

Our Savior's Lutheran Preschool and Kindergarten Family Handbook



License # 300600175

Love - Learn - Serve 2019-2020

200 Avenida San Pablo, San Clemente, CA 92672
949-492-6165
www.oursaviorsschool.net

Revised November 2018

Welcome to Our Savior's Lutheran Preschool & Kindergarten

Our Savior's Lutheran Preschool and Kindergarten is a ministry of Our Savior's Lutheran Church. The preschool welcomes families from the congregation and reaches out to families in the community. All are welcome here. The Preschool Director, under the guidance of the School Board, Church Council and Senior Pastor oversee the management of the preschool and kindergarten. The school is licensed by the State of California; license #300600175.

The preschool and kindergarten are ELEA accredited and part of the QualityStart OC program. We embrace a philosophy of developmental appropriateness and strive for excellence and best practices in all that we do. Our staff is Early Childhood professionals who work lovingly with students and families to create a positive school experience. They instill a sense of awe and wonder in each child in the hope that every student will become lifelong learners with grateful hearts for all that God has done for them. The staff provides classroom experiences both indoors and outdoors in the areas of: creative, social, emotional, cognitive, spiritual, and physical. We recognize that each child is unique, bringing different gifts and customs to our program, and we celebrate that diversity. Throughout the week the students will be introduced to a variety of activities, including but not limited to: Art, Chapel, Dramatic Play, Fine Motor, Gross Motor, Language Arts, Music, Math, and Science.

Children are empowered to make choices throughout the day. While there are teacher directed activities, there is also a large block of time both indoors and outdoors where the children can make their own choices as to what activities they would like to participate in under the loving and watchful guidance of their teacher. Our goal is that students leave here with the social and emotional intelligence that will successfully carry them through their school years. We place an emphasis on identifying their emotions, learning self-regulation skills, and developing a strong sense of self. We honor families as the first and primary caregivers of their children and we work together to provide a solid foundation for both the child and the family within a developmental and Christian framework. Students are assessed several times during the year and we will continually keep families up-to-date on how their student is doing in order to facilitate a positive entry into the elementary grades.

The Administration team at Our Savior's Lutheran Preschool & Kindergarten is established to give detailed attention to the needs of our students and families. Please contact our office with any needs, concerns, or questions. We are here to serve you.

Office Number: (949) 492-6165

Joan Lundbohm, Director j.lundbohm@oursaviorsschool.net

Jennifer Arnau, School Receptionist j.arnau@oursaviorsschool.net

Our Savior's Lutheran Preschool & Kindergarten Foundations

Our Savior's Lutheran Preschool and Kindergarten is dedicated to best practices for young children within a framework of Christian education. We believe each child is unique and we strive to understand how each child best learns and then teach in that way. We base our curriculum on *Howard Gardner's Theory of Multiple Intelligences* and expose each child to as many experiences as we can throughout the preschool day with a strong emphasis on social emotional growth and developmental appropriateness.

Preschool is the introduction to a lifelong educational journey for children. It is the goal of Our Savior's Lutheran Preschool & Kindergarten to foster a love for learning in our students with an individualized, child-centered approach. We introduce our students to the beginning foundations of language, mathematics, science, social studies, art, and music. We are a developmentally appropriate, Reggio inspired program with an emphasis on social emotional development. Each child is different and unique, and our purpose is to recognize and help your child achieve their full potential and transition from preschool with a solid sense of self, great self-esteem, and the desire to be a lifelong learner.

Our Savior's Lutheran Preschool and Kindergarten began to minister to children and their families as a ministry of Our Savior's Lutheran Church over sixty years ago. In September of 1956 the preschool opened and in September 1961, Chapel Hill Lutheran School started. With a love for the Lord Jesus Christ, a desire and a commitment to minister to children and their families, a limited budget and creativity and prayers, the school utilized the countless donations of time, materials and money by many of the church families. Today, with a well-developed quality program, an expanding facility and a dedicated professional staff, the school continues with the same high standards and spirit.

Our Savior's Lutheran Church and School is a fully accredited member of the Pacifica Synod of the Evangelical Lutheran Church of America. The school is a ministry and extension of Our Savior's Lutheran Church. The school provides early childhood education on a non-discriminatory basis, according equal treatment to each child without regard to race, religion, national origin or ancestry.

Age Requirements

Children must be:

Two year old class: Two years old by September 1st of the entry year for admission in our two year old class

Three year old class: Three years old by December 1st of the entry year for admission in our three year old class

Four year old class: Four years old by September 1st of the entry year for admission into our four year old class

Five year old class: Five years old by December 31st of the entry year for admission into our Pre-Kindergarten/Transitional kindergarten class

*OSLS Kindergarten age requirement is five years old by September 1st. Children must be potty trained to enter the three year old class. No Pull-ups. Exceptions to ages may be made at the discretion of the director.

Arrival and Dismissal

The school day begins at 8:45 a.m. Students who need to arrive earlier than 8:45 a.m. may be signed-in to our Early Start Program as early as 7:00 a.m. The student's account will be billed for the added time in the Early Start Program.

Student sign-out is 12:00 noon. The Lunch Bunch Program is available from 12:00 noon-1:00 p.m. The preschool closes at 4:00 p.m.

State law requires preschool students be signed in and out each day by an authorized adult. No one under the age of 18 years of age may sign in/out for a preschool student. The parents must include the time in and out with the full signature (no initials).

Failure to sign in/out your child is a violation of state licensing requirements and will subject OSLS to a fine per line. For failure to comply with the sign in and out procedures, preschool families will be fined \$150 per missing signature and can jeopardize your child's enrollment. Families will receive one verbal or written warning before fines are posted on your RenWeb account. The sign in/out sheets are found outside your classroom door under your teacher's name. Unattended siblings are not to be left in the vehicles at any time while picking up or dropping off your preschool child under any circumstances.

Assessments and Parent Teacher Conferences

Our Savior's Lutheran Preschool & Kindergarten implements child observation and developmental screenings to ensure that all children are moving forward in their development preparing them for school entry. We use the tools that are aligned with current California Department of Education and QualityStart OC requirements.

All screening results are shared with parents at parent teacher conferences in November and March. If any concerns arise from either screening tool, we will discuss referral processes with the family. All copies of screening results are kept in the child's file.

Desired Results Developmental Profile (DRDP)

Our Savior's Lutheran Preschool & Kindergarten uses the Desired Results Developmental Profile (DRDP) twice a year, Fall and Spring, as our formal assessment tool. The DRDP is used to inform planning and results are shared with parents during conferences.

Ages and Stages Questionnaire (ASQ-3 and ASQ:SE-2)

Our Savior's Lutheran Preschool & Kindergarten uses ASQ-3 for developmental screenings. ASQ-3 is a developmental screenings tool that assesses developmental milestones in children. Parents will be given the ASQ-3 to complete in a child's first 30 days of enrollment. The Director then reviews the assessment and shares results with the

families. All results are shared with families in a timely manner. If a concern arises from the ASQ-3, we will refer families to the appropriate outside source.

If a family has a concern about their child's social and/or emotional development, we will provide the parent and the teacher with the ASQ:SE-2 (ASQ Social Emotional) to complete. Any results that need to be followed up with will generate a referral to an outside agency. We currently partner with Help Me Grow Orange County and Capistrano Unified School District (CUSD) for all referrals.

Chapel

Our Savior's Lutheran Preschool & Kindergarten students go to chapel once a week for worship, praise and prayer. Chapel time is a sensory experience with interactive bible stories with a time of reflection and concrete thinking as to how we can be Christ-like in all of our day-to-day interactions. We encourage our parents to join us each week during their child's designated chapel time. An offering is collected at Chapel. Please refer to the Chapel Curriculum for a list of designated charities.

Birthday Celebrations/Approved Birthday Snacks

Birthdays are a special time of year for any young child. Our Savior's Lutheran Preschool & Kindergarten believes in modeling healthy behavior, and so please be mindful of sugar intake when bringing in treats. Also, please see the class allergy list to make sure students who have allergies are still able to celebrate with the class. There are allergies in addition to the school wide NUT FREE POLICY. Only approved birthday snacks will be served in the classroom. Non-food items are welcome if you choose to celebrate birthdays with no treats. Examples include a simple gesture or treasures that the children can take home and enjoy such as play-dough, stickers, coloring supplies or even books. **Please note that birthday party invitations may not be distributed at school and should be sent out in the mail or emailed directly to families.**

As a nut free school, all birthday snacks brought on campus must have an ingredients list, either on the package or provided by the parent/guardian. We also have a form that needs to accompany the birthday snack, stating that the ingredients have been checked and they are nut free, and not made in a facility that processes nuts.

Examples of Birthday Snacks include:

- 100 % Juice Bars
- Popsicles
- Milk and Oreos
- Jello
- Pudding Cups
- Chips and Salsa, or Guacamole
- Fruit Roll-Ups
- Animal Crackers
- Rice Krispy bars

Our Savior's Lutheran Preschool & Kindergarten is an entirely NUT FREE campus. No nuts or any foods processed in a facility that processes nuts.

California Department of Social Services

Our Savior's Lutheran Preschool & Kindergarten is licensed by The Department of Social Services (LIC #300600175). Social Services requires that all the forms, including medical forms filled out by your child's pediatrician, be on file before your child can attend school. All California State Licensing forms, Health Department forms, and Social Services forms must be filled out correctly and signed prior to acceptance into Our Savior's Lutheran Preschool & Kindergarten. It is important that all information be kept up to date. If there is a change, please notify the office immediately.

Health

Upon enrollment, state licensing requires the submission of a health form signed by the child's physician. This physician form must also be updated and turned into the school annually. Additional regulations require that the child is to have standard immunizations. These records must be in the office prior to the first day of school.

Each school year, all students enrolled in Our Savior's Lutheran Preschool & Kindergarten **MUST** have a current and up-to-date record of immunizations. If immunizations are incomplete, we must have a signed plan by the physician of when the shots will be administered. If the parent missed an appointment it must be rescheduled and the child may be asked to stay home until the shot is administered. Students who are not able to be immunized due to health reasons must provide a written statement by the child's licensed pediatrician and provide the required waiver as stated by the California Department of Health Services (California Health and Safety Code 120365). Under SB792 all day care centers must maintain vaccination records for all employees and volunteers for influenza, pertussis, and measles. If a Personal Beliefs statement has been grandfathered in, we will respect that as the law allows. No new personal beliefs for any reason will be accepted.

Your child's health is of major importance to us. A daily health check is given upon each child's arrival. The person bringing the child to school must wait until his/her teacher greets the child before leaving. Your child will not be admitted to the school, or will be sent home, if any of the following symptoms of illness are present:

1. The illness prevents the student from participating in school activities
2. The illness results in a greater care need than the staff can provide without compromising the health and safety of the students
3. A temperature of higher than 100 degrees
4. Runny nose (thick or runny secretions), coughing, difficulty breathing, lethargy, persistent crying and/or irritability
5. Diarrhea, increased number of stools, increase in stool water, and/or form
6. Vomiting-once incident
7. Mouth sores with drooling or draining sores
8. Rash with fever or behavior change

9. Conjunctivitis (pink eye)
10. Scabies, head lice, or other infestations
11. Impetigo
12. Strep throat
13. Chicken Pox- student is excluded from the school until all sores have dried and healed
14. Mumps- student is excluded for six days after the onset of rash
15. Measles- student is excluded for six days after the onset of rash
16. Rubella - student is excluded for six days after the onset of rash
17. Shingles
18. Respiratory illness

Earthquake Kit and Clothing

Emergency/Earthquake clothing: The clothing will be kept in the student's red buckets in a labeled plastic bag. This will stay there until the end of the year or until needed. These clothes may also be used for replacement clothing in case of a bathroom accident. If this happens, please make sure to replace right away.

You may either bring a homemade earthquake kit or purchase a three-day earthquake supply kit that is available for purchase during Meet the Teacher Day in August. These kits have a shelf life of 5 years. We also recommend a family photo and letter of reassurance to the child to be kept in the same bag. Kits will remain in the Preschool until the end of the year.

Homemade earthquake kit should include:

- 2 packages of crackers and cheese
- 3 fruit cups
- 4 granola bars
- 2 meals of canned dinners (Hormel, Libby's, Etc.)
- 3 juice drinks (box with straw)

*Please make sure expiration dates extend beyond the end of the school year.

In the event of an emergency, designated school employees will be responsible for:

- Direct Evacuation
- First Aid
- Telephone Communication to families
- Transportation
- Temporary Relocation
- Student Release

Family Directory

An all school Family Directory will be posted on the parent portal online at the beginning of the year. All family names and phone numbers will be included in the directory unless they have requested otherwise at the time of enrollment. The Family Directory may not be used for any type of solicitation or marketing purposes.

Discipline

At Our Savior's Lutheran Preschool & Kindergarten, we understand that the word discipline comes from disciple, meaning "to teach." Teachers handle situations that require discipline in a loving manner and in ways that will positively impact the student's self-esteem. It becomes a teaching moment. The teacher will discuss with the student the importance of making good choices in the classroom. If the behavior continues, the child may lose a privilege. (For example, if the behavior is in the block center, then the teacher may explain to the student that he/she has lost the privilege to play in the area for five minutes, or longer depending on the situation.) If a student bites another student, the parents of both students will be notified. We will do all we can to stop the biting behavior, as soon as possible. If needed, we will partner with families to consult with experts.

Late Fees

If you arrive after 4:00 pm you will be charged a late fee of \$15 every 5 minutes. There is no 5 minute grace period. Please see your parent portal for billing charges. It is to your advantage to have two or three people with written authorization to pick up your child in the event you will be detained or stuck in traffic.

Medication Policy

If medication must be given at school, please see the Director for the proper medication form. State law requires us to keep paperwork on all medications in the facility. If you are administering medication at home, please inform the teacher in case of an adverse reaction or unusual behavior. It is helpful for the staff to be aware of any medical situations that could impact the student's learning or daily behavior. Medication is stored in the school office or high in a secure spot in the classroom, locked, and documented for California State Licensing and safety purposes. All medications must be in the original container and if the medication is a prescription it must be in the prescribed container with the patient's name and the dosage. Please take all medication home at the end of the school year and replace expired medication as needed. Medications that require a Medication Administration Form includes, but are not limited to: Epi-Pens, Allergy Medication, Inhalers, Aspirin/Ibuprofen, Acetaminophen, Topical sprays or medicated creams.

Photo Release

Our Savior's Lutheran Preschool & Kindergarten tries to capture the many memories of our school day. If you wish for the photographs not to be published on our website or for marketing purposes, please indicate so on the school photo release form upon admission to the school.

Preschool Attire

All preschool students must wear comfortable and play appropriate clothing. Please remember when making clothing decisions your child will be climbing, painting, digging, sitting in sand, playing with water, and helping themselves when toileting. The clothes worn should be easy to button, snap, or zip for your child. For safety sake, boots (of any kind, i.e. Ugg, rain, cowboy), sandals, flip-flops, and crocs are NOT permitted. Each child is

required to have a change of clothes that should include pants, shirt, underwear, and socks. The clothes are to remain in your child's bucket. Please make sure to label your child's clothing with their name.

Security

Only parents, guardians or designated adults with an Our Savior's Lutheran School picture identification badge or red visitor pass may enter the campus grounds to sign their student in and out. All visitors to campus must stop in at the front office for a red visitor badge during school hours.

Service Hours

We encourage each family to donate ten (10) hours of their time during the school year in order to make our school be the best it can be. There are no fees associated with the hours; instead, an opportunity to connect with other preschool parents and support our wonderful school. There is a Volunteer Binder on the Parent information bookcase in front of the Director's office. Volunteer Parent Opportunities include:

- Preschool Playground Set Up
- Preschool Playground Clean Up
- Christmas/Spring Musicals
- Washing Toys
- Trike-A-Thon Coordinator and Helpers
- Classroom Photographer
- Room Moms

*For more volunteer opportunities please see the volunteer handbook in front of the Director's office or check with your child's teacher or the Director.

Please note that all parents volunteering in the preschool who will have direct contact with the children must fill out an IMMUNIZATION RECORDS FOR PRESCHOOL VOLUNTEERS FORM as a part of state licensure requirements.

Our Savior's Lutheran Church

Our Savior's Lutheran Church is a congregation of the Evangelical Lutheran Church in America (ELCA). The ELCA is made up of over 5 million members in the United States and is a member of the Lutheran World Federation, which has 136 member churches in 76 countries representing more than 61 million Lutheran Christians throughout the world.

Our Congregation was established in 1953. A church is much more than its buildings and we are dedicated to sharing the Good News of Jesus Christ both here in our community and beyond. While our School ministry is by far our largest outreach we are also dedicated to lively worship, Christian Education (Sunday school and midweek), social concerns, music ministry, and helping people build strong and lasting friendships by providing fellowship opportunities for the whole family. School families are invited and welcome to participate in worship and all other activities.

September thru June

8:30 AM - Praise and Celebration Worship (casual yet grounded in the Word of God and the Sacrament of Holy Communion)

10:30 AM - Inspiration Worship (Worship with a bit more liturgical style and grounded in the Word of God and the Sacrament of Holy Communion)

Sunday School is offered during both services. Children begin the service in the sanctuary, are escorted to Sunday School after the children's message, and return in time to receive a blessing during Holy Communion.

Adult Bible Study - 9:30 to 10:15 AM in the Sanctuary, all are welcome

Nursery Care is available at all services for children 4 and under.

For more information about membership, Worship, Youth Activities, Children's Choir, Wednesday Night activities or Pastoral Care please stop in or call the church office (949) 492-6164.

**Our Savior's Lutheran Preschool & Kindergarten
Acknowledgement Form**

I acknowledge that I have read and comply with the Our Savior's Lutheran Preschool and Kindergarten Family Handbook.

Signed:

Date:
