

# **King of Glory Lutheran Church and Preschool Preschool Parent Handbook**



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Facsimile (714) 964-4920  
  
Infant License # 304371197  
Toddler to Pre-K License # 300605974**

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Greetings!

We are delighted that your child will be attending King of Glory Lutheran Church and Preschool. We are very proud of our program and all that it offers children. We look forward to your family becoming a part of our preschool family.

King of Glory Lutheran Church and Preschool (“KOG”) is a place where adults and children grow and learn together in a nurturing and creative Christian environment. Our values reflect the belief that children learn best in a rich environment that focuses on cognitive and creative ways of thinking and learning. Our staff is truly committed to working in a partnership with you and your child to provide for the highest quality early childhood experience.

I look forward to getting to know both you and your child and sharing a rewarding preschool experience.

Sincerely,

Athinia Huber  
Director, Early Childhood

## **GETTING AQUAINTED WITH KOG: THE BASICS**

### **Contact Information:**

**King of Glory Lutheran Church and Preschool**  
**10280 Slater Avenue**  
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## **ABOUT KOG**

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### **PRESCHOOL GOALS & PHILOSOPHY**

We believe children benefit from a strong relationship between family and school. Our program is based on a spirit of community where children, parents, and staff feel a strong sense of partnership and belonging.

We recognize the unique qualities of individual children and feel that children learn best by being active participants in their learning. We provide a rich environment where children have the opportunity for discovery and growth. We encourage a love for learning and the development of an inquisitive mind.

We believe that children deserve to grow at their own rate in a warm, nurturing, and supportive environment. We are committed to our philosophy and know with parent support our program is at its best.

KOG families represent the brilliant diversity of this community. We welcome all children, regardless of race, religion, ability or cultural background.

### **GENERAL OPERATIONS**

KOG is open year-round, 7:00 am-6:00 pm. There will be exceptions based on the holiday schedule, please check your current school year calendar for details.

The Preschool is licensed for children ages 6 weeks-6 years during the school year, option for school age up to 10 years for during the summer, a child must be 6 weeks prior to starting preschool.

### **PRESCHOOL HOURS & PICK UP POLICY**

School opens at 7:00 a.m. and closes at 6:00 p.m. All children need to be at school by 9:00 a.m. Half day program 8:00 a.m-12:30 p.m.

It is extremely important that you arrive on time to pick up your child. Late pickups cause anxiety in children. It also can create problems for teachers on duty as many of them have evening commitments such as school, families etc. In addition, we are not licensed to care for children after 6:00 p.m. without a parent present.

We recommend that you plan on arriving prior to 6:00 p.m. to allow yourself some time to hear about your child's day and have a brief chat with your child's teacher.

For your child's security, and your peace of mind, your child may only be picked up by those individuals listed on your Emergency Card. If you have not personally introduced us to this person, we will ask for identification.

We require written notification whenever the usual person is not picking up your child. This means if a visiting family member, babysitter, or friend of a playmate is taking your child from the center we will need notification from you in writing or by email.

We will not release your child if you send an individual who is not on the list, and we cannot reach you by telephone.

## SCHOOL HOLIDAY & IN-SERVICE CALENDAR

The Preschool will be closed on the following holidays:

- New Year's Day
- President's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Veteran's day
- Thanksgiving and the day after
- Christmas Eve
- Christmas Day
- New Year's Eve Day
- Fall In-Service Training
- Spring In-Service Training
- Cleaning, repairs and In-Service before summer
- Cleaning, repairs and In-Service before fall

If the holiday falls on a weekend we will observe on a weekday before or after the holiday. In addition to holiday closures, we reserve the right to close the center 4 times per year for cleaning, and in-service training. Thirty days' notice will be given for closure dates. Please see school year calendar as well as monthly school calendar for details.

## REGISTRATION

All currently enrolled children are guaranteed enrollment for the following school year, provided parents return the necessary form and fees by the deadline. To re-enroll a child, payment of tuition fees must be current.

In early spring, parents will receive the registration form for the upcoming school year. To guarantee your child's spot for the up-coming year you must return that form with the registration fee. As a general principle, we do not move children from one class to the next except at the start of a new school year or beginning of the summer program. This will be at the discretion of the Preschool.

## ADMISSION PROCEDURES

*We cannot accept responsibility for your child if enrollment forms are not complete or current!*

The following forms must be filled out and returned prior to your child's admission into the program:

- Parent Info
- Consent for Medical Treatment Card (LIC 627)
- Identification and Emergency Authorization (LIC 700)
- Emergency Release Form
- Child's Preadmission Health History (LIC 702)
- Parent Contract and Tuition Policies

- Tuition Agreement
- Parents Right's (LIC 995)
- Personal Rights (LIC 613)
- Photo Consent
- Physician's Report (LIC 701)
- Current Immunizations
- Preschool Social Resume
- Needs & Service Plan (infants & toddler Room)
- Topical Lotion/Medication Form

#### UPDATING INFORMATION

Emergency Card	Every September
Infant/Toddler Needs & Service Plan (6 weeks- 18 months)	Every 3 months
Toddler Needs & Service Plan	Every September
Preschool Social Resume	Every September

It is the parent's responsibility to update any changes to personal information. A change in address, phone numbers, emergency contacts, authorized pick up persons requires notification immediately.

#### TUITION & BILLING

Tuition is paid monthly and due on the first. A late fee of 10% will be added if the payment has not been received by the 10<sup>th</sup> of each month. A 25% late fee will be added if payment is not made by the last day of the month. If payment is not received by the 10<sup>th</sup> of the following month you will be asked to stop enrollment until a payment can be made.

Full tuition is due whether or not your child is in attendance. Refunds will not be given in the case of illness, vacations, holidays, etc. Parents will not receive a receipt unless requested. All payments should include your child's name on check and should be placed in the tuition box in the preschool lobby.

A fee of \$25 will be imposed for returned checks. All deposits, registration money and tuition are nonrefundable.

#### LATE PICK UP FEES

In the event you are late picking up your child a \$5 fee for the first 10 minutes will be charged, and \$1 per minute after that. This applies to the half day and full day children. You will be left a statement an expected to pay late pick up fees within the week. A child may be dropped from the program after the 3<sup>rd</sup> instance of being picked up late.

#### CLASSROOMS

Infant Program	Yellow Room
Toddler Program	Green Room
Ages Two & Three	Blue Room
Preschool Ages Three & Four	Pink Room
Prekindergarten Ages Four & Five	Brown Room
Prekindergarten Ages Four & Five	Purple Room School Year
School Age	Purple Room Summer

## BEGINNING PRESCHOOL

We are eager for all children to make a successful adjustment to preschool. Talk to your child about all the great things they can look forward to. Tell him/her about the wonderful things they are going to explore. Children often do better when they have been part of the enrollment experience. Have them go with you to the store to pick out their new lunchbox, read the postcard to them that the teacher sent, and drive by the school. Please feel free to visit too! Tell your child the teacher's name and remind them that you will be coming back to pick them up at the end of the day.

If you need to check on your child's progress throughout the day, please feel free to do so!

## GENERAL DAILY SCHEDULE

7:00 a.m. – 8:00 a.m.	Good Morning/Early care
8:00 a.m. – 9:00 a.m.	Drop off & Outside Play
9:00 a.m. – 9:30 a.m.	Snack
9:30 a.m. – 11:45 a.m.	Circle time / Daily Lessons / Art / Centers / small groups / Music & movement
11:45 a.m. – 12:30 p.m.	Lunch
12:30 p.m.	Dismissal of ½ day children
12:30 p.m. – 3:00 p.m.	Rest & Quiet Activity
3:00 p.m. – 3:30p.m.	Snack
3:30 p.m. – 6:00p.m.	Free choice / outside / after care

## SAYING GOODBYE & SEPARATION

When leaving your child at school, it is helpful to direct him/her to an activity in the room or to a teacher. When it is time to leave, please give a clear goodbye, and hand off to a teacher. The teachers will take over and engage your child and this allows your child to start building trust and soon will begin to feel comfortable. Children can feel anxious about a new environment; it may also be affecting you. It is important that you maintain a positive attitude and convey the expectation that your child will have a wonderful time at school. Please feel free to contact the office by phone or email to check upon your child.

Separation is natural and affects different children in different ways. It is a good idea if you anticipate a struggle for your child to shorten their first few days. Several hours can seem long to a preschool child in a new situation. Please feel free to spend time playing and engaging your child at drop off. When it is time to leave, please give a clear goodbye. The teachers will take over and engage your child and can start developing a relationship and comforting them.

Children separate from their parents and adjust to school in many ways; one child runs into the classroom and never looks back. Another may take several weeks to feel comfortable in a new setting. Children can make an easy transition in the beginning and go through separation difficulties later in the year. All separation is normal, and we are prepared to help your child in a way that is best for him or her.

Parents also separate from their children in different ways. It will be helpful for both you and your child if you say goodbye and cheerfully remind them they are going to have a good day. Your show of confidence in them is the best gift you can give them and will enable them to be confident in themselves.

## WHAT WILL YOUR CHILD NEED?

### Infants

- Lunch in lunch box with ice pack- Lunch provided daily. Half Day & Full Day Children.
- Crib sheet-Sheets will be sent home daily, and you will need to return the following day laundered.
- Sleeve of Disposable Diapers
- Sleeve of Wipes
- Milk- half and full day provided daily.
- Bibs
- Burp Cloths

Please no pillows at school. You will be notified when your supplies run low. Please label all items with your child's name.

### 18 Months-Pre-K

- Lunch in lunch box with ice pack- Lunch provided daily. Half Day & Full Day Children.
- Crib sheet & light weight blanket-Full day children. All bedding will be sent home on your child's last day of attendance, and you will need to return the following week laundered. A napping buddy if they prefer.
- Sleeve of Disposable Diapers - (if still potty training)
- Sleeve of Wipes- (if still potty training)

Please no pillows at school. You will be notified when your supplies run low. Please label all items with your child's name.

### Clothing

Children often get dirty using paint, and other hands-on material, toilet accidents or playing outside. Please take this into consideration when planning your child's dress for the day. All children need a change of clothes in their cubby. This includes pants, shorts, shirt, socks and underwear. Please make sure to change the clothes out when the weather changes. A light weight jacket is also needed in cooler weather. If your child needs a change of clothes and does not have one, we will use from our stash of clean items. Please launder and return to center within a few days.

We take the children out in all kinds of weather. Please be sure they are dressed appropriately for play and the changing temperature. Closed toes shoes are appropriate for the playground and equipment.

### MEALS & MILK

Formula (infant room):

Parents provide formula.

Breast Feeding (infant room):

Staff supports the practice by willingly accepting bottles of breast milk. Contents remaining in any bottle will be discarded within two hours.

Bottles (infant room):

Parents of bottle fed babies will need to provide 2-3 labeled plastic bottles with name and date, nipples, lids and liners. Glass bottles are not to be brought to the center. Only breast milk, formula, or water will be placed in your child's bottle. **No bottles containing cereal or any other food product will be served.**

Bottles (toddler room):

Children in toddler room are still able to have milk. Please provide 1 bottle labeled with name and date.

Sippy Cups & Water Bottles (infant to Pre-K room):

You are welcome to bring in a sippy cup or water bottle for your child. We ask that this is taken home daily and replenished with fresh water.

### INFANTS MEAL TIME

Young infants will be fed according to their own schedule. As they grow to start eating solid foods, their eating needs will change, and the eating times will be adjusted toward the toddler schedule. During lunch, infants not yet eating table food will be served cereals and jarred foods. Parents with children younger than 12 months old have the option of choosing our food or providing the food. **If a child needs a specific type of formula or food for a medical condition a doctor's note will need to accompany this.** There is no reduction in fees when a parent provides food.

As your infant grows and becomes more adept to eating, he/she will be using his/her fingers for eating "finger-foods" and working on using infant utensils. As infants gradually start to eat cereals, jarred foods, parents will inform the teachers in the classroom as to what their child can eat. It is recommended that infants try new foods at home first, then parents can add the new food to the classroom list.

### OLDER INFANTS & TODDLER MEAL TIME (infant to 18 months)

Children who are 12 to 18 months old will be given the snacks that are being served and drink whole milk. Once they turn 18 months and older and move over to the toddler class, 1% or skim milk will be served.

The older infants will be sitting at a transitional table in chairs with trays or small chairs.

### LUNCHESES

Please be aware that we try to keep a healthy perspective on nutrition. We offer your child healthy snack choices throughout the day, keeping in mind that the occasional treat is fun. We ask that you plan a nutritious lunch for your child that offers a few choices trying to include the following:

- Protein
- Fruit
- Vegetable
- Grain

- A Drink

Please do not send candy or soda in your child's lunch. We will not serve it or share it with others. Here are some popular lunch options:

- Juice Box or water bottle
- Applesauce or fruit cup
- Bagel w/spread
- Bean and cheese burrito
- Turkey & cheese roll
- Cheese quesadillas
- Egg or tuna salad
- Scrambled eggs or hard boiled
- Fish sticks
- Mac and cheese
- Hummus and pita bread
- Pasta/Rice
- Pizza
- Muffins
- Raisins
- Sandwiches
- Tofu
- Soup
- Chicken nuggets
- Yogurt

To aid in your child's feelings of independence please make lunch as easy as possible. Send egg already peeled, peel fruit with rinds ahead of time, cut meat, etc. Please pack a spoon and fork when necessary. We can heat up items that are less than one minute to prepare. Do not send packaged food that requires many steps. This will leave your child sitting at the lunch table waiting while everyone else is enjoying their lunch.

We try to return what is not eaten as to give you an idea of what they have eaten throughout their day. Full day students may be given leftovers at the end of the day for a snack. Staff members will be sitting with your child at lunch to help and guide during this often-hectic time. Children will be given assistance with opening food, containers, etc. Children and teachers use this time to interact, socialize, and learn table manners. If you arrive early to pick up your child, please wait in lobby until they have finished their lunch.

Send an icepack or freeze your child's drink the night before to serve as an icepack. Do not send glass containers in the lunchbox, label lunchbox and plastic containers in the lunchbox.

#### NUT AWARE

Our school protects the child when it comes to food allergies. If your child has a food or nut allergy, please indicate on the paperwork as well inform the center director at time of enrollment. Every effort will be made to accommodate your child. We will offer alternatives snacks, and make sure they are in a nut free area at lunch. If you are more comfortable sending snacks, please feel free to do so. We cannot guarantee a nut free

environment, but we will do our best. We do have children in our program that have life threatening allergies, please use best judgment in your choices you send for your child.

## SNACKS

Nutritious snacks will be offered in the morning and in the afternoon. They include such items as cheese and crackers, veggies and dip, cereal and milk, and yogurt. We welcome your donations of snack items; please turn into the office when bringing food items in. A monthly menu is posted on parent board.

## **STAFF & PARENTS**

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### STAFF

All our staff is carefully chosen based on the special qualities, experience and talents they have to offer to the children in our program. We also believe our teaching staff need to be dedicated learners themselves, and we provide opportunities for continuing education and professional development throughout the year.

All our teachers have gone through an interview process with the Director, and the teacher they will be working with. We check references and perform thorough background checks for all staff. They are CPR and First Aid certified. We offer continued training and development in the form of workshops and classes.

Lead teachers meet the California State Licensing requirements. It is our belief that it is our duty to exceed those requirements. All have taken formal early childhood education, child development classes, or school age classes and many hold degrees in early childhood education or a related field.

Assistant teachers also exceed basic requirements. Most of our assistant teachers have completed many early childhood classes or hold child center permits. It is a requirement for them to continue their education, as well as experience in an early childhood classroom. We also work with substitute teachers as well as students in training programs.

### PARENT PARTICIPATION

We welcome and encourage parent participation in our program in a variety of ways. We have family activities throughout the year. These events offer an opportunity to get to know other Preschool families and to see your child in action with their school friends. You will be invited to Back to School Night, A Christmas Program, VIP Lunch, church events and many more!

Parents are welcome to come for lunch, birthdays, or simply to visit. Please arrange for celebration days with your child's teacher. We also invite you to share your time, talents, hobbies or occupations. For some children, a second goodbye is more than they can handle. If your leaving is stressful to your child, it may be best not to come visit unless you are planning to take your child with you when you leave.

### COMMUNICATION

At KOG we pride ourselves in open communication. It is extremely important to be in close contact with parents regarding their child's day. We are available to talk at

morning drop off, pick up times, or you can call in during the day. Since drop off and pick up times can be a rushed and busy time for children, parents, and staff, if you would like to have more than a few moments to chat, please set up a time to conference by phone, or to come in and speak to your child's teachers.

We also ask that you share with us information that may be affecting your child in school so that we can best understand and assist. This includes health issues or a change at home such as the passing of a family member, a new baby, visitors, divorce etc.

Communication is important to us! No question is ever too small or "silly" to ask. Please call with any questions or concerns; you can reach Athinia at (714) 968-5865. If you reach the Church they will offer to transfer your call to the preschool.

There are a variety of ways we communicate with parents:

- Mailbox: Each family has a mailbox located in the lobby. This is a file system that has your child's name in alphabetical order. We send home notices, calendars etc.
- Parent Board: Each classroom has a parent communication board outside of the classroom. This has school calendar, signup sheets, snack menu, classroom agenda and special items. Please check daily. This also will help in talking with your child about their day.
- Sign in Sheets: Many notices will be posted here.
- Easel: Located outside by keypad or by front door
- Facebook closed group & Facebook Business Page

Please remember to check these daily! We have an open-door policy for parents. You may drop in any day at any time to observe your child. Please remember that teachers must stay focused on the children, so please do not use this time for a conference. We reserve the right to limit visits if we find they are disruptive to the child or classroom.

## **HEALTH, SAFETY & DISCIPLINE**

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### HEALTH & SAFETY

For the protection and the health and well-being of all the children and staff at the preschool the following rules must be adhered to regarding sick children.

- *Fever*: A child with a fever is to be excluded until they are fever-free for 24 hours. A fever is defined as a temperature greater than 100 degrees. Children who are sent home with a fever will not be admitted to school the next day.
- *Strep Throat*: Your child may return 24 hours after antibiotics have started.
- *Vomiting*: A child may return to school 24 hours after last episode.
- *Colds*: Described as irritated throat, watery discharge from nose and eyes, and sneezing. A cold may or may not include a fever. Children are most often contagious in the early stage when everything is runny. A green discharge is a typical sign of an infection. A child may return after symptoms subside, and medication has been given for at least 24 hours.
- *Diarrhea*: Your child may return 24 hours after the last episode.

- *Pink Eye*: Bacterial: your child may return 24 hours after antibiotic has begun and the ooze has stopped. Viral: your child may return with a doctor's note saying they are clear of contagion.
- *Ear Infections*: Your child may return once antibiotics have started.
- *Rashes*: A doctor's note is required.
- *Head Lice*: We have a strict no-nit policy, common in the FVSD Public Schools. No child may be present while there are any nits present in his or her hair.

Please do not request that a child remain indoors. If your child is too ill to play outside, then they are too ill to remain at school.

If your child should become ill while at school he or she will be brought to the preschool office, and a staff member will call you. Your child will rest in the office until he or she is picked up.

If a communicable disease should arise in our school, we will let the families know by posting a note and sending information home. We will maintain the privacy of the family involved so please do not ask for names.

Students wash their hands frequently. We ask that you send appropriate bedding and jackets, so laundry does not "spill" over from one cubby to the next. Do not send chap stick, lip gloss, or hairbrushes and hats to school.

#### CLEANING & SANITATION

We strongly believe that regular cleaning decreases the spread of illness and germs. General housekeeping chores are a part of our teacher's daily routines. Toys are sanitized regularly. A classroom should have the appearance of organization and order. A professional custodian cleans nightly including floors, bathrooms, carpets, and kitchen. Carpets are cleaned and sanitized regularly and as needed. The school is closed 2-3 times per year for deep cleaning and repairs. These dates will be a part of your school year calendar, and you will be given a 30-day notice.

#### MEDICATION

If your child is recovering from illness, has mild allergies or has febrile seizures and requires medication, it will be given under the following guidelines:

- Medication must be prescribed by Physician
- Medication must be in the original container and labeled with child's name
- Dosage, proper times to be given, and pharmacy name must be on the label
- LIC 9221 medication form must be filled out by the parent at the beginning of the school year, and as needed. We do require all medication to be current.
- Expired medication will be returned to parent.

#### INCIDENTAL MEDICAL SERVICES (IMS)

If your child requires an Epi-Pen, Nebulizer/Inhaled Medication or Blood Glucose, KOG Preschool is willing to administer the necessary medication to your child as long as the following forms are completed by the parent/guardian and the child's physician at the time of enrollment or as needed and under the following guidelines:

- Nebulizer/Inhaler Medication (LIC 9166) and Daily Log, Epi-Pen (LIC 9221) and Blood Glucose (LIC 9221).
- Expired medication will be returned to the parent.
- Medication must be in the original container labeled with the child's name and must be current
- Dosage, proper times to be given, and pharmacy name must be on the label.

Written instructions from the child's physician must be attached and must include the following information:

- Specific indications (such as symptoms) for administering the above medication in accordance with the physician's prescription.
- Potential side effects and expected response.
- Dose form and amount to be administered in accordance with the physician's prescription.
- Actions to be taken in the event of side effects or incomplete treatment response in accordance with the physician's prescription. This includes actions to be taken in an emergency.
- Instructions for proper storage of the medication.
- The telephone number of the child's physician.

## DISCIPLINE

King of Glory preschool follows the guidelines for developmentally appropriate practices set by the National Association for the Education of Young Children (NAEYC). These guidelines recognize that each child is a unique person with an individual pattern and timing of growth, as well as learning style and family background. While some behaviors are typical for a specific "age and stage", we recognize that children learn appropriate social behaviors at different rates. With that in mind, we observe and make individual behavior plans when necessary.

We believe in positive discipline which focuses on good behaviors, rather than negative ones. We will redirect a child and speak to them about what is appropriate and acceptable. When necessary we will speak to a child with a firm but caring voice. At times it may be necessary to remove the child from the rest of the group. If the behavior persists we will contact the parents and set up a time to conference.

At that time, we will work with the family and teaching staff on a behavior management plan that meets the needs of that child. It is also our practice to consult with specialists who work with children and families. If a referral is needed, we will obtain permission from the child's parents before proceeding.

As a part of the community, we feel it is our calling to work with families during difficult times. We, in turn, ask for the family's cooperation and assistance so that we may be able to continue our relationship with you. If we are unable to make progress in improving a child's behavior, we may need to access whether our program is meeting the individual needs of your child.

In the event one child is a continued disruption to the entire group either verbally or physically, the parent will be notified and informed of how the issue is being addressed. We do not allow any child to be singled out or bullied. It is our policy that if an incident

occurs involving two children, an incident report will be given to both parents and we will not share the name of the other child with you.

### BITING & INJURIES

When a child hurts another child, we will first attend to the child that has been hurt, then speak with the other child. In the case of a bite or an injury, where we need to apply first aid, we will call both parents and an incident report will be filled out and sent home.

If there be a consistent pattern of biting, we will contact the child's parents and send the child home, if deemed necessary by the Director.

### ALLERGIES

If your child has allergies, please note it on your paperwork and notify the office. If your child outgrows the allergy, please notify the office so that we can adjust allergy list.

### EMERGENCY & DISASTER PREPAREDNESS

We have an evacuation and emergency response system in place to protect students and staff in our program. Fire drills, earthquake drills ("Rabbits in a hole") and lock down drills (red, yellow, green light) are conducted monthly at different times of the day to test and refine emergency procedures. There are 4 emergency kits for each part of the center and Fellowship Hall. If phone lines are down due to earthquake or other disaster, the Director has a Ham Radio to call for help (call sign is KJ6IHJ). We ask when drills are in progress that you wait to pick up or drop off your child until we have completed the drill.

In the event of an emergency that requires an evacuation we will go to the following location:

1. The Big Ed Building on the north east corner of King of Glory Church campus
2. City Hall Buildings across the street, 10200 Slater Avenue, Fountain Valley
3. Fountain Valley Library, 17635 Los Alamos Street, Fountain Valley

In the event we need to evacuate the building all teachers will conduct themselves as if there were a fire alarm. Teachers have been given instruction on how to proceed.

### SECURITY

Please note that you should only enter through the preschool lobby door. Playground gates are to be kept closed **always. It is important that you close and latch classroom half doors behind you!** Before leaving the center don't leave the child unattended inside or outside, make sure your child is with a teacher. When you enroll your child, you will be given a number code. Make sure to pass on front door code to family and or friends who will be picking up your child.

### SIGNING IN AND OUT

Please note that this is a state requirement that you sign your child in and out each day before leaving the center. We don't want to have to call you back to the center. Legal

document used in case of emergencies! Sign your child in & out using full legal signature. Sign on correct day and put correct time. DO NOT sign name or time in/out in advance (i.e., dropping your child off in the morning and signing in and out when your child remains at school). Licensing will fine us \$150 for every infraction they find. We will pass that fee on to parents not in compliance.

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## **NAPTIME**

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### **INFANTS TO 18 MONTHS**

Infants nap according to their own schedules. If an infant should fall asleep while being rocked, lightly bounced, or taken for walk in the stroller, they will be put in their cribs to continue their sleep. When a child reaches 15 months, mat sleeping will be encouraged. Staff will position infants under 12 months on their backs when placed in cribs to sleep unless there is a medical reason the child should sleep in a different position, we will require a doctor's note stating why an alternative sleep position is needed. Positioning infants on their back to sleep will decrease the risk of SIDS. A washable, appropriately sized, labeled sheet needs to be brought in daily for rest time and will be sent home daily for washing. We provide a crib or a mat for all children with the expectation they will rest. Lights will be turned off, soft music will be played, and backs are rubbed.

### **TODDLER CLASSROOM – PRE-K**

We offer a two-hour nap time each afternoon following lunch. We provide a mat for all children with the expectation they will rest. As the children get older, we allow other quiet naptime activities. A washable, size appropriate, labeled blanket and sheet needs to remain at the preschool for rest time and will be sent home weekly for washing.

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## **DIAPERING & POTTY TRAINING**

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### **DIAPERING**

Parents will provide all diapers and wipes for their child(ren). Your child will be changed at regular intervals throughout the day and as needed. Disposable diapers only.

### **POTTY TRAINING**

When your child is ready we work closely with you to train in a consistent, calm, encouraging manner. We celebrate success and keep a positive upbeat attitude when your child has an accident. We will provide you with a pamphlet that outlines our procedures here at school, we try to keep the process as consistent as possible. Your child's teacher will keep you posted on progress here at school. Please let us know how things are going at home. Be prepared that sometimes a child can be successful in one environment before another. For instance, a child may do well at home, before having success at school.

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## **OTHER IMPORTANT INFORMATION**

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### **SOCCKER, GARDENING, CHAPEL, WEBBY DANCE, AND SPANISH**

These extra-curricular activities are available to your child during their time with us:

- Soccer Shots every Monday at 10:00 for 30-45 mins.
- My Private Farmer comes twice a month, 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 9:00 for 30 mins. Each class is given a lesson and children help work on their class garden. Parents can take freshly cut vegetables home to enjoy.
- Music and Bible every Wednesday at the chapel at 10:00 for 20-30 minutes, your child will be accompanied by his/her teacher and classmates.
- Your child will learn basic Spanish words, colors, few numbers as well.
- Webby Dance every Thursday 9:15 for 30-45 mins. Soccer and Webby dance is an outside agency that are fingerprinted and are an extra fee by the parent.

## ABSENCES

School is a wonderful opportunity for your child to build their social skills and establish new relationships with other children and adults. These relationships thrive with good attendance. In the event your child will miss a day or more of school, please call the preschool office by 8:30 a.m. so we can notify your child's teachers. Our school day starts at 9:00 a.m. We ask that your child be here and on time. If you drop off after 9:00 a.m., please do so by bringing your child to the preschool office.

## BIRTHDAYS

Birthdays are a special time in children's lives. We are pleased when children share this occasion with their classmates. **Individual handheld (cookies, muffins, cupcakes etc.) birthday treats or Goodie bags with age appropriate toys, not filled with candy may be brought in for your child's class.** Please no candles. Please contact your child's teacher in advance to arrange a date and time. We ask the event to be low-key and ask that you do not send balloons, pizza etc.

We ask that you are sensitive when placing birthday invitations to parties. Please remember that parties are talked about amongst the children and have the potential of causing hurt feelings. Please only bring in invitations if they will be going to the entire class. We know that small parties are considered best for children under the age of 6, by most experts, so in the event you are only inviting a few, we will be happy to provide you with addresses to mail them out. Please see Athinia for information.

## BRINGING ITEMS FROM HOME

We discourage children from bringing toys from home as they can get lost, broken or fought over by the other children. If a toy is needed to get your child into the preschool, please leave the toy in Athinia's office or take it with you. If your class participates in a share day, please follow guidelines given by the teachers. We do not allow any toy weapons to be brought to school.

We do appreciate when your child brings in a book or item relevant to the theme for the week. Please let the teacher know you have brought the item in, so it can be shared with the class, and returned to you.

Please no toys for the infants.

If your child needs a naptime "comfy" item, please make sure it is labeled.

## DISCLOSURE

KOG does not disclose information regarding an individual child or family to persons other than the California State Licensing Agency, Social Services or government officials acting in the course of their duties.

## FIELD TRIPS

We provide your child with on campus field trips and events. These take place throughout the year and parents will be charged an extra fee. Sometimes, we walk the older classrooms to the park at the end of the neighborhood and Carmel Village Retirement Center. Toddler to Pre-K classrooms walk to the Fountain Valley Library. Our neighborhood trips will be posted well in advance and you will have an opportunity to chaperone. Director or Assistant Director attends any walking field trips.

## “SHOE-FREE” ENVIRONMENT FOR THE INFANT ROOM

With infants commonly on the floor, KOG wants to provide a clean, safe and healthy environment in the infant room. We ask that adults entering the infant room please slip a pair of shoe covers over their shoes, leave a pair of slippers or remove their shoes. We take this action to prevent outside contaminants from being brought into the room and spread onto the carpet, particularly during the cold weather. The infants spend much of their time exploring on the floor, so it is best that this area be kept clean as possible.

## PARKING & PARKING LOT

Families may use designated parking spaces in front of the preschool building for drop off and pick up time. Please do not leave car running, children unattended in car, or car unlocked. It is everyone’s responsibility to use safe speed in the parking lot, remembering children may be present.

## FUNDRAISING

KOG fundraises twice a year, one in the Fall, with See’s and Cookie Dough, a percentage of the proceeds go back to the school, and in one in the Spring, when children will be involved in an event and 100% of proceeds go to the school. Indoor and outdoor equipment and repairs have been paid for by these fundraising efforts, which have helped keep the school safe and welcoming for children and families.

## DISMISAL FROM THE CENTER

We reserve the right to dismiss a child from the program for the following reasons:

1. Parent or child demonstrates verbal, physical harm or inappropriate behavior towards staff, children, or property will receive immediate withdrawal notice.
2. Parent or guardian jeopardizes the health or safety of children or staff.
3. Parent is non-cooperative with staff, operating policies, admission agreement, or health policies.
4. Parent becomes delinquent in tuition payments.

## SPECIAL NEEDS

King of Glory Preschool supports ***inclusion***. Inclusion, as a value, supports the rights of all children, regardless of their abilities, to participate actively in natural settings within their communities. Natural settings are those in which the child would spend time had he or she not had a disability. Natural settings would include our preschool environment.

KOG supports and advocates that all young children and their families have support with medical as well as behavioral challenges. It is our school policy that these children participate in developmentally appropriate activities and through observation and communication we determine if specialized support services are needed for the child.

It is our policy to meet with the family of the child and share our observations. At this time, it will be determined if the preschool staff needs more support in dealing with the behaviors. It is the parent's responsibility to seek help professionally and share what that help requires with the center director. All children are our responsibility!

If a child does not benefit from our program physically, emotionally or socially we reserve the right to make recommendations to seek further treatment and ultimately a program that is optimal to the development of the child.

## PHOTOGRAPHS

Photographs of the children participating in school activities may be taken and used in newsletters, brochures, KOG Preschool's Facebook business page and closed group, slideshows, KOG Lutheran Church's Facebook page, classroom bulletin boards, and other publicity materials. Your permission for photographs including your child to be used without compensation is part of this agreement. We also have a separate consent form. Photographs of any one child by any parent except their own are forbidden as this interferes with the child's right to privacy.

## **PARENT HANDBOOK RECEIPT**

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Parent Name: \_\_\_\_\_

I acknowledge that I have received my Parent Handbook. I understand that if I have any questions or concerns that I may address them to the Director or KOG staff.

Child Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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