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# Parent Handbook

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Christ Lutheran Church Ministries

Developing dynamic disciples for Christ!

# Christ Lutheran Preschool Parent Handbook

## Table of Contents

### ABOUT OUR PROGRAM

Page 3

Welcome

Mission/Vision

Purpose

Page 4

Philosophy

Page 5

Curriculum Goals

Page 6

Christ Lutheran School Wide Learning Expectations

### ENROLLMENT POLICIES AND PROCEDURES

Page 7

Non-Discriminatory Statement

Age Requirements

Admission Process

Admission Requirements - Required Forms for Enrollment

Page 8

Medical Records

Exemption Status/Requirements

Registration/Tuition Payments

Page 9

Schedule and Schedule Changes

Notification of Withdrawal/Termination

### GENERAL POLICIES

Page 10

Hours of Operation - Attendance Options

Early Arrival Option

Morning Sessions

Snacks

Lunch

## GENERAL POLICIES Continued....

Page 10

Nap/Rest Time  
Afternoon Session  
Days of Operation

Page 11

Health and Safety

Page 12

Medication Policy  
Medical Emergencies  
Permission for Medical Treatment

Page 13

Security Issues/Sign-In, Sign-Out Procedure  
Natural Disaster Procedure

Page 14

Nutrition  
Nap/Rest Time  
Things from Home

Page 15

Dress Your Child for Play  
Birthdays  
Field Trips  
School Shirts

Page 16

Parent Participation  
Parent Orientation  
Chapel

## DISCIPLINE POLICY

Page 17

## RELEASE INFORMATION

Page 18

## APPENDIXES

Page 19

A - Disaster Preparedness

Page 20-21

B - Nutritional Information

Page 22

C - Communicable Diseases Reportable in California

Page 23

D - Children's Personal Rights

Page 24

E - Right of Inspection

# **Christ Lutheran Preschool**

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La Mesa, California 91942

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Facility #370806525  
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## **Welcome**

Welcome to Christ Lutheran Preschool. Our staff strives to work closely with you by providing a nurturing, stimulating environment that extends and enriches your child's early home experiences. We welcome your ideas and creativity in helping us maintain a high quality program for your child and encourage your active participation in our program. This handbook has been developed to answer the questions you may have regarding our program and policies. Please keep it in a convenient place for easy reference. You will be asked to sign a form stating that you have received it and read it, and agree to follow the policies as stated.

## **Mission**

Developing dynamic disciples for Christ!

## **Vision**

Created by God, sent by the Holy Spirit, passionately transforming lives to be like Jesus!

## **Purpose**

Christ Lutheran Preschool is an integral part of the total ministry of Christ Lutheran Church in La Mesa. The purpose of Christ Lutheran Preschool is to provide a Christian learning environment where young children will be introduced to Jesus as their personal friend and Savior. Children will learn daily about Jesus' unconditional love and grace for them. It is our hope that through this process they will develop a sense of security and trust in their world and learn that they can become Jesus' youngest disciples as they share His stories and songs with their families and friends.

At Christ Lutheran Preschool we have a sincere love for children and a commitment to working with families to assist them in developing their child's full potential. The staff of Christ Lutheran Preschool attempts to meet the needs of families with young children in the church and in the community. As we build a relationship between home and school we strive to help children develop a positive self-image and build a firm foundation for their future education experiences.

## Philosophy

### ***We Believe...***

that God desires every child to know and love Him. In Matthew 19:14, Jesus said, "Let the little children come to me for the Kingdom of heaven belongs to such as these." Our goal at Christ Lutheran Preschool is to build a strong foundation in God's word, and to create a desire within a child's heart to joyfully serve the Lord.

### ***We Believe...***

that families are the first and best teachers for each child's learning experiences. It is within the circle of a child's family that children can learn about the world and can learn the love of their Father in heaven.

### ***We Believe...***

that a child's early and first school experiences help form the foundation for a lifetime of learning. Our faculty and staff believe it both an honor and privilege to be in partnership with parents as their children embark upon their first journeys into formal education.

### ***We Believe...***

that each child is a unique and special gift of God, born with a natural desire to learn about God's world.

### ***We Believe...***

that each child needs to develop a sense of security and trust in his or her world. Knowing and experiencing the unconditional love of Jesus is the most effective means of developing a sense of trust.

### ***We Believe...***

that young children learn best through play. They acquire knowledge of God's world through repeated hands-on experience.

### ***We Believe...***

that young children develop a sense of respect for self and others through natural social interactions with children and adults. They learn positive ways of interacting with others through the examples of our staff and through hearing the message of God's love for all people.

***Christ Lutheran Preschool is honored with the trust that families give us when they invite us to take part in the life of their children and family.***

# Curriculum Goals

*Through activities in our curriculum, children will:*

## **Grow Spiritually**

- Respond to God's love
- Feel secure in God's love and care
- See themselves as God's children
- Realize their need for God's love
- Know Jesus as their personal friend and Savior

## **Grow Emotionally**

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

## **Grow Socially**

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

## **Grow Physically**

- Develop gross and fine motor coordination
- Develop eye-hand and eye-foot coordination
- Become aware of his or her own body

## **Grow Intellectually**

- Continue to develop language and understanding abilities
- Develop pre-reading skills, such as:
  - Love and interest in books
  - Visual discrimination
  - Auditory discrimination
  - Understanding of symbols
- Develop an ever-increasing attention span
- Complete tasks begun
- Initiate his or her own activities

### Grow Creatively

- Express ideas in his or her own unique way
  - Be free to create artistically using a variety of media
  - Develop his or her God-given talents and abilities
- 

## **Christ Lutheran Schoolwide Learning Expectations**

By the power of the gospel and in partnership with parents, Christ Lutheran Preschool and School will produce students who:

- Give faithful witness to their faith in Jesus Christ.
- Use effective problem solving skills to accomplish individual and group goals.
- Communicate their ideas and feelings in various media.
- Design and create products using traditional and technical media.
- Identify, analyze, transfer, integrate and apply information.
- Demonstrate positive citizenship and contribute time and talents in service to others.



## **Enrollment Policies and Procedures**

### **Non-Discriminatory Statement**

Christ Lutheran Preschool admits children of any race and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at the center. It does not discriminate on the basis of race, color or national and ethnic origin in administration of its educational policies, admission policies and other center administered programs.

### **Requirements for Enrollment**

We accept children 2 years of age through 5 years of age, or until they enter Kindergarten. Children must be independent of a bottle and/or pacifier during the day, and able to self-feed before enrollment. All children must be ambulatory.

### **Admission Process**

A personal interview will be conducted with each parent and child seeking admission into the program. The purpose for the interview is to acquaint the family with the program and fees of Christ Lutheran Preschool and to determine whether the program is the best environment to meet the individual needs of the child.

Families seeking transfer from a previous preschool will meet with the director and an observation at the current school may be arranged to determine if our program can more appropriately enhance the child's growth and development.

### **Admission Requirements - Required Forms for Enrollment**

Contingent upon enrollment into the program, parents *must* supply the following:

- Completed Application Form
- Completed Emergency Information Form
- Registration fee and the first month's tuition
- Signed agreement to adhere to the policies as outlined in this handbook
- Completed Release Form
- Child's Pre-admission Health History - Parent's Report
- Physician's Report
- Record of Immunizations
- TB Clearance
- Signed acknowledgement of Notification of Parent's Rights
- Signed acknowledgement of Personal Rights
- Proof of the child's age (Should be stated on Immunization Record or Physician's Report)
- Additional Forms may be required.

### **Medical Records**

Prior to entrance of the child into the program, parents are to provide a written medical assessment of their child as well as a physician's report with TB clearance and record of immunizations.

The medical assessment will include the following:

- A record of any infectious or contagious diseases which would prevent care of the child
- Identification of any prescribed medications being taken by the child
- Ambulatory status
- Notation of all allergies
- Documentation of pre-existing medical conditions

The physician's report is to be filled out by a doctor within six months prior to admission, and returned to the center when the child begins attending the program.

**It is imperative that the center is aware of all allergies, previous and/or ongoing medical conditions in order to provide appropriate, individualized care for the child.**

### **Exemption Status/Requirements**

If for religious or personal beliefs the child is exempt from immunization. A state form must be filled out and signed by your child's doctor to verify agreement.

### **Registration/Tuition Payments/Late Fees**

Registration fee and the first month's tuition are due to Christ Lutheran Preschool upon enrollment of the child. The registration fee is non-refundable. The regular school year tuition fees for part time and full time schedules are based on a yearly cost divided into 10 equal monthly payments, September through June. Tuition payments are due on the 1<sup>st</sup> of every month. Payments received after the 10<sup>th</sup> of the month will be assessed a late fee of \$25 or 5%, whichever is greater. A fee of \$25 will be assessed for returned checks. Non payment of tuition fees will result in termination of enrollment. The parent will be responsible for all fees incurred. Please refer to the current Rates and Program Form and the current Preschool Calendar for dates of regular school year operation. The financial contract is found on the back side of the Application Form.

Re-registration for returning families takes place in March each year. The non-refundable registration fee will be due at that time, to secure your child's continuing enrollment. Enrollment for the fall will be open to the community mid-April.

Our center closes at 6:00pm each day. A late fee of \$20.00 will be charged at 6:00pm, with a \$1.00 per minute fee every minute after closing time.

Delinquent accounts cause a financial strain on Christ Lutheran Church Ministries. It is expected that families will act in good faith in addressing their financial responsibility. Past due collections will be handled by the Business Office of Christ Lutheran Church.

The summer program, which begins mid-June, is a separate weekly charge. Summer enrollment forms are distributed in the beginning of May each year. You may sign up for individual weeks of attendance, which is dependent on space availability. The summer tuition will be billed in weekly charges during the summer.

There is no vacation credit given during the regular school year. There is no tuition credit given for days the preschool is scheduled closed, and no credit for days that your child does not attend due to illness or personal plans.

### **Schedule and Schedule Changes**

Children may attend **only the hours as indicated on the enrollment form.**

Parents are to please notify the director of any changes they would like to make in the child's attendance schedule. **The director must approve changes.** A change in attendance is based on availability of openings and staff/child ratios. Please note that days missed due to illness or personal choice may not be made up.

### **Notification of Withdrawal/Termination**

Christ Lutheran Preschool has a two-week mutual notice period to terminate enrollment. Please give the director two weeks **written** notice prior to canceling enrollment. The parent is responsible for payment of this two week period.

The school may terminate a child's enrollment if the child:

- Is not ready to benefit from the program
- Is having emotional or behavioral problems which may harm other children or interfere with others being able to participate in the program
- A mutual agreement has come to between the director/preschool and family

If a child has difficulty adhering to program requirements, a conference will be arranged with the child's teacher, the director and the child's parent(s). The staff will work together with the parents to develop and sign a contract plan to help the child be successful. Counseling may be recommended. In some cases, counseling will be required to continue enrollment. In two weeks, a second conference will be scheduled to evaluate the child's enrollment. Either parent or school may give termination notice.

## **General Policies**

### **Hours of Operation - Attendance Options**

Christ Lutheran Preschool is open Monday through Friday from 7:00 am to 6:00 pm.

### **Early Arrival Option**

Full time and extended day children may arrive any time between 7:00 am and 9:00 am. Children may bring a *simple, self-help* breakfast to eat at school, if they arrive before 7:45 am.

### **Morning Sessions**

Morning sessions are conducted for Preschool 2's, Preschool 3', and Pre-K, respectively. Sessions begin at 9:00am and run to 12:00pm. Placement in each class is dependent on the year your child will enter kindergarten, and their "potty trained" status. It is important that all morning children arrive by 9:00am. It causes difficulty for children and teachers when children arrive late and interrupt our group time activities.

### **Snacks**

All children will bring their own snack to school each day. We ask that all snacks include two food groups and be highly nutritious. If you child is a full-time student, they will need a morning and an afternoon snack. Part-time children will only need their morning snack. Please label snacks clearly with your child's name and place them in the snack bin in your child's classroom.

### **Lunch**

All children staying for lunch must bring their own nutritious lunch. Lunch hour is 12:00pm to 1:00pm. Part-time children staying for Lunch Bunch must be picked up by 1:00p.m. Children may stay for lunch on an occasional basis. Prior arrangements must be made with and approved by the director.

### **Nap/Rest Time**

Nap/rest time is 1:00 pm to 3:00 pm. Please, no pick-ups between 1:30 pm and 2:30 pm. Children need their rest for their healthy development.

### **Afternoon Session**

Children are together in a mixed-age group from 3:00 pm until closing.

Summer or holiday hours are subject to change. A calendar will be distributed in August and at the start of summer.

### **Days of Operation**

The center is open year round excluding all holidays, two weeks at Christmas, and a break between the school years and the summer program beginning. Consult the center calendar for current information.

## **Health and Safety**

We want to protect your child's health as well as the health of other children and staff members. State law requires that a child does not come to school if he/she has a ***cold, fever, upset stomach, contagious disease or any abnormal health symptoms***. For a partial listing of Communicable Diseases, see Appendix C.

The director or a teacher will conduct a health check each day the child enters the program. Children with obvious colds or illnesses will **not** be admitted. Please do not put staff in the position of refusing your child.

For the protection of all the children, a child should be kept at home if he/she shows any of the following symptoms:

- **Diarrhea or vomiting:** Children with intestinal disturbance accompanied by diarrhea or vomiting must stay home until free from symptoms for 24 hours.
- **Fever:** Children with a fever of over 99 degrees (oral) must stay home for 24 hours after symptoms subside.
- Any undiagnosed **rash**.
- **Sore/discharging eyes or ears or profuse nasal discharge.**

If the child develops any of these symptoms while at the center, he/she will be isolated from the other children. A parent will be called and asked to take the child home as soon as possible. The absence of a fever should not be the deciding factor that your child should not go to school. If your child is coughing strongly, or has been coughing for 1 - 3 days, your child needs rest and fluids. Children that are, in your opinion, questionable in the morning should not be brought to preschool. If your child is coughing throughout the night, they have not gotten a restful night's sleep and are not ready for a full busy day at school. Also, medicating children with OTC medications to "get them through the day," and not providing time for adequate rest, prolongs the illness and exposes the other children and staff to unnecessary illness. Please call 462-5211x106 each day of absence.

It is the responsibility of each parent to be sure that there are *alternative arrangements* available in the event that the parent cannot pick up an ill child.

Colds and flu spread quickly among children and staff. The most contagious period for the common cold is the first 3-5 days. If, after that length of time, children are no longer sneezing, coughing or suffering from nasal discharge, they may return to the center. Children **must be free** from fever, vomiting, coughing, runny nose or diarrhea for a **full 24 hours** before returning. Please provide a doctor's clearance after a contagious disease.

If, after the first five days of illness, the child still has a runny nose and cough, a doctor's note stating that the child is no longer contagious is needed for re-admittance.

Allergy symptoms are an exception. Allergies will be noted on the child's medical assessment. **PLEASE INFORM STAFF OF ANY ALLERGIES YOUR CHILD MAY HAVE.** A statement from a physician may be required if the child has recurring allergy symptoms.

### **Medication Policy**

If it is deemed necessary by a physician that medication be administered during the time the child is in the program, a physician must provide a written request with explicit directions. The child's name, the physician's name and dosage information must be clearly printed on the label. We discourage over-the-counter medication, but it will be administered in cases of necessity, with written directions and parent signature. We will provide a form for you to fill out.

Please leave the medication in the office with the director or teacher. **Do not** leave medicine in your child's cubby, backpack or lunch box. "Medicine" includes, but is not limited to: *throat lozenges, cough drops, vitamins, and Tylenol, as well as prescription drugs - it includes anything used for medicinal purposes.* Please give the medicine to a staff member so that it can be stored safely in the preschool kitchen.

### **Medical Emergencies**

In case of an emergency such as sudden illness or serious injury, that is non-life-threatening, every attempt will be made to immediately notify parents or those individuals noted on your Emergency Information Form. It is understood that enrollment at Christ Lutheran Preschool confers upon its personnel the obligation to select emergency care providers in the absence of our ability to reach parents or those individuals noted on the child's Emergency Information Form, within one hour of illness/injury.

### **Notify the center immediately of any change of address or telephone number.**

If the situation is a life-threatening emergency, the director or qualified teacher will call 911 immediately. The parents will assume fees for emergency transportation and care.

### **Permission for Medical Treatment**

You will be asked to sign the following medical release upon enrollment:

- Administrative procedures vary among medical personnel and medical facilities with regard to provision of medical care for a child in the absence of the parent. The exact procedure required by the physician or hospital to be used in emergencies should be verified in advance.
- In case of an accident or emergency, I authorize a staff member of Christ Lutheran Preschool to take my child to the physician noted on the emergency care form or to the nearest emergency hospital for such emergency treatment and measures that are deemed necessary for the safety and protection of the child; as well as emergency medical transportation as deemed necessary, at my expense.

### **Security Issues/Sign-In, Sign-Out Procedure**

For the child's safety it is required that an adult brings the child into the building. State regulations require that children be signed in and out each day. The sign-in/out book is kept on the counter in the foyer. The child is to be signed in by the adult accompanying the child. The adult is to sign the sheet for the appropriate day, with their **full signature** (first and last name) and indicate the time the child is accepted for the day. The adult picking up the child is required to sign the sheet with full signature and pick up time.

State law requires that the program release the child to only those adults indicated on the Emergency Information Form. The parent may add or delete names on the form at any time. The program cannot release a child into any other person's custody without parental written permission. **Children will not be released to minors.**

When a person other than parent is picking up a child, picture ID is required for release.

Christ Lutheran Preschool abides by all legally served court orders. A notarized court order must be presented and on file regarding parental custody matters.

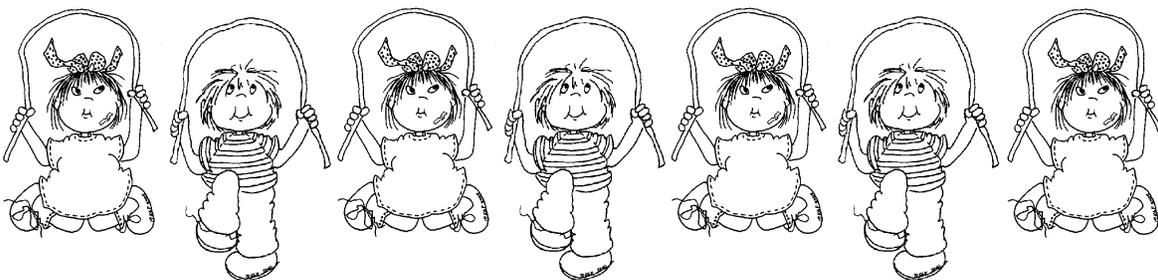
Staff is required by law to report suspected child abuse to the proper authorities.

### **Natural Disaster Procedure**

In the event of a "natural disaster" we will ordinarily follow the direction of the La Mesa-Spring Valley School District as to the opening or closing of the Preschool.

Christ Lutheran School and Preschool has a written disaster plan with a detailed earthquake plan. Parents may view this in the preschool office at any time.

Please check our Facebook and Twitter pages for the most current updates in the case of an emergency.



### **Nutrition.**

We have two snack times each day, one in the morning and one after nap in the afternoon. Children will bring their own healthy snack each day. Please bring the snack in a separate bag or small snack container, and make sure that it is clearly labeled with your child's name. Snacks should be placed in the snack bin in your child's classroom.

**Parents are responsible for notifying the director and teachers of any special dietary considerations or food allergies the child may have.**

*For those children staying for lunch:*

- Parents are to provide a nutritious well-balanced lunch.
- Lunches should include a fruit, vegetable, bread/grain and a non-fatty protein.
- Sugary drinks, sweet desserts or foods with artificial colors are discouraged.
- Sodas and candy are **not acceptable** and will be returned home in the child's lunch box.

Parents will be notified of lunch needs/suggestions for the child if they arise. For the health of the child, his/her lunch box must be cleaned regularly.

See Appendix B for good suggestions for lunch, serving sizes and nutritional requirements for children.

### **Nap/Rest Time**

For the good of the children and to conform to licensing regulations, an afternoon rest period is scheduled for all children enrolled for full days. We know that not all children require an afternoon nap, but all will be required to rest quietly on their mat.

The preschool will provide a sheet for your child's mat. These will be washed weekly by a staff member. It is recommended that parents provide a lightweight **crib-sized blanket**, and a small pillow and/or sleep friend (small stuffed animal), according to the child's needs.

All bedding items must fit completely inside the child's cubby. State licensing requires that individual bedding be stored separately and not touch the bedding of others.

It is the parent's responsibility to launder the extra bedding items every week and return it to the center the next day the child is in attendance. A pillowcase is a handy storage container for the bedding.

### **Things from Home**

***Please do not bring toys to school.*** The center has many excellent materials for the children to use at school. Broken and lost toys cause undo hardships for young children in the preschool setting. Teachers may ask for educational theme based items from time to time. Please let a teacher know of the special item, and make sure that it is clearly labeled with your child's name.

### **Dress Your Child for Play**

Please dress your child in comfortable play clothes with shoes suitable for active play:

- Select clothing that enables your child to easily use the toilet - no one-piece shirts with snaps, overalls, belts or one-piece outfits.
- Children must wear shoes at all times. No cowboy boots, no "flip-flop" type shoes, and sandals must have a strap across the foot and behind the heel. Socks are recommended with all shoes.
- Girls wearing play dresses are **strongly encouraged** to wear shorts underneath.
- Please keep all forms of dress-up and costume wear for home use only.
- All children need to have at least one complete change of clothing, including socks and underwear, in their cubbie.
- Children must have a jacket or sweater at school at all times. Weather can be unpredictable.
- Please **LABEL ALL** clothing clearly.

### **Diapers**

If your child is not potty-trained yet, please be sure to have an adequate supply of diapers or pull-ups at the preschool. Please also check that the size you have for your child fits them well. We will notify you via text or email if your supply is low. We do not provide diapers. Please consult with your child's teacher should you decide to begin potty training.

*Please understand children will get paint and other assorted spots on their clothing! Please **DO NOT** dress your child in party or dress-up clothes.*

### **Birthdays**

You may choose to celebrate your child's birthday at school. Please make prior arrangements with your child's teacher to determine what is appropriate. Please do not bring balloons or party favors.

### **Field Trips**

Most of our field trip events are done "in-house," which may require additional parent help. Walking trips may be taken periodically throughout the year, with the Pre-K class only, to coincide with and enhance the planned curriculum. We ask that parents sign the permission form for field trips upon enrollment in the program. The parent will be notified about each trip before it is taken. Individual trip permission slips will also be distributed.

In the Pre-K class, parent participation will be required for off campus walking field trips. If you are able to help on a trip, please indicate on the permission slip for the trip. If there are not enough parent helpers for a field trip, the trip may be cancelled. Your participation is vital! Your help is appreciated.



### **Parent Participation**

Parents are welcome to visit the center at any time. If your visit will be for an extended period of time, we ask that this be arranged for ahead of time with your child's teacher. Parents may wish to volunteer to help in many ways. Anyone who "regularly" volunteers with the children will need to be finger printed according to California State Licensing laws. Notes and sign up lists will be posted in the classrooms as needs/events occur.

The parent organization of Christ Lutheran School is the Parent Connection. It schedules various events throughout the school year for parent participation and family fellowship. Information about the events will be publicized.

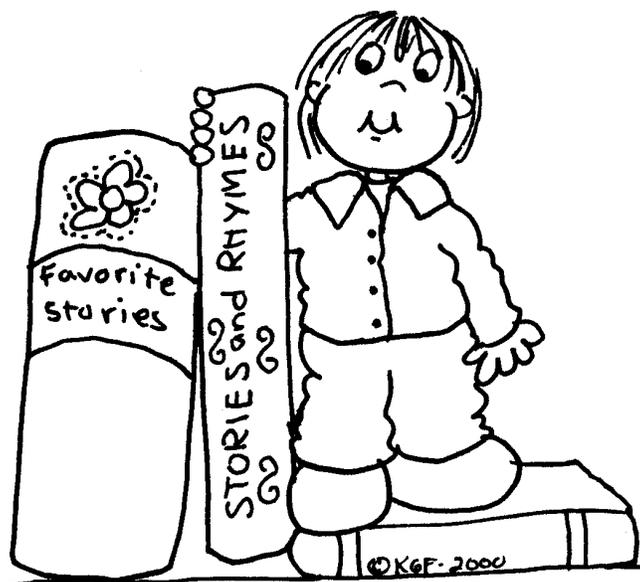
Each room will have one Room Parent who will work with the Parent Connection in carrying out school activities.

### **Parent Orientation**

Parent orientation is held the week before the start of the new school year. Attendance is strongly encouraged, in order to become familiar with the center and policies. Families that enroll after the fall start will be emailed information that was distributed during the parent orientation meeting.

### **Chapel**

Once a week the children will be taken to the church sanctuary for a worship time geared for young children. Chapel will be held on alternate days. Parents are urged to join us for our church worship times if possible. Consult the weekly newsletter for times and dates.



## Discipline Policy

We believe that all children have the potential to make good choices. But all of us at times make choices that affect others or ourselves in a negative way. If a child engages in unacceptable behavior, we will explain to him/her why his/her actions are unacceptable. Then together, the teacher and child will plan some ways for changing the problem behavior. This may mean the child is redirected to a different area on the playground or in the classroom. It may mean the child is not allowed to continue playing with a toy or piece of equipment that he/she may be using inappropriately. Or it may mean placing the child outside of the group but within sight of the teacher if the problem occurs during group activities. We always encourage children to make good behavioral choices, and will do our best to help your child learn appropriate behavior in the group setting. We will also encourage your child to develop healthy coping skills to work through frustration.

All persistent behavior problems will be reported to the child's parent/guardian. Documentation will be made of persistent behavior problems. If the problem continues, the teacher and/or director will meet with the parents to make an action plan for desired behavior change. The child who continually hurts others will be removed from the program. The following steps will be taken before the child is removed from the program:

1. Parents will be notified of persistent behavior problems.
2. Parents will meet with the teacher and director to discuss the problem situation.
3. An action plan, which may include counseling, will be implemented to attempt to alleviate the problem behavior.
4. If, after two weeks, or a time specified by the teacher and director, no improvement is evidenced, the child will be removed from the program.



**YOU WILL BE ASKED TO SIGN THE FOLLOWING RELEASES BEFORE ENROLLMENT CAN BEGIN:**

**Release Information**

- I grant permission for my child(ren) to use all of the play equipment and participate in all the activities of Christ Lutheran Preschool.
- I grant permission for my child(ren) to leave the center premises under the supervision of a staff member for walks around Christ Lutheran Church Ministries facility and on pre-announced field trips.
- I have no objection to my child being included in photographs, slides, audio or video recordings taken at the center or on center field trips, which may be used for the purposes of interpreting the center program. I understand that any recording or observation will be done only with the consent of the director and under the supervision of the classroom teacher.
- I understand that I must notify Christ Lutheran Preschool of my whereabouts when I am not at the locations (phone numbers) indicated on the emergency care card.
- I agree to inform Christ Lutheran Preschool of any and all personal changes in circumstances which would affect the child at the center, i.e. marriage, separation, divorce, change in employment or enrollment status, change in address or phone number, and illnesses.
- I have read a copy of the Parent Handbook and agree to follow the center policies as stated in the handbook as well as those listed above. The handbook is available on our website - [www.lutheranschool.org](http://www.lutheranschool.org) - or you may ask for a printed copy in the preschool office.
- I acknowledge that I have received the Parents Rights form (LIC995) and the Personal Rights Form (LIC613) from Community Care Licensing.

**Medical Release**

Administrative procedures vary among medical personnel and medical facilities with regard to provision of medical care for a child in the absence of the parent. The exact procedure required by the physician or hospital to be used in emergencies should be verified in advance.

In case of an accident or emergency, I authorize a staff member of Christ Lutheran Preschool to take my child to the physician noted on the emergency care form or to the nearest emergency hospital for such emergency treatment and measures that are deemed necessary for the safety and protection of the child; as well as emergency medical transportation as deemed necessary, at my expense.

## Appendix A

### Disaster Preparedness

As we all know, when an earthquake or other emergency strikes, it strikes without warning. Christ Lutheran Church Ministries has implemented a preparedness plan that we feel will act in the best interest of your child.

In the event of an earthquake or other emergency, we will:

- Keep your child at the center.
- Provide first aid as needed.
- Not allow anyone except authorized personnel on site.
- Release children only to persons listed on your Emergency Information Form.
- Take your child, should we need to evacuate our building, to the nearest safe location. Our master plan is that everyone will be relocated to our first level parking area and gym building.

As part of our preparedness plan, we are prepared to keep your child(ren), if necessary, for up to 72 hours. Christ Lutheran Church Ministries has purchased Emergency Kits that will take care of the needs of all children and personnel on campus at any given time. Each classroom is equipped with an Emergency Packet that provides the staff members with the necessary procedure instructions and materials that will best equip them to handle such an event. All faculty members have been informed of procedures and assigned tasks in the case of any emergency.

If you have any questions about our total facility plan for addressing emergencies, please speak with the director of the preschool. You may also view our master document, which is located at the sign-in counter, at any time to examine the details of our emergency plans.



## Appendix B

# Nutritional Information

Recommended Servings for Children:

Breads, Cereals, Rice & Pasta	4-6 servings/day
Vegetables	2-3 servings/day
Fruits	1-2 servings/day
Milk, Yogurt & Cheese	2-3 servings/day
Meat, Poultry, Fish & Eggs	1-2 servings/day

What is "One Serving?" (Serving Sizes):

<b>Breads, Cereals, Rice &amp; Pasta Group</b>	
1 slice of bread	½ hamburger bun
1 cup of dry cereal	½ English muffin
½ cup cooked cereal	½ cup cooked pasta or rice
<b>Vegetable Group</b>	
½ cup cooked vegetables	½ cup chopped raw vegetables
1 cup leafy, raw vegetables (such as lettuce or spinach)	
<b>Fruit Group</b>	
1 whole fruit (apple, banana, orange)	
½ grapefruit	½ cup fruit juice
1 melon wedge	½ cup berries
½ cup cooked/canned fruit	¼ cup dried fruit
<b>Meat, Poultry, Fish &amp; Egg Group</b>	
1 egg	2 oz. meat, fish or poultry
½ cup cooked beans	2 Tbs. peanut butter
<b>Milk, Yogurt &amp; Cheese Group</b>	
1½ oz. cheese	1 cup yogurt
1 cup milk	¼ cup cottage cheese

The most beneficial diets are those made up of a variety of foods from each of the five groups. The preceding serving size guide is just a beginning. For more information, you may choose to consult your pediatrician or these websites:

*Eat Well Live Well Research and Information Center*

<http://www.healthyeating.org/>

*International Food Information Council*

<http://ificinfo.health.org/>

*Nutrition for a Living Planet*

<http://www.geocities.com/HotSprings/1888/index.html>

## Sample Menus

Try to include a food from each group in the child's lunch each day. Snack needs to be two items from two different food groups. Here are some sample menus.

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<b><u>BREAD</u></b>	1 slice bread	5 wheat crackers	1/2 bagel	1/2 English muffin	2 whole graham crackers	1 cup dry cereal
<b><u>FRUIT</u></b>	whole apple cut in sections	1/2 cup fruit juice	15 grapes cut in half	whole orange peeled	1/2 cup fruit juice	1 cup strawberries
<b><u>VEGETABLE</u></b>	4 oz. pickle	1/2 cup carrot chips	1/2 cup tomato juice	1 cup raw vegetables - cut in bite size pieces	5 celery sticks	1 cup raw vegetables - cut in bites size pieces
<b><u>PROTEIN</u></b>	3 oz. turkey slices	2 tbs. peanut butter	3 oz. ham slices	1 hard-boiled egg - peeled and ready to eat	2 tbs. peanut butter	1 hard-boiled egg - peeled and ready to eat
<b><u>MILK</u></b>	1 cup milk	1 1/2 oz. cheese	1 tbs. cream cheese	1 cup yogurt	1 cup yogurt	1 cup milk

**\*We are required by law to make sure that each child has 2 healthy choices (from 2 different food groups) for each snack, and 4 choices for their lunch meal (also from different food groups).**

The staff of Christ Lutheran Preschool is committed to ensuring your child's proper nutrition. If we see a need in your child's lunch, there will be a note in the child's lunch box. Please know we are only looking out for your child's best interest.



## Appendix C

# Communicable Diseases Reportable in California

- Acquired Immune Deficiency Syndrome (AIDS)
- Campylobacteriosis
- Cryptosporidiosis
- Diphtheria
- E. Coli O:157
- Encephalitis - Viral, Bacterial, Fungal
- Foodborne Illness (food poisoning)
- Giardiasis
- Haemophilus influenzae (invasive disease)
- Hepatitis A, B, Delta, Non-A/Non-C, or Unspecified
- Kawasaki Syndrome
- Measles (Rubeola)
- Meningitis - Viral, Bacterial, Fungal or Parasitic (specify etiology)
- Meningococcal Infections
- Mumps
- Pertussis (Whooping Cough)
- Poliomyelitis
- Psittacosis
- Reye Syndrome
- Rheumatic Fever, Acute
- Rubella (German Measles)
- Salmonellosis
- Shigellosis
- Streptococcal Infections (outbreak)
- Tuberculosis
- Typhoid Fever
- Vibrio Infections
- OUTBREAKS OF ANY DISEASE
- OCCURANCE OF ANY UNUSUAL DISEASE

*Disease reporting is everyone's responsibility in California. Reporting ensures the safety of the public, our children, the staff and you. If you know of a child or worker in your childcare facility with any of the listed diseases, please contact:*  
**County of San Diego, Department of Epidemiology at 236-3598**

## Appendix D

### Children's Personal Rights

- Each child will be accorded dignity in his/her personal relationships with staff and other persons.
- Children will be accorded safe, healthful and comfortable furnishings and equipment to meet his/her needs.
- Children will be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive measure.
- There will be no interference with a child's daily living functions, including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- Children will not be locked in any room, building or facility premises by day or night or be placed in any restraining devices without advance approval by the licensing agency.
- Authorized representatives of children in the facility are to be informed by the licensee of the provisions of law regarding complaints including, but not limited to: the address and telephone number of the licensing agency's complaint receiving unit, and of information regarding confidentiality.

The appropriate licensing agency to contact regarding complaints is:

Community Care Licensing Division  
Child Care Program  
7575 Metropolitan Drive, Suite 110  
San Diego, California 92108

(619) 767-2200

## Appendix E Right of Inspection

The Department of Social Services Community Care Licensing agency has the authority to inspect any child care facility at any time in accordance with the California Child Day Care Facilities Act.

The Department of Social Services Community Care Licensing agency has the authority to interview children or any staff member and to examine all records relating to the operation of the facility, including children's records.

The Department of Social Services Community Care Licensing agency has the authority to observe the physical condition of the children, including conditions which would indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional examine the children.



**Developing Dynamic Disciples!**