

PRESCHOOL HANDBOOK

2018/2019



LODI CHRISTIAN SCHOOL

Preschool Parent Handbook

Our staff wishes to welcome you and is pleased you have chosen us as a partner in the Christian education and development of your child. We are looking forward to a happy and rewarding experience for you and your child.

The purpose of Lodi Christian School (LCS) Preschool is to provide a quality preschool program for the children of our community. We strive to meet the physical, intellectual, social, emotional, and spiritual needs of our students, while also portraying and teaching them about the love of God. A safe and loving environment has been prepared to provide hands-on exploration and academically enriching activities. Our committed staff will engage your child in a variety of ways that will help them discover, explore, and learn to their fullest potential.

This handbook is designed to familiarize you with our program, policies and procedures. Please read and refer to it as needed. Thank you for giving us the opportunity to grow with your child.

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (*2 Timothy 3:16, 2 Peter 1:21*)

We believe there is one God, eternally existent in three persons—Father, Son and Holy Spirit.
(Genesis 1:1, Matthew 28:19, John 10:30)

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5)

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of condemnation. (John 5:28–29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18)

We believe marriage between one man and one woman for life uniquely reflects Christ's relationship with His Church. (Ephesians 5:21–33)

We believe marriage also serves as the foundational unit of a stable society. (1 Corinthians 7:2, Genesis 1:26–27)

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. (Genesis 1:26–27)

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of LCS's faith, doctrine, practice, policy, and discipline, our school board is LCS's final interpretive authority on the Bible's meaning and application.

ADMISSION POLICIES

Children are admitted to LCS Preschool when it is determined that they will benefit from the program offered and parents agree to the policies outlined in the application forms. There is a probation period of two weeks in which administration, staff, and/or parents will determine if our program can meet the needs of the child. After two weeks, the child will continue

enrollment or be dismissed from the program. After acceptance to the program, the child may attend school when all balances are current, paperwork is complete, and the registration fee and all other fees are paid.

LCS Preschool admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies and other school-administered programs. LCS reserves the right to refuse admission to anyone unwilling to comply with the school's policies or unable to meet and/or achieve the school's academic or behavioral standards.

Registration

To register for LCS Preschool, parents must submit a completed enrollment application packet and a non-refundable annual registration fee. Enrollment applications are available in the school office. A completed application includes the following:

- Enrollment application
- Enrollment contract
- Financial agreement
- Tuition contract
- New student interview
- Identification and Emergency Information
- Notification of Parent's Rights
- Personal Rights
- Consent for emergency medical treatment
- Pre-admission Health History - Parent's Report
- Physician's Report
- Immunization records
- Birth certificate

Existing LCS families will be given a period of time for priority registration. Among these existing families, the priority level is as follows:

1. Current students
2. Children of current employees (full or part time)
3. Children of full-time TBC employees
4. Siblings of current students
5. Grandchildren of current employees (full or part time)

Priority registration gives parents an opportunity to reserve a space for their child for the next school year before those on the waiting list and/or new families from the community. All requests for plan changes during the priority registration period will be determined by available class openings and will be granted on a first-come, first-serve basis. Students cannot be enrolled unless a completed application packet and registration fee is received.

Once priority registration is closed, open enrollment will begin. Those families on the waiting list will be considered first in registering for any available spaces. All other applicants will be considered subsequently.

Lodi Christian School Board and Administration retain the right to review any discrepancies that may arise during the enrollment process.

Waiting List

When preschool classes have reached full capacity, LCS will generate a waiting list. In order to be placed on this waiting list, new families will need to submit a completed Waiting List Application along with the applicable, non-refundable application fee. The date of the application will determine the child's position on the waiting list. It is the parents' responsibility to inform LCS of any changes in address, email, or contact telephone numbers.

Application and payment does not guarantee a place in LCS; it does ensure that the parent will be contacted as a spot becomes available. When parents are contacted, they will be given two business days to notify LCS of their decision to either accept or decline the enrollment. If the space is declined, the child is dropped from the waiting list unless the parents request to keep on for a later date. If the parents fail to contact us within two business days, LCS will move on to the next name on the list. If the space is accepted, the parents will have three business days to turn in the enrollment application and the applicable, non-refundable registration fee.

TUITION AND FEES

Billing and Payment

Tuition is based on a 10-month installment plan. Tuition payments are due on the 1st of each month, starting August 1, and ending May 1. A late fee of \$25 is assessed after the 10th of each month. If the annual tuition is paid in full by August 1, 2018, the tuition fee will be reduced by 3%. There is no discount towards rates for holidays or non-student days. Students may not attend school if your account is not current. If a child is absent for financial reasons for one month, a \$50.00 re-registration fee will be assessed.

Additional Children

Any additional children in the preschool will be given a \$20 per month discount.

Late Pickup Fees

Children not picked up by their designated scheduled time will be charged a late pick up fee of \$1.00 per minute. If you are going to be late picking up your child please call the preschool as soon as possible.

Returned Checks

Any check returned to LCS for any reason will result in that account being charged \$25.00 to cover fees and additional bookkeeping. After two returned checks, payments may only be remitted by cash, cashier's check, money order or credit card.

Delinquent Accounts

Accounts are considered delinquent after the 10th of the month. A \$25 late fee is assessed on all accounts that are delinquent. All student accounts must be paid in full before a student can re-enter school the following academic year.

The following procedures are used for delinquent accounts:

1. The Administration or appointed representative will contact the family in order to work with them in the hopes of avoiding account suspension and/ or third party intervention.
2. If payment is still not made after all attempts, either written or oral, have failed or a mutually agreeable work-out program cannot be agreed upon, the delinquent account will be forwarded to a collection agency. Parents with delinquent accounts will be notified of this in writing.
3. Lodi Christian School reserves the right to deny enrollment to any student who has a current delinquent account at another school.

Other Fees

Tuition does not include all costs that may be incurred by the family. Examples of such cost are lunches, various student activities, special field trips, and other miscellaneous expenses.

THE PROGRAM

LCS Preschool provides developmentally appropriate activities in the areas of social, emotional, physical, intellectual and spiritual growth. Spiritual and Christian character development is weaved into all aspects of our program.

Children will be taught in large and small groups as well as individually, using a Christian and seasonally based curriculum. Educated and experienced teachers guide the children through their spiritual growth and cognitive development in math, language, phonics, and science. The environment is structured to meet the needs of each individual child and has been created to give hands-on experiences that enrich their play.

Children Served

The preschool provides instruction and care for children between the ages of 2 through their entry into kindergarten. Children must be 2 years of age by September 1st and showing signs of potty-training readiness to be accepted into the 2-year-old program. Children must be 3 years of age by September 1st and fully potty-trained to be accepted into the 3-year-old program and children must be 4 years old by September 1st to be accepted into the pre-kindergarten program.

Hours of Operation

The preschool is open Monday-Friday from 7:00 am – 6:00 pm for children enrolled in the full day program. Children enrolled in the half-day program should arrive by 8:30 am and be picked up promptly at 12:30 pm. The academic

enrichment is from 8:30 am - 12:30 pm daily and it is important for your child to be at the school for the full portion of this program.

Basic Daily Schedule

7:00 am	Arrival and Free Exploration
	<u>Academic Enrichment Program</u>
8:30 am	Morning Circle: “who's here today?”, calendar, bible, and themes
9:00 am	Outdoor Play
9:45 am	Snack
10:00 am	Circle Time: music and movement, letters, and numbers
10:30 am	Centers and Free Exploration: art, writing, sensory, dramatic play, math, science, and manipulatives
11:15 am	Outdoor Play
11:45 pm	Lunch
12:30 pm	Pick up for half-day kids/ Rest time for full-day kids
2:30 pm	Wake- Up
2:45 pm	Snack
3:00 pm	Free Exploration, Outdoor Play, Art/Crafts, Centers
6:00 pm	School Closes

GENERAL INFORMATION

Authorization to Pick Up Children

As an important security measure, it is the policy of LCS you bring your child into the school and see that he or she is under supervision before leaving the school. You will be required to sign in and out daily. Your full signature is also required by our state licensing agency, the Department of Social Services. Your child will only be released to adults (18 years or older) who are designated by you in writing. They must be listed on your child's ID and Emergency Form. Identification will be requested from any person that we deem necessary. Lodi Christian Preschool abides by all legally served court orders. We must have a notarized court order on file regarding parental custody matters. There are no exceptions to this policy.

Birthdays

A child's birthday is a day of celebration, and we will be happy to help make this a special occasion in the classroom. Parents are invited to bring snacks and/or favors for the children and to stay during the celebration. Please inform the staff, a few days in advance, when you plan to bring a birthday treat for your child's class. Invitations to a party outside of school can only be distributed when the **whole** class is being invited.

Clothing and Personal Belongings

Children must be fully dressed when they arrive at school. Because play activity is such an important part of our curriculum, clothing should be practical and comfortable. We will be playing outdoors and using art and crafts supplies, so please dress your child in clothes that can get dirty. Athletic shoes are recommended for safety and comfort. For safety reasons, shoes must be attached to the child's foot, therefore, no flip-flops or backless shoes are allowed. Clothing and backpacks are to be free from cartoon figures that promote violence. Please mark all of your child's belongings with their name.

Each child must have an extra change of clothes to remain at the preschool. If an accident occurs, and your spare clothes are used, please send an additional pair back to school the next day.

Discipline

At LCS Preschool we believe that positive discipline teaches and encourages the development of a child's healthy self-esteem. Our teachers are to praise and call attention to appropriate behavior and are to act as good Christian role models in order to influence and reinforce a child positively. Positive discipline techniques are to be constructive in teaching the child how to make right choice.

Each class has a management system to encourage acceptable behavior. We set limits that are age appropriate and enforced consistently. Our program follows a discipline system that includes: restating the rule that was broken, redirecting the child to another activity, reinforcing positive behavior, and avoiding punishment. Occasionally a child may need a "time out" to think about their actions. When the child is ready to make the right choices, he/she can rejoin in the activities.

Teachers will communicate directly with the parent or in writing using a "Preschool Behavior Slip" to report unacceptable behaviors. This is to let you know that we need to work on helping the child change undesirable behaviors. Children who bite may be sent home for the day depending on the severity of the incident and at the discretion of the director.

We do not allow the use of corporal or physical punishment by our staff. If you feel uncomfortable in any way concerning the treatment of your child you are to confront the staff member and bring it to the attention of the director immediately.

In the event that we determine attending LCS Preschool is not beneficial for your child, we will give you written notice and direction regarding this matter. **LCS Preschool will not tolerate aggressive or violent behaviors that jeopardize the safety of the children in our school.**

Biting Policy

We recognize that a child's development may include biting. The staff will attempt to divert a child from biting another child. We consider biting to be a serious offense. If your child bites, we will investigate the circumstances regarding the offense and make our determination accordingly. The parents will be contacted regarding the incident and a conference with the teacher or director may be necessary.

Early Withdrawal

If a parent/guardian wishes to withdraw his/her child, a withdrawal form must be completed and submitted to the office. A \$100 administrative processing fee will be assessed for all withdrawals. Tuition will be prorated based on the time of withdrawal as determined by the accounting department.

Nap Time

A rest period will be provided immediately following lunch, from 12:30 pm - 2:30 pm, for children enrolled in the full-day program. Sleeping is not mandatory; however, children are expected to rest quietly. There are specific licensing requirements for the nap mats/cots, so a napping cot and sheet will be provided.

Each child must have the following:

- Child-size blanket
- Small comfort item (if desired)

All bedding should be clearly labeled with your child's first and last name. Bedding must go home each Friday for weekly washing and be returned on Monday for naptime. Please no sleeping bags, pillow/blanket combos, or large blankets and pillows.

Nutrition

Your tuition includes morning and/or afternoon snacks. Children will need to bring their own lunches daily. Please do not send foods that need to be heated. When packing your child's lunch, remember that nutrition and health affect learning and a well-balanced diet supports healthy brain growth.

Parent/Staff Communication

Concerns raised by parents or guardians involving their child's classroom experience should be resolved as quickly as possible. Feel free to talk to the teacher or call to set up a time after school hours to discuss the issues. Monthly calendars and emails highlighting special dates to remember and classroom events on a regular basis.

Parent Volunteers

We invite you to visit or participate in classroom activities. Your child's teacher will discuss with you the types of assistance that are most helpful. Due to state regulations, we must limit volunteer work to less than 15 hours per week in the school unless fingerprint cleared through the Department of Justice, the Department of Social Services, and the Child Abuse Index Check.

Potty-Trained

All students enrolled in the 3-year-old and Pre-K program must be completely potty-trained prior to beginning school. Children who are considered potty-trained can do the following:

- They have no more than one accident in a month
- They can tell a teacher when they need to go and give the teacher time to get them to the bathroom
- They can wipe themselves
- They can pull down their own clothes and pull them back up by themselves when finished
- They do not need a pull-up diaper during our nap time

In the event of an accidental wetting, children will be changed into their extra set of clothes. Please send an additional pair back to school the next day. In the event of a bowel accident, parents will be called to come and change their child. We do not have the facilities or supplies required by licensing to help in this area.

If we feel that your child is not fully potty-trained, a conference will be held with the director to determine if the child is ready for our program.

Potty-Training Readiness

Children enrolled in our two-year-old program are not required to be potty trained to participate in the class, but should be showing signs of potty-training readiness. Your child should be sent to school in diapers, pull-ups, or other training type underwear until potty training is complete. We will work with you and your child by providing the assistance and support needed through the various stages of potty training.

Signs of Readiness:

- Child tells you he/she is wetting, recognizes the sensation of being wet
- Child can control self to go use the potty
- Child can undress and pull up and down pants
- Child shows willingness to want to sit on the potty and understands its function

During potty training your child needs to be dressed in clothing that is easy for the child to pull up or down. Please do not dress your child in the following:

- Overalls
- Pants that require belt
- T-shirts with snaps between the legs
- One piece outfits

After your child has successfully used the potty for one full week at home and school, then they may be sent to school in underwear. For the first month of wearing underwear, please continue to send pull-ups and wipes to school. If your child has two or more accidents in a day while in their underwear, we will put them back in a pull-up for the remainder of the day.

Severe Weather, Disaster and Fire Drills

LCS Preschool is required to post an emergency disaster plan for child care facilities. Each staff member is assigned to a specific duty to ensure that our children are taken care of in case of an emergency. Fire drills are required at least every 6 months and are usually held each month along with other emergency drills. Should an emergency requiring evacuation of the center occur, you will be notified as soon as possible. The rear church building, currently used for the elementary program, would become our temporary site. Our staff is trained for emergencies and all preschool staff is required to have current First Aid and CPR Certification.

Sickness and Medication

Each day, as your child enters the classroom, a quick health check will be done. Your child will be sent home if signs of illness are present. Parents are asked to be considerate, not only for their own child's health and welfare, but also for the wellbeing of the other children and teaching staff. If your child becomes ill at school, you will be called to take your child home. The school is equipped and staffed to care for well children only.

In order to protect your child and the other children in the facility, the school will strictly adhere to these guidelines. Your child should be kept home, or will be sent home from school if the following symptoms are present:

- Fever that is 100 degrees or above
- Runny nose with green-colored discharge
- Heavy or excessive coughing
- Vomiting
- Diarrhea
- Unusual rash
- Pink eye
- Head lice
- Any signs that are noticeably out of the ordinary: lethargic, headache, lack of appetite, etc.

Children with vomiting, diarrhea, and/or fever must have a recuperation period of 24 hrs, without medication, before returning to school. If your child is found to have any communicable diseases, please notify us immediately. A physician's clearance will also be required upon return to school.

In case of a medical or dental emergency, the parent will be called immediately. If the parents cannot be reached, the next step will be decided according to the circumstances or seriousness of the situation. First aid measures will be taken to stabilize and comfort your child and the staff will determine if 911 needs to be called. An authorization for emergency medical services form must be signed by the parents and kept on file. The parent will accept full financial responsibility for any services needed. Please make sure that all information on the identification and emergency information form is accurate and up-to-date.

Prescription medication may be administered to children at LCS Preschool with a signed Parent Consent for Administration of Medications Form (LIC 9221). If medication is to be administered the following conditions must be met:

- All prescription medication shall be maintained with the child's name and shall be dated.
- Prescription medication must be stored in the original bottle with an unaltered label. Medications requiring refrigeration must be properly stored.
- Prescription medication shall be administered in accordance with the label directions.
- Written consent must be provided from the parent, permitting our childcare facility personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.
- Non-prescription or over-the-counter medicine will not be accepted
- Sunscreen is considered a nonprescription medicine by the state of California so staff is not allowed to administer it.

Special Activities

In addition to our regular program activities, special activities may be planned. Detailed information will be sent home prior to each event.

Policy Changes

LCS Preschool will provide each enrolled family written notification of any changes or modifications to these policies 30 days prior to the action.