

# IMMANUEL LUTHERAN ORANGE

## Preschool Parent Handbook 2025

**Immanuel Lutheran Preschool**

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**State of California Facility #:300605383**

Updated 2.12.2024

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## **Foreword**

This handbook serves as a contract and strives to communicate the philosophy and goals of our Christ-centered school and to set forth standards, rules and procedures that will foster self-discovery and facilitate a learning environment. It will change and grow as our school changes and grows. This handbook/contract is designed to foster mutual understanding.

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

## **Mission of the Church**

Immanuel Lutheran Preschool has been established to assist parents in the task of parenting during early developmental years. We offer a wide variety of growth experiences in an environment of Christian learning and loving.

### **A. Mission Statement**

We are brothers and sisters in Christ, gathered and equipped by the Holy Spirit through Word and Sacrament, for the ministry of loving, witnessing, teaching and serving within the local community and the world.

### **B. Ministry**

Immanuel Lutheran Early Childhood Center strives:

- To give opportunities for each child to develop in growth spiritually, intellectually, emotionally, socially, physically and creatively.
- To provide a loving environment for learning, loving and forgiving between classmates and teachers.
- To promote an environment where the child will develop confidence and good self-esteem.
- To provide a balanced curriculum: teacher-guided and student-selected activities, indoor and outdoor activities, quiet and active times, and an opportunity to worship.

### **C. Spiritual Beliefs**

- We believe in the One Triune God.
- We teach Christ Crucified and Resurrected.
- We believe Christ is Savior and Lord of all.
- We believe that the Bible is the inerrant Word of God, and is central to the

teaching of this school.

- We believe in the Body of all believers fellowshiping together for the purpose of worshipping and glorifying God.
- We believe the family is the principal institution provided by God, for the nurturing of Christian values in young children.
- We believe our Early Childhood Center is an extension of the church and family unit in which these Christian values are taught.
- We believe in a teaching environment which promotes spiritual, physical, mental, emotional, and creative growth.

#### **D. Worship Opportunities**

We encourage you to take part in weekly worship, Sunday School and Adult Bible Studies. If you are seeking a church home, we invite you to consider the Immanuel Lutheran family. In addition, baptism is offered to all our families. Please feel free to contact the church office for additional information.

Worship opportunities on Sunday mornings include 8:00 a.m. and 10:45 a.m. along with Sunday School and Bible Studies at 9:30 a.m. for all ages. A nursery room is provided during each Sunday service. Additional programs and activities will be noted in the church newsletter. Further information about the church is available through the church office at 714-548-2373.

#### **Educational Philosophy**

Young children learn most effectively when they have the opportunity to explore their environment through play and to experience a variety of developmentally age-appropriate materials to stimulate the five senses – touch, taste, smell, hearing, and sight.

Trained preschool staff provide a fun learning environment in a warm, caring, loving Christian atmosphere. Basic academics are taught in a non-threatening, casual environment. Our program helps develop fine and gross motor skills, social and emotional development, and basic learning experiences. The classroom encourages curiosity, exploration, and problem-solving in an atmosphere of warmth, affection, and respect for the individual child.

*Children are not little adults!  
A professional child plays all day!*

## **II. IMMANUEL LUTHERAN CHURCH AND SCHOOL ORGANIZATION**

### **Council of Trustees (Church Council)**

The Church Council is the governing body of the school. This board is comprised of members of Immanuel Lutheran Church and selected by the voters' assembly to facilitate the operation of the church and its ministries.

### **Board of Education (School Board)**

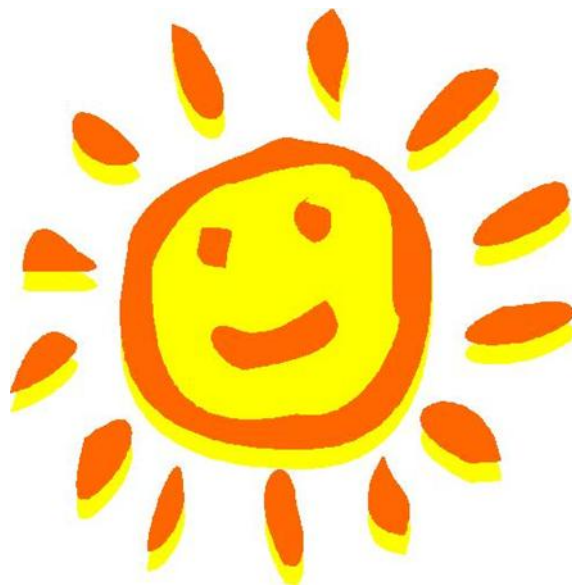
The School Board is the governing body of the school. This board is comprised of members of Immanuel Lutheran Church and selected by the voters' assembly to facilitate the operation of the school.

### **Lines of Supervision**

As one of our church's programs for children, the preschool and kindergarten is under the general supervision of the Preschool Director. All teachers and school staff are under the direction of the Preschool Director. All preschool and school faculties are held accountable by the School Board.

### **Faculty**

- Exemplify Christian love.
- Cooperate as a team in providing for individual needs.
- View the child as a child of God, unique and special.
- Are certified in early childhood education, and/or related educational fields. Each staff member meets or exceeds the requirements for California's Childcare General Licensing Requirements for Title 22.



## **II. ADMISSION AND FINANCIAL REQUIREMENTS**

### **Admission Requirements**

Our preschool is open to all who desire a Christian early childhood education for their children. Immanuel Lutheran Preschool admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of this preschool. The preschool does not discriminate based on gender, race, color, national or ethnic origin in the administration of its education policies, admission policies, scholarship programs, or other school administered programs.

The child must be 3.0 years old by September 1<sup>st</sup> and toilet trained to be eligible for enrollment. Enrollment of 3.0-year-olds after September 1<sup>st</sup> may be considered if openings are available.

### **Admission Procedure**

Information about Immanuel Lutheran Preschool should be requested from the school office. Priority registration for returning students, siblings of alumni, and Immanuel Lutheran Church members will be held during National Lutheran Schools Week, typically scheduled during the last week of January, prior to the school year being enrolled for. Open registration will begin February 1. To register, completed applications must be turned in with the non-refundable registration fee. Once registered you will receive an enrollment packet that must be completed and returned by the appointed time. All forms must be filled out completely and medical immunizations up to date to begin school. Returning students' files must be reviewed by the parent to make sure all information is current. Please keep all names and phone numbers and addresses current throughout the year. Notify the school office of any changes.

The following forms need to be complete and on file before the first day of school:

- Application for Enrollment
- Admissions Agreement
- Identification and Emergency Information
- Consent for Emergency Medical Treatment
- Physician's Report
- Personal Rights/Parent's Rights
- Child's Preadmission Healthy History – Parent's Report
- School Handbook Policies Contract
- School Directory Permission/Permission to Photograph

Children are accepted at Immanuel Lutheran Preschool for one year. Re-enrollment procedures must be completed each year for placement to be maintained for the following year.

### **Program Offered**

Our preschool program is designed for children ages 3-6 years old, Monday – Friday, 8:30am – 11:30am. Child must be at least 3 years of age and potty-trained.

The Immanuel Lutheran Preschool school year operates Labor Day – Memorial Day. Closures include days in September prior to Labor Day and days in May following Memorial Day (if any); federal holidays; and the following holiday breaks: the week of Thanksgiving, 2 weeks for Christmas, Good Friday and the week following Easter. If a federal holiday falls on a Saturday, the preceding Friday will be treated as a holiday. If a federal holiday falls on a Sunday, the following Monday will be treated as a holiday. Please see the Immanuel Preschool Calendar for exact closure dates. A summer program is offered during the months of June, July, and August. Separate summer registration forms are required and will be available in the spring prior.

### **Tuition Fees**

Tuition is determined by an annual fee and is broken into 9 monthly installment payments. Payments are paid the first of every month and begin in September and end in May. Tuition payments received after the 10<sup>th</sup> of each month are considered delinquent. A \$30 late fee will be charge. Payments made be paid by check or online (a \$5 Credit Card Fee per transaction will be added for online payments). Tuition invoices will be emailed monthly beginning August 25.

A family that is 60 days in arrears will receive a special letter from the Board of Education. Enclosed with that letter will be a “Request to be Heard” form. This form is to be used by a family wishing to meet with the school board to discuss their situation. “Request to be Heard” forms are available in the preschool office for any family when the need arises. The goal of the school board is to work with each family individually and with care.

A child enrolls for a full term. If he/she must be withdrawn for a valid reason, we require a two-week notice. **Tuition continues to be paid during any absence in order to retain preschool placement.** A child will be considered enrolled for the remainder of the year after April 1 and will be responsible for the remaining tuition.

Because our program and licensing requirements for staffing are based on the number of children enrolled, **tuition dollars will not be refunded nor make-up days offered for holidays, illness, vacations or any other absences.**



A \$30.00 service fee will apply to each monthly tuition payment returned by the bank for non-payment. Full tuition will be due and payable when two (2) or more checks are returned by the bank for non-payment or the child's enrollment will be terminated.

Any change in fees or programming by Immanuel Lutheran Preschool will come with a written notification and posting for at least 30 days prior to going into effect.

### **Class Enrollment**

Class meets Monday – Friday for children ages 3 – 6 years old. Preschoolers must be 3 years of age prior to September 1 of the school year enrolled. Children may be enrolled any 2, 3, 4, or all 5 days of the week, 8:30am – 11:30am.

### **Application and Registration Fees**

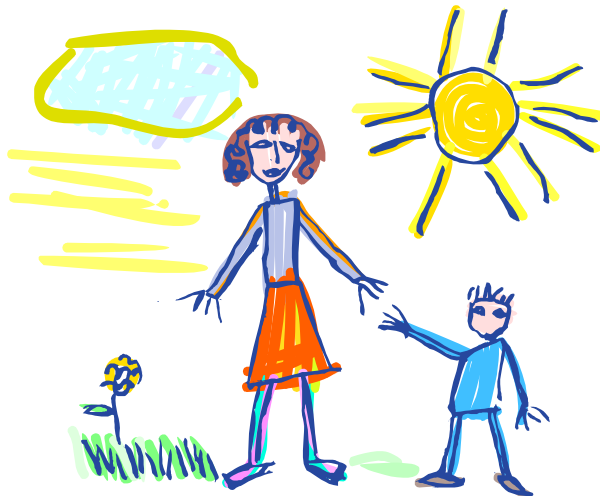
A registration fee is payable at the time of registration. This covers the cost of registration, materials, supplies, classroom set up costs, earthquake kits and insurance. **This fee is non-refundable.**

### **Refund and Withdrawal Policy**

All registration fees are **non-refundable**.

**Tuition dollars will not be refunded nor make-up days offered for holidays, illness, vacations or any other absences.**

A child enrolls for a full term. If he/she must be withdrawn, we require a two-week notice. Any tuition balance after the two weeks' notice will be refunded. A child will be considered enrolled for the remainder of the term after April 1 and will be responsible for the remaining tuition. Withdrawal and subsequent re-enrollment will entail an additional registration fee.



### III. PARENT PARTICIPATION, CONFERENCES, SCHOOL CALENDAR, & PLANNING

#### **Parent Participation**

Immanuel Lutheran Preschool has been established to aid parents. Each parent is requested to become involved in our school and take part in activities. Keep in close communication with your child's teacher, read the notices sent home, the newsletter, emails and watch for notes on the clipboards. In this way you will be aware of upcoming events.

Each class offers the opportunity for parents to volunteer in the classroom for the day. Parents may volunteer as often as they wish. Talk to your child's teacher to set up days you wish to volunteer and see the requirements listed below.

Other volunteer opportunities include assisting in events, watering the garden or participating in our monthly work parties. If you have a special talent – puppetry, musical instrument, singing, cooking, etc., or you work in a field that interests children (fire fighter, doctor, veterinarian, dentist, police officer, etc.) we would love for you to arrange a time with the teacher to share with the children! We also encourage parents to share their heritage and cultural background with the children (special foods, dress/costumes, songs languages, stories, pictures). We feel it is important that we use parents as resource people.

#### **Volunteer Requirements**

As a licensed Child Care Facility in the state of California, we are required to maintain full compliance with all laws and regulations set forth by the Department of Social Services, Child Care Licensing Division and several other state agencies, including the Health and Safety Code. Senate Bill 792 has changed the immunization requirements for volunteers in a child care facility. For the purpose of this law, a volunteer is defined as any non-employee who provides care and supervision for children. Licensing has determined that 'care and supervision' will be determined as anyone who is engaged and interacting with children.

Therefore, **all volunteers during school hours will be required to provide proof of immunization for Influenza, Pertussis and Measles, as well as TB clearance.** This will apply to all adults who desire to volunteer in their child's classroom and/or participate in field trips and special events where they are engaged and interactive with children. Proof of immunizations will be kept in a specific file in the Preschool office and will only be

available for review by Licensing analysts. Please note - there are some provisions for medical exemptions. Please contact the director for a list of these acceptable exemptions.

### **Home Visits and Parent and Child Back to School Open House**

If possible, new students will receive a home visit from their teacher in August, prior to school starting. We have found that home visits help children adjust to the beginning of school by knowing there will be at least one familiar, friendly face on that first day.

An open house will also be held prior to the start of school for both the child and parent to come to school together. The open house lasts approximately an hour and will allow both children and their parents to experience the preschool environment.

Class schedules, updated yearly calendars, curriculum updates and volunteer lists will be distributed and any questions you may have will be answered.

### **Conferences**

Parent conferences are a way for parents and teacher to work together to help the child. Parents or the teacher may request a private conference regarding a child's learning progress during the school year at any time.

Children are not tested at the preschool level. The teachers use Kaymbu, an iPad-based application to record photos and note the progress and development of each child through observational notes and authentic assessment creating a digital portfolio. These documentations and photos will be emailed to the parents usually weekly. An opportunity to purchase all of the documentations at the end of the year in either a print or digital form will be available through Kaymbu.

### **Parent Initiated Inquiries**

Teachers are willing to meet with parents at any time mutually agreed upon to discuss the progress of their children. Parents wishing to drop in before or after school to talk to a teacher unannounced should realize that the teacher's time may already be spoken for with other commitments.

### **Calendar**

The Immanuel Lutheran Preschool school year operates Labor Day – Memorial Day. Closures include days in September on and prior to Labor Day and days in May on and following Memorial Day (if any); federal holidays; and the following Holiday Breaks: the week of Thanksgiving, two weeks for Christmas, Good Friday and the week following Easter. The school will offer a summer program for children ages 3 – 6 years old during the months of June, July, and August.

## IV. HEALTH

### Health Policy

Good health is important. The preschool child should be in good mental and physical health. A child with psychological disabilities requiring undue time by the teachers will not be allowed to continue.

Sometimes you may be uncertain as to whether or not your child should attend school because he/she is in poor health. Here are a few guidelines. Your child should stay home from school if he/she has:

- Runny nose or cough
- Swollen neck glands
- Fever
- Nausea or vomiting
- Red or discharging eyes
- Acts listless, drowsy, has flushed face, lack of appetite, or shows any behavior that is noticeably out of the ordinary
- A rash
- Vomited within 24 hours previous to school time

Any communicable disease should be reported immediately so that the other parents can be informed. **After an illness, your child should be without fever for 24 hours before returning to school.** Check with your physician for specified recommendations. Should your child be allergic, please have the physician certify him/her as such. Please notify the teacher in writing about such allergies.

**A child who has had a virus with symptoms of vomiting/diarrhea should not return until symptoms have been gone for 24 hours.** The director or teacher should clear all children who are returning to school after having a communicable disease before joining other children. This includes such diseases as chicken pox, measles, mumps, conjunctivitis, strep infections, impetigo, pinworms, and viral infections. If a child becomes ill during the day, he/she will be placed away from the other children and the parents will be contacted with the request to take the child home. Parents should exercise every caution and keep their children home should other unusual symptoms occur.

When your child returns, he/she must be able to function in the normal classroom environment.

### **Immunizations**

All immunizations must be complete and up to date before entering preschool. Children two years of age and older must have 3 polio, 4 DTaP doses and a 3-dose series of Hepatitis B. Children need 1 MMR (measles, mumps, rubella) on or after the first birthday, 1 Hib given on or after the first birthday, regardless of any doses given before the first birthday, and 1 Varicella (chickenpox).

### **Medications**

To keep in compliance with state licensing regulations the procedures for dispensing medications are as follows:

1. All prescription and nonprescription medications need to be in their original containers with an unaltered label.
2. All prescription and nonprescription medications shall be administered only with the written approval and instructions from the child's parent and in accordance with label directions as prescribed by the child's physician. If the medication has pharmacist's instructions as given by the doctor, a note from the doctor is not necessary.
  - a. To dispense nonprescription medications, we need a consent note from your child's physician for your child's file noting times to be given, dosage and any pertinent instructions.
3. All prescription and nonprescription medications shall be maintained with the child's name and dated in the school office. Children are not permitted to keep medication in their possession (lunch box, cubby, pocket, etc.)
4. Forms to dispense medications must be filled out by the parent. Forms are available from the director.

### **Injuries**

The teacher or director will handle minor injuries sustained at the school. Soap, water, Band-Aids and cold pack will be the extent of first aid rendered. Minor injuries such as scrapes, cuts, bruises and bumps are not regularly reported to parents. An incident report will be filled out in duplicate for the student file and one for the parent to notify of any injury that requires attention and care at home. Parents will be notified in the case of severe bumps, cuts, bites, etc.

In the case of a serious injury to a child, the parent will be notified immediately and/or the paramedics will be called. Each child must have an Emergency Consent Form signed by the parent on file in the office. Your authorization for Immanuel Lutheran Preschool to contact your family physician and to take whatever emergency medical procedures are deemed necessary is part of this agreement.

## Plan of Operation for Incidental Medical Services

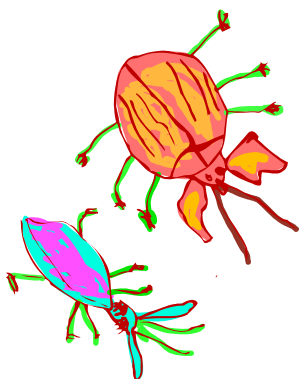
According to California Code of Regulations, Title 22, Section 101173(d), which is our state licensing, we are required to have a plan of operation for incidental medical services which include inhaled medication, nebulizers and auto-injectors. These are the only incidental medical service our center will cover.

Our plan of operation will require all students that need the above medical services to fill out a special form from the doctor that includes: specific instructions for administering medication; potential side effects and expected response; dose-form and amount to be administered; actions taken in the event of side effects or incomplete treatment; instructions for proper storage; telephone and address of child's physician; and the telephone and address of parent/guardian. The parent must provide training on how to administer the medication. ***This form must be updated annually.***

In addition, for the auto-injector we are required to use in accordance with the directions and as prescribed, keep ready at all times, protect from exposure to light and extreme heat, note the expiration date and replace prior to that date. We will call 911 and the child's parent/guardian after using the auto-injector.

We will record administration of medication/service according to physician's instruction using LIC9221 and store according to instructions. We will ensure OSHA requirements by wearing gloves, washing hands afterwards and disposing gloves/used instruments appropriately.

Staff will receive training from parent including: how to administer medication/service; use and maintenance of required equipment/supplies; what to do in emergencies; plan for field trips and emergency drills (transporting medication, equipment/supplies). Parents will be informed of each occurrence of incidental medical service to their child by telephone and/or written note. The Department of Social Service will be informed of serious incidents via LIC 624 within 24 hours.



## V. CURRICULUM, GOALS, PLANS TO ACHIEVE GOALS

### About Curriculum

The activities for children are developmentally appropriate and promote success for the child because they are geared to their developmental stage and individual ability and interest.

Children need years of play with real objects and events before they are ready to understand the meaning of symbols such as letters and numbers. Learning takes place as children touch, manipulate and experiment with things and interact with people.

At Immanuel Lutheran Preschool, children's play is the essential component of our curriculum. The curriculum considers the process of learning rather than the product.

### Goals

Developmentally appropriate goals for young children are:

- To build healthy and positive self-concepts
- To provide opportunities to enhance social skills
- To encourage children to think and reason, question, experiment
- To promote language development
- To encourage and demonstrate sound health, safety and nutrition habits
- To respect cultural diversity
- To develop initiative and decision-making skills
- To provide opportunities for physical development

**“Without Play-  
without that child still alive  
in all of us-  
we will always be incomplete.  
And not only Physically, but  
Creatively, Intellectually, and  
Spiritually as well.”**

**-George Sheehan,  
World-famous cardiologist, best-selling author, and athlete**

### **Plan to Achieve Program Goals**

The Immanuel Lutheran Preschool curriculum is based on the assumption that the development of a positive self-image and of academic and social skills is essential for a child to live an effective, creative and contributing life.

The program is built around a variety of centers that follow the children's interests or are a part of their daily world (Dramatic Play, Blocks, Math, Science, Reading, Writing, Creative Art, Cooking, Gardening, etc.) and daily Christian learning. From this point, experiences emerge from the development and interests of the individual children in the group.

Our belief is that what happens to the child, as a result of his experiences, is what is significant rather than the experience itself. We also believe that when children have some control over their own activities and experience a sense of trust, autonomy and initiative can grow. This philosophy is based on the theory of Erik Erikson. Our curriculum is based on the theory of Jean Piaget, which supports and strengthens concept formation and symbolization as the basis for academic proficiency.

Our program uses Kaymbu, a digital documentation application, to document, track and assess individuals at their current developmental levels and plan accordingly. The program offerings are free flow with areas of planned activities available for the children to choose. We base our curriculum on the need to explore, experiment, make choices, problem solve and to think independently.

Our overall goals for language are to help children learn to speak spontaneously and with fluency and to help children learn to listen and then make use of what they hear. Language is always an integral part of the program – part of every action and function. It is supported by encouraging self-initiated play and informal spontaneous conversations, giving children something real to think and talk about, using questions to generate language rather than limiting language to directions, commands, and requests. For language minority children, all teachers make a special effort to use gestures and body language to help children understand, speak clearly and simply, respect the child's language and help the child to preserve his/her own language and culture.

Basic concepts of good nutrition are interwoven into the lesson planning throughout the year. The children participate in food preparation activities that include good nutritional information as well as other educational concepts.



## VI. DISCIPLINE

Teachers at Immanuel Lutheran Preschool view discipline as a plan involving a combination of alternatives that will teach a child how to live usefully and happily with him/herself and others. The goal is to help children discipline their own lives through the good decisions they learn to make. Following Christ as His disciples is taught as an outgrowth of faith in Jesus as Lord and Savior. Our children's growth in this discipleship in Christ is the result of the Holy Spirit working through God's Word.

### Teacher-Child Interaction

- A. We respond quickly and directly to children's needs, desires and messages. We adapt our responses to children's differing styles and abilities. The response should be warm and soothing.
- B. We facilitate a child's successful completion of tasks by providing support, focused attention, physical proximity, and verbal encouragement.
- C. We are alert of signs of undue stress in children's behavior, and aware of appropriate stress-reducing activities and techniques.
- D. We facilitate the development of self-esteem by respecting, accepting and comforting children, regardless of the child's behavior.
- E. We facilitate the development of self-control in children. We use techniques such as:
  - 1. Guiding children by setting clear, consistent, fair limits.
  - 2. Valuing mistakes as learning opportunities.
  - 3. Redirecting children to more acceptable behavior or activity.
  - 4. Listening to children talk about their feelings and frustrations.
  - 5. Guiding children to resolve conflicts and modeling skills that help children to solve their own problems; and
  - 6. Patiently, and in a soft voice, reminding children of rules and limits and their rationale as needed.
- F. We cannot allow a child to remain in school if lack of self-control makes the child dangerous to him/herself or others.
- G. Types of discipline **not** permitted include: corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

**“Children need love,  
especially when they do not deserve it.”**

- Harold Hulbert

## **VII. EDUCATIONAL ENVIRONMENT**

### **Parent Guide**

Most children look forward with pleasant anticipation to the beginning of school. However, some are accepting but not enthusiastic about it. At the other extreme, some children may actually be fearful.

Tell your child what he/she may expect and give him/her accurate information concerning familiar factors: other children for playmates, toys and equipment that he/she will enjoy. Be casual, not too superlative; high expectations may be followed by disillusionment and disappointment.

On the first day, allow plenty of time for dressing, eating and other morning routines to permit you and your child to arrive at school feeling relaxed and secure. If your child is having difficulty with the initial adjustment, you may stay in the class or building for a period of time to ease his/her adjustment. If your child is doing fine, you are encouraged to say "goodbye" and go about your day. You are encouraged to visit at any time. Refrain from telling your child that he/she "must be good". If your child shows fear in any way, let him/her know that you understand and then follow the teacher's suggestions for your situation.

### **Arrival and Departure**

Sign-in at arrival with your full legal signature and time of arrival on your child's sign-in sheet. Be sure your child is left in the care of his/her teachers. Do not leave your child on the playground unattended or inside a classroom without notifying the teacher that your child is at school. Unattended siblings should not be left in vehicles at any time.

Sign your child out every day using your full legal signature and make sure the teachers know you are taking your child.

Persons other than the child's parent must be 16 years of age or older to sign children in and out of the school. Parents choosing to have siblings or designated babysitters under the age of 16 sign their children in and out of school care must sign the "Sign-In/Sign-Out Release" form and have the designee's names listed on the Identification and Emergency Information form.

If someone other than the normal person is to pick up your child, call the school office and send a note for the teachers so they can be aware at dismissal time. Persons other than parents may be asked to show I.D. Children will be released only to those persons

listed on the child's Identification and Emergency Form. A note must be signed by the parent to authorize an individual to pick up the child if not on the list.

The preschool morning program begins at 8:30am with the doors opening at 8:25am. Please wait outside the classroom doors until the teacher opens the classroom. The preschool morning program ends at 11:30am. Please wait outside the classroom doors until the teacher opens the door for dismissal. A \$1.00 per minute charge will be collected for every minute after a 10-minute grace period.

While we understand that emergencies do arise, we request that parents keep in mind the pick-up times. Continuous tardiness to pick up a child on the part of a parent will necessitate our requesting that the child be withdrawn from the center.

Please call to inform the director if your child will not be in school due to sickness or other plans.

### **Snack**

All students must bring a healthy snack using the snack box provided. One snack box will be given to each registered child prior to their first day of school. This is your snack box to use throughout your enrollment in Immanuel Lutheran Preschool and is yours to keep! Please write your child's name on the box. If you misplace your snack box, a fee of \$40 will be charged for a replacement.

**Snacks must be peanut free AND tree nut free!** Our child care license requires snacks to also be comprised from at least 2 food groups. The preschool will provide drinking water. A list of healthy snack ideas will be available in the school entryway. Please place your child's snack box into their class cooler located near the sign-in cart and then be sure to pick-up your child's snack box from the same cooler which will be located outside your child's classroom door at dismissal.

### **Birthdays**

Your child's birthday is an important day! We celebrate birthdays at school with singing, a special birthday crown, stickers, and having their birthday picture taken. Students look forward to these simple but special birthday rituals. Summer birthdays will be recognized the last week of school.

No one is permitted to distribute to classmates or other students any invitations, party favors, food, candy or other materials for birthdays, holidays or any other occasion without the direct knowledge and consent of the director.

### **Holiday Parties**

Donation sign-up sheets for special occasions and Christian holidays will be provided periodically throughout the year. These snacks must follow the same healthy guidelines as required by licensing.

No one is permitted to distribute to classmates or other students any invitations, party favors, candy or other materials for birthdays, holidays or any other occasion without the direct knowledge and consent of the director.

### **Clothing**

Children should wear appropriate clothing, keeping safety and comfort in mind. Avoid long skirts that can be dangerous when a child is going up and down steps, climbing or using playground equipment. Open-toed sandals or shoes with no backs may not be worn to school. Boots may be worn only if they are the right size for the child's foot. The cords on jacket hoods must be removed so as not to cause a neck injury or choking.

Children should come to school in play clothes, ready to "get dirty". Children are encouraged, but not forced, to wear smocks. Therefore, OLD play clothes are highly recommended. The children's clothes should not inhibit their ability to participate in any of the activities at school. Please label your children's coats, sweaters and jackets with their names.

### **Lost and Found**

It is strongly urged that parents mark all children's clothing and property with the child's name. Articles found will be placed in the school office in a basket labeled "Lost and Found."

### **Other**

Children and parents have the right for a program environment that meets all Health and Safety standards and requirements. All class areas, restrooms, play areas, hallways, and meeting areas in the school meet the requirements of the Department of Social Services of the State of California. Regular inspections include fire and health.

The State of California requires that all members of child care institutions be on the lookout for and report to the State any and all causes of suspected abuse to a child. Immanuel Lutheran Preschool is, therefore, mandated to report to the State any suspected cases of child abuse and or neglect.

### **Child-Related Research**

In an effort to protect children from injury caused by accidental ingestions of medicine and other household chemicals, Congress passed a law called the Poison Prevention Packaging Act. The law requires that each new package be tested to determine its level of child resistance and that children be tested in preschools, day care centers, etc. Immanuel Lutheran Preschool and its students are occasionally selected to participate in these child resistant studies. The purpose of the research is to confirm the effectiveness of the package and ensure that they meet the Consumer Product Safety Commission Standards and International Standards. Because of this program the number of accidental poisonings in the United States has been reduced by over 50%.

- Your child may be selected to participate in a maximum of two different projects.
- Children 3 and 4 years of age may participate.
- The studies will take place here at the preschool during class time under the supervision of an Immanuel Lutheran Preschool staff member.
- Child-Related Research's trained and background checked staff members will observe two children at a time for 10 minutes.
- Each child will be asked to try to open a package designed to be child-resistant.
- These packages are commonly found in your home and is empty or filled with a harmless content.
- Each child will be given a safety talk at the conclusion of the study.
- The preschool will receive a small compensation check for each study conducted.
- Remember, the most effective way to safeguard your child is to keep all harmful substances out of children's reach.



## VIII. EMERGENCY PROCEDURES

### Emergency Drills

Fire and earthquake drills are held regularly. Teachers discuss exit procedures with their classes the first week of school and regularly thereafter throughout the school year.

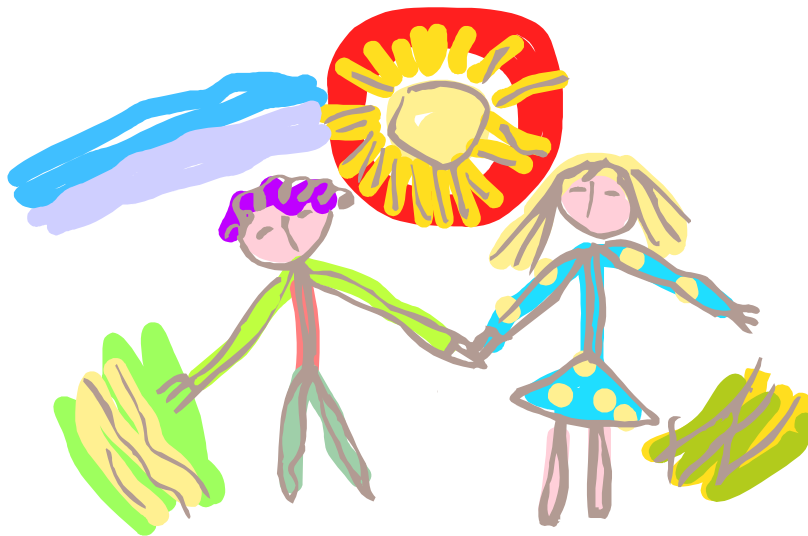
The school's emergency care and disaster action plan are posted on the licensing bulletin board in the entryway and in the school office.

### Earthquake Kits

The school provides an earthquake kit for each child. The kit is designed to maintain the student on a minimal level of nutrition and safety until picked up by the parent. The school supplies the earthquake kit as part of the emergency preparedness requirements for the school and church.

### Disaster Information

If a major disaster occurs during school hours, the students will be consolidated in the large sports field. Mandated procedures will be followed for dismissal of the children.



**"We have to reach their hearts  
before we teach their minds."**

**- Priscilla Vail**

## **IX. COMMUNICATIONS**

### **Communications**

Information will be either sent home or emailed as needed which covers monthly newsletters, calendar of events, and other pertinent information for parents. We also use Kaymbu, an iPad-based application that our teachers use to record photos of important classroom activities and share them weekly with families via email. Please also check the bulletin boards regularly for news, calendar items, notices, sign-ups, etc. Information may also be posted on our website at [www.immanuelorange.com](http://www.immanuelorange.com) and on our preschool Facebook page at [www.facebook.com/ImmanuelLutheranPreschool](http://www.facebook.com/ImmanuelLutheranPreschool).

### **School Directory**

Every family will be given a school directory listing the names and with permission addresses, emails and phone numbers of school families and school staff. You should receive this directory in October. This directory is not for business use. It is not the desire of our families to be approached for promotional or sales presentation through the use of this directory.

### **How to Voice a Concern**

During the school year, there may be times when a parent wishes to register a concern about a particular topic or happening. It is important that any concern be heard. A parent having a concern about a teacher, staff member or other person is asked to speak to that individual first. If, after that conference, an understanding is not reached, a conference may be needed with the director who may be able to propose a solution.

Parents also have the right to file a complaint to the licensing office as stated in the Notification of Parents' Rights (LIC 995A).

Bring concerns to those who can resolve them. (Matthew 18:15-17) Discussing them in "open forum" with others will not promote a solution, but does promote misunderstanding, misrepresentation and gossip.

### **Distribution of Promotional Literature**

No one is permitted to distribute to classmates or other students any promotional literature, advertising, various pamphlets, invitations, or other materials without the direct knowledge and consent of the director.

### **Photographs and Publicity**

Photographs of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, social media, or other publicity materials. Your permission for photographs including your child to be used without compensation is part of this agreement.

## **X. PERSONAL AND PARENT'S RIGHTS**

### **Personal (Children's) Rights**

- (a) Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- a. To be accorded dignity in his/her personal relationships with staff and other persons.
  - b. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  - c. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  - d. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
  - e. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
  - f. Not to be locked in any room, building, or facility premises by day or night.
  - g. Not to be place in any restraining device, except a supportive restraint approved in advance by the licensing agency.



## **Parent's Rights**

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name address and telephone number of the local licensing office.  
Licensing Office Name: Community Care Licensing – Child Care  
Licensing Office Address: 750 The City Drive, Suite 250 Orange, CA 92868  
Licensing Office Telephone #: 714-703-2800
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).