

Our Savior's Lutheran Preschool and Kindergarten Family Handbook



Love Learn Serve

Revised July 2018

License # 300600175

200 Avenida San Pablo, San Clemente, CA 92672

949-492-6165

Dear Parents,

Thank you for entrusting us with your precious child for the 2018/2019 school year. We are a team of trained early childhood professionals who love young children and the Lord. Your child is in capable hands here at Our Savior's Lutheran Preschool. Our hope is that your child will come to school each day with joy and during their time here we hope to instill in them Christian values, a solid base of self-esteem and the awe and wonder that comes from experiencing life in a developmentally appropriate way.

We want to collaborate with families in every way we can as we recognize that you are the most important teacher in your child's life. We are here to help you and work with you. We have a Resources and Referrals list if you find yourself in need of anything please stop by the preschool office and we would be happy to show you what we have.

I hope that your year is filled with joy, learning and community here at Our Savior's. My door is always open so please feel free to stop by or email me at any time.

Sincerely,

Joan Lundbohm
Preschool Director
Our Savior's Lutheran Preschool and Kindergarten
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Welcome to Our Savior's Lutheran Preschool!

Our Savior's Lutheran School Mission

We seek to create an academic community that educates the individual within the Lutheran Christian tradition where student learning is our central focus. We do this by continually improving our curriculum and co-curriculum, strengthening our creative work, and serving the community.

Vision

Our vision is to ensure that each learner develops to his or her fullest potential by creating an academic environment that celebrates and honors the learners' diversity of gifts, abilities, and background to build a more just and sustainable world.

Core Values

Our Savior's Lutheran School conveys value to its enrollment through a student-centered focus on academic distinction in a faith-based environment by using our skilled expertise to meet the needs of students and inspire excellence. We take responsibility for the educational results and customized services to ensure that our students and their families receive an exceptional experience. Our distinct position is based on the small, nurturing culture of highly trained and experienced staff and teachers working together with our community of parents to stay at the forefront of innovation in teaching and learning.

Faith

Our faith stems from the heritage and tradition of Christ's love and gives expression to our educational mission and identity while also welcoming and respecting other religious and philosophical traditions, promoting the dialogue between faith and culture, and valuing opportunities to deepen religious beliefs.

Academic Excellence

We provide an uncompromising standard of excellence in teaching, learning and creativity where students are nurtured and challenged intellectually, spiritually, socially and physically - equipping them for success.

Character

We instill in our students the traits necessary to form healthy relationships based upon character, integrity, and mutual respect

Service to Others

We promote a culture of life long service - service not only to staff, students and families, but also to the community in general and the world beyond.

Preschool Philosophy

Preschool is the introduction to a lifelong educational journey for children. It is the goal of Our Savior's Lutheran Preschool 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 in a developmentally appropriate manner. We utilize both developmental and academic structure in our program in order for the student to grow in a spiritual, emotional-social, physical and cognitive way. Our understanding and value of exceptional education that equips children to be members of our community is seen in our details of Christian values and reflection. Each child is different and unique and our purpose is to recognize and help your child achieve their full potential in their overall development.

Governing Boards of the Church and School

Church Council Members / School Board Members

Our Savior's Lutheran School is a nonprofit Evangelical Lutheran School. The governing boards and the principal serve as the leaders for the school. The pastor is the spiritual leader of the church and school. Together, they share a common vision for the growth and development of the school and the ministry of Christian education. The principal, under the guidance of the School Board, oversees the staff, the students, the curriculum, and the running of the school. The School Board, under the guidance of the Church Council, establishes sound policies, works with the administrator, teachers, and staff, takes financial responsibilities, and establishes long range plans.

Church Council

The Church Council is charged with the responsibility of coordinating the work of the congregation. The body meets monthly and generally conducts the business of the congregation between Voters Assembly meetings. The Council oversees the School Board.

School Board

The powers and duties of the School Board acting on behalf of Our Savior's Lutheran Church generally include:

- Formulation and adoption of policies governing the organization of the school and the procedures to be used in its operation.
- Recommendation of all staff members and recommendation of their compensation.

- Recommendation of the annual budget, approval of major expenditures within the budget, payment of obligations through the church treasurer, and oversight of the finances of the school, especially of special accounts of groups related to the school.
- Provision for the maintenance of adequate physical facilities in collaboration with the Church Council.
- Approval of courses of study, textbooks and educational services to be provided; evaluation of the effectiveness of the educational program through consideration of studies and reports.
- Interpretation of the activities and operations of the school to the parents and representation of the needs and desires of the parents in educational matters.

Official decisions of the School Board can be reached only at duly constituted Board meetings. The time and date for each meeting, as well as the meeting agenda are announced at the previous meeting. A majority of the members of the Board constitutes a quorum. The teaching staff is entitled to representation on the Board in an advisory capacity on certain issues.

About Our Savior's Lutheran School

Affiliation

Our Savior's Lutheran Church and School is a fully accredited member of the Pacifica Synod of the Evangelical Lutheran Church of America. Our Savior's Lutheran School is a ministry and extension of Our Savior's Lutheran Church. The Evangelical Lutheran Education Association (ELEA) is an association of congregations which maintain Lutheran Schools. Membership provides regular opportunities for teachers, administrators, pastors and school board members to share and learn with each other at seminars, workshops and conventions.

History of the School

Our Savior's Lutheran School 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 commitment to minister to children and their families, a limited budget and much 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.

Grade Levels

Our school includes a Preschool and a Kindergarten. Our preschool includes up to 6 preschool classes, a Pre-K class, and afternoon enrichment classes.

Business Hours

Mon thru Fri, 8:00 AM to 4:00 PM. Summer: 9:00 AM to 3:00 PM. During the month of July we will be closed some days.

Please see current school calendar for school closures.

Schools

Preschool (ages 3-6)

Kindergarten

Average Class Size

Preschool follows licensing requirements of one teacher for every 12 students. Some rooms are licensed for more than twelve students and have two fully qualified teachers.

Preschool -12-18 students

Kindergarten - 12-22 students

School Colors

Navy Blue, Forest Green, Red

School Mascot

Dolphin

School Motto

Love-Learn-Serve

School-Wide Communications

Monthly Church Newsletter (sent via mail and posted on Church Website)

Monthly Newsletters

School website: www.oursaviorsschool.net

RenWeb 1 has all the information you need: school calendar, enrollment forms, and the ability to pay tuition.

Emails will be sent home as needed. Also check bulletin boards and the parent area in front of the Director's office.

About Our Savior's Lutheran Church

LOVE-LEARN-SERVE

Who are we?

Our Savior's Lutheran Church and School 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 outreach, music ministry, and helping people build strong and lasting friendships by providing fellowship opportunities for the whole family.

A Place for You Sunday Mornings!

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).

- 6:00 PM *Contemporary Worship* with Holy Communion.

July & August

- Worships are at 8:30 AM, 10:00 AM and 6:00 PM

Sunday school - Fun learning for the whole family

- Children of all ages during both morning services
- Adults 9:30 to 10:15 AM in the Sanctuary

Nursery Care

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

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

Early Childhood Center Accreditation

Accreditation of an early childhood center is an important benchmark in its history. The Evangelical Lutheran Education Association (ELEA) provides a state-of-the-art instrument that has been used successfully by early childhood centers since 2006.

Accreditation is a self-study process, culminating in an on-site visit by a team of early childhood educational professionals. Upon completion of the site visit, a recommendation will be made by the visiting team to the Early Childhood Committee of the ELEA National Board, for full accreditation for a seven-year period if they deem all standards have been sufficiently met.

Our Savior's Lutheran Preschool has proudly been accredited through the ELEA since 2008 and continually demonstrates the needed requirements to sustain its ELEA accreditation designation.

Preschool Learning Domains

Our Savior's Lutheran Preschool practices and implements the California Department of Education: Preschool Foundations as our strategic base for teaching methods, curriculum planning, and assessing our students. For more information about the California Preschool Foundations visit: <http://www.cde.ca.gov/sp/cd/re/psfoundations.asp>

The following are examples of learning domains that are practiced at Our Savior's Lutheran Preschool as adapted from the California Preschool Foundations:

Social-Emotional: The multiple ways in which young children’s development in this domain influences their ability to adapt successfully to preschool and, later on, in school. Examples include re-direction, setting clear limits and practicing positive open communication.

This domain focuses on the following three strands:

1. Self- which includes self-awareness and self-regulation, social and emotional understanding, empathy and caring, and initiative in learning.
2. Social Interaction- which focuses on interactions with familiar adults, interactions with peers, group participation, and cooperation and responsibility.
3. Relationships- which addresses attachments to parents, close relationships with teachers, caregivers, and friendships

Language and Literacy: A wide range of specific competencies that preschool students will need support to learn. Examples include promoting an environment that encourages reading and writing skills, reinforcement of verbal and non-communication skills and activities to support age-appropriate language and literacy development.

This domain focuses on the following three strands:

1. Listening and Speaking, which includes language use and conventions, vocabulary, and grammar
2. Reading, concepts about print, phonological awareness, alphabetic and word/print recognition, comprehension and analysis of age-appropriate text, and literacy interest and response
3. Writing, writing strategies, including the emergent use of writing and writing-like behaviors

Mathematics: Young children’s development of mathematics knowledge and skills is receiving increasing attention in research and practice. Our Savior’s promotes student learning in this domain by encouraging students to explore and manipulate materials that engage them in mathematical thinking and by introducing teacher-guided learning activities that focus on mathematical concepts.

This domain covers the following five strands:

1. Number Sense, which includes understanding of counting, number relationships, and operations
2. Algebra and Functions (Classification and Patterning), which focuses on sorting and classifying objects and recognizing and understanding simple, repeating patterns
3. Measurement, which includes comparison and ordering
4. Geometry, which focuses on properties of objects (shape, size, position) and the relation of objects in space
5. Mathematical Reasoning, which addresses how young children use mathematical thinking to solve everyday problems

Visual and Performing Arts: Visual and Performing Arts addresses a wide range of competencies that preschool students will need support to learn. This domain reflects the many ways in which young children experience the joys of learning, creativity, self-expression, and playful exploration. The arts provide varied and meaningful opportunities for children to engage in integrated learning experiences that contribute to their development in all domains.

This domain focuses on the following four strands:

1. Visual Art, which includes noticing, responding to, and engaging in visual art; developing skills; and creating, inventing, and expressing through visual art
2. Music, which covers noticing, responding to, and engaging in music; developing skills; and creating, inventing, and expressing through music
3. Drama and public speaking, which focuses on noticing, responding to, and engaging in drama; and developing skills to create, invent, and express through drama and public speaking
4. Dance, which centers on noticing, responding to, and engaging in dance; developing skills; and creating, inventing, and expressing through dance

Physical Development: This area of development describes many avenues for students' play, engagement with others, exploration, and learning.

The physical development domain consists of the following three strands:

1. Fundamental Movement Skills, which include balance, locomotor skills, and manipulative skills
2. Perceptual–Motor Skills and Movement Concepts, which focus on body awareness, spatial awareness, and directional awareness
3. Active Physical Play, which addresses active participation, cardiovascular endurance, muscular strength, muscular endurance, and flexibility

Health Domain: Young children's development of health knowledge, attitudes, habits, and behaviors is receiving increasing attention in research and practice. Our Savior's Lutheran Preschool promotes student learning in this domain by giving young children opportunities to observe and participate in health-related practices and interactions. Children learn health related routines and habits when caring adults convey the importance of those routines through modeling and encouragement

The health foundations are divided into the following three strands:

1. Health Habits, which cover basic hygiene, oral health, knowledge of wellness, and sun safety
2. Safety, which focuses on injury prevention
3. Nutrition, which addresses nutrition knowledge, nutrition choices, and the self-regulation of eating

History & Social Science: Addresses an area that is receiving increasing attention in preschool curricula. This domain reflects the many ways in which young children learn about basic concepts of history and social science. Students explore concepts related to history and social science that are rooted in the cultural experiences of their families and communities. The history and social science foundations, which center on young children's capacity to operate as members of a community, complement the social–emotional development foundations, which describe how young children express and regulate their emotions and develop social understanding and skills.

History and Social Science focuses on the following five strands:

1. Self and Society, which centers on culture and diversity, relationships, and social roles and occupations
2. Becoming a Preschool Community Member (Civics), which pertains to skills for democratic participation, responsible conduct, fairness and respect for other people, and conflict resolution

3. Sense of Time (History), which includes understanding past events, anticipating and planning future events, personal history, and historical changes in people and the world
4. Sense of Place (Geography and Ecology), which covers navigating familiar locations, caring for the natural world, and understanding the physical world through drawings and maps
5. Marketplace (Economics), which focuses on the economic concept of exchange

Science Domain: The competencies covered by the science domain center on content that connects with the natural curiosity of preschool children. Early in life, children rely on cultural experiences in their homes and communities to engage in inquiry and understand the properties and characteristics of nonliving and living objects and materials, and earth materials and objects. The scientific concepts and methods addressed by the preschool curriculum give students added perspective as they build their knowledge and skills in the science domain.

The science domain consists of the following four strands:

1. Scientific Inquiry, which pertains to observation and investigation and to documentation and communication
2. Physical Sciences, which focuses on the properties and characteristics of nonliving objects and materials and the changes in nonliving objects and materials
3. Life Sciences, which addresses properties and characteristics of living things and changes in living things
4. Earth Sciences, which covers properties and characteristics of earth materials and objects and changes in the earth

Religion

Our Savior's Lutheran Preschool students are given opportunities to grow in their relationship to God. This relationship fosters the understanding that each child belongs to a family, a community, and our world. With this relationship students will be encouraged to pray, worship, participate in reading/understanding the bible and work together to be stewards of God's people. The religion lessons at Our Savior's Lutheran Preschool will give students the hands on learning that God has chosen us to love others, serve others and inspire ourselves to be loving neighbors.

Chapel

Our Savior's Lutheran Preschool 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 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.

Chapel Offerings

Teaching children to seek ways on how we help others is a biblical practice that has great priority at Our Savior's Lutheran Preschool. Chapel offerings are one of the tangible ways in which this attitude and practice are developed. An offering is gathered each week during chapel in an envelope available from your child's teacher; the teachers will place the envelope in the child's bucket each week. 100% of the money collected each week is sent to nonprofit community outreach programs. Please see the office staff or your child's "Back to School" night packet for a schedule of the programs the preschool donates to every month. Music is part of Chapel.

Extracurricular Activities

Music Class: Music is an integral part of Christian life and an important part of worshiping God. Students are offered music education once a week in addition to the music at Chapel. Our Savior's Lutheran Preschool and Kindergarten perform a production for the families and church members at Our Savior's. Attendance is required in order for these productions to perform successfully, as the students will have been practicing months before the scheduled performance.

Physical Education: Being healthy emotionally, spiritually, and even academically starts with having access to the tools to carry out a healthy lifestyle. We believe physical education is an important part of the preschooler's day.

General Information

Our Savior's Lutheran Preschool Administration

The Administration team at Our Savior's 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!

How to contact Our Savior's Lutheran Preschool:

Office Number: (949) 492-6165

Fax Number: (949) 492-6132

Joan Lundbohm, Director j.lundbohm@oursaviorsschool.net
Jennifer Arnau, School Receptionist j.arnau@oursaviorsschool.net

Our Savior's Lutheran Preschool Teachers

Each staff member has been employed as a professionally qualified person meeting and/or exceeding state regulations as well as the Evangelical Lutheran Education Accreditation (ELEA) requirements. Each staff member has further demonstrated the skills necessary for the

implementation of a developmentally appropriate preschool program in a loving, nurturing and Christian environment.

Tuition and Fees

Please see our website for current rates and fees. Each year the school board evaluates the tuition and fees. A current posting will be given to the parents each year.

Information Regarding Tuition Policies:

1. Families wishing to prepay the entire year's tuition will be offered a 1% discount.
2. Before and after school care payments are accepted in the school office or online through the parent portal.
3. Tuition is to be paid on RenWeb. Tuition payment is nonrefundable in the event of early withdrawal or termination of enrollment; families are contractually obligated to pay the balance of their tuition. Requests for exemptions to this must be made in writing to the school board.
4. Any checks returned for insufficient funds or closed accounts are subject to a \$40.00 fee.
5. All accounts (including child care fees and enrichment) must be paid in full each billing cycle. If the amount on the account goes above \$100.00, parents will be required to pay in full to continue attendance in that program.
7. If there are special circumstances regarding payment and/or reasons for being late, it is the parent's responsibility to contact the Director. If payment becomes late, a written notice of delinquency will be sent to you. Any child or children whose tuition payment is more than forty-five days overdue may, at the discretion of the school board, be asked to withdraw from OSLS, unless the parent or guardian within that time has presented a written payment arrangement to the board which has to be accepted.

Preschool Hours

Preschool Morning Program: 8:45am-12:00pm

Two Day (3-4yr-5yr olds): TTH

Three Day (3- 4-5yr olds): MWF

Five Day (3- 4-5yr olds): M-F

Lunch Bunch: 12:00 – 1:00pm

Preschool Afternoon Enrichment Program: 1:00am-4:00pm

Two Day (3-4-5yr olds): TTH

Three Day (3-4-5yr olds): MWF

Five Day (3-4-5yr olds): M-F

Pre-K Program: 9:00am-12:00pm

Five Day (5yr olds by Dec. 1): M-F

***Please remember you have a 5 minute grace period after dismissal and lunch bunch. After five minutes, your child will be checked into supervised care and charged as needed. If a**

parent is consistently late in picking up their child, we reserve the right to begin charging the parents our late fee of \$15 for every 5 minutes.

Preschool Daycare Hours

*8:00am-8:45am: Morning Day Care *First come first serve, not to exceed 12 students with minimum of 4 students.*

12:00 - 1:00 p.m. Lunch Bunch *Please initial on your students daily roster

Kindergarten Hours

8:25 – 3:00pm

Kindergarten Daycare Hours

8:00 am – 8:25

Arrival and Dismissal

AM Preschool students must arrive and be signed in no earlier than 8:40 a.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. 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.

Security

Only parents or designated adults with an OSLS badge may enter the campus grounds to sign their child in and out. All others must stop in at the front office for a visitor badge during school hours. Once school starts, all parents must sign in at the front office before entering the campus grounds.

Parking

Parents must park in designated parking places, on the front field, or on the street. For safety, because children use it once school starts, please do not park in the staff parking lot.

Lunch Bunch

Preschool lunch bunch is an optional, hour long, after-school program that promotes socialization among preschoolers. The lunch program is offered between 12:00.-1 p.m. Payments can be made in advance in the school office or through your parent portal after receiving a bill. If your child will be staying for lunch bunch, please initial on the lunch bunch column found on the sign in/out sheet. No reservations are required. Please send a nutritious lunch and drink for your child. It should have easy opening containers (No Go-Gurt style please),

plastic ware and a straw if needed. Please note we are not able to heat your child's lunch up in the microwave or oven so all lunch items must be ready to eat. We suggest you include an ice pack to keep foods cold if needed. **Please help us enforce our healthy lifestyles by having no soda or candy please!** The children eat from 12:00 a.m. to 12:30 and have outdoor time from 12:30-1:00 p.m. It is important that you pick-up your child by 1:00 p.m. Other classes begin at 1:00 p.m. If you arrive after 12:50pm you will need to sign your child out of supervised care and will be charged for an hour of daycare.

Enrichment

This program is intended to strengthen Kindergarten readiness with a hands-on, stimulating approach. The program includes engaging lessons, child-centered activities and incorporates long-term assignments that reinforce thought provoking exploration. The hours of Enrichment are scheduled after the child's school day and include a rest time and Lunch Bunch. Enrichment students must be prepared to take a nap (rest period), per California State Licensing requirements. Please bring a sheet, blanket and one small stuffed animal or book for your child for their nap time as well as provide an afternoon snack. Nap items must be in a zippered bag with your child's name on it. Since there is a limit on the teacher/child ratio, enrichment is paid on a monthly basis and must be reserved and paid for prior to using.

Day Care

Morning Day Care is offered from 8:00am-8:45 am. . Please do not drop off prior to 8:00am. Morning daycare is on a first come first served basis. You may also sign up in advance with the daycare request form or on your sign in/out sheet. The charge for daycare is an hourly payment; for current rates see sheet for pricing. Day Care billing can be paid in the office or through the parent portal. The charge occurs every hour. There is not a prorated charge for daycare.

Late fees: If you arrive after 4:00 p.m. 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 2 or 3 people with written authorization to pick-up your child in the event you will be detained or stuck in traffic. Remember, we are just a phone call away! Frequent late pickups will require a parent conference to determine student's enrollment.

Lunch Bunch and Day Care will begin the second week of school. Please see current calendar for dates.

Independence

Your child must be fully potty trained before enrollment. It is understood an occasional 'accident' happens but, you might be called to school to tend to your child's needs! If a child has an accident three or more times in a row at school we may ask you to have your child take some time off of school to work on potty training. Please make sure that if your child has an accident or uses the clothing in his/her bucket that a parent replaces the item of clothing. The Preschool

does not have extra clothing on hand, and we will have to call a parent to come and bring clothing in this case.

The Red Bucket

Each child will be given a red bucket with his/her name at “Meet your Teacher” day. The bucket should be brought to school each day. It is the link between school and home. We encourage the children to be responsible for their own bucket. The items that are included in the bucket will be any school communication, a change of clothes, lunch if the child is staying for the lunch bunch program, and any artwork or projects that the teachers send home. **Please do not put information in classmate’s buckets that does not pertain to Preschool.** Birthday invitations and other information from parents are not permitted. Please send all communications to other parents through mail or email. The online directory in the parent portal has the names and email of parents who have given permission to have their information published. We also encourage our children to leave all their toys at home. If any items are brought to school, these items could be lost or damaged. Please leave all of these items at home unless instructed by a staff member to bring a share or items from home.

Snack

A snack schedule will be sent home before the 1st of the month and posted on the parent portal, and posted on the parent boards. Each family will have a turn during the month or every other month to donate the snack and drinks for their child’s class. Please ensure that you know the amount of students in your child’s class in order to plan accordingly. According to California State Licensing, we must provide a snack from two food groups; for example sliced apples and cheese or carrot sticks and pretzels. For the drinks please bring 1% milk, 100% fruit juice, or water. If you have questions regarding this please see your child’s teacher or the Preschool Director. Please keep in mind the importance of a nutritious snack. Do not send candy, cookies, cupcakes or other such snacks that are high in sugar. Please consult with your child’s teacher about any allergies in the class and plan accordingly.

Classroom Bulletin Boards

Each preschool classroom has a parent bulletin board located at the entrance to the class. The following items will be posted:

- Daily Sign-in & Out sheet
- Monthly newsletter.
- Weekly lesson plans.
- Snack schedule.
- Other information regarding special occasions and holiday celebrations, parent sign-ups.
- Daily Schedule
- All of the above information is on Parent Portal, with the exception of the sign-in sheet.

Birthday Celebrations

Birthdays are a special time of year for any young child! If you would like to help celebrate this special time with your child’s classmates, please see your teacher’s ‘Back to School night’ packet

on how birthdays are celebrated in the classroom. Our Savior's Lutheran Preschool believes in modeling healthy behavior, 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. Non-food items are welcome if you choose to celebrate birthdays with no sweets. 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 do not bring large cakes or candy. 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.

Holiday Celebrations

Our Savior's Lutheran Preschool celebrates holidays throughout the year. Holidays and celebrations include Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, and the last day of school. A sign-up sheet will be posted on the parents' bulletin board requesting any needed donations.

Parent Portal- RenWeb

Our Savior's Lutheran School uses an online Parent Portal information system to communicate with our parents and families. This program has the capability for parents to verify their child's information, pay and view billing, obtain the school directory, download calendars, view school and church announcements, register for the next year online and much more. Our Savior's Lutheran School communicates with our parents mainly through this website and portal system. Please see your teacher for login details.

Parent Initiated Inquiries

The staff at OSLS believes that the child comes first. If a parent would like to inquire about their child's progress or express comments/concerns we ask to please contact the teachers by leaving a voicemail or email to set up a mutually agreed upon time. Please avoid having a conference with the teacher at the door at the beginning or end of the day. During those times, teachers are attending to children and are unable to pay full attention to the parents.

Progress Reports & Parent Conferences

Assessment of your child begins as soon as he/she starts Preschool. These assessments are wonderful tools for you to keep track of your child's development, progress, and maintaining a record of their growing abilities. Our Savior's Preschool and Kindergarten administers three – four Progress Reports each school year. The first will be the Ages and Stages Questionnaire, (ASQ). This is an assessment completed by the family and then evaluated by the Director. This gives an opportunity to have any needed discussion or dialogue to any needed early intervention needs. The second Report will be given to the families during Parent Conferences during November. This second Report is a formal assessment of your child's overall development and will document the progress of the presented teaching domains. In 2018 we begin the implementation of the DRDP – The Desired Results Developmental Profile as used by the Capistrano Unified School Districts and many districts throughout the State of California. All families have the right to a Parent Teacher Conference and we highly recommend you take

advantage of the one on one time with your child's teacher. The teachers utilize this time to answer questions about the following year and what your child's needs are to get there. If you choose to schedule a conference, the sign-up sheet will be posted on the classroom bulletin board. **There will be no school these days. We do ask that children do not attend this meeting as the meeting is designed to discuss their development and should not be done while they are present.** The second DRDP will be discussed with parents during the Spring Conferences in March. The final progress report will be sent home at the end of the Preschool year, pending all billing and accounting charges are complete and up to date. You may schedule a meeting with your child's teacher at any time during the school year.

Chancy and Bruce Kindergarten Readiness

Our Savior's offers a Kindergarten readiness test called the "Chancy and Bruce Kindergarten Readiness Test". This is an outside company that assesses the children according to where they are in their development. This is a test that is required for our Preschool students to take in order to go into Kindergarten at OSLS. The cost of the test is determined by the company and parents are responsible for paying all testing fees. Please see the office staff for updated prices of the test. It is to the discretion of the Director to determine if other readiness companies are appropriate should a family choose not to use Chancy and Bruce. For more information regarding Chancy and Bruce please visit <http://www.chancyandbruce.com>

Field Trips

Our Savior's Lutheran Preschool does not provide field trips for Preschool and Kindergarten students. If parents plan a parent-sponsored off site activity outside of the school day which supports the preschool curriculum, the school will gladly share information on curriculum and themes. However, parent sponsors should clearly communicate that that this is a parent-sponsored activity, as Our Savior's Lutheran Preschool does not sponsor off-site trips. As a loving, Christian school, it is our hope and expectation that all students are invited to participate in such activities and that the preschool teachers and Director are informed, as a matter of courtesy. Activities could include the local firehouse, the city library or regional farms!

Prohibited Items to Bring to School

To ensure a positive atmosphere in the classroom and on the playground, please abide by the following guidelines:

- Candy, gum or toys should not be brought to school unless specifically requested by your child's teacher.
- Play guns, knives and other objects which encourage violence are NOT permitted.

Service Hours

We encourage each family to donate ten 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 just an opportunity to connect with other preschool parents and support our wonderful school.

Volunteer Parent Opportunities include:

Preschool Playground Set Up
Preschool Playground Clean Up
Christmas/Spring Musicals
See's Candy fundraiser
Washing Toys
Trike A Thon Coordinator and Helpers
Classroom Photographer
Room Moms

Volunteer opportunity sign-ups will be available at back to school night and there is a sign up book in the Director's office.

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.

Early Detection Services

Our Savior's partners with the School Readiness Nurse at the Capistrano Unified School District to provide developmental, hearing and vision screenings as well as access to other screenings that may be deemed necessary. There is no charge for these screenings.

Enrollment Policies

Age Requirements

Children must be:

- Three years old by September 1st of the entry year for admission in our three year old class.
- Four years old by September 1st of the entry year for admission into our four 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.*

Admission

Our Savior's Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate with any of these in administration of its educational policies, admissions policies, or other preschool programs. Each child is

considered on an individual basis. Before admission to our program, a personal interview between parent/guardian, child and Director may be needed to determine if the child's individual health, physical and emotional developmental needs can be met by our Preschool. It is at the discretion of the Director to enroll student's mid-year pending availability and possible child assessment.

Admission Procedure

We begin priority enrollment in January for our returning students, church members, and siblings of OSLS students. The office will set a deadline during the month of February in which all paperwork and contracts must be signed and returned in order to guarantee space. If parents choose to wait to submit the enrollment forms, we cannot guarantee space to our current parents due to our high volume of inquiries. The Preschool has limited space and we may fill up before the application deadline. Please make sure to fill out enrollment forms as soon as possible. New families submit an online inquiry during the months of October to February, and will fill our open spots after priority registration has been considered. **Please note that an online application or enrollment form submission does not guarantee your admission to the program.** Each application is evaluated and accepted according to priority and space available. It is the parent's responsibility to know and understand the admission procedures and deadlines. Please see administration office if you have any questions.

Priority List

Placement in any of our classrooms is dependent upon a combination of the following priorities:

- Siblings of enrolled OSLS students
- Students whose family are active OSLS members
- Siblings of Preschool and Elementary alumni
- Families who are committed to stay through Elementary grades
- Current Preschool students
- Existing financial obligations are current

Teacher input will be an important consideration in determining classroom/program placement.

Guidance and Discipline

We guide and encourage children toward self-control and personal growth in self-discipline using the following techniques:

- We set clear limits.
- We model and encourage expected behavior.
- We redirect behavior to allow for alternative choices.
- We encourage cooperation, negotiation, and communication to solve interpersonal problems.
- We allow children time and opportunity to regain self-control.
- We encourage parent/teacher communication.
- We schedule parent/teacher and or administrator conferences when needed.

The above techniques are designed to encourage open communication between home and school while fostering self-control and positive self-esteem for the child. Teachers will provide documentation to support their guidance and give family's tools to practice at home to enforce positive development and foster emotional well-being.

Student Dismissal

Every effort will be made to ensure that your child has a successful, positive Preschool experience. If, in spite of a good faith effort on everyone's part, a child continues to experience behavior problems, as a last resort, these important steps will be taken:

- Documentation is reviewed by the teacher and family on behavior concerns.
- After all discipline techniques have been tried and the behavior continues to have a negative effect on the emotional or physical well-being of others, a meeting with parent, teacher and Director will occur. Parents may be given referrals to outside agencies.
- After the meeting between parent, teacher and director, the School may set conditions for continued enrollment such as seeking an outside opinion such as.

California Department of Social Services

Our Savior's Lutheran Preschool is licensed by The Department of Social Services (LIC #300600175). Social Services require 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. It is important that all information be kept up to date. If there is a change, please notify the office immediately.

Immunizations

All students enrolled in Our Savior's Lutheran Preschool must have a current and up to date record of immunizations. This record is kept in the student's folder and must stay updated as immunizations occur. Students who are not able to be immunized due to health or religious 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 SB 792 all day care centers must maintain vaccination records for all employees and volunteers for influenza, pertussis and measles.

Child Abuse Reporting Requirements

A mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible. (PC & 1166 (a))

Healthy Schools Act (Education Code Sections 17608-17613, 48980.3)

It is the goal of Our Savior's Lutheran Preschool to implement an Integrated Pest Management Plan by focusing on long-term prevention or suppression of pests. This is completed by accurate pest identification, frequent monitoring for pest presence, application of appropriate action levels, and by making the campus less conducive to pests using 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 ineffective. Our Savior's Lutheran Preschool contracts with a Pest Management service that assists in the identification, monitoring, and inspections well as the use of chemical and non-chemical management practices. Every year Our Savior's Lutheran Preschool employees will

receive proper training in pesticide safety that is approved by the Department of Pesticide Regulation. Submission of pesticide use is done during the calendar year and submitted to the Department of Pesticide Regulation. The Healthy Schools Act requires that all child care centers provide parents or guardians a list of pesticides to be applied on campus at least 72 hours before application. Our Savior's Lutheran Preschool will notify the parents or guardians via your child's folder and on-site posting. At Our Savior's Lutheran Preschool, common pesticide application components include insecticides, herbicides, repellents, disinfectants, fungicides, and plant regulators. A current county Safety Data Sheet that lists all applications by our contracted service can be found in the Preschool Director's office.

Medication Policy

If medication must be given at school, please see the Preschool 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 is not limited to: Epi-Pens, Allergy Medication, Inhalers, Aspirin/Ibuprofen, Acetaminophen, Topical sprays or medicated creams and any type of Antacids.*

Sick Policy

Your child will not be permitted to attend school if he/she exhibits symptoms that could put other students or staff members at risk for contamination. Please notify the office immediately if your child contracts a contagious disease. We are required by law to notify families should a communicable disease outbreak occur. Daily well checks are put in place to ensure healthy entrance to the student's school day.

Keep your child home if he/she:

- Has a fever now or has had one during the previous 24-hour period,
- Has a yellow or green nasal discharge,
- Has symptoms of a possible communicable disease (sniffles, reddened eyes, sore throat, headache, abdominal pain, fever,)
- Has diarrhea, or is vomiting.

Remember: We are a well center only and in order to keep your child and our staff from getting sick we need to have your cooperation!

Communicable Disease Information

Bacterial conjunctivitis (pink eye)

Symptoms: Any inflamed and discharging eye is considered contagious.

Period of contagion: Exclude until redness disappears and acquire medical release.

Chicken pox:

Symptoms: Onset 14-21 days after exposure. Skin vesicles take several days to appear.

Period of contagion: Seven days after first appearance of rash. Free of fever 24 hours. Scabs dry.

Colds and influenza:

Symptoms: Onset 12-48 hours after contact.

Period of contagion: Free from heavy cough. No temperature for 24 hours. Remain home first 2 days of acute cold.

Hepatitis A: (infections)

Symptoms: Onset 10-30 days. Stomach cramps, fever, marked loss of appetite followed by jaundice.

Period of contagion: Re-admitted upon recovery and written release by doctor.

Impetigo of face and scalp:

Symptoms: Onset usually within 2-3 days after exposure. Crusted lesions. A staph or strep skin infection.

Period of contagion: Contagious disease. Excluded from school until recovery and treatment with ointment.

Intestinal upsets:

Symptoms: Vomiting and diarrhea.

Period of contagion: After 24 hours, if free from temperature and symptoms.

Measles: German (3 days)

Symptoms: Onset 14-21 days, usually 16, cold-like symptoms, rash, swollen glands, especially in back of neck.

Period of contagion: Until rash is gone, about 3-5 days. No fever for 48 hours.

Measles: (10 day)

Symptoms: Onset 9-11 days after exposure. Fever, vomiting, red eyes, tight cough, rash about 3rd day (red, splotchy, usually itchy.)

Period of contagion: Minimum period of isolation 4 days before appearance of rash and 7 days after appearance.

Mumps:

Symptoms: Onset 12-26 days after exposure. Fever, swelling of glands, usually in front of ear first, then under lower jaw.

Period of contagion: When all swelling of glands has subsided. Free of fever 48 hours. About 10-14 days of incubation.

Pediculosis E (lice)

Symptoms: Itchy scalp. Exposure upon contact. Lice are dark, eggs are white. Nits or lice in hair.

Period of contagion: After treatment and free from nits. Shampoo treatment, remove eggs.

Ringworm of the scalp:

Symptoms: A fungus infection acquired from personal contact with animals (usually pets.)

Lesions on scalp, skin scales, hair falling out.

Period of contagion: Re-admitted with doctor's release.

Emergency Disaster Plan

Our Savior's Lutheran Preschool strives for the utmost safety for our students. This safety includes preparing students on how to behave in the event of an emergency, on and off campus. During the school year, our teachers and administration deliver teachable moments with the students to help prepare and to stay calm in the event of an emergency situation.

Fire, Earthquake, and Suspicious Person Drills

All Preschool students will participate in our monthly Fire/Earthquake/Suspicious Person drills. Upon hearing the alarm bell, students will line up with their teacher and exit the building, and line up in the designated areas for roll call and check in.

Earthquake Kit and clothing

Each family is responsible for providing the following items to their teacher on "Meet your teacher day" or by the first week of school:

- 1. Earthquake Kit:** You may either bring a homemade earthquake kit or purchase a three-day earthquake supply kit that is available for purchase during "Loose Ends" 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)

2. 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.

Assignments during an emergency

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

In the event that an emergency occurs and the local emergency providers have instructed the school to relocate, our Temporary Relocation sites include:

- Saddleback Valley Christian School: 26333 Oso Rd. SJC 92675 (949) 443-4050
- La Cristianita Preschool, 35522 Camino Capistrano, San Clemente, (949)496-1405

Reception Center for nuclear emergencies is the Orange County Fairgrounds in Costa Mesa at 58 Fair Drive.

Emergency Telephone Numbers

24 Hour Emergency: (949) 770-6016

San Clemente Sheriff: (949) 361-8200

OC Sheriff: (714) 628-7054

Red Cross: (714) 481-1000

FEMA: (510) 627-7100

If you have any questions regarding emergency procedures please contact the front office or Preschool Director for more information.

Our Savior's Lutheran Preschool Uniforms

Research suggests that children who attend schools that require uniform attire have a higher level of self-esteem, demonstrate a sophisticated attention span, and have a positive social-emotional foundation. To help enforce these safety and fundamental priorities, All Pre-Kindergarten /TK students are required to adhere by Our Savior's Lutheran Preschool uniform guidelines. All Kindergarten students are required to wear the purchased uniforms. Items can be purchased at True Grits by visitng www.truegrits.com or at the used uniform sale hosted by the PTF. Please see current school year calendar for designated free dress or spirit days. Spirit shirts are worn at the end of the student's week (Friday). Spirit shirts and used uniforms can be purchased on loose-ends day or through the office.

Daily Preschool Uniform

All preschool students must wear comfortable and play appropriate clothing. Please wear proper bottoms for the school day to include shorts and pants. Please remember when making clothing decisions your child will be climbing, painting, digging, sitting in sand, playing with water, and helping himself/herself 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. Preschool students are welcome to purchase school uniforms if desired. You may visit www.truegrits.com or visit the used uniform sale!

Kindergarten Uniform

Daily Kindergarten Uniform

Girls: White or red turtleneck, white or red knit shirt or blouse (long or short sleeve,) navy twill or khaki walking shorts/pants, navy culottes or plaid jumper, fleece jacket, sweatshirt or nylon windbreaker with school emblem .

Boys: Navy twill or khaki walking shorts/pants, white or red long or short sleeved knit polo shirt, white or red turtleneck, , fleece jacket, sweatshirt or nylon windbreaker with school emblem .

Formal Uniform: Worn on Mondays

Girls: Navy cardigan with school emblem, plaid jumper, white Peter Pan blouse, white socks.

Boys: Navy cardigan with school emblem, white knit polo shirt (long or short sleeve,) navy twill or khaki pants/shorts, white socks.

Casual: Worn on Fridays

Girls/Boys: Spirit shirts and jean bottoms.

Spirit Shirts are purchased through PTF at Loose Ends Day, or on the 1st Friday of the month before school. Please see current calendar for more details.

Kindergarten Uniform Shoes

Acceptable shoes include brown, black, navy, red, or white shoes with rubber soles or tennis shoes. No sandals, boots of any kind, thongs, crocs or printed shoes. Please make sure your child's shoes have a rubber sole and they are able to run and play in their shoes. In preschool, children will run and play and in order to ensure their safety they must wear appropriate shoes.

Parent Information

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.

Photo Release

Our Savior's Lutheran Preschool 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.

Parent Guide

- Tips on your child's first day of school:
 - Tell your children what to expect on the first day of school. Utilize "Meet your Teacher" day to explore the classroom and campus with your child. This will make the first day go smoothly and allow for first day nerves to be eased.
 - Allow plenty of time in the morning for dressing, eating, and your morning routine. This will allow your child to arrive at school relaxed and feeling secure.
 - Remember your children get their cues from you. If you are comfortable then they are comfortable. Give them a kiss and say good-bye and run to your car where you have your Kleenex.
 - Refrain from telling your child that "they must be good". This may initiate a feeling of fear in their new environment. The hope is to establish a comfortable and welcoming environment for each child.
 - Say good-bye to your child and go about your day. This gives them the idea that you are confident they will be safe, which in turn allows them to be confident.
- Use the online portal system to check classroom photos, follow the teacher's curriculum, and to ensure correspondence is being used!
- Meet new families! This is your community of fellow families! Find ways to get connected and to be involved with your school and child's education goals!
- Communication, Communication, Communication.
- Encourage our motto at home: LOVE-LEARN-SERVE!
- Pray with your children-you are their primary model and teacher-they are watching you!