen, Pastor eclausen@christbrea.com

Mr. David Johnson, DCE djohnson@christbrea.com

Mrs. Natalie Ferguson, Admin. Assistant natalieferguson@CLSBrea.com

Our Ministry Partners:

