



PARENTS

The Information You Need!

2022-2023

Dear Parents and Children,

Welcome to Christ Lutheran Preschool! We are really looking forward to getting to know you, your child and your family this year! We'd like to share some information with you that we hope you will find helpful.

We will pray regularly with your child and for your child, as well as for your family. Please pray for us as a class, a school and for your child's teacher. We consider you as part of our team, with Jesus as our Guide, working together to have the best possible year, full of success and enrichment for your child. If you have prayer requests, we are more than happy to pray for you as well!

This letter is FULL of useful information and we hope you take the time to read through all of it. We try to anticipate questions you may have, but we are always available to answer others that come up. While this "packet" is full of really useful information, please note that the Parent Handbook for Preschool has so much more. Your director will be happy to answer any questions you might have about the policies in the handbook.

Please remember the first day (or days) of school might be a real emotional experience for your child, AND for you!!! Even if your child has been excited about coming to school, there may be some hesitation or even tears when it finally becomes time to separate from you. The best thing is for you to be positive with your child and reassure him or her that you will be back to pick them up at the end of the day/class. They will be looking for you! If there is a problem, we will certainly let you know, but we also know that usually with a little bit of time, children adjust to our school routine and do so beautifully. If your child is having a rough day when you drop them off, hug them, kiss them and then make a swift exit and not linger outside the gate. If they see you it may make them even more upset.

DROPPING OFF AND PICKING UP YOUR CHILD

Classtime/outside time is from 8:15am-12:45pm

- When dropping off, please come to the cart outside of the classrooms to sign in your child on the iPad.
- Never leave your child at school without being welcomed by a staff member.
- Do not leave your child on the playground without a staff member actively present and caring for children.
- Always sign your child in and out on the iPad provided. **PLEASE DO NOT LET YOUR CHILD DO THIS!**
 - ◆ This is considered legal and binding by the state of California's Community Care Licensing Department.
 - ◆ Please explain this procedure to anyone you authorize to sign out your child.
 - ◆ Please DO NOT send someone to school to pick up your child that you have not listed in ProCare AND Gradelink! We will not release your child to them.
- *Everyone will be asked for identification if staff does not recognize the person picking up your child. Please be sure to let anyone you have authorized to pick up your child know that they will be asked to show I.D. Our list of the people*

you have authorized to pick up comes from the names you entered into Gradelink when you registered your child.

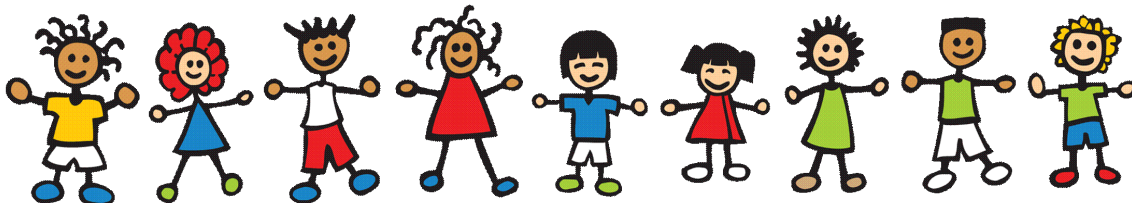
- ALL changes within Gradelink made by you, especially any to authorize or remove any person from your list need to be made with the Director. We need to update our paperwork as soon as you've made a change.
- We will NOT release your child to anyone that is not on the list you have provided us in Gradelink. Only the persons you have listed, including the child's parents, have been added to your child's Log In and Log Out on the iPads.
- Once the school office is closed for the day (3:30pm), a Ring® camera will be used to identify parents and guardians.
- After hours, you may call the school office (714) 529-0892, and when you hear the voice mail, listen all the way through for the Preschool option. This will connect you to the Preschool directly.
- If you are consistent with your pick-up time, we can have your child all packed up and ready to go for you and will be watching for you!
- If you need to talk to your child's teacher before or after class, please understand that the teachers have other assigned duties before and after class times and they will accommodate you as they can. Please do not use class time for lengthy discussions, but the teachers are always accommodating within the first few minutes of class time in the mornings.
- If you are running late to pick up your child, please call the school office to let us know. The children get upset when their normal routines get changed and letting us know you will be late helps us to calm your child if necessary.

EXTENDED DAY CARE (EDC)

- Our EDC opens at 7:00am, but the time is adjusted based on need. If you need to drop your child off earlier than our 8:00am start time, just sign in your child. You will be charged for any time between 7:00-8:00am for EDC.
- Afternoon EDC begins at 3:00pm and ends at 6:00pm.
- All EDC charges will be billed at the end of each month. If you have any questions about your billing times, please see Mrs. Ilten, the Preschool Director. Please see Miss Natalie in the school office if you have any questions regarding billing.
- Our PM EDC program includes outdoor play time, an afternoon snack, crafts, circle time and story time.
- We are sorry, but we cannot accommodate earlier than 7am or later than 6pm drop-off and pick up times.

SNack time

- Snack time is around 9:30am each day. **each child will bring their own snack each day.** Snacks must be a two items from the 5 basic food groups! A few ideas include milk, juice, water, crackers, cheese, yogurt, dry cereal, cereal or granola bars, veggies and fruit. (Snack CAN NOT be dessert items...please, no cookies, cupcakes, mini-donuts, muffins, cakes and pies! Also, "fruit snacks" are more sugar/corn syrup than fruit. Please keep those and similar items at home as well). Please do not forget to pack a snack and drink each day for your child.
- Children need to bring their own refillable water bottles to school as long as



they will not leak or drip and as long as they have your child's name clearly marked on it.

- If your child has any food allergies not listed on your school forms, be sure to update this in Gradelink AND do let your child's teacher know you have updated their forms.

BIRTHDAYS

- The children love celebrating their birthday at school with their classroom friends. We will celebrate them during our snack time. On your child's special day you may send a special treat. Some treats in the past have been, cupcakes, Rice Krispy Treats, Oreos & other cookies, donuts, popsicles, bags of goldfish/pretzels, Twinkies, Ding Dongs and similar treats. We might not be able to celebrate your child's special day on their actual birthdate. Please check with the teacher to make plans to celebrate it. Plan on bringing up to 12 items for the class, or 36 for all three classes, and please, make sure everything is the same, so that there will be no bad feelings between the children. Please, no items that require cutting with knives, and candles are not allowed.
- If your child has a summer birthday, we will celebrate it as close to their 1/2 birthday. Please help explain this to your child as some find it very confusing.
- Please, no "in-class" parties/events! This is just our regular snack time, but with a special treat!

CLASSROOM PARTIES

- In Preschool, we love parties! Many are held during the school year. Usually we let you sign up for items to bring for the parties, and sometimes we will be asking for monetary donations. Parties include: Halloween dress-up day, Thanksgiving "feast," Christmas, Valentine's Day, St. Patrick's Day, Easter and "End of School Year" parties.

WHAT YOUR CHILD SHOULD WEAR TO SCHOOL

- Please always dress your child for the weather forecasted for the day and our preschool activities. While the temperature may climb higher in the afternoon, mornings outside and our classrooms can be chilly.
- Classrooms are kept very cool to keep the germs away. Please provide a sweater/sweatshirt or jacket that can be kept at school all year long, with the exception of taking it home to wash.
- Be sure your child's name is in all outerwear.
- *We prefer that your child wears tennis shoes every day, for their safety.*
 - ⇒ NO sandals may be worn. Toes and heels must be covered by shoes and socks for the safety of your child. You may receive a phone call to bring another pair of shoes if they are in shoes deemed unsafe by our staff.
 - ⇒ Boots are very cute on boys and girls, and are allowed, but they are very hard to run and climb in. This includes "Ugg-style," cowboy style, lace up style and rain boots! Please use your best parental judgement.
 - ⇒ Your child will almost always end up in the sandbox. Please make sure they can remove and put on their own shoes to dump out all the extra sand. The teachers are more than happy to tie their shoes when needed, but 3-5 year olds should be able to put on and take off their own shoes, *with a little help.*
 - ⇒ Low-heeled or tennis shoes are recom-



mended. There is no reason for dressy shoes with heels at preschool.

⇒ Please be sure your child is *wearing socks each day*. Many of the girls like to forego socks and end up with painful “rub marks” or blisters.

⇒ Please, NO “dress-up” shoes from costumes.

Also, now that your child has mastered the art of going potty by themselves, please dress them in clothing that they can quickly pull down when they have to go. It is our experience that one-piece outfits, overalls, layers, buttons, snaps, belts, hooks, etc. seriously deter a child from getting to the toilet in time. Please avoid anything that might stall them like overalls, belts, buttons, etc. if they really need to go! Please consider elastic-waist clothing for your child!

Bathroom Routines

- Children **MUST BE FULLY POTTY-TRAINED** to attend Christ Lutheran Preschool.
- Being able to wipe themselves is part of being potty-trained. The staff will not do this for your child unless the circumstances are out of the ordinary.
- We are more than willing to help with clothing that is not cooperating for your child. Be sure to put them in clothing that they can function in!
- Please know that depending on the condition of a potty accident, or lack of extra clothes being provided, you may be called to come care for your child.

EXTRA CHANGE OF CLOTHES

Accidents do happen at preschool! Sometimes they are potty accidents, but many times it is spilled drinks or paint.

- Please send a complete change of clothing (or two!) for your child in a large Ziploc bag labeled with their name. It will be returned at the end of the year.
- *If your child needs to change their clothes, they will be expected to do so themselves under the direction of a teacher and the soiled clothes will be in a bag in their cubby to be taken home that day.*
- If your child comes home wearing borrowed clothes from the school, please launder them and return them a.s.a.p. These are in limited supply here.
- A few suggestions for what to put in the labeled bag: please include the following: Shirt, Shorts (for hot days), Underwear (Several pairs please), Socks (Several pairs please), Long pants (for cold days-leggings or sweats are usually a good choice).

CREATIVE ART

- Always a fun time! When we do “messy” projects, the children do wear paint smocks, however, they are definitely not fool-proof. Expect your child to come home looking a bit messier/dirtier than how you dropped them off...it means they had a fun day! Our art supplies are washable, but not all fabrics are kid-friendly when it comes time for washing.



CUBBIES AND MAILBOXES

- Near the sign-in area is a “parent mailbox” that we need checked everyday. This is our system to send home notes and paperwork. Please share this information with anyone else that will be picking up your child each day.
- Each child will also have their own cubby for their belongings. Your child's cubby is like a mailbox where they may keep their papers, and where the teacher will put papers and projects to go home-that won't fit in your parent mailbox. A sweatshirt, jacket or sweater can also be kept in here!
- Please be sure that any backpacks your child brings to school completely and entirely fits into their cubby. Please, no backpacks with wheels!

CHAPEL DAYS

- Chapel is every Wednesday. For chapel, children can bring an offering of either money or canned food items.

VOLUNTEER OPPORTUNITIES

- WE LOVE VOLUNTEERS! While we don't have need for everyday classroom helpers, we DO appreciate helpers on party days and big events. We do have a few requirements now that California Community Care Licensing requires of classroom volunteers: 1) Current immunizations on file for measles, pertussis and influenza; 2) Valid state issued identification (license or I.D.); 3) Signed statement from the volunteer that they are in good health, signed on the day they wish to volunteer.

ILLNESSES

- *DO NOT BRING YOUR CHILD TO SCHOOL ILL.* Sometimes it is hard to tell if your child is coming down with something or just having a "bad morning." Please err on the side of caution, as one child coming to school ill usually means 3 more will have the illness by the end of the week.
- If your child appears to be ill while at school, we will take them to the office and you will be called to come pick up your child. It is expected that you will pick up your child within the hour, or send someone on your approved contact list to do so. We will not take any chances with the other children in exposing them if we can help it.
- Occasionally, we might call you during the day if we feel there is something of concern. We will let you know if there is a need for you to come check on your child, or if it is an "information only" phone call. Some reasons for a call like this is if your child has been stung by a bee, bumped or bruised themselves or just doesn't seem like their normal-cheerful self. Please do not be alarmed by this phone call, we are just looking out for what's best for your child!

EXTRA-CURRICULAR FUN

Our school is proud to offer Webby Dance for your child, that is not part of our school program. These are available at an additional cost, paid directly online to Webby. Be assured that all of the teachers in the program have met all Licensing requirements that we keep on file, to work with your child. They will provide flyers soon.

YOUR CHILD'S SCHEDULE

- If you know your child will be leaving early or will be absent in advance, please be sure to let their teacher know!
- If your child is sick, please call the office so that we will not wait for your child to arrive and so that we can pray for them to return to us soon!

Lunchtime (for those children staying after 11:45am.)

- Children staying need to provide their own lunch or pre-order through Cater Tots. (Go to www.CaterTots.com, school code is LBR864. You will need to set up a family account before you can order. Lunches are brought to the school each day with your child's name on it. Please pay close attention to ordering deadlines!)
- We are sorry, but we cannot heat up items for your child and we cannot refrigerate their lunches.
- Lunchtime is part of EDC and another learning opportunity for your child. The teachers that help at lunchtime will direct your child to eat their "main course" first, followed by their fruit or other healthy items.



In keeping in compliance with Title 22, your child's lunch must have two-three of the five food groups included. If your child's lunch does not, we will send a note home to you. Desserts are always last if they have eaten enough of the healthier items.

- *We will not make your child eat everything in their lunch box if we feel they have had too much.* If they have a strong dislike for something, please do not pack it. Your child is given approximately 20-30 minutes to eat and then they will head out to play. Children at school do not usually eat as much as they would at home.
- Please read any notes sent home to you in your child's lunch or mailbox, as they may explain why your child's lunch is coming home different than you expect.
- Please, NEVER send candy in your child's lunch!

Naptime (for those children staying after 12:45pm.)

- If your child will be staying for naptime, please provide (at minimum) a crib sheet and a thin blanket/covering, keeping in compliance with Title 22.
- We provide boxes for your child's nap items and everything MUST fit in the boxes with the lid securely on it. This is to prevent germs traveling from child to child.
- Your child may also have one comfort item that also needs to fit in the box, *but this is an item that needs to stay at school, not travel to and from home each day.* The perfect size is similar to a Beanie Baby.
- Please be sure to write your child's first and last name in or on everything, or we will do so with a Sharpie. Please be sure to clearly mark ALL items!

PARKING LOT RULES

- NEVER be on your cell phone (even hands-free) when driving in our parking lot.
- NEVER leave a child in your car unattended! If you have a sleeping child that you don't want to take out with you, PLEASE park, call the school office explaining the situation and we will bring your child to you, or send someone to stay with your car while you come to get your preschooler.
- NEVER leave your purse/backpack/computer bag visible in your car. Our parking lot is a target for petty theft and crime because we are on a main highway and the thieves know that parents are distracted and not too concerned with their cars once parked.
- NEVER park in red zones, in front of the gate or entryways to any buildings. Park in marked stalls only.

In closing, we hope this letter has been informative for you-even if it is long! If you ever need to reach us, see the list below! Thank you for sharing your precious child with us for this coming school year. We are looking forward to our time together with excitement and great anticipation! We hope to get to know each of you and we look forward to a fun-filled time, full of many new and exciting experiences with your child. You and your child will be in our prayers. God Bless you and your family.

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