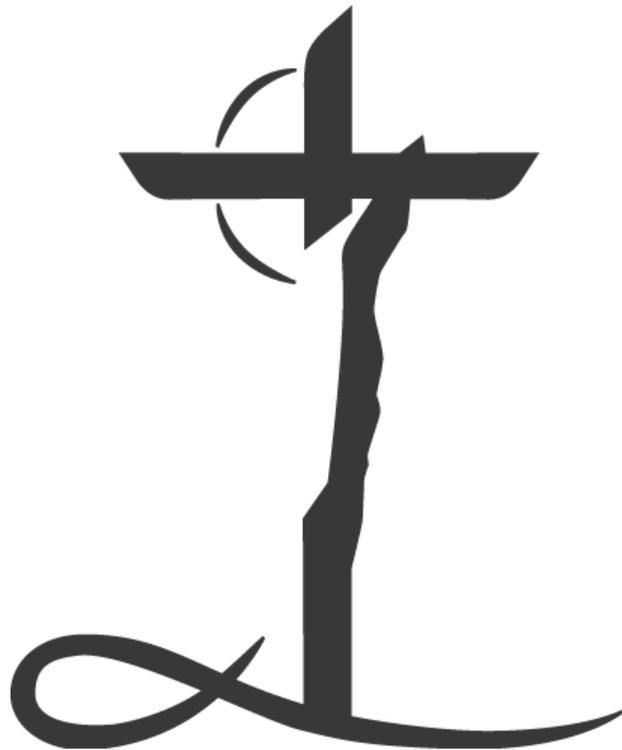


**Our Savior Lutheran Ministries
Early Childhood Development Center
1385 South Livermore Avenue
Livermore, CA 94550
(925) 455-KIDS (5437)
State Licensing Number 013415043**



**Our Savior Lutheran Preschool
Parent Handbook
2022/2023**

Rooted in Grace ~ Growing in Faith ~ Serving with Joy

Our teaching staff is composed of experienced, qualified teachers. Our center maintains a maximum teacher to child ratio of 1:5 in 2-year-old preschool classes, 1:7.5 in 3-year-old preschool classes and 1:9 in 4-year-old pre-kindergarten classes.

Our Savior Lutheran Ministries Early Childhood Center has a license from the California Department of Social Services (license # 013415043). Licensing has basic requirements dealing with staff qualifications, student/teacher ratios, facility specifications and program parameters. The philosophy of our center is to exceed, where possible, these basic standards to ensure the highest quality childcare program.

RELIGIOUS EDUCATION

We believe that our lives are “Rooted in Grace ~ Growing in Faith ~ Serving with Joy”. By this statement, we believe that our lives are rooted in God and His saving act of sending His Son, Jesus, to redeem us from sin. Our faith develops and grows through prayer and is broadened by knowledge of our faith. We then express our faith by serving Him and others in joy.

Prayer:

As a Lutheran school, one of our primary goals is providing a religious education for all our students. To accomplish this, we ask God to bless our work. We recognize the importance of both formal and informal prayer. Classes will pray together before class begins, before snack, and at dismissal time each day.

ADMISSION POLICY

Admission Priorities:

Admission priority is based on the following factors listed in order of importance:

- Sibling enrolled in Our Savior Lutheran Preschool and/or Our Savior Lutheran School
- Membership of Our Savior Lutheran Ministries
- Waitlist status

Required California state forms:

- Current immunization record
- Signed *Parent's Rights* form
- Signed *Personal Rights* form
- *Physician's Report* form (signed by doctor)
- *Preadmission Health History* form
- *Identification and Emergency Information* form

Non-Discrimination Statement:

Our Savior Lutheran Ministries (School), is mindful of our mission to be witnesses to the love of Christ for all. We admit students of any race, color, and national and /or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Our Savior Lutheran Ministries does not discriminate on the basis of race, color, national and /or ethnic origin, age, sex, or disability in the administration of educational placement.

TUITION

Tuition Aid Data Service (TADS) is our enrollment, billing, and collection company. Tuition is a monthly fee. You may enroll your child in our program with tuition payments being from August-May. Payments will be made directly to TADS and can be made by check or by automatic transfer from your checking or savings account.

Payments are due on the date that you select. If the tuition fee is not paid by the due date, a late fee of \$35.00 will be charged. If a tuition check is returned, a fee of \$35.00 will apply. In the event that tuition payments become delinquent, the student's enrollment will be jeopardized. If an account is not current by the end of May, the child's registration for the following year will be held and not processed until arrangements have been made with the business office to bring the account into a current status.

If, for any reason, you must withdraw your child during the school year, we require a 30-day written notice. In consideration of our staffing and other fixed educational costs, tuition will be billed through the 30-day notice period. We realize that some situations make it difficult for parents to comply with these

policies. In the event that this happens, the executive director or business administrator should be notified to see if other arrangements can be made.

GENERAL INFORMATION

Babysitting:

Our Savior Lutheran Ministries is not liable for employees who provide child care services outside of our program or normal operating hours.

Preschool Dress Code:

Children should come to school each day dressed for play and mess! We ask that they wear sturdy closed-toed shoes to help with balance and climbing. Shoes such as flip-flops, jellies, cowboy boots or open toed sandals tend to limit activities and increase the chance of injury. Jewelry can be hazardous on the playground equipment and should be left home. Jackets, sweaters, and sweatshirts should be clearly labeled. Teachers are not responsible for stained or ruined clothing.

Calendar:

Our calendar follows the Our Savior Lutheran School calendar as closely as possible. It is published at the beginning of the school year and updated monthly when necessary.

Change of Address:

The preschool office must be notified immediately of any change in home address, telephone numbers, work numbers, and e-mails. Current contact information is vital to the safety of your child.

Field Trips:

Currently suspended

A completed and signed permission slip must be returned to your child's teacher BEFORE a planned field trip. In signing the consent form, parents release Our Savior Lutheran Preschool from any liability. If you choose not to have your child participate in a field trip, you will need to secure alternative care (for your child) for the duration of the trip.

Individuals driving on field trips **must** meet the following criteria:

- Must be over 21 (preferably over 25) years of age
- Provide a copy of a valid, unrestricted driver's license
- Complete a liability insurance form on the vehicle to be used

Vehicle requirements are as follows:

- One seat belt must be provided for and used by each vehicle occupant
- No private (non-chartered) vehicle, including vans, with more than nine seats should be used
- No one may ride in the bed of a pick-up truck
- Motorcycles may not be used

Field trip drivers must adhere to pre-set plans and given routes. Drivers **may NOT** take students on any "unscheduled stops" (i.e. fast food restaurant, coffee, etc.). Hands-free devices are to be used when driving. Younger siblings (unless under the age of one and confined to a stroller) are not permitted to attend school-sponsored field trips.

Parties

Home:

To protect the feelings of all children, we ask that you refrain from passing out birthday invitations on school property unless the entire class is being invited. Birthday or special occasion party invitations (that do not include everyone) should be sent electronically or mailed. A classlist with each child's name, parent names, home addresses, and email address will be passed out at the beginning of the school year.

School:

Birthdays are celebrated at school during snack time. You are welcome to bring in a treat to share with your child's class! **Prior to your child's birthday, please consult classroom teachers as to scheduling and allergies.** All summer birthdays will be celebrated together on one day with an ice cream party.

Potty Training:

Children enrolled in our two-year-old program who are showing signs that they are ready to start the potty training process will be asked to transition from

diapers to pull ups. When your child has gone two weeks with a dry pull up we will ask you to then transition them into training pants (thick underwear). They may continue to wear the thick underwear as long as you wish. Once your child has gone two weeks in training pants without an accident we consider them potty trained and ready for our three-year-old program.

Children in our three & four year-old programs **must be potty trained** to start school. We understand that children in preschool will have occasional accidents. During the first month of school as our children transition into our three-year-old programs we anticipate accidents as they become familiar with school. After the first month of school if children continue to have accidents on a weekly basis they are probably not ready for our program. If a child has a bowel movement accident at school after the first month parents will be called to come and change their child. If this continues on a regular basis (daily or weekly) your child may be asked to find other care.

Smoking:

Smoking and vaping are **prohibited** in all areas (inside and outside) of our building.

Snack:

The State of California requires that children have a healthy snack consisting of two separate food groups and a disposable drink (water is acceptable). Juice does count as a food group provided it is 100% juice. Some examples of school snacks include: cheese & crackers, bagel & cream cheese, 100% juice and granola bar, carrots & crackers. Candy and soda are not considered “healthy” and should not be included in lunches or snacks.

For easy identification please label your child’s snack box or sack with his/her name.

Visitors:

At Our Savior Lutheran Preschool, we have an “open door” policy. Parents/guardians of an enrolled child are welcome to visit and observe our programs at any time. Please check in with the office to receive a *Visitor’s Badge* before entering your child’s classroom.

ARRIVAL AND DEPARTURE

Arrival:

Daily drop-off will take place inside the center of the preschool building. If your child is enrolled in our full-day program and you arrive before 8:30, please ring the doorbell outside of the main preschool building and our morning staff will promptly greet you.

At 8:30 the door to the main preschool building will be open for preschool drop-off. If you arrive prior to this time, we ask that you wait with your child until the building and the classrooms are open for the day. **We are only able to accommodate early drop-off for those children enrolled in our full-day program.** If you arrive later than 9:00, please ring the doorbell for admittance.

Drop Off Procedure:

The manner in which a parent drops off a child at school is very important. Upon entering the classroom, please help your child to put their snack and water bottle in their assigned cubby and hang-up their backpack. After this, we ask that you escort your child to the bathroom to wash his/her hands. Three-year olds will proceed (with parents) to the playground, four year-olds will begin morning classroom activities.

Brightwheel:

California State Licensing requires that each child be signed in and out each time the child attends class. Parents/guardians are required to complete this process using Brightwheel. At the beginning of the school year, families will be given a code and asked to set-up a profile. **A cell phone and code are both required to check-in and out of preschool.** There is a penalty of \$150 for failure to sign your child in or out.

Persons Authorized to Pick up Your Child:

Only adults over the age of 18 with written consent on file are permitted to pick-up preschool age children. All persons authorized to pick up your child **must** be registered with the preschool office. Any changes regarding authorized persons must be made in writing **PRIOR** to pick-up. It is not sufficient to simply add a person to Brightwheel and give them your code. Photo identification will be requested (and compared to the authorization list) before a child is released. This procedure is in place to insure your child's safety.

In cases of divorce, separation, or joint custody ruling, both parents will be granted equal access to their child/children unless legal documentation is provided. All state forms must be filled out by both parents. All documentation will be kept in the child's confidential file. If someone new (whose name is not on the emergency card) comes to pick-up your child and we have not been notified in writing, the child will not be released until the following procedure has been followed:

- Identification will be requested
- The parents will be contacted by phone
- The director will release the child

Late-Pick Up

In the event that a child is still here after closing (5:00 pm for 2 year-olds, 5:30 for 3 & 4 year-olds) and there has been no notification from the parents, the following steps will be taken:

- We will attempt to reach the parents at home and work
- We will call the people listed on the emergency forms

If a child is picked up late more than 3 times during the 2022/2023 school year, the child may no longer be able to attend our full-day program.

If we have not received word from an authorized person within 30 minutes after closing, Child Protective Services or the Livermore Police Department will be contacted.

FULL DAY PROGRAMS

Lunch:

Children attending our full-day program are required to bring a healthy lunch. A healthy lunch includes grain, dairy and/or protein, and fruit or vegetable. There is a microwave available for teachers to warm-up food. Candy and soda are not considered "healthy" and should not be included in lunches or snacks. Lunch and afternoon snacks may be packaged in the same container with the snacks clearly labeled. Both should be clearly labeled with your child's name on the outside.

Snacks:

Children attending our full-day program need to bring a morning and afternoon snack. Lunch and afternoon snacks should be packed together in a lunch box, with the afternoon snack labeled. The morning snack should be packed separately.

Naptime:

State licensing requires that all children attending full-day programs have a scheduled 90-minute naptime. Children are expected to sleep or to lie quietly. If your child is unable to rest quietly, you may be asked to pick them up before naptime. If your child shows a pattern of not being able to rest quietly during naptime you may be asked to find alternative care for naptime.

All full-day children will be charged (through TADS) for a nap bag containing a sheet. We ask that you provide a blanket for your child to use during nap. Nap bags should be dropped off Monday morning and taken home Friday afternoon for laundering.

DISCIPLINE

Core Beliefs that Guide Enforcement of School Rules and Expectations

Each student is uniquely made by God with individual personal, social, and educational needs. It is our prayer that each and every day your child leaves our school feeling loved by Jesus and knows that they are special. Consequences for misbehavior are most effective when matched to the individual student and the unique situation. Our Savior Lutheran Preschool strives to work with each student and family to help them have the best educational experience. With that being said, we may not be able to meet the needs of each family. The potential for children to learn from their mistakes increases dramatically when they see a connection between their behavior and the consequences.

Our staff prayerfully dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and their consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring their concerns and questions to us in the

event we operate in ways that appear to be inconsistent with these core beliefs.

Core Beliefs for Our Savior Lutheran Preschool

The following list of core beliefs outlines the professional actions and attitudes of all staff members at Our Savior Lutheran Preschool:

1. Every attempt will be made to maintain the dignity and self-respect of both student and teacher
2. Students will be guided to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make age appropriate decisions and live with the consequences
4. Misbehavior will be handled with developmentally appropriate natural and logical consequences
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.

Action Plan for Discipline at Our Savior Lutheran Preschool

When behavior is beyond the normal everyday behavior (i.e. hitting, biting, aggressive behavior, defiant behavior, disrupting the learning environment and classroom expectations):

1. A discipline report will be completed and discussed with the parents. In extreme aggressive or defiant behavior parents might be asked to pick up their child for the day.
2. If more than one discipline report is completed within a three-month period a parent conference will be scheduled with the parents, teacher, and director. At that time a discipline plan will be discussed and agreed upon.
3. If the discipline plan is not effective and the child's behavior continues to be an impediment to student learning, Our Savior Lutheran Preschool reserves the right to ask the family to seek other preschool

accommodations. Even though we wish to care for and educate all children, we realize that occasionally Our Savior Lutheran Preschool may not be the best fit for every student.

HEALTH AND SAFETY

Absence

If your child is absent from school, please notify the school office before 9:00 a.m. by either calling (925) 455-5437 or emailing us at ecdclions@oslm.net. If you are aware of a planned absence (i.e. vacation, doctor's appointment etc.) please notify the teacher or office.

Illness

Your child's health is a matter of great importance to us. If your child is not well prior to the beginning of the school day, you are required to keep your child home.

- Please keep your child home if he/she:
- Has a fever or has had one in the previous 24 hours
- Has vomited in the last 24 hours
- Has diarrhea
- Has eye discharge or crust
- Has croup
- Is fussy, cranky and generally not him/herself
- Has a constant runny nose (yellow or green mucus)
- Has an undiagnosed body rash
- Is unable to play outside
- Has a doctor's appointment for suspected illness (Please do not bring your child to class prior to the appointment.)

If your child comes to school and their teachers believe the child is too sick to function in the class, the school reserves the right to send the child home. A call will be made and the child will need to be picked up from school within 30 minutes. Any child sent home ill from school **may not** return to school the following day. Sick children must be **fever-free for a period of 24 hours** (without the use of fever reducing medication) and must remain home for 24 hours after a final incident of vomiting and/or diarrhea.

If your child has been diagnosed as having a contagious health issue, (i.e. chicken pox, strep throat, conjunctivitis, etc.) please notify the office so that precautions can be taken and notifications can be sent home to all families. Children suspected of having contracted a contagious disease or having an undiagnosed rash will not be re-admitted without a doctor's release. Children may not attend until the physician indicates in writing that neither that child nor the other children are in danger.

We understand that many children in a group setting do have recurring colds. If the symptoms are mild (no fever, serious congestion, respiratory infection, vomiting, or diarrhea), the child may be brought to school. However, children must be able to contain coughs and runny noses without teacher assistance (i.e. cough into elbow or tissue, blow their nose, etc).

Assessment on whether a child is well enough to participate in our program is left to the discretion of the teachers.

Medications:

Medications with written doctor's instructions will be administered. All medications, whether a prescription or inhaler, must be checked in at the office.

COVID-19 POLICIES AND PROCEDURES

Policies surrounding Covid 19 are ever-changing and evolving. As new information is released, you will be updated via Constant Contact.

INCIDENTAL MEDICAL SERVICE PLAN

The goal of our allergy policy is to help the families and school work together in assisting the child with becoming independent in living with an allergy or

medical condition. The types of Incidental Medical Services that Our Savior Lutheran Early Childhood Center will provide for are:

- Blood-glucose monitoring for diabetic children
- Administering inhaled medication
- Administering EpiPen Jr. and EpiPen

Procedures:

1. Parents fill out an IMS form. All allergies will be posted in the classrooms.
2. Parents need to fill out a *Medication Permission* form. No prescription medication can be given unless the label appears on the medication and is prescribed by a physician. EpiPens must be provided to the child's teachers and are kept in the classroom with the child. (Other emergency medications need to be provided in the same manner and will be kept in the Preschool office unless other arrangements are made.)
3. All medication will come with instructions containing the following:
 - Specific indications for administering the medication to the physician's prescription.
 - Potential side effects and expected response.
 - Dose-form and amount to be administered to the physicians' prescription
 - Actions to be taken in the event of side effects
 - Instructions for proper storage of medication
 - The telephone number and address of the child's physician
 - All instructions will be updated annually
4. Parents are required to keep their child's teacher informed of any changes or concerns regarding their child's allergy.
5. All children with food allergies attending our Full-Day Program will need to provide an afternoon snack for their child.
6. For airborne allergies, a doctor's note is required and every reasonable measure will be taken to keep the child away from any situation that may cause a reaction.
7. For sting or bite allergies, a doctor's note is required and every reasonable effort will be made to keep the child away from any situation that may cause a reaction
8. Classroom space will be cleaned thoroughly before and after all snacks and lunches in order to clear any allergic food products from the tables, counters, etc. Food areas will be cleaned with an appropriate disinfecting

mix. Special care will be given whenever any food allergy product is served.

9. All medication for allergic reaction will accompany the teacher on any field trips.
10. Any child needing blood glucose testing done while at school will provide instructions from the child's physician on how to identify the symptoms of hypoglycemia or hyperglycemia. Written instructions for the blood glucose test from the child's physician will be provided.

Safety Drills:

Several times a year we conduct either a fire, earthquake, or lock down drill. During fire drills, children are taught how to safely and quickly evacuate the building. Earthquake drills teach children to duck and cover. When a lock-down drill is conducted, children are simply told that they are playing "hide and seek" and asked to remain as quiet as possible.

When a drill requires the evacuation of the preschool building (fire & earthquake), all classes gather together on the grass field or the blacktop. In a real emergency and an "all campus" evacuation, children would be taken to the softball fields or the public library. As soon as all children and staff are safe, you would be notified as to where to pick-up your child.

Personal Rights:

Each child in the care of Our Savior Lutheran Preschool shall have rights which include, but are not limited to the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. 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 shelter, clothing, medication or aids to physical functioning.
4. 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 the information regarding confidentiality.

5. 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 of 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.
6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

INTEGRATED PEST MANAGEMENT PLAN

It is the goal of Our Savior Lutheran Preschool is to implement an Integrated Pest Management Plan by focusing on long-term prevention or suppression of pests through accurate pest identification, frequent monitoring for pest presence, taking appropriate action and by making the habitat less conducive to pests through the use of sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown to be ineffective.

You will be notified 72 hours before pesticides are used at Our Savior Lutheran Preschool. Pesticides are applied by a Terminix Technician.

CHILD ABUSE REPORTING AND OBLIGATIONS

In accord with California State Law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate

supervision, or sexual abuse or exploitation. In this very serious matter. In accordance with state procedure, Our Savior Lutheran Preschool will not contact parents in advance of making a report to legal authorities.

COMMUNICATION

Parent/Teacher

We are dedicated to working with you to provide a learning environment that matches your child's developmental needs. To this end, parent/teacher communication is essential! We encourage teachers and parents to share any questions or concerns with each other immediately, as they arise . We also request that teachers are kept apprised of any changes within your child's world (i.e. grandparent visit, a new baby, new babysitter, etc.). Any small changes can affect mood and behavior. If at any time you feel that you require an in-depth meeting, please feel free to contact your child's teacher through Brightwheel. The director is always kept informed of parent/teacher conferences and may attend.

Home/School

In any school setting it is possible that misunderstandings or breakdowns in communications can occur. The administration, faculty, and staff generally use the following means of communication with parents:

- Parent-teacher conferences
- Telephone calls, Brightwheel notifications or e-mail
- Special purpose e-mails
- Classroom Newsletters – Newsletter sent out from the classroom through Brightwheel highlighting events and activities happening within that classroom