Faith Lutheran Preschool
Parent Handbook



"Growing in God's Love"

Faith Lutheran Church and Preschool
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Faith Lutheran Church and Preschool Parent Handbook

It is my pleasure to welcome you to our Faith Lutheran Church and Preschool family. As the Director of the Preschool, it is my priority to establish a culture that fosters a love for learning, an environment that welcomes curiosity, and above all a community of educators and families who have accepted the responsibility of ensuring that our children grow and prosper mentally, physically, emotionally, and spiritually. All program policies and procedures are intended to put the needs of children first. To achieve these goals, we are committed to the following core standards:

- Implement Best Practice founded in knowledge and research of how children learn and develop.
- Build a community of learning that promotes progress and achievement of goals.
- Acquire and retain strong Christian Educators who facilitate learning within a curriculum framework.
- Nurture and respect the child and family relationship as the first and most important doorway to learning.

The early childhood educational experience is critical to your child's perspective of how they will view school for the rest of their lives. As a team, we aspire to provide your child and family access to an extraordinary education and hope to have your child look forward to every day spent at Faith Lutheran Church and Preschool as we play, learn and grow in God's Love.

In partnership with the Church Staff and members of Faith Lutheran Church we value each family's cultural context and welcome feedback that is in support of making our preschool a high-quality early education experience for all children. We look forward to your time here with us.

Blessings,

Lisa Manges
Preschool Director
Faith Lutheran Church and Preschool

Program Structure Policies

Community Care Licensing:

Faith Lutheran Church and Preschool is licensed as Faith Lutheran Preschool by the California Department of Social Services, Community Care Licensing, under Title 22 Regulations. Title 22 Regulations supersede all FLP Preschool rules and policies.

A copy of Title 22 is available at http://www.cdss.ca.gov/ord/PG587.htm
Faith Lutheran Preschool License Number #343614141

FLP Mission Statement:

Faith Lutheran Preschool is a non-profit extension of the mission and ministry of Faith Lutheran Church-Missouri Synod.

At Faith Lutheran Preschool we nurture and educate the whole child, body, mind and soul in a safe, Christian Environment.

FLP Administration

Administration of Faith Lutheran Preschool is the responsibility of the Preschool Director who provides daily supervision of the facility and ensures compliance with CCL, and special attention to quality assurance. The Preschool Director is responsible for all programmatic planning and implementation for all FLP program options and is the Lead Teacher in the 2/3-Year-Old classroom. The Preschool Director is a staff member of Faith Lutheran Church and consults regularly with the Church Pastor and the leadership teams of the congregation.

All teachers are responsible for compliance with CCL regulations, and the supervision of each other during extended care hours.

Admissions Procedures:

To be admitted and enrolled at Faith Lutheran Preschool all families are required to complete:

- **Application Process**: complete an application including all supplemental forms that include: Identification and Emergency Information, Consent to Treat, Personal Rights, Parents Rights, Parents Health History, Annual Physician's Report (requires physician signature and stamp), Proof of Immunizations (print out or yellow card), Enrollment Contract, Tuition Contract & Permission to Photograph
- **Attend a tour** with the perspective student present to review program, CCL, program policies, and approaches to learning, assess the child's mental, physical, and emotional needs. As well as visit the classrooms to meet and greet teachers and peers.

Admissions Policy:

An interview is required before acceptance is offered into the preschool. The interview process provides both the parent and Director the opportunity to ensure that philosophy, approaches to learning, guidance and discipline practices, and learning goals are agreed upon. The interview also meets Community Care Licensing's requirement for the preschool to ensure that we can

meet the child's needs. Children's needs must be able to be accommodated within a 2:24 ratio within reasonable accommodations, and in conjunction with our Incidental Medical Services Plan. We admit without discrimination, children of any race, religion or national origin.

Program Hours:

The Preschool is open from 7:30 AM-5:30 PM, Monday through Friday.

Full Day All Ages 7:30 AM-5:30 PM Darling Duck/Faithful Fish classroom
Preschool w/Lunch 8:45AM-12:45PM (all ages)
Half Day Option 9:00AM-3:00PM or 7:30am-12:45pm (all ages)
Morning Extended Care 7:30 AM-8:45 AM*: inclusive in tuition and located in the Darling Duck/Faithful Fish Classroom.*
Afternoon Extended Care 12:45PM-5:30PM: *inclusive in Full Day tuition and located in Darling Duck/Faithful Fish Classroom*

DROPING OFF/PICKING UP:

All children must always be accompanied and supervised by an authorized adult. Parents and/or guardians are responsible for the safety and supervision of their children before and after sign-in and sign-out of the Daily Register of Attendance. Children can never be left alone in a car, it's the law.

When you **DROP OFF** at school, please bring your child to the arrival room located at the entrance of the Preschool and sign in. When **PICKING UP** your child, again, please stop in the arrival room and sign your child out on your Daily Register of Attendance. Daily Register of Attendance forms are generated monthly for each child enrolled in the Preschool. It is important to make sure you always sign your child in and out even when you are in a hurry. Signing your child in and out will assist the staff in an emergency, which requires evacuation of the building. It is important to see full signatures, not initials. (CCL 100299.1) Since we assume you will stop at your child(ren)'s Daily Register of Attendance each day of attendance, we use it to relay written information to you. This may include your monthly billing statements, important notices, etc.

Upon arrival and departure, to prevent the spread of bacteria all children wash hands thoroughly in the Darling Duck/Faithful Fish classroom before participating in any other arrival activities and leaving the classroom to go home.

Community Care Licensing Compliance Measures: All children must be left in direct care of a teacher upon drop-off. Visual and verbal contact must be made with the teacher upon arrival and departure. All parents and/or guardians are responsible for care and supervision upon pickup. Never leave your child unattended, or out of reach of supervision.

Once a child has been signed-out, Faith Lutheran Preschool is no longer responsible for the safety and supervision of that child and is not allowed to play in the classroom or on the preschool yard unsupervised by their parent. All children, inclusive to unenrolled children, are to

stay with their parent and/or guardian while on the Preschool Campus. All children under the supervision of their parents are required to uphold the school rules to maintain safety.

Non-compliance with the Arrival & Departure procedures, and/or lack of supervision of your child may result in associated fees, suspension, and dismissal.

7:30AM-9:15 AM Drop-off: parents and/or guardians are required to sign-in their child with a legible signature and time daily. (CCL 101229.1)

Drop-off by 9:15 AM: For those not participating in extended AM care we ask that your child arrive no later than 9:15AM. Each child will have jobs to perform during "Arrival Time" scheduled from 8:30am-9:15am during the school year. By 9:30am we will be in our classrooms to begin our classroom routines. An on-time arrival avoids disruption to the learning environment and promotes consistent routines for children. If your child will arrive late for any reason, please contact the Preschool office (916) 961-6069 text or email the Director.

Pick-up: Parents and/or guardians are required to pick-up their child from their classroom. End of lunch pick-up can be no later than 1:00PM Full Day pick-up can be no later than 5:45 PM sign-out. If you sign your child out after any of those times you will be charged a $10.00 fee for every fifteen-minute increment beginning at one minute after the cut off time.

Daily Register Compliance: All children must be signed-in and-out by an authorized adult 18 years and older, into our Daily Register of Attendance. Full Signature, including first and last name, and accurate time is required. Failure to comply with this requirement will result in a $10.00 fee per incident. Chronic non-compliance may result in dismissal.

Authorized Pick-up: All individuals authorized to pick-up your child from preschool are to be listed on the up-to-date Emergency Information Form with the Director. Any person picking up a child from the preschool must carry an official photo I.D. that corresponds to the information on the Emergency Information Form and be at least 18 years of age.

Changes and up-dates to the Emergency Information Form must be done in writing to the Director.

A note may be left for any temporary situation with specific details signed and dated by the responsible party in conjunction with a face-to-face conversation with an authorized adult.

In emergency situations, an authorized adult can notify the Preschool of the emergency pick-up person by phone. Confirmation of the request will be made by the Preschool Director before a child is released.

If a person attempts to pick-up a child, and is not on the emergency list, the Preschool Director will make attempts at contacting authorized adults for permission to release. If contact is not made, the child will not be released, and the parent/guardian will be held responsible for all late fees incurred.

If a child is not picked-up by 6:00 PM, and we have been unsuccessful in reaching any emergency authorized adults, we are obligated by Community Care Licensing to notify the Police Department, who will take responsibility of your child.

Placement:
Faith Lutheran Preschool is organized into program classrooms based on age and development of the children. Placement is determined by the Director after the conclusion of the Admissions Process at time of enrollment.

Transition:
Children are transitioned into the progressively organized classroom structure once a year based on age and developmental stage. Transition takes place in August after the summer session has ended. There is a possibility of transition throughout the year based on individual child need at the discretion of the Director. All transition decisions are reviewed and approved by the Director.

The Preschool Director consults with parents, considers age, development, established peer relationships, and availability to make placement decisions.

All families whose child(ren) is prepared to transition into the next age classroom, are notified of the transition. Whenever possible, a peer group will transition together to ensure that children have peer support for a successful transition.

Preschool Notifications:
It is the responsibility of the parent/guardian to notify the Preschool Director immediately in writing of any changes in address, phone number, email, place of employment, and/or anyone listed on the emergency contact list. Chronic failure to maintain updated information may result in exclusion and/or dismissal.

Classroom and Child Policies

Ages Served:
Darling Ducks/Faithful Fish: 24 months-45 months. Teacher to Child Ratio: 1:8
Fabulous Froglets: 45 months-48 months with a Teacher to Child Ratio: 1:10
Friendly Frogs: 48 months-68 months with a Teacher to Child Ratio: 1:12
School Age Summer Program: Age 6-9 (when applicable)

Communication:
Communication is critical to ensuring that you and your child have the best preschool experience possible. Please make sure that the Preschool Director always has your current contact information. The following are avenues that the Preschool Staff utilize to communicate with families:

Monthly Preschool News: You will receive an email with monthly Preschool News. It is available in hard copy by request. The weekly news may include a letter from the director,

teacher, weekly curriculum focus, classroom updates, information for upcoming preschool and church wide events. At least once a quarter the monthly news may include parent articles, podcasts or videos pertinent to young children.

Email: The Preschool Director uses email as primary correspondence. Please check your email regularly. Preschool teachers use the "Lillo" app or face to face correspondence.

Phone: Preschool Director is available by phone from 7:30 AM-6:00 PM, M-F or text at 916-961-6069 or by email at lmanges@faithfairoaks.com

Lillo App: The Preschool Director and Teachers will use the "Lillo App" to create a daily report that may include information about food, toileting, sleep, mood, supplies and daily activity through a photo journal. The photo journal will also allow you and staff to track developmental skills. Correspondence through the app directly with your child's teacher is also encouraged. You will receive a "Lillo App" invitation once your child is enrolled.

Lillo App Calendar: The Preschool Director posts on the Lillo Calendar for parents to have 24/7 access to the Preschool yearly calendar, weekly curriculum themes, tuition due dates, notification deadlines for schedule changes, one week vacation credit, and other weekly activities not on the yearly calendar.

Parent-Teacher Conferences: Upon request or if necessary we will provide one formal parent-teacher conference in March to review and discuss the annual Ages and Stages Questionnaire (ASQ) that covers Development that includes these five areas; gross motor, fine motor, personal-social, problem solving & communication and Social & Emotional skills and any other concerns a parent or parents may have about his/her child's development.

Director's Office: The Preschool Director will make every possible attempt at having open communication on a drop-in basis, and available by appointment.

Absences: We request that parents notify the Preschool if their child will be absent. This allows our Director to document a child's absence, maintain helpful information on illnesses, and attendance. Please remember you are billed for days of contracted care given when your child is home due to sickness or parent choice.

Dress Code:

Appropriate clothing and shoes are an important aspect to health, safety, as well as learning.

Clothes: Because play activity is such an important part of the curriculum all children are encouraged to wear easy to manage clothing. Potty Trainers should be able to dress and undress themselves to use the bathroom. Children must wear clothing that is comfortable for indoor and outdoor play, allows for freedom of movement, and can become dirty without concern. It is important that if your child is in a dress that shorts or leggings are worn as well to allow for freedom of movement on the floor or the play structure.

Two extra pair of pants or shorts, underwear, tops, and socks in a labeled zip-lock bag is always required in case of an accident or spill. All clothing should be weather appropriate including a weather appropriate jacket or sweatshirt. When extra clothing is used the Preschool provides laundry service of soiled or wet clothing to replace the extra clothing that was used. Please inform your child's teacher if you would like soiled or wet clothing sent home and be responsible for replacing extra clothing for Preschool.

All clothing items should be labeled with the child's full name or initials.

Footwear: Sturdy shoes with non-slip soles, closed toe, that fit comfortably, and attach securely to both the front and back of the child's foot are the best shoes for Preschool play.

Meals and Snacks:

Good eating habits and positive attitudes toward food should be established at an early age. At FLP we focus on the feeding relationship. We want children to feel good about eating and enjoy their food and join in happily during snack and lunch. We trust that each child determines how much he or she will eat. Only they know how much that is.

At Faith Lutheran Preschool a nutritious food item includes fruits, vegetables, whole grains, unprocessed snacks, and proteins. Please no candy.

AM Snack: All ages 10:00AM. Parents/Guardians provide a nutritious morning snack and place it in the designated area in each classroom.

Lunch: All ages 11:30AM. Parents/Guardians provide a nutritiously-balanced lunch for a child who is scheduled to participate in lunch time with the preschool. Please provide a simple lunch that does not need to be heated.

PM Snack: All ages 3:15PM FLP provides a nutritionally balanced afternoon snack

Beverages: Each family provides a dishwasher safe water bottle that stays at the Preschool. A child's water bottle is always accessible to him/her all day. This is the best beverage of choice for Preschool.

Please inform us of any food allergies that may not already be listed on your emergency form that was completed at enrollment.

Any meal/snack time concerns directly related to any individual child should be addressed with a pediatrician. All reasonable accommodations provided by pediatrician recommendations will be implemented. FLP teaching staff will not "force" feed or withhold food at any time.

Potty Training and Diapering:

Potty Training services are available for an additional fee for all children. See the Preschool Fee Schedule for pricing. Fees will be added to the monthly billing statement until the child's status

becomes “Potty Trained”. The status of being potty-trained will be determined by the Preschool personnel in accordance to the following indicators:

Fully Potty Trained is defined by a child who:
1. wears underwear (no pull-ups or diapers)
2. knows when to go to the restroom without being asked to do so
3. takes the initiative to use the bathroom/says, “I have to go potty”!
4. can manage their own clothing
5. does not have persistent accidents (2-3 accidents a week is considered persistent)

When it is determined that a child is adequately potty trained, the parent will be notified, and the fees will be removed from the account for the subsequent billings. All fees will only be removed at the beginning of the following month.

Parents are required to bring their child to school in a clean Pull-up. Teachers are responsible for changing Pull-ups in two-hour increments and on demand when soiled.

Parents are required to provide the school with a weekly or monthly supply of diapers or pullups. All diapering supplies are in the main Preschool bathroom where each child has a separate bin. You can check on your child’s supply weekly.

Potty Training Young Children
At Faith Lutheran Preschool we follow the child’s lead for interest in potty learning.

Sleep and Naptimes

Sleep is a critical component to a healthy lifestyle, and a successful school experience. Children between the ages of 24 months -5 years of age are recommended to have between 10-14 hours of sleep a day, including a mid-day nap for healthy physical and mental development.

Lack of sleep is a usual contributor to challenging behaviors including aggression and a lack of impulse control. We encourage all families to establish a healthy bedtime routine, and naptime routine for children to feel great and be set for success in their preschool environment.

Naptime at school is a protected time of day by Title 22, Community Care Licensing. Children must be provided a distraction and disturbance free environment to nap or rest, and children who are persistently causing distraction or disturbance that prevents peers from access to their rest time will be moved to another room (dependent on staffing availability). (CCL 101230 (b)). Out of respect for our sleeping friends, please try to avoid picking up your child between 1:00PM and 3:00PM. Thank you.

FLP Naptime All Preschool Ages 1:00PM-3:00PM. We transition into the Darling Duck/Faithful Fish classroom at 12:45PM when children use the restroom, wash hands, and then begin to settle down for lights out at 1:00PM. Children read books until the timer rings. The lights are then turned off.

Children will be provided a cot, a sheet, a blanket and a pillow. Parents are welcome to provide a special "lovie" or blanket for his/her child(ren).

All linens are laundered at the end of the week at the Preschool.

Behavior & Guidance Policy & Practice:

The word Discipline is rooted from the word Disciple, and just like Jesus' Disciples learned from Jesus through his example and encouragement of how to live a Christ lead life, our teachers lead through example as well. The design of the classroom environment, the schedule, routines, and curriculum all support and encourage appropriate behavior. All FLP Teachers are trained in the Teaching Pyramid Model, a philosophical framework designed to prevent, anticipate challenges, and support children in emotional literacy and social emotional development. The Teaching Pyramid Model is an effective research-based model for preventing challenging behaviors in the preschool environment.

FLP Staff uphold the Personal Rights of children per Title 22 and will never engage in corporal punishment. See Personal Rights at Time of Admission.

It is Faith Lutheran Preschool's goal to support the growth and development of each child and expects parent partnership in responding to behavioral concerns. Community Care Licensing's Title 22 supersedes all Faith Lutheran Preschool Policy. In unusual incidents, the Director will council with Community Care Licensing representatives to develop a course of action in response to behavioral concerns that are ongoing.

It is the philosophy of Faith Lutheran Preschool to teach children appropriate social emotional skills. Our work includes an effective workforce to build nurturing relationships with each child to guide and regulate behavior. We expect to be met with challenging behavior throughout each day. During the first five years of life, children are just beginning to learn how to handle their own intense emotions and conform to the behavioral expectations of society. As parents and teachers know, this is a lengthy process.

In our early care and education setting, we define challenging behavior as any behavior that:

- Interferes with children's learning, development, and success at play.
- Is harmful to the child, other children, or adults.
- Puts a child at high risk for later social problems or school failure.

It can be direct (e.g., hitting, pushing, biting, kicking) or indirect (e.g., teasing, ignoring rules or instructions, excluding others, name calling, destroying objects, cursing, having temper tantrums).

The FLP staff sees working with children's challenging behavior as an integral aspect of our job. The word *discipline* has , as its root meaning, "instruction' or "training." This meaning rather than punishment is the foundation for our approach to guiding children's behavior. We accept that young children will sometimes display their emotions or try to achieve their goals in unproductive or immature ways. That is simply part of being very young. Much of children's

most valuable learning, especially in a group setting, occurs during behavioral problem solving. The approach we use vary by age group but have the following elements in common.

1. **Adults model positive behavior**. We show that we can accept, control and express feelings in direct and non-aggressive ways; we let children know that we are not afraid of their intense emotions and will not punish, threaten, or withdraw from them.
2. **Teachers design the physical environment to minimize conflict**. We provide multiples of toys and materials for groups of children, define classroom and outdoor areas clearly to allow for both active and quiet play and strive to maintain an appropriately calm level of stimulation.
3. **Teachers maintain age-appropriate expectations for children's behavior.** We attempt to minimize unreasonable waiting and transition times and limit the length of large group and teacher-directed activity times according to children's developmental levels. We give children large blocks of uninterrupted time during which to make their own activity choices.
4. **Teachers establish simple expectations or agreements for the classroom community.** These agreements are center wide and include We are Safe, We are Healthy, We are Respectful and We are Friendly. We teach these agreements daily through visuals and reference them when an issue arises to remind children of what kinds of behaviors facilitate life in a group setting.
5. **Adults closely observe and facilitate children's activities and interactions.** With our key ratios of 1:8 in the classroom/1:12 outside and our emphasis on attentive observation we can often intervene to guide children before situations escalate.
6. **Adults help children verbalize their feelings, frustration, and concerns.** The staff will help children calm down, describe the problem, generate possible solutions and think through logical consequences of their actions. Children throughout the year will learn Teaching Pyramid Model strategies such as "Tucker Turtle", the "Solution Kit", "Problem Solving & Conflict Resolution Steps". We want children to value cooperation and teamwork. We help them to learn peaceful, productive approaches to interacting.
7. **Children whose behavior endangers others will be temporarily supervised.** This is not the same as the practice of using "time-out" for a child. A teacher will help the child move away from a group situation. Once calmed down the child will then process the problem verbally with a staff member and any other concerned parties. A staff member will stay close to any child who is emotionally out of control and needs private time to regain composure.
8. **Discipline, i.e., guidance, will always be positive, productive, and immediate when behavior is inappropriate.** No child will be humiliated, shamed, frightened, coerced or subjected to physical punishment or verbal or physical abuse by any staff member at Faith Lutheran Preschool. Every member of the Faith Lutheran Preschool professional team understands and follows our disciplinary approach as well as the standards on guidance and management in our state licensing regulations.
9. **When a pattern of behavior persists that endangers self, others or property, or significantly disrupts the program, we will work with a child's family to find solutions, up to and including referral for outside services or exclusion from the program.** Exclusion will always be the last resort, after all other possible interventions have been exhausted and there is an agreement that a different setting is in the best

interest of the child. In that circumstance, the program will help the family in accessing services and alternative placement. Our action will always comply with federal and state civil rights laws. Our goal is to not have this happen and to work together to make sure that everyone is safe, respected, healthy, and friendly in our preschool community.

Biting: In our setting of group care it is not uncommon for children to use a "bite" to obtain, avoid or express a big emotion. This is a normal developmental response particularly for our youngest children who are not developmentally ready to share space, toys or the attention of their favorite adults. When a bite does occur, we will have a plan to minimize the biting behavior and will commit our best efforts to assuring each child's safety.

A teacher will calmly attend to the child bitten and notify parents through the Lillio App. That teacher will also calmly attend to the child who has bitten to offer tools and strategies to help him/her learn more appropriate ways to have needs met.

Lastly, we will continue to nurture relationships among all children in our care as they live, learn, grow and play together.

Confidentiality Policy:

Faith Lutheran Preschool will not provide information regarding individual students to anyone but the parent or legal guardian, FLP Employees, and legal entities including CCL and CPS, without parent written consent regarding:

- Child's File
- Assessment
- Behavioral Concerns

Mandated Reporters: The staff of Faith Lutheran Preschool have received certification training as Mandated Reporters. This is renewable every two years. By law staff are required to report any suspicion of child abuse or neglect to Child Protective Services.

Ratios:

Faith Lutheran Preschool is always required to maintain student-teacher ratios and provide 100% supervision of children by Community Care Licensing. A lack of meeting this expectation is considered an "immediate threat" to children's health and safety and can result in a Type A deficiency for the school. All FLP teachers are in at least a 1:8 ratio, and up to a 1:12 ratio while on the floor with children.

Title 22, CCL provides alternate naptime ratios when most children are asleep.

Teachers are trained to maintain active supervision while having general check-in conversations with parents. Teachers may request to schedule a meeting if your conversation is impeding on ratio support, and teachers will always maintain supervision as their primary responsibility.

Any immediate questions or concerns that cannot be addressed due to ratio can be addressed in with the Director between 7:30 AM-6:00 PM. See Communication.

Transportation:

Transportation is not provided to and from school daily.

Field Trips and Transportation

During the year, class field trips may be conducted. A parent or legal guardian must drive and attend each field trip with their child/children. Preschool closes during field trip times and reopens upon return from the field trip. The Preschool staff does offer transportation for those children whose parent or legal guardian is unable to attend. You must provide an approved safety seat for your child. We generally can accommodate up to 10 children for transport. Transportation for field trips requires written consent by completing the provided Permission Slip for each scheduled field trip.

Health and Wellness Policies

Absenteeism: If your child will be absent from school for a sick or personal reason, the family is required to notify the Preschool by 9:00 AM. There is no reduction in tuition for absenteeism.

Late Drop-off: For Late drop-off (after 9:00 AM) please provide prior notification to the Preschool Director.

Children are dependent on routine for a sense of safety and security. If a child who was dropped off late displays an inability to join the typical day routine, or shows signs of distress, parents will be called for pick-up.

Health Check: In compliance with Community Care Licensing, all children will be visually observed by the Preschool Director or by a Preschool Staff member for a brief health check. If the child does not appear to be in good health or appears to be unable to participate in the regular functions of the school day, the child will be excluded from school for that day.

Children may attend if they have a clear runny nose and appear healthy and active. Children may also attend if a physician is treating poison oak, allergy, asthma, eczema.

Handwashing: Handwashing is our best defense to slowing or stopping the spread of infectious disease in our community setting. Children will wash hands upon arrival and dismissal as well as before eating, after bathroom use, when changing classrooms and coming inside from the playground. Children will also be asked to wash hands after sandbox and water play and anytime hands are visibly dirty!

Sick Policy: In order to prevent the spread of contagious illnesses to other children and teachers, we require all families to follow our sick policy. If your child's symptoms prevent them from fully participating in the regular functions of the school day, or requires a teacher's one-on-one

support, they will be required to stay home until they have been without symptoms, medication free, for a full 24-hour period. Please notify the Preschool Director if your child has been diagnosed by a doctor with a communicable illness that typically includes Covid 19, Conjunctivitis, Hand Foot and Mouth, Strep, and/or Lice to ensure that we can notify families of the possibility of exposure.

Do not bring your child to school if:

- they have had a fever of 100.6 degrees or more in the last 24 hours.
- they have had diarrhea or vomit in the last 24 hours.
- rash of unknown origin or known to be contagious
- discharge from ears or eyes
- nasal discharge green in color.
- they are unable to fully participate in the regular functions of the school day.

Exclusion Policy: If your child becomes ill during the school day, the teacher will exclude the child from the classroom to prevent the spread of contagious illness. The parent will be notified of the concern, and will have one hour to pick-up, or find an authorized adult to pick-up the child. If you sign your child out after the hour grace period, you will be charged a $20.00 fee for every fifteen-minute increment beginning 1 min after the hour grace period. Your child will be asked to stay home until they have been without symptoms for a full 24 hours and/or confirmation of wellness from a physician (when applicable) when:

- they have a fever of 100.6 degrees or more.
- they have diarrhea.
- they vomit.
- there is suspicion of a communicable disease, i.e. pink eye, chicken pox, etc.
- they have symptoms that prevent them from fully participating in the regular functions of the school day.

The following illnesses will require exclusion from our program for the following period:

CHICKEN POX	Until all lesions are crusted.
CONJUNCTIVITIS (Pink Eye)	Until 24 hours after treatment started by physician. Medical documentation required.
GIARDIA	Medical release required. Children having diarrhea should not return until it has completely dissipated for at least 24 hours.
HEAD LICE	Pediculicide treatment required; nits need to be removed.
IMPETIGO	Until 24 hours after starting antibiotic therapy.
MEASLES (Rubeola, Hard, 10 day)	Medical release required. Immediately advise parents of other children to consult their physicians. Immune serum globulin may be required.

MENINGITIS	Medical release required. Immediately advise parents of other children to contact their physicians.
MUMPS	Medical release required.
PERTUSSIS (Whooping Cough)	Exclude for three (3) weeks. Notify parents of other children to contact their physicians.
PIN WORMS	Until 24 hours after treatment has been started by a physician.
RINGWORM	Until 24 hours after topical treatment started by a physician.
SCABIES	Until 24 hours after treatment started. Itching may persist for several days after treatment but should not be regarded as a sign of infestation. A second treatment may be required.
STAPHYLOCOCCAL	See Impetigo.

SKIN INFECTIONS

STREPTOCOCCAL (Scarlet Fever, Strep Throat)	Medical release required at least until 24 hours after antibiotic treatment started.
SALMONELLA & SHIGELLA	Medical release required. Children in diapers having diarrhea should not return until diarrhea is completely gone for at least 24 hours.
GASTROENTERITIS 4 VIRAL	Until all symptoms have disappeared.
5th's DISEASE	Until fever free for 24 hours.
CORONA VIRUS – COVID 19	We follow current guidance from the CDPH. Fever free for 24 hours with no medications and improving symptoms.

We will call you to pick up your child if staff recognize one or more of the following symptoms:

- Diarrhea
- Breathing trouble
- Fever at 100.6 or higher
- Yellowish skin or eyes
- Unusual spots or rash
- Unusually dark, tea-colored urine

- Sore throat or trouble swallowing
- headache
- Vomiting
- Loss of appetite
- Crying more than usual
- Dark yellow or green discharges from the eyes, ear, nose, throat, vagina, or rectum!
- Unusual tiredness or irritability
- Gray or white stool

(Recommendations are taken from the Sacramento Health Department, Child Health and Disability Prevention Program.)

Thank you for following this policy. We care about your children and want to provide a safe learning environment. We like to keep our teachers healthy too!

It is in the best interest of your child if we communicate with you frequently about your child's care and overall development. If there is any change in your child's behavior during the time away from school, we would appreciate it if you made us aware when you bring your child back to school. (i.e. Please tell us if your child is taking over the counter medications, this includes any ointments for those children in diapers).

Medication Policy: As per our Incidental Medical Services Plan (IMS), if medication is to be administered at school, a Parent Consent for Administration of Medications and Medication Chart form or LIC 9221 must be completed and given to the Preschool Director. According to Community Care Licensing, all medications must be in its original, unaltered container, clearly marked with the child's legal first and last name, with the prescribed dosage, and instructions for administering. For those in need of inhaler or nebulizer care please contact the Director for forms, instructions and training.

If over-the-counter medication, including lotions and ointments, must be administered at school, a Medication Form must be completed and given to the Preschool Director. According to Community Care Licensing, the medications must be in its original, unaltered container with instructions for administering. Physician instructions are required if there is a request to administer the medication outside the guidelines presented on the container.

If procedures are not completely followed or if there is doubt regarding the details of administering any medication, we will be unable to administer it, and will rely upon the child's emergency contact form instructions in the case of an emergency.

All prescriptions and medication instructions must be written in English.

Please communicate chronic health conditions and symptoms, with specific details in writing for the care that is to be provided. For the health and safety of your child, medication is required for attendance if your child has a chronic condition that requires the administering of medication, including asthma inhalers. Your child will be excluded without reimbursement until Medication with appropriate forms and instructions are completed and turned into the Preschool Director.

Sunscreen: Parents are responsible for applying sunscreen on their child, if they desire to do so, before coming to school. You must complete the Sunscreen Permission Form if you would like the teacher to administer sunscreen at any other time. A mineral based sunscreen is provided at Faith Lutheran Preschool for everyone's use.

Allergy Policy: If your child has an allergy, please notify the Director immediately. For those with food or insect sting allergies and require an Epi-pen will be required to create an Allergy Action Plan that will be posted in the appropriate place in each classroom. All staff will be notified. For those needing asthma care please contact the Director to complete a Nebulizer Care Consent/Verification Form and be prepared with specific directions for use from the Physician and to train the designated staff person of its use.

Emergency Medical and Dental Procedures: If at any time a child requires emergency medical treatment 911 will be called, and parent will be contact

Parking:

Faith Lutheran Church and Preschool shares parking space with the Church and Preschool teaching staff, church members and visitors to the campus. For your own safety and your child's, you are strongly encouraged to:

- Always hold your child's hand in the parking lot. Walk to school to prevent injury.
- Lock your vehicle even when making a quick drop off or pick up. Leave nothing of value in your vehicle.
- To protect the well-being of occupants inside a motor vehicle, you must comply with California law regarding unattended children and pets. When you are not present in the vehicle, it is illegal to leave a child up to 6 years old unattended, unless they are supervised by someone at least 12 years old. It will be reported if you are not in compliance.

Curriculum Framework

Curriculum Philosophy: 30 years of research has indicated that children learn best through engaging in a play-based approach to learning. This approach is aligned with how children's brains develop and grow in the critical early years and set the foundation for higher functioning learning in the years to come. Faith Lutheran Preschool's curriculum approach emphasizes the importance of Social Emotional Development and Learning as the foundation and catalyst for later academic success in implementing the Teaching Pyramid Model. All practices and approaches to learning are aligned with Best Practices as outlined by The National Association for the Education of Young Children. (www.naeyc.org/resources/topics/dap/5-guidelines-effective-teaching).

Classroom Routines: The schedule of the day provides the framework for instruction. Overtime, the schedule will function as the daily routine, which provides children with a predictable environment that encourages engagement in the learning process. The classroom schedule is organized to provide a variety of approaches to learning that include a balanced offering of small

group, large group, teacher directed, and child directed instruction, as well as an intentional balance of quiet, calm, and active opportunities to engage in the learning process.

Classroom Environment: The classroom environment is an instrumental component to our play-based approach to learning. The classroom is organized into the following Learning Centers that support all core areas of learning and development, and each classroom may have additional Learning Centers as it pertains to the age and developmental stages of the children served:

- Reading & Writing Centers: Early literacy and fine-motor development.
- Block & Manipulative Center: Early geometry, architecture, and engineering.
- Science and Discovery Center: Scientific Method and early science experiences.
- Dramatic Play Center: Community building, social skills, and imagination.
- Art Center: Introduction to art mediums and tools, imagination and creativity.
- Sensory Center: Brain stimulation, imagination, and creativity.

Two-Year-Old Curriculum Components: Our two-year-old's learn and develop best in caring relationships, and within a flexible child-led environment. The teacher observes for the children's interests, and integrates the child's current levels of development, and plans a curriculum approach that includes an emphasis on the following areas:

- Physical Development and Health
- Identity Formation
- Social-emotional development and learning
- Language and communication development and learning
- Cognitive development and learning

Teacher Instruction: The teacher is the facilitator of learning. Teachers utilize their knowledge of early childhood education, curriculum, the schedule, environment, and materials to plan and organize an intentional learning environment. Teachers enhance learning by providing a balanced approach of challenging opportunities for children to use their critical thinking and problem-solving skills.

Two-Year-Old teachers intentionally provide a responsive care giver approach to working with our youngest children. Being responsive to both emotional and developmental needs within an age-appropriate curriculum framework provides the child with a safe, secure, and nurturing environment to grow and learn.

Our Christian View: At Faith Lutheran Church our mission is to "Make Christ Known" and at Faith Lutheran Preschool we carry out that same mission by bringing the people of the Bible to life through story, songs, music, art projects, practical applications, weekly chapel and prayer using developmentally appropriate teaching tools and lessons. Children are also invited to get to know Jesus through genuine encounters embedded in our everyday. Children at FLP know that Jesus loves them always.

Developmental Screening: is a short, easy to complete formal test of young children's developmental skills, such as motor, cognitive, language and social-emotional skills**.** At Faith Lutheran Preschool we use a developmental screening tool known as ASQ-3 and ASQ-SE-2.

Both are researched based instruments that asks questions about a child's development and gather's information. The screening provides a quick check of your child's development in the areas of communication, gross motor, fine motor, problem solving and personal-social as well as your child's behavior and social-emotional development. The questionnaire is designed for the parent or guardian to complete. The parent or guardian is the best source of information about his/her child. The ASQ's screenings are done two times a year at the beginning of September and the end of February. Results are shared with each family through an email one week after completed questionnaires are collected and scored. If there are any areas of concern the classroom teacher will help you with the next steps. Results of the February questionnaires are shared at the parent-teacher conference in March.

PRESCHOOL STAFF

All FLP Early Educators:

- are fingerprinted, have background clearance, Pediatric CPR/First Aid Certification, and are fully qualified teachers with educational backgrounds that exceed the minimum state requirements.
- have degrees that include AA, BA, & MA in fields that include Early Childhood Development, Child Psychology, Human Growth and Development, Educational Administration, Pastoral, Theology and Ministry.
- have received training with from a qualified trainer at the Sacramento County Office of Education (SCOE) in the Teaching Pyramid Model and implement Teaching Pyramid Practices. You can learn more at http://www.cainclusion.org/teachingpyramid.
- have received training and Professional Development hours (15 or more per year) from the Sacramento County Office of Education program "Raising Quality Together" focusing on Trauma based care, Equity in the ECE setting, DRDP, ECERS, ASQ and much more.
- have received training from Zoo-phonics Inc. and have participated in a comprehensive one-day workshop that has enabled them to quickly and effectively teach all aspects of language arts – based on phonemic awareness and phonics, taught kinesthetically and mnemonically. The principle of Zoo-phonics® maximizes understanding, memory, utilization and transference to all areas of the reading, spelling and writing process in a playful and concrete manner.

Business Office Policies:

Policies and Concerns: The Business Office functions on the fiscal year. Reference to something on an "annual basis" is defined as July 1 through June 30. Financial policies and concerns are to be discussed

with the Preschool Director or the Business Office Manager. Business Office hours are 8:00AM-1:00PM, and 2:00PM-4:00PM Monday -Thursday.

Fee Schedule and Admissions Agreement: Terms of enrollment, including all billing, tuition, fees, and business office policies are outlined on the Admissions Agreement and a companion document with signature of read receipt at time of enrollment and the Fee Schedule. A minimum of a thirty-day written notice will be provided if any changes are made to the Admissions Agreement and the Fee Schedule.

Tuition Policy: All enrolled families are responsible for a $125.00 Annual Registration Fee which is assessed in September of every year enrolled. Under your signed agreement your preschool tuition is paid monthly. It is due and payable on the first of the month. It is expected that all tuition be paid in full by the 10th of each month. Any payments received after the 10th of the month will be charged a $30 late fee which will be added to your next invoice. If payment is not received by the 15th of month and arrangements for payment have not been made with the director or office manager your child will be removed from the roster. Dishonored checks will be assessed an additional fee of $15. We do offer a 20% sibling discount for the preschool. Enrollment will be terminated at the discretion of the preschool staff for non-payment of tuition.

Payment Options: Enrolled families have the following options for payment of monthly tuition and fees. All payments can be made in the church/business office Monday-Thursday 8:00AM-1:00PM and 2:00PM -4:00PM to Barbara Ellis the office manager. Payment can also be left in the secured payment box in the Darling Duck/Faithful Fish Classroom.

- Automatic Payment (see Preschool Director for application)
- Vanco Mobile App (payment from check/savings account)
- Credit Card (subject to a 4% transaction fee) payments only made in the church office

Vacations
We offer a one (1) week vacation from preschool without charge. All vacation requests must be submitted in writing no later than the 15th of the month before your vacation week request with the Preschool Director. To hold a place on the enrollment list, tuition will be charged for any vacation or absence exceeding one week.

Enrichment Policies

Volunteer Program: Parents who wish to volunteer in the classroom please coordinate with the Preschool Director. Parents have the right to access their child at any time while their child is signed in at the preschool in accordance with Parent Rights Title 22.

Special Events and Activities: Faith Lutheran Preschool intentionally enriches the program through implementing special events and activities. Parent and children participation in these events and activities are encouraged. If there is a behavioral concern that may impact your child's safety or the safety of others, the Director will contact you with modified opportunities

for your child to participate or be excluded from the event or activity. Special events and activities include, but are not limited to Field Trips, Special Events onsite, Special Visitors.

On Campus Walking Field Trips: Faith Lutheran Preschool has access to other areas and buildings on campus that we use for soccer, rainy days, special events, music class and chapel. At the registration appointment you will be asked to sign an annual All Campus Permission Form to allow your student to participate in walking trips to on-campus activities that will be outlined in the weekly Preschool News or listed on the yearly calendar. The permission form is a Community Care Licensing compliance measure.

What Your Child May Bring from Home: Children's personal items are to be kept at home on a regular basis, and loss or damage to personal items is not the responsibility of Faith Lutheran Preschool. Our 2- & 3-Year Old's are encouraged to bring any security item, i.e. blanket, plush toy, etc. that will support them during the school day if needed. (Except during the time of a Global Pandemic).

If there is a special day for children to bring an item from home, you will be informed by the Preschool Director or Classroom teacher through a note sent home, and/or an email through the HiMama App. Books are welcome at any time to share with the class.

WHAT NOT TO BRING FROM HOME Please do not send your child to Preschool with: (1) Gum (2) Candy/Treats (3) Money (4) Toys from home.

Holidays: Faith Lutheran Preschool celebrates all Christian Holidays, as well as observes American National Holidays including, President's Day, Valentine's Day, Mother's and Father's Day, Thanksgiving, 4th of July and cultural celebrations.

Birthdays: We invite your child to celebrate his/her birthday at school. Please speak with the teachers in advance for coordination of plans and to ensure that there are no conflicting events. If you plan on providing food items, there may be dietary or allergy restrictions in each class. Please no candy.

School Closures: Faith Lutheran Preschool is closed on major holidays, staff professional development days and for building maintenance. All dates are posted ahead of time, so you can make other arrangements for childcare. A yearly calendar is included in your enrollment packet, at the annual Back to School Night and is posted in each classroom. Make-up credit cannot be used for scheduled days the center is closed.

Lost and Found

Please mark all personal items with your child's name. We will make every attempt to locate and return lost items. This task is much easier if your child's name is on the items. We cannot be responsible for any personal items that your child may bring to school.

Disaster Preparedness

All schools have an emergency disaster plan in place. If the children must be removed from the campus in an emergency our meeting place is at Mission Gospel located at 4148 San Juan Ave. Preschoolers will be led to Mission Gospel and will wait in the parking lot for a parent to come pick him/her up.

FAITH LUTHERAN PRESCHOOL CURRICULUM

Zoo-Phonics Multi-Sensory Language Arts Curriculum (all ages)

The Zoo-phonics Multisensory Language Arts Program is a kinesthetic, multi-modal approach to learning all aspects of language arts, including vocabulary development and articulation, based on phonics and phonemic awareness.

The principle of Zoo-phonics maximizes understanding, memory, utilization and transference to all areas of the reading, spelling and writing process in a playful and concrete manner

Zoo-phonics is a method developed to make children strong readers and spellers using a "phono" (hearing), "oral" (speaking), "visual" (seeing), "kinesthetic" (moving), and tactile (touching)—whole brain approach. Students actually learn the sounds of the alphabet and advanced phonemic concepts through an easily understood, concrete method of presentation

Zoo-phonics uses animals drawn in the shapes of the letters for ease in memory. A related body movement is given for each letter. This concrete approach cements the sounds to the shapes of the letters. Lowercase letters and their sounds are taught first (needed 95% of the time in text), capital letters and letter names are taught later.

Zoo-phonics also provides a springboard for all other academia such as math, art, music, cooking/nutrition, social studies, science, grooming, physical education and sensory/drama.

Mother Goose Time Early Learning Curriculum (all ages)

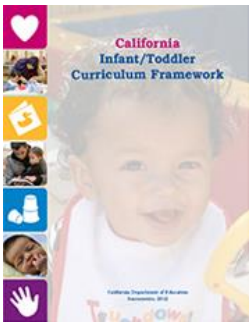
Mother Goose Time is a research-based early learning curriculum that uniquely weaves 33 research-based skills into playful games and projects. As children participate, they naturally grow in all areas of development, including social-emotional, physical, language and cognitive development.

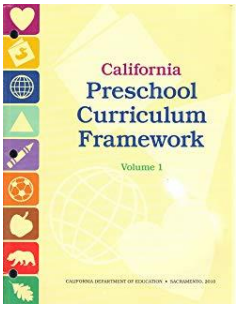
Teaching Pyramid Model

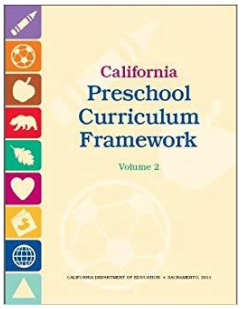
The Teaching Pyramid is a comprehensive approach designed to help educators promote social-emotional competence, address challenging behaviors in young children, and develop safe and nurturing group environments for all children. Faith Lutheran Preschool classrooms use many of the strategies and tools taught through the Teaching Pyramid Model. We continue to participate in Teaching Pyramid training to support the integration of the Teaching Pyramid approach into everyday teaching practices.

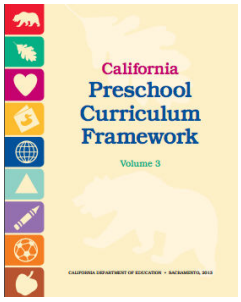
Frolic Bible & Storybooks: Frolic is a collection of early childhood resources, ranging from faith formation curriculum to books, that helps children take their first steps in faith. Frolic is the first curriculum of its kind to connect developmental and spiritual milestones—for the youngest of children, starting at birth. We are excited to engage in this faith/play based material!

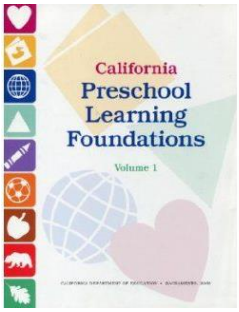


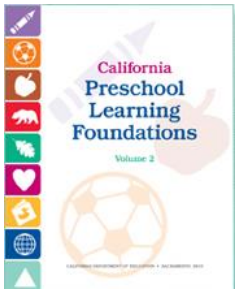


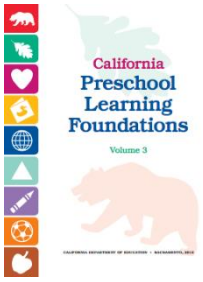












California Curriculum Framework & Learning Foundations: Each year the Staff of FLP will be discovering how to use the foundations and framework to enrich learning and development opportunities for all the children at Faith Lutheran Church and Preschool.

RAISING QUALITY TOGETHER

Faith Lutheran Church and Preschool participates in the following program:

Raising Quality Together (RQT) is Sacramento County's Quality Rating and Improvement System.

The primary purposes of RQT are to:

- Help families identify high-quality early learning settings.
- Assist early learning programs, directors, and staff with their efforts to provide high-quality early care and education.
- Offer research-based resources, information, and professional development to early learning programs, administrators, and staff.

The **Quality Rating and Improvement System (QRIS)** is a voluntary program focused on creating a comprehensive system that establishes uniform standards of quality for early learning programs and provides quality research-based support for licensed early care and education centers and family childcare homes serving children birth through age five.

GLOBAL PANDEMIC

At times of a public health crisis and at the direction of Community Care Licensing, Local & State Public Health Departments we will fully participate in any mitigation guidance to keep our preschool community healthy and safe. An Action Plan will be in place with specific protocols that may affect hours of operation, arrival and departure procedures, all school and community wide events, classroom size and staffing.

If the Preschool is required to close due to a Public Health crisis as ordered by Sacramento County Health Department and the California Department of Health, there will be no refund or make up of days missed. Concurrent months of closure will require no payment to the Preschool. Donations during that time will be accepted.

School Age Summer Program (dependent on enrollment and need)

When Faith Lutheran Preschool offers a summer enrichment program for school aged children ages 6-9. Those children enrolled will participate with age appropriate activities in their own classroom, separate bathrooms and separate recess space from the preschool aged children. There will be a summer theme for the school aged children. We will offer ½ day and full day options.

RIGHTS AND RESPONSIBILITIES

In compliance with state regulations the following forms must be completed and on file before your child may be admitted to this facility:

- Identification and Emergency Information
- Consent to Treat
- Personal Rights
- Parents Rights
- Parents Health History
- Physicians Report
- Proof of Immunizations

The above forms can be obtained from the Preschool Director. Please inform the school AT ONCE of any changes in the information, including updated immunizations.

We are required by the State of California regulations to inform you of the following:

Inspection Authority (Section 101195 b c): The department or licensing agency has the authority to interview clients, including children or staff, and to inspect and audit the client or facility records without prior consent. The department or licensing agency has the authority to observe the physical condition of the client, including conditions, which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional examine the client.

Complaint Procedures (Section 101223 a): Any person may request an inspection on any child daycare facility in accordance with the California Child Daycare Facilities Act by transmitting to the department, notice of an alleged violation of applicable requirements prescribed by statutes or regulations of this state. The substance of the complaint shall be provided the licensee at the time of the inspection. Upon receipts of a complaint, the department shall make a preliminary review and, unless the department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, the department shall make an on-site inspection within ten days after receiving the complaint. In either event the complainant shall be promptly informed to the department's proposed course of action.

License # 343614141
Tax ID # 946030044