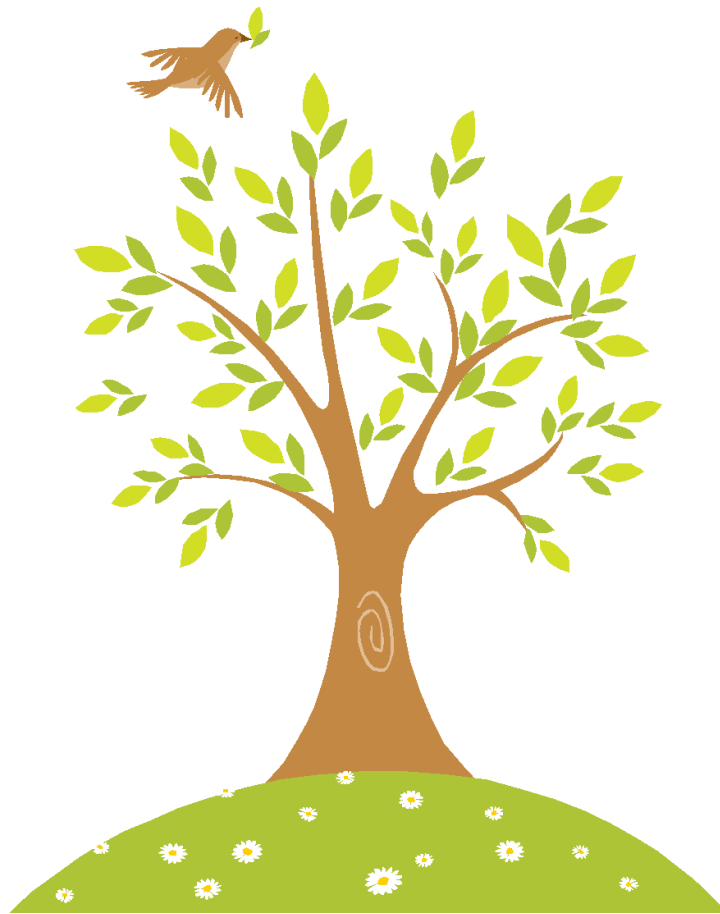


ABIDING SAVIOR LUTHERAN PRESCHOOL

A Nationally Accredited Preschool



PARENT HANDBOOK

2020-2021*

***Please also see COVID19 Emergency Plan for Abiding Savior Lutheran Preschool, which will be in effect until further notice and supersedes portions of this handbook.**

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Welcome

We welcome you and your children to Abiding Savior Lutheran Preschool, and we pray that our Lord and Savior will bless our efforts as we work together for the spiritual, emotional, cognitive, social, and physical growth 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: we are dealing with the souls, minds, and bodies of children; people precious to you, to us, and especially to our Savior.

The purpose of this handbook is to familiarize you with our goals, objectives, policies, and regulations. In addition to this handbook, we are regular in our communication with parents through newsletters and other means, and we attempt to keep our online version of this handbook up-to-date. You may view this on our website: www.abidingsavior.com. Please read all information carefully.

History

Abiding Savior Lutheran Preschool has been serving the Saddleback Valley since 1974. Our facility was renovated in 1998. We share our facility with the attached Elementary school, which includes grades Transitional Kindergarten through Grade 8. The Elementary school houses about 220-250 children. The Preschool can accommodate up to 75 students per day, with about 100 children served each week.

The State of California Department of Social Services licenses our facility. In 2016, we renewed full accreditation from the NLSA (National Lutheran School Accreditation) and the Pacific Southwest District of the Lutheran Church Missouri Synod (PSD-LCMS). These designations ensure that we provide a program that is exceptional in quality and one that exceeds the guidelines set forth by Accreditation and the State of California.

Mission and Ministry Statement

To joyfully and intentionally make and nurture disciples who make disciples.

Statement of Purpose

To share Christ ☩ in the Saddleback Valley by ministering to families and providing a nurturing, developmentally appropriate learning environment for young children.

Philosophy

We believe children are valued members of God's family who benefit by being respected, loved, and led by caring adults. As stated in Proverbs 22:6, "Train a child in the way he should go, and when he is old, he will not depart from it." Children need time to ponder, experiment, discover, and grow in an unhurried and accepting atmosphere. We take great care to ensure our Preschool enhances these important years of development by providing opportunities to learn through play and social interaction. Our program is designed to provide spiritual, physical, cognitive, social/emotional, and creative experiences at the developmental stages of the young child. Activities are Christ-centered, showing Jesus' love and guidance in all areas of Christian living.

The children in our program have their needs met individually by each teacher and/or teacher assistant. Provisions are made to encourage experimentation through creative activities. Children develop self-confidence and trust as they acquire skills necessary for personal expression and positive social

interaction. We believe children benefit when school and family work together to promote their child's learning and care. The Preschool is an integral part of our congregation's ministry to young children and their families.

Program Goals

The children will grow spiritually to –

- ♥ Develop a sense of trust.
- ♥ Realize their need for God's love.
- ♥ Know Jesus as their personal Savior.
- ♥ Respond to God's love.
- ♥ Feel secure in God's love and care.
- ♥ See themselves as God's children.

The children will grow socially to –

- ♥ Learn to play, work, and communicate with peers and adults.
- ♥ Adjust to group situations.
- ♥ Accept others even though they may be different from themselves.
- ♥ Develop a sense of community.
- ♥ Accept changes in the environment and routines.

The children will grow emotionally to –

- ♥ Develop a positive self-concept.
- ♥ Be free to risk failure and be comfortable with mistakes.
- ♥ Develop a sense of security and trust.
- ♥ Show independence and self-responsibility.
- ♥ Channel emotions into appropriate and acceptable outlets.

The children will grow physically to –

- ♥ Develop gross and fine motor control.
- ♥ Develop eye-hand and eye-foot coordination.
- ♥ Become aware of his/her own body.

The children will grow cognitively to –

- ♥ View himself/herself as a unique individual created and valued by God.
- ♥ Develop his/her God-given talents and abilities.
- ♥ Express ideas in his/her unique way.
- ♥ Continue to develop language use and understanding.
- ♥ Develop an ever-increasing attention span.
- ♥ Initiate his or her activities.
- ♥ Develop pre-reading and pre-writing skills, including:
 - o Visual discrimination
 - o Auditory discrimination
 - o Understanding of symbols (letters and numbers)
 - o Love of and interest in books
- ♥ Complete tasks began.

♥ Be free to express and create artistically using a variety of media.

Worship Opportunities

We encourage you to take part in weekly worship, Sunday School, and Adult Bible Studies, which are offered:

Saturdays

5:00-6:00 p.m. – Contemporary Worship

Sundays

8:00 – 9:00 a.m. – Traditional Worship

9:15 – 10:00 a.m. – Growing Disciples Studies & Activities

10:15 – 11:15 a.m. – Contemporary Blended Worship

We have a Christian education time on Sunday mornings, *Growing Disciples Studies & Activities*, that allows families to both worship together and attend age and interest appropriate Bible studies and activities dedicated to helping members and guests of all ages to grow as disciples of Jesus.

If you are seeking a church home, we invite you to consider the Abiding Savior Lutheran family. Also, baptism is offered to all families. Please feel free to contact the church office for additional information at 949-830-1460.

Our Christian Faith

We are a Christian preschool sponsored by Abiding Savior Lutheran Church. Your child will have “Jesus Time” in the classroom daily. We will use songs, stories, flannel boards, CDs, puppets, and other types of visual aids to help your child come to know the love our Savior Jesus has for them. The children participate each week in a developmentally appropriate chapel service presented by our church and school leaders. Chapel is held on alternating Wednesday and Thursday mornings. Offerings are collected to support special causes, which are highlighted in our newsletter. A chapel schedule will be posted on the Parent News board. You are welcome to join us. Once a month, we celebrate the Baptism Birthdays, and weekly we celebrate the birthdays of children and staff members. If you are interested in having your child baptized, or have any questions relating to baptism, please see your child’s teacher, the Director, or our pastor.

We will sing several times during the year during church services. We will let you know the dates in advance.

We will also have a special Christmas Service in December. This is a wonderful opportunity to invite friends and family to come and hear the Gospel presented by our little children.

Our staff regularly meets for devotions, prayer, and worship. This is an opportunity for the team to pray for the needs of our families and students, teachers, pastor, and our leaders. If you have specific needs and wish to have prayer, please email the Director at mwolfinbarger@abidingsavior.com.

Non-Discriminatory Policy

Abiding Savior Lutheran Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made available to the students. Discrimination based on race,

color, sex, age, disability, or national origin is prohibited. We will accept most agency assisted financial programs.

We cannot guarantee that we have the resources to serve children with special needs or certain physical impairments adequately. We also keep in mind the health and safety of all children enrolled in our program.

If you wish to enroll your child with special needs, a planning session will be held with parents/guardians, health, and/or education specialists, the Director, and classroom staff. This meeting will be held to review/plan an Individualized Education Plan (IEP). The same committee will meet at least quarterly to re-evaluate the child's progress. If at any time, the committee determines that we cannot adequately meet the needs of the child, we reserve the right to remove the child from our program. We will do all in our power to refer the family to a program that will meet the child's needs. Our decision will be made in the spirit of the Gospel and in service to all children in our program.

For their first 6 weeks in Abiding Savior Lutheran Preschool, all students are on probationary status while we evaluate their needs, attitudes, and placement, after which some changes may need to be made. This is for the good of the children and parents as well as the center to ensure a good fit.

Teacher Qualifications

Our teachers and assistant teachers are experienced early childhood educators. They are Christians who provide a warm and loving environment and have a sincere concern for each of our students. They have met and exceeded the State of California Licensing requirements for early childhood educators. Our teachers have a Masters of Arts degree, Bachelor of Arts degree, or Associate of Arts degree. All employees are fingerprinted and undergo a thorough background check. No one on our staff has a criminal exemption.

Staff members participate in several professional development opportunities throughout the year. Furthermore, a professional growth day is programmed into the calendar. The staff has opportunities to attend the Lutheran Educator's Conference of the Pacific Southwest District, and the Pacific Southwest District Early Childhood Equipping Conference.

Educational Approach

We are a developmental, play-based preschool. Small motor development occurs through manipulative materials in the classroom, such as blocks, puzzles, sorting, sensory experiences, and art activities such as cutting, gluing, coloring, painting, printing, play dough, and weaving. Socialization skills and school readiness are developed in fun ways through interaction in the housekeeping area, book corner, and small group activities. We create an atmosphere that is comfortable and compatible with the children's interests and abilities.

Large muscle development occurs through active play. The children paint large pictures (sometimes covering the entire fence with paper to paint on), they dig, climb, run, hop, swing, balance, ride tricycles and scooters, use sand toys, play with the parachute, and bounce, catch and throw balls.

During our inside group (circle) time each day, children are learning through the repetitious daily curriculum that may include helper charts, share time, stories, fingerplays, prayer, songs, opening and closing routines, name recognition, and theme-related activities. The group time is geared to the attention span of each room's enrollment.

Toys from home are discouraged as they cause distractions when a child does not want others to play with them/or they are lost or broken. If a toy is brought from home, it will be kept in the child's cubby for the day. We do not allow any violent type of toys to be brought to the Preschool at any time, nor are the children allowed to play in an aggressive, violent way.

Each classroom will post a weekly lesson plan. We use the California Desired Results Development Profile along with a spiritual component for our assessments, which are done three times per year.

We are a play-based developmental program that is very intentional about giving different types of learning opportunities to the children throughout the day, week, and year. We use "One in Christ," "Handwriting Without Tears," "ZooPhonics," and "Conscious Discipline" in our classrooms. Each teacher develops lessons based on the developmental needs of the children in her care. Each child will receive a portfolio at the end of the school calendar year that has been developed throughout the year on our Learning Genie app that serves as a view of their developmental progress, and we hope it will be a treasured keepsake for years to come.

Music and Movement circle time occurs on alternating Mondays and Tuesdays. We also offer a weekly Spanish circle time for our students on Friday. These are provided as part of our preschool program at no additional cost to our families. Classroom teachers are present during the music and Spanish lessons and extend the lessons learned into the classroom throughout the year.

Enrollment Policy

Enrollment is open to any child able to benefit from the program, who is two years old to the entrance of TK or kindergarten. Enrollment is limited. Parents may enroll their children into a two, three, four, or five day half day, school day, or full-day session. Before your child's enrollment, we encourage any prospective parent to visit our facility and set aside a time to meet with the preschool director. All of the California state enrollment forms (linked on our website) must be completed before the child's admission into the preschool program. Please notify the Preschool office immediately if you move, change telephone numbers, begin a new job, add someone who is allowed to pick up your child, or in any way change data you had given us on your enrollment forms. We use this information to reach you in case of an emergency; therefore, we must have accurate information at all times.

There is a priority of admissions, which gives priority to children of staff members, returning students, siblings of current students, and Abiding Savior Lutheran Church members. 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 the teacher to child ratio and the square footage of our facility.

We do not require children to be potty trained. We change wet diapers or pull-ups several times each day, and we change bowel movements immediately. Our teachers and their assistants communicate with parents regarding the child's readiness for potty training. When the child appears to be almost ready, we will remind him or her to try to go potty frequently, and we will let the parents know when the child is ready for underwear.

Sign-in and Sign-out

It is required by the Department of Social Services of California that each child must be signed in and out upon arrival and departure using your full signature, not initials, and noting the time of day. Failure to do so can result in a fine of \$50 per occurrence. If a fine results, the cost is passed on to the parent/guardian who does not comply. Please be sure to adhere to this policy. Sign-in/Sign-out sheets are located in each

classroom. If your child is absent, we appreciate a phone call letting us know why. Please bring your child into the classroom, ensuring the teacher is aware the child is present and help him/her to relax and feel comfortable. A warm greeting from the teacher and a big hug from you will be a nice beginning to your child's day. Brief and loving good-byes are the best.

Your child will be released to **ONLY THOSE INDIVIDUALS LISTED ON THE EMERGENCY/MEDICAL FORM**. No child may be released to a person less than 18 years of age. If someone other than yourself will be picking up your child, be sure to give prior written notice of the relevant details to the child's teacher or the Director. If the person picking up your child is not on your designated list, they will need to be added before we can release your child. We will ask this person for ID, as we will not release your child to a stranger. If a non-custodial parent is not permitted to pick up your child, we must have legal and official documentation on file. To ensure the welfare and protection of your child, your cooperation is sincerely appreciated. Please let your child's teacher know if you plan to pick your child up at a time different than your usual pick up time, especially if you will take your school day or full-day child out before or during nap.

Arrival and Departure

We ask that children arrive by 8:45 a.m. at the very latest. It is difficult for the child when he/she is dropped off after the structured part of the class has begun, and it is disruptive for the teacher and the other children.

Children attending "Full-Day" Preschool may arrive between 7:00 and 8:45 a.m. and may be picked up any time between 2:30 and 6:00 p.m. After 6:00 p.m. late fees apply and are billed via FACTS:

| | |
|--------------------------------|-----------|
| 1-5 Minutes beyond 6:00 p.m. | = \$10.00 |
| 6-10 Minutes beyond 6:00 p.m. | = \$20.00 |
| 11-15 Minutes beyond 6:00 p.m. | = \$30.00 |
| 16-20 Minutes beyond 6:00 p.m. | = \$40.00 |
| 21-25 Minutes beyond 6:00 p.m. | = \$50.00 |
| 26-30 Minutes beyond 6:00 p.m. | = \$60.00 |
| 31 + Minutes beyond 6:00 p.m. | = \$75.00 |

Children attending "Half-Day" may arrive between 8:30 and 8:45 a.m. and be picked up at 11:30 a.m. Children attending "School-Day" may arrive between 8:30 a.m. and 8:45 a.m. and be picked up by 3:00 p.m. Children picked up after the time of their designated program will be billed an hourly fee of \$13.50. Preschool students who have siblings at Abiding Savior Elementary School may arrive between 8:15-8:45 a.m. with no additional charge.

Being timely sends your child a message that you care. We realize some situations or circumstances occur beyond your control, but please make every effort to be on time. Please contact the preschool office to advise us of situations, so we can relay the message to your child's teacher and, more importantly, to your child.

When it is apparent a parent is running late, the teacher in charge will call all numbers in the order you specify. If your child has not been picked up by 6:45 p.m., if we haven't heard from you and can't get in touch with anyone on your child's emergency list; we will call the Orange County Sheriff's Department and release your child to their custody.

Repeated late pickups may be cause for asking you to withdraw your child.

Please notify the preschool office if your child will be absent for the day.

Tuition Policies

A non-refundable registration fee of \$175 for the school year for new students, \$150 for returning students and \$75 for summer camp is required for official enrollment and is due at the time of registration. This fee covers the cost of registration materials, supplies, t-shirt, classroom setup, and curricular materials.

Tuition changes yearly for the Preschool. Tuition is charged on a school year basis, with an annual fee, payable in full, or in equal payments. A current fee schedule is available in the Preschool Office or on the website at www.abidingsavior.com.

Tuition payments are made through the FACTS Tuition Management Program. Each payment is an equal portion of the total and is not related to the number of school days in that month. If the entire year's tuition is paid on or before June 30, a 3% discount will be given. Tuition payments will be due on the 20th of each month and will be late on the 21st. All tuition must be paid by May 20 of the current school year, and any extended care charges incurred after that must be paid by June 20 of the current school year. No refunds can be given for days of illness. Full tuition payment will be expected to hold your child's place in the classroom in the event of family vacation time. No refunds of tuition will be given.

A 10% tuition discount is given to additional preschool/school children of the same family based on the lowest tuition.

Active members of Abiding Savior Lutheran Church are eligible for a tuition assistance grant of 10% of the yearly tuition. An active member is defined as a communicant member of Abiding Savior Lutheran Church who attends church services at Abiding Savior at least 40% of the time and supports Abiding Savior Lutheran Church with time, tithes, and offerings. We can provide this grant because your tax-deductible offerings given beyond the tuition requirements, along with the offerings of the entire congregation, provide the necessary support for the school and its ministry. A form must be submitted at the time of registration and will be approved by the pastoral staff. This Member Tuition Grant does NOT apply to the Preschool Holiday Camps or Preschool Summer Camp.

A child absent for two (2) consecutive weeks will be dropped from the official class list UNLESS the office has been notified in advance. **A two-week written notice is required if a child is to be withdrawn from Preschool during the school year, or tuition will continue to accrue. You will pay tuition for the final two weeks after notice is given. Any outstanding tuition must be paid in full before the child leaves Abiding Savior Lutheran Preschool.**

If your start date is after the first day of your child's program, the tuition rate is pro-rated based on how many days your child is enrolled in our program.

In the event the Preschool closes due to a response to natural disasters or emergencies, there will be no refund given for closed days, nor will tuition be pro-rated. We will follow the recommendations of the superintendent of Orange County or Orange County Health Department for Orange County-wide situations.

Preschool Summer Camp tuition is completely separate from the school year tuition and is billed separately to enable and encourage family vacations.

Included in your registration materials will be a contract between the parents and Abiding Savior Lutheran Preschool, stating that the parents will agree to abide by the tuition policy, as stated in this Parent Handbook.

Unless other arrangements have been made with the Director, late payments are assessed a \$35.00 late fee. Should tuition become one month delinquent, the student may be dropped from the program. A child may not be accepted for re-enrollment for the next school year until all delinquent tuition and fees are paid. This means priority consideration as a continuing student may be forfeited. In the event of a returned check, you will be required to repay the amount plus a returned check fee of \$30.00. We do accept credit cards. There is a \$30 fee for a declined credit card.

Space permitting, a session change may occur. There is a \$25 program change fee. One change is allowed without charge.

If you would like your child to come to school on a day that they are not scheduled to come, you may call the Director to arrange it in advance if space is permitting at an extra charge of \$40 per day for the preschool hours between 8:30 a.m. and 11:30 a.m. or \$60 per day for the full day between 7 a.m. – 6 p.m.

Discipline Policy

The Abiding Savior Lutheran Preschool staff is integrating the principles of Conscious Discipline into our program as our classroom management model. As we acquire the Seven Powers for Self Control and the Seven Basic Skills of Discipline, we gain the ability to become proactive instead of reactive in conflict moments. We are learning to accept conflict as a teaching opportunity instead of viewing it as a disruption to learning. Each of the seven powers has a slogan to help the adult remember to use it in conflict situations. The powers and their slogans are as follows:

- 1) Power of Perception: No one can make you mad without your permission
- 2) Power of Unity: We are all in this together
- 3) Power of Attention: What you focus on, you get more of
- 4) Power of Free Will: The only person you can make change is yourself
- 5) Power of Love: See the best in others
- 6) Power of Acceptance: The moment is as it is
- 7) Power of Intention: Conflict is an opportunity to teach

From the Seven Powers for Self Control emerge the Seven Basic Skills of Discipline. These skills promote a peaceful inner state in children. From this state, children are free to learn, cooperate, and help each other to be successful. Each of the seven skills has a slogan to help remind teachers of the purpose of each skill. The Seven Powers for Self Control, along with The Seven Basic Skills of Discipline, define Conscious Discipline. The Seven Basic Skills of Discipline and the slogans that support them are as follows:

- 1) Composure: Becoming the person you want children to be
- 2) Encouragement: Building a school family
- 3) Assertiveness: Saying “no” and being heard
- 4) Choices: Building self-esteem and willpower
- 5) Positive Intent: Creating teaching moments
- 6) Empathy: Handling the fussing and the fits
- 7) Consequences: Helping children learn from their mistakes

The principles of Conscious Discipline align easily with the teachings of Jesus. The belief that we are all sinners leads to the realization that conflict will never be eliminated in this world. We are not attempting the impossible through fear of punishment. We will never use corporal punishment. There is a “safe place” where children take themselves to re-gain their composure. We follow the example of Jesus and use moments of conflict to model and teach loving behaviors.

We teach forgiveness by forgiving; we teach love by loving the children and their families. We model the seven powers and seven skills of Conscious Discipline as we teach them to our students. Through this modeling and teaching, we are helping our students to develop self-discipline. We are helping them to develop problem-solving skills that will benefit them throughout their lives and into adulthood.

1 Bailey, B.(2001) Conscious Discipline: 7 Basic Skills for Brain Smart Classroom Management. Oviedo, Florida: Loving Guidance, Inc.

The purpose of discipline at Abiding Savior Lutheran Preschool is to instruct the children in proper conduct. Discipline also teaches the children to develop self-control to live according to established standards of behavior in our society. We believe busy and interested children seldom have behavioral issues. However, when inappropriate behavior occurs, the teacher may redirect the child’s behavior. Should this prove to be ineffective, teachers use “time with the teacher,” which means that the child and his/her teacher will have the opportunity to sit together, talk about the situation, and pray together after the talking time. We want to emphasize that the child is loved and cared for at all times. We believe it is important to model kindness and forgiveness as taught to us in the Bible. We encourage the children to practice this in their dealings with others.

Techniques of discipline must be fair, consistent, and respectful of children and their individual needs and stages of emotional development.

Acceptable discipline techniques used by our teachers include:

1. Setting fair and consistent standards
2. Providing clearly-defined expectations
3. Redirecting the child to appropriate activities
4. Temporarily removing the child from a stressful situation
5. Limiting the child’s participation in certain activities
6. Sending the child to spend time with the Director
7. Contacting the child’s parents for removal from the Preschool

Discipline techniques our teachers do not employ at any time include:

1. Physical punishment such as spanking, slapping, hitting, pinching, or shaking
2. Verbal abuse, threats, or derogatory remarks about a child or his/her family
3. Restriction or confinement by physical means except when a child is in danger of hurting him/herself or others
4. Humiliation or frightening punishments

In an atmosphere that expects conflict and uses it to teach, mistakes are opportunities to learn responsibility. Rather than using punishment and rewards, which rely on judgment, Conscious Discipline uses consequences, which depend on reflection. Consequences are administered with the intent of helping the child learn to make better choices.

A child may be asked to leave Abiding Savior Lutheran Preschool if, after conferences with the teacher, the Director, and the parents, it is determined that Abiding Savior Lutheran Preschool is not able to meet

the needs of the child and/or the family while continuing to meet the needs of the other children enrolled in the school.

Harassment Policy

Abiding Savior Lutheran Preschool is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or staff is prohibited. The Preschool will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. It includes, but is not limited to any of the following:

- Verbal Harassment
- Physical Harassment
- Visual Harassment
- Sexual Harassment

Abiding Savior Lutheran Church and School have policies and guidelines for administering this harassment policy. Upon enrollment, each family will be given a summary and a sheet of guidelines for explaining this policy to young children. A copy of the complete policy and guidelines is available in the school office.

Student Conduct Policy

Since a child's behavior is the ultimate responsibility of the parents, the parents will be expected to see that their child conforms and complies with acceptable standards of behavior within the preschool environment.

THE FOLLOWING BEHAVIORS ARE CONSIDERED INAPPROPRIATE AND UNACCEPTABLE:

1. Causing physical harm to another by hitting, biting, kicking, throwing objects, and/or any other dangerous physical actions.
2. Continual use of inappropriate language, spitting, verbal abuse, or degradation by children directed at other children or adults.
3. Destruction of property.
4. Repeated non-compliance by the child with the rules and routines of Abiding Savior Lutheran Preschool and/or failure to listen to instructions by caregivers.
5. A child's behavior that is potentially harmful to themselves or others.

Our staff will work with both the child and the family to prevent these behaviors by assessing what led to the behavior and teaching the child alternative and acceptable ways to express their anger or frustration. If these behaviors continue, the Director will implement a policy that may include but is not limited to, a reduction in scheduled class time, hiring an additional adult to "shadow" the child at an additional cost to the family, or as a last resort removal from the school.

Important Health Requirements

The Department of Social Services of California requires a pre-enrollment physical. This form is to be signed by a doctor and is a one-time requirement stating any medical needs or conditions your child may have, and acknowledgment that a TB test is not required or results of the administered test.

All children entering Preschool for the first time are required to have the necessary immunizations. We follow the “NO SHOTS, NO PRESCHOOL” policy. An officially documented copy of vaccinations from the doctor’s office must be provided to the Preschool. Starting January 1, 2016, SB 277 requires all children entering a childcare setting to have the following vaccinations: 3 Polio, 4 DTaP, 3 Hep B, 1 MMR, 1 Hib, 1 Varicella. Exemptions for religious or other personal beliefs will no longer be an option for the vaccines that are currently required for entry into childcare in California. Failure to comply with this regulation may cause your child to be excluded from Preschool. The child may return when the immunizations have been provided. No child may enter Preschool without all shots being up to date unless there is a medical exemption.

Sick Policy

We are concerned about the health of your child. The California State Licensing regulations require us to have only healthy children in the Preschool. Children who are ill or who show symptoms of illness while at Preschool will be sent home. By keeping your sick child at home, infections are not being spread to others, and your child is not being exposed to others while his/her resistance to diseases is low.

Children with the following symptoms **SHOULD NOT BE SENT TO PRESCHOOL**:

- with a cold that has a yellow-greenish nasal discharge
- with a sore throat
- with a constant cough
- fussy, cranky, whiney, and generally not himself/herself
- with a temperature higher than 98.6 degrees Fahrenheit within the past 24 hours. Children should be fever-free for 72 hours without the use of a fever-reducing medication.
- with undiagnosed skin eruptions or rashes. A note from a doctor is required to return to school.
- with general signs of listlessness, fatigue, flushed skin, or headaches
- with vomiting or diarrhea occurring within the past 24 hours
- with lice or nits in their hair
- that is taking antibiotics but has not been on the antibiotic for 24 hours
- with an eye discharge or crust. A child with conjunctivitis must stay out for 24 hours after the prescription medication starts and until all redness and discharges are gone.
- with ringworm. Ringworm should be treated by a physician and is contagious until 24-48 hours after treatment or unless covered by clothing.
- with impetigo. Impetigo should be treated by a doctor and is contagious until 24-48 hours after treatment.
- with symptoms of a possible communicable disease

Even if your child appears to be well, he/she will need to remain at home for the day. **NO EXCEPTIONS.**

PLEASE SHOW CONSIDERATION FOR OTHER CHILDREN AND STAFF BY KEEPING YOUR ILL CHILDREN AT HOME! If your child has a doctor’s appointment for a suspected illness, please don’t bring your child to class before the appointment.

If your child becomes ill during the day, parents will be called, and someone from your Emergency Contact List will be expected to come for the child immediately. If you are out of the area, please send someone from your Emergency Contact List to come for your child.

The office must have the name and telephone number of an adult who can come for your child in case of illness. Please keep this contact information up to date by informing the preschool office of any changes.

Every effort is made to provide a safe environment for your child; however, accidents do occur. If this should happen, first aid is given as soon as possible, and parents are notified either by an accident report if the injury is minor or by a telephone call if the staff feels it is more severe and might need further care.

The staff will complete accident reports when your child is injured at school. Some children will get hurt and not inform a teacher or staff member. Please encourage your child to tell an adult any time they get hurt!

If your child becomes ill with a contagious infection or illness, please notify the office immediately. All parents need to know if their child has been exposed to an infection or illness! The Director will email notices of what symptoms to watch for. Children with nits will not be allowed to attend Preschool even if a parent says treatment was administered. The lice nits, dead or alive, must be removed to prevent the spread of lice. An inspection by the Director will determine if lice and nits are gone before readmitting the child.

Insurance

All students are covered by a limited accident insurance policy that is secondary to any plan you may have on your child. Information regarding payment for any accident is available through the church office.

Administering Medications

According to California Educational Code and state licensing regulations, medication can be given at school only under the following conditions: 1) The medication must be prescribed by a physician, 2) a written statement from the physician must be on file at the school stating the dosage, method of administration, and schedule for administration. For over the counter or prescription medications, we also require a written statement from the parent or guardian requesting assistance in administering medications per doctor's orders. If your child needs an on-going dosage of medication that must be given during the preschool hours, the following procedures must be followed:

- All medication **MUST BE IN THE ORIGINAL CONTAINER** from the pharmacist. We do not administer over-the-counter medicines without a Doctor's permission.
- A "Medication Release" form must be filled out.
- All medicines must be handed directly to a staff member. Please **DO NOT** put the medication in the child's backpack, lunchbox, or cubby. This includes sunscreen, diaper cream, and lip balm.
- If your child has a food allergy that requires an Epi-Pen, please meet the Director to discuss precautions to be taken and complete the appropriate Incidental Medical Services forms and Community Care Licensing form to be kept with the medication.
- If your child needs nebulizer care, see the Director for Incidental Medical Services forms and other instructions.
- If medication is administered at home, it is helpful to inform your child's teacher in case any unusual or adverse reactions occur.

Birthdays

Each teacher designates a special day to recognize each child's birthday. We celebrate each child's birthday with singing and a birthday crown. The children are also recognized at our weekly chapel service. In addition, Baptism birthdays are celebrated each month in chapel. If you would like to bring in a special treat or small token to share with the children in your child's class, please contact your child's teacher. All items will be sent home with the children.

If a birthday is celebrated away from school and the entire class is NOT invited, please mail the invitations. If the whole class is invited, please feel free to bring the invitations to school. Please be considerate of the children's feelings and comply with the above request.

Food - Snacks & Lunch

Abiding Savior Lutheran Preschool does not provide snacks so that you have the freedom to choose healthy snacks that best suit your child. If a child does not have a snack, we will provide Cheerios and raisins. Please make sure that your child's snacks are clearly labeled with their name on it. If your child is staying for lunch and afternoon snack, please designate which items you'd like for a snack. Your child may also have the opportunity to cook or prepare special foods for snack at school. Your child's teacher will post this information in advance.

If your child is enrolled in School-Day, Full-Day, or Lunch Bunch, lunch must be provided by the parent/guardian. The lunch container needs to be marked with your child's name on the OUTSIDE. Please limit sweets to one (1) cookie (NO CANDY, PLEASE), as we are trying to emphasize healthy nutritional standards. NO SODA POP or anything in GLASS containers.

The children will have a period of 25 minutes to eat their lunch. We encourage the children to eat the main staples first (i.e., sandwich, fruit, vegetables, cheese, etc.). The dessert-type item will be offered last. Water will be provided daily to the children.

If your child forgets his/her lunch, a fee of \$10.00 will result. Your child can receive lunch from the foodservice associated with our elementary school if you have an account with them.

Hot lunches are offered monthly through the elementary school and are available for purchase directly from the vendor. These meals MUST be ordered in advance.

We are a PEANUT FREE school. This means that no food containing peanuts should be sent with your child. This includes peanut butter or any product with peanuts in it. Sunflower Butter is a great alternative, sunflower is a seed NOT a nut. If you choose to use a nut substitute, please label so that we are clear it is a safe option at our school. We appreciate your adherence to this policy.

Suggested Clothing

Preschool is a place for investigating and learning about many things. Many of these investigations can become quite messy and wet. Children can, and probably will get messy and/or dirty at times at Preschool. Please send your child to Preschool in clothing you can easily launder. While painting, the child often gets paint on their hands, arms, and any clothing not covered by our paint aprons. We use washable paint, but it can stain some clothing.

We appreciate you sending your child to Preschool in clothing he can easily manage to unfasten and refasten when going to the bathroom. Suspenders, belts, "body shirts," bib-type overalls are all adorable

and look cute on your child, but can cause a bathroom accident if it can't be undone quickly enough. The children will be learning to do many things for themselves. If a child cannot manage the clothing after trying, help will be provided. It is the responsibility of the parent to keep pull-ups and wipes at school.

We encourage children to bring a jacket or sweater that can be left at Preschool. We also request that a change (or changes) of clothing be left at Preschool in case of an accident requiring a clothing change.

Tennis shoes and socks are best for running, climbing, and playing in our playground. Open-toed sandals, dressy shoes, Crocs, and boots are not safe for climbing or comfortable for sand play and are therefore not allowed at school. The Preschool has a minimal amount of extra clothing on hand. It is important to label coats, jackets, lunch boxes, and all possessions brought to Preschool with your child's name. If your child is potty-training, several changes of underwear, bottoms, socks, and even an extra pair of shoes may be necessary.

Our playground equipment is not intended to be used while wearing necklaces or sweatshirts with laces. Our preference would be that these not be worn to school. If a child does wear them to school, they will be asked to put them in their cubby during outside play.

Lost and Found

If an item is lost, the school is not responsible for the missing piece. Labeling all belongings will help us locate lost items and help all things make their way back home. Please periodically check the lost and found bins located on the sign-in podium. Signs will be posted when it is time to clean out the lost and found and unclaimed articles will be sent to charity.

Parent and Preschool Communications

Knowing that the preschool supplements home life, a close relationship with parents is encouraged so that home and school may each benefit from cooperation, planning, and understanding.

- We invite the parents to view the classroom in action and have special days set aside for parents each year to participate. You and your family are welcome to visit the school and your child's classroom anytime during the school year. When visiting, you are required to stop by the preschool office to sign in and get a "visitor's badge." Due to insurance restrictions and Title 22 regulations, only enrolled children may stay in the classroom without their parents present. SB792 also requires that anyone who engages with children have a copy of the following immunization records on file in the preschool office: yearly flu shot, measles, pertussis, and TB.
- Our teachers want to become closely acquainted with you. When children are present in the classroom, teachers are required to give their full attention to the children. If you need an extended visit with the teacher, it is possible to meet with him or her after the preschool hours or by phone.
- Parent conferences are scheduled for a day in the late winter/early spring. Dates for these conferences will be announced in advance and by appointment. The schedules will be posted in your child's classroom. Parents are provided with an assessment three times a year. The first assessment is given in October as a skills check. The second is presented at the Parent-Teacher Conference, and the final is given in May/June.
- A weekly newsletter and other important communications are sent home via email. One posted copy is available on the parent board.
- Preschool parents are encouraged to take part in the Parent-Teacher League with the elementary school parents.

- We also have opportunities for parents to help with special days.
- We invite parents to attend parent information nights, our annual Christmas Service, parent workdays, and other special scheduled family days.
- Important notices are placed in the child's cubby or file folder with your child's work. Please check them daily.
- Our Abiding Savior App can be downloaded from the App Store or Google Play. This is a great way to sign up for Friday lunches, submit an absence notification, receive notifications, check the calendar or newsletter, and much more.
- Each classroom has a whiteboard and bulletin board to communicate the daily schedule, lesson plan, special days, and more. Check with your child's teacher if you have any questions.
- All staff have email addresses using the first initial and last name, @abidingsavior.com. You can also contact your child's teacher via the website at www.abidingsavior.com.
- All classrooms are equipped with telephones and answering machines. When children are present in the classroom, teachers are required to give their full attention to the children, so please leave a message.
- We encourage all parents to download the Learning Genie Parent App available from the App Store or Google Play. We will use this app for parent engagement as well as portfolio, assessment, and lesson plans. It will be the quickest way for you to receive updates and information about your child from your child's teacher.

Volunteers

Due to a law that was passed in 2016 (SB 792), we are now required to have immunization records, including measles, pertussis, and flu, on file for anyone who interacts or engages with the children. You may date and sign a note waiving the flu shot each year. In addition, volunteers must provide proof of clear TB (taken within one year before coming to volunteer or within seven days) and must sign a waiver that they are in good health, which is available in the preschool office.

Community Service

Each year the Preschool may participate in a toy drive, food drive, or clothing drive to help a mission, our military, or the people in need in our community.

Program Schedule

We offer the following sessions:

| 2-DAY PROGRAM | | |
|----------------------|------------------------|--------|
| Half Day | 8:30 a.m. – 11:30 a.m. | \$2570 |
| School Day | 8:30 am – 3:00 pm | \$3927 |
| Full Day | 7:00 am – 6:00 pm | \$4259 |
| 3-DAY PROGRAM | | |
| Half Day | 8:30 a.m. – 11:30 a.m. | \$3560 |
| School Day | 8:30 am – 3:00 pm | \$5482 |
| Full Day | 7:00 am – 6:00 pm | \$5916 |
| 4-DAY PROGRAM | | |
| Half Day | 8:30 a.m. – 11:30 a.m. | \$4855 |
| School Day | 8:30 am – 3:00 pm | \$7242 |
| Full Day | 7:00 am – 6:00 pm | \$7548 |
| 5-DAY PROGRAM | | |
| Half Day | 8:30 a.m. – 11:30 a.m. | \$6069 |
| School Day | 8:30 am – 3:00 pm | \$9053 |
| Full Day | 7:00 am – 6:00 pm | \$9435 |

Please note that the costs are for the school calendar year. Summer Session is offered at a weekly rate.

Below is a sample of a daily preschool program schedule. Please refer to each teacher's daily schedule posted in their classroom as each one varies.

| | |
|------------|---|
| 7:00 a.m. | Opening in Room A107 with Centers and Free Art |
| 7:45 a.m. | Outside Time |
| 8:20 a.m. | Clean Up |
| 8:25 a.m. | Restroom/Wash in Child's Own Classroom |
| 8:30 a.m. | Welcome/Center Exploration/Art/Assessment/Portfolio |
| | Music Class (Monday/Tuesday 9 a.m. – 9:20 a.m.) |
| 9:15 a.m. | Worship and Morning Meeting |
| | Chapel (Wednesday/Thursday) |
| 9:30 a.m. | Restroom/Wash/Snack |
| 9:45 a.m. | Outdoor Discovery |
| 10:30 a.m. | Literacy and Sharing |
| 10:45 a.m. | Center Exploration/Art/Assessment/Portfolio |
| | Spanish Class (Friday) |
| 11:15 a.m. | Music and Closing |
| 11:30 a.m. | Restroom/Wash/Lunch |

| | |
|------------|---|
| 12:00 p.m. | Outdoor Play/Restroom/Wash |
| 12:30 p.m. | Rest Time |
| 1:30 p.m. | Restroom/Wash/Center Exploration/Art/Assessment/Portfolio |
| 2:30 p.m. | Literacy |
| 2:45 p.m. | Restroom/Wash/Snack |
| 3:00 p.m. | Outside Time |
| 4:30 p.m. | Closing in Room A107 Restroom/Wash/Circle Time |
| 4:45 p.m. | Center Exploration/Art |
| 6:00 p.m. | Center Closed |

Lunch Bunch is offered from 11:30 a.m. – 12:30 p.m. for \$13.50/hr. for our half-day students. Parents must provide lunch, or a hot lunch can be purchased in advance through the school lunch program. Occasional use from 7-8:30 a.m. or 12:30-6 p.m. is also available with advance notice at \$13.50/hr. and will be billed through FACTS monthly.

Rest Time

For those students enrolled in our school day or full-day program, the Preschool will provide a nap mat for your child to rest on. Your child does not need to sleep but must relax their body quietly. Children in our older classes will have an opportunity to have a “quiet activity” after a designated amount of rest time has passed if they are not asleep. Please see your child’s classroom for specific rest times. Please bring a crib sheet for your child to use on his/her nap mat at school. Bottles and pacifiers are not permitted in our school program. To ensure comfort, small security blankets, and small stuffed animal are permitted during rest time. These items will be washed once a week by our staff. Remember to label all of these individual belongings.

Field Trips

Field trips are important aspects of a child’s education. Field trips are connected to specific learning currently happening at our center. Many field trips actually “come to” the classroom. We may also take several on-campus walking field trips during the school year. A returned permission slip with a parent signature will need to be returned to the school before the event. To help ensure close supervision of classroom students, siblings are not allowed to accompany parents on field trips. If there are not enough parent helpers with immunizations on file in the school office for a field trip, the trip may be canceled. On-campus field trips require our Campus Usage Permission acknowledgment. They include nature walks to the grass area, gross motor play in the gym, chapel in the sanctuary, visits to the elementary school library, music in the church, etc.

Extracurricular Activities

Showtime Dance, Amazing Athletes, and Creative Kids Playhouse are available weekly for an additional cost. Sign up sheets are available in the Preschool office. Children will be picked up from class and taken to the playground, gym, or church. All outside instructors have been fingerprinted, immunizations on file, and have the minimum number of units necessary to teach in a preschool setting. Extracurricular teachers will sign your child out of Preschool and back in if they are part of our school day or full-day programs.

Preschool Summer Camp

Camp runs for several weeks during the summer, depending on the calendar year. The only holiday observed is on the 4th of July. Hours of operation are 7 a.m. – 6 p.m. unless otherwise noted. Tuition and information regarding the program are available in March or April. This program runs separately from the school year program. This parent handbook applies to the preschool summer camp. You will be charged only for the weeks your child has registered to attend. Fees are prepaid and are non-refundable and non-transferable.

Holidays

Each family will receive an annual calendar listing special dates and events scheduled for the school year.

Note: The Preschool will be closed in observance of the following holidays:

- Labor Day
- Veterans Day
- Thanksgiving Break
- Christmas break
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Parent-Teacher Conferences
- Good Friday
- Easter Break
- Memorial Day
- Independence Day
- Two weeks before the opening of school
- The day between the school calendar year and summer session
- Staff in-service days

Extended care will be available on the following holidays only if enough children are enrolled. You will incur a cost for these care days. These days are not part of the tuition:

- Thanksgiving Break (Monday, Tuesday, Wednesday before Thanksgiving)
- Christmas/New Year's Break (dates vary depending on where Christmas Eve, Christmas Day fall on the calendar. We are closed between Christmas and New Year's)
- Easter Break (Tuesday through Friday).

Photography and Videos

When a child is enrolled in Abiding Savior Lutheran Preschool, his or her parents or guardians are given a Photo Release as part of the registration. They have the option of consenting to the public display of pictures or denying consent. They can update and change their consent/ denial at any time. Photographs, digital photographs, and or videos will be taken of children during school activities or events. These images will be used for classroom documentation, portfolios, displays, website, school Facebook, and/or advertising purposes. No compensation will be given.

Earthquake/Emergency Procedures

Fire drills are held once a month. Earthquake drills are held four times in a school year. Full evacuation and shelter in place drills will also be conducted periodically. Abiding Savior is prepared for a disaster. We have food, water, and provisions enough for three (3) days. We have space blankets for each student and adequate first aid supplies, sanitation materials, and equipment for search and rescue. The entire Abiding Savior Lutheran Church, School, and Preschool staff are trained in CPR and First Aid procedures. Every staff member has an assigned task in the event of a disaster.

Yearly you will be asked to supply an Emergency Kit. Emergency Kit contents include:

1. (2) Loose-fitting sweatshirts
2. (2) Sweatpants
3. (3) Extra T-shirts
4. (2) Extra pair of shorts
5. (3) Extra socks
6. (3) Extra underwear
7. Other personal items such as comb, brush, toothbrush/toothpaste, small family photo, love note from you, etc.

All children will remain on campus should any kind of disaster occur as long as the facility is safe to inhabit. The children will be picked up by parents or authorized persons, as stated on the form you provided at the beginning of the school year. If the facilities are damaged or unusable, the children and staff will be evacuated to the nearest Red Cross shelter. The Abiding Savior Lutheran staff will supervise the children as long as it is deemed necessary.

You must complete the forms containing accurate and up-to-date information. In the event of a disaster, please come directly to the designated control center (South Gate) to pick up your child. This area will be clearly established on the campus.

Security Gates and Cameras

Our campus is a closed campus during school hours. The gates will be closed after drop-off times and open for pickup. We have one point of entry during school hours. Please enter through the church office or the South gate during school hours. Parents in our full-day program will be given the code for the South gate only. This code is for parent use only.

Cameras are located throughout our school campus, with visual monitors in the offices. All entrance points and offices are all under visual surveillance.

Safety of Your Child

Realizing the potential for violence in today's world, we believe your child will be as safe as possible at Abiding Savior Lutheran Preschool. Teachers are instructed to always ask for picture identification when a child is picked up by someone we do not recognize – even if it is the child's parent. If we see someone on campus we do not recognize we will find out why he/she is here.

Should your child be severely injured at Preschool, we will call "911" first then the parent. For this reason, we must always have correct, current telephone numbers on file for you.

If you have concerns regarding the safety of your child, please talk with the Director.

Traffic Flow and Parking

Due to the amount of morning traffic and the multi-use of our parking lot/elementary school playground area, we have developed some rules and guidelines for you to follow when dropping off and picking up your child. Please be responsible. Following these procedures will ensure the safety of our children.

Remember to drive slowly, watchfully, and courteously. When approaching our facility from Frontage Road (which is off El Toro Road), please note that the elementary school children will be utilizing their “drop-off” zone. They will be entering the first parking lot to the south of the Preschool. You may use this entrance as well and can park in this area. Please stay to the right of the orange cones as this is the “drop-off” alley for our elementary school children. Park and walk your child to the Preschool to sign in. To leave the facility, continue past the elementary school buildings and out the driveway onto Orange Street. We don’t recommend turning left onto El Toro Road from Frontage Road. Take Orange Street to Muirlands and turn right.

- Half-day program: Preschool starts at 8:30 a.m. and ends at 11:30 a.m. Please plan on arriving no sooner than 8:25 a.m. and 11:25 a.m. The elementary school children will already have been dropped off by this time, and there will be less traffic congestion. Park on the large elementary school playground/parking lot located in the southeast part of our campus. This will be your only access to our campus.
- Lunch Bunch: Those picking up for Lunch Bunch at 12:30 p.m. will need to enter the south walk-in gate near the church office on the south side of the campus. All gates will be closed and locked at this time. Proceed to the Preschool to sign your child out.
- School day program: The elementary school playground/parking lot will be open from 2:50-3:10 p.m. You may use that area for pickup but must remove your car by 3:15 p.m.
- Full-day program: (before 7:45 a.m. and after 3:15 p.m.): From 7:00 a.m. until 9:00 a.m., the south parking lot gate of the campus will be the only gate open each morning. This gate will be the only access to our campus. After 3:15 p.m., the south walk-in gate will be your only access onto our campus. You will receive the gate code before school starts. Walk to the designated Extended Care room to sign your child in and out. The main parking/playground area is unavailable at this time, as the elementary school children will be using it.
- Parents of children in our Preschool and elementary school: Follow the “Traffic Flow Procedure Handout” distributed by the elementary school.
- Wednesday: There is no parking on the streets around our campus on Wednesdays from 12 noon to 4 p.m. due to street-sweeping. Your car will be ticketed.
- Please be courteous of our neighbor, Arbor Christian Fellowship, and refrain from using their parking lot. Your car may be towed. Thank you for your cooperation.

Licensing

Our facility is licensed through Community Care Licensing. The Licensing Agency has the authority to inspect facilities, interview children, interview staff, and review records without prior consent. To meet state licensing regulations, all forms must be completed and returned to us by the first day of attendance at Abiding Savior Lutheran Preschool.

Suspected Child Abuse

By California law, we are required, under penalty of fine and/or incarceration, to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact the parent

in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law (California Penal Code Section 11166) is to mandate a report of reasonable suspicion of abuse. School staff will make such reports in the best interests of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. Should this ever happen at our Preschool, please be assured such action is taken only in the spirit of what is best for your child(ren) and your family. The goal is to obtain help and support where it is needed.

Privacy Practice

We are committed to protecting your privacy. Student's and staff's personal information (i.e., address, telephone numbers, email address) are used only by Abiding Savior Lutheran Church and School authorized personnel. Personal information is not shared or distributed with any individual, entity, or organization without a parent's consent.

Contact Information

Abiding Savior Lutheran Preschool
23262 El Toro Road,
Lake Forest, CA 92630
Phone: 949-837-4292
License #: #300600010
Preschool email: <mailto:mwolfinbarger@abidingsavior.com>
Website: www.abidingsavior.com
Facebook: abidingsaviorlakeforest
Instagram: abidingsavior
Mobile App: Abiding Savior Lutheran School
Hours of Operation: 7:00 a.m. - 6:00 p.m. unless otherwise noted
 Part-day Program 8:30 a.m. – 11:30 a.m.
 School-day Program 8:30 a.m. – 3:00 p.m.
 Full-day Program 7:00 a.m. – 6 p.m.

Director: Mrs. Mary Wolfinbarger
Pre-K Teacher: Mrs. Molly Nagel
4 Year Old Teacher: Miss Emily Hebel
3 Year Old Teacher: Miss Jennifer Estrada
3 Year Old Teacher: Mrs. Laura Siegert
2 Year Old Teacher: Mrs. Stephanie Rivers
Spanish Teacher: Mrs. Ellen Wood
Music Teacher: Miss. Jennifer Estrada
Assistants and A.M./P.M. Staff: Mrs. Kathy Hardt, Miss Ashley Rivers

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