

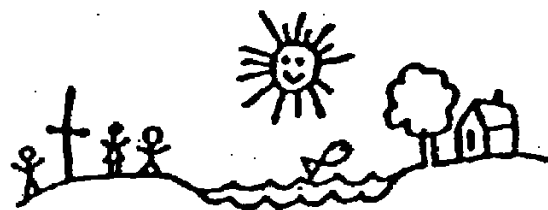
# HOPE LUTHERAN PRESCHOOL

## Parent Handbook

2010-2011

930 Julie Lane  
So. Lake Tahoe, CA 96150

HopeLutheranSierra.org  
(530) 541-2113



WELCOME to Hope Lutheran Preschool!! We hope you and your child enjoy a truly enriching experience this year.

## MISSION STATEMENT

We, the staff and congregation of Hope Lutheran Church, are committed to the ministry of Jesus' love through the gospel teachings of the Bible to all who come to our house of worship.

Our plan is to provide:



- a Christ-centered preschool and day care program where each child is encouraged to experience the unconditional love of Jesus Christ through their interaction with staff and children of Hope Lutheran Preschool.
- an understanding of the special role *they* play in God's world as a unique child of God\_
- a nurturing environment which allows for individual development of social, emotional, physical, cognitive and spiritual needs of each child.
- a safe environment, free from prejudice due to race, color, religion and/or physical/mental limitations.

## PRAYER

"Creator God, we thank and praise your holy name for giving us our children. Help us to show them your great love and teach them to understand that you have made them your children, your heritage, and members of your kingdom. Watch over them, that they may grow up healthy and strong in body, mind and soul. We ask this in the name of your son, our Lord Jesus Christ. Amen."



# RATES \* FINANCES \* CALENDAR

Monthly Rate SCHEDULE - Sept 2010 - August 2011

Hours: Monday-Friday 7:00 am to 5:15 pm

Preschool only 8:45 - 11:45	Half Day - 8:00am-1:00pm	Full Day - 9 1/2 hours
5 days \$330	5 days \$390	5 days \$580
4 days \$264	4 days \$312	4 days \$464
3 days \$198	3 days \$234	3 days \$348
2 days \$132	2 days \$156	2 days \$232

Drop In (Extra Non-Contracted Days) for Clients Only:	Full Day	\$32
	Half Day	\$22
	Preschool	\$18

\* Breakfast, Lunch and Snacks are provided at no extra cost.  
We offer no credit or make-up days for absences.

## DISCOUNTS

When two or more children from a family are enrolled in the program, the regular tuition will be charged for the first child and a 10% discount will be given for the second child. Members of Hope Lutheran Church, as defined in the church bylaws, receive a 10% discount on tuition.

## FINANCES

The Registration and Supply Fee is \$50 per school year (Sept-August). This fee is non-refundable. Tuition is due on the first day of each month. Tuition is to be placed in the child's payment envelope and put in the payment box located in the sign-in area. A 10% late fee will be charged if the tuition is received after the fifth of the month.

Late fee: Late fee is charged when a parent fails to pick up their child by the contracted time. Charges will be added to the next month tuition at \$20/hr. A \$20.00 fee will be charged on the day a returned check is received. All payments must be made in cash or money order if a second check is returned.

## WITHDRAWAL

A two week notice in writing will be required for any child withdrawn.

## HOPE LUTHERAN PRESCHOOL 2010 - 2011 CALENDAR School Closures

September 6	Monday	Labor Day
November 25, 26	Thursday/Friday	Thanksgiving
December 23, 24	Thursday/Friday	Christmas Holiday
December 31	Friday	New Years
January 17	Monday	Martin Luther King Day
February 14	Monday	President's Day
May 30	Monday	Memorial Day
July 4	Monday	Fourth of July Holiday

NOTE: When "Snow Days" are called by the L.T.U.S.D., please call to verify that the preschool is open - a *Late Start* may be in effect. There are no refunds or makeup days for holidays or school closures due to snow.

# CLOTHING \* NAPS \* DISCIPLINE \* CHAPEL TIME

## CLOTHING

Your child should wear comfortable, nonrestrictive, washable and durable clothing, free of complicated fasteners. Clothing which a child can handle with minimum help promotes a sense of independence and success. Clothing should be appropriate for a variety of activities at school, from the playground to the art room. We strongly suggest velcro fastening sneakers or tennis shoes.

Each child needs a complete change of clothes in case of accidents: pants, shirt, socks, and underwear. The child's name must be on each item. Please put the clothes in a ziploc bag. If a bag of soiled clothing is sent home with your child, please remember to return a clean set of clothes the next time your child attends school.

For winter play children will need: snowsuit, waterproof boots, gloves, hat, and sunscreen. For spring: shorts, light jacket, swim suit, and towel. Children will go out to play all yearlong, weather permitting.

## NAPS

A nap time is provided daily between the hours of 1-3 p.m. All children are given the opportunity to rest. The preschool will supply napping items.

## DISCIPLINE

In the event it becomes necessary to discipline a child for behavior which is inappropriate; i.e. biting, hitting, tantrums, physically endangering themselves or another individual or disruptive to a group, the child will be guided first to a different activity along with a brief talk about what has happened. If there is a repeat in the child's behavior, the child will be redirected to another appropriate activity. The child may rejoin the group when he/she is ready to work/play in a cooperative manner. Hope Lutheran Preschool reserves the right to dismiss a child for inappropriate and/or disruptive behavior.

In no case will corporal punishment be used. If a child constantly demonstrates inappropriate behavior, the parents will be consulted by the teacher or director in an effort to develop a behavior modification program to solve the situation.



## CHAPEL TIME

Teachers and children will meet in the chapel daily for joyful singing to the Lord and a Bible story. Every week the child will have a scriptural lesson presented along with a Bible verse. Parents are encouraged to share this story at home too.



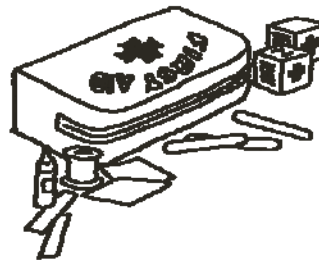
# HEALTH POLICY \* MEDICATIONS \* ACCIDENT & INJURY

## HEALTH POLICY

All children are to come to school free from illness. All children will be checked for symptoms of illness if any of the following are observed, and your child will be sent home. Parents are to have alternative child care arrangements in this event. All parents will have one hour to make arrangements and pick up their child.

coughing	red eyes/crust
runny nose	earache
headache	sore throat
fever (100+)	flushed skin
skin eruption	chills
diarrhea	vomiting
Child is tired, fussy, cranky or generally not normal.	

If your child is suffering from any of these, you will be requested to keep them home until a 24 hour period has passed with none of the above symptoms and/or a doctor's note to return. There will be no makeup days when your child is ill.



## MEDICATIONS

The California Department of Social Services (CDSS) states that any pupil who is required to take medication, which is prescribed by a physician, during the school day may be assisted by school personnel if the school receives the following:

1. a written statement from the physician stating the method, amount, and time schedule for medication
2. a written statement from the parent asking the school personnel to administer the medication.

We will supply you with a form to be completed with the above information. This form will be kept in a medication folder for parents to verify the administration of medicine to their child. All medicine must be in the original bottles with child's name on it. Medication will be administered by the director or the designated head teacher.

## ACCIDENTS/INJURIES

When accidents occur at school, we will administer basic first aid. Parents will be notified immediately if the injury is of a serious nature. If the parent cannot be reached, we shall contact the person(s) listed on the child's emergency information card. A daily log will be kept of any basic first aid that is administered.

A staff member who has been trained in CPR and first-aid will be on the premises at all times.

# ENROLLMENT \* ARRIVAL/DISMISSAL \* ATTENDANCE/TARDINESS

## ENROLLMENT

Age requirement: Children are required to be 3 years of age by Dec. 1 to be enrolled in our program.

Enrollment guidelines are as follows:

1. Parents will complete an application for enrollment and submit it to the director. A \$50 non-refundable administrative fee shall be paid at time of registration. All children will be placed in openings on a first-come first-serve basis.
2. Upon placement, parents will be notified by the director or teacher and arrange a meeting to acquaint them with the operation of the school.

In order to complete registration, the following are needed:

1. Registration/enrollment form
2. Identification and emergency information (Lic 700)
3. Pre-admission Health History (Lic 702)
4. Physician's Report (Lic 701)
5. Parent's/Personal rights
6. School contract
7. Medical release/field trips (2)
8. Up-to-date immunization record
9. Emergency card (in classroom file box)
10. Dietary card (if needed)
11. Child Care Food Program (CCFP) Application form



Each child will be evaluated at the end of 4 weeks to determine their adjustment to Hope Lutheran Preschool. We strive to meet the needs (physical, emotional, spiritual, mental) of every child. In the event that our program/staff is not benefiting the child, the school will work together with the parents to come up with a suitable alternative.

## ARRIVAL AND DISMISSAL

The State Department of Social Services (SDSS) requires that all children be signed in and out by a responsible adult (18 years of age) and stay until the child has been checked in by the teacher. Your child will be sent home on with the persons authorized by you or by your emergency-authorization form. Direct permission for someone else to pick up the child may be given over the telephone and in writing. The person picking up your child must be acknowledged by a staff member, proper identification checked, and the authorized person must sign the child out on the attendance record. State licensing requires full name signature.

## ATTENDANCE/TARDINESS

Habits of punctuality and regularity of attendance are very important to the school function. In order for your child to gain all they can from the program, regular attendance is encouraged.

Please call the office between 7:00 and 8:45 a.m. if your child is going to be absent. We worry about children if we don't know why they are absent.

All children are to be picked up promptly and signed out in accordance with the contracted time. PROMPT pick-ups are very important to your child.



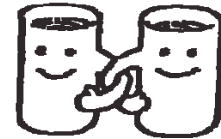
# BIRTHDAYS \* SHARING \* LOST & FOUND \* FIELD TRIPS \* CURRICULUM

## SPECIAL DAYS/BIRTHDAYS

Your child's birthday is a special day, and if you want to share a special treat with the class that day, we encourage it. We do ask that you consult with the teacher if you intend to do so, and also that you provide something that is nutritious and healthy.

## SHARING

Sharing days helps children to build their language skills. We encourage children to bring in sharing items that relate to our curriculum. We ask that children keep all other toys at home. Before an article of value is left, please inform the teacher. NO guns, weapons, action figures, gum, candy, or sodas are allowed. Please put item in paper bag, write 3 clues on outside.



## LOST AND FOUND

We are not responsible for lost or damaged articles. A "Lost and Found" will be kept in the preschool. Parents are asked to check the box as articles left will be donated to charity at the end of the year.



## FIELD TRIPS/SPECIAL EVENTS

Throughout the year field trips and special events will be scheduled. Please watch for announcements. The educational field trips and events will be planned to correlate with the themes throughout the year. Field trips are scheduled by the director, but drivers are needed and will be coordinated by the teachers. All drivers are required to have a valid driver's license, insurance, and seat belts for each child. In the case of lack of drivers, the field trip must be cancelled. Your support and interest is vital. We encourage you to attend the various programs and functions held during the year.

## CURRICULUM GUIDELINES

### Social Development

- \*Positive play experiences
- \*Self-esteem enhancement
- \*Learning emotional control
- \*Listening skills
- \*Sharing
- \*Manners
- \*Appreciation of humor in life

### Academic Development

- \*Develop a love for stories
- \*Realize importance of the written word
- \*Recognize #'s 1-19 and 1:1 correspondence
- \*Learn address and phone number
- \*Sort, categorize, and sequence
- \*Recognize and identify common shapes and colors

### Physical Development

- \*Small motor muscle development through manipulation of a variety of materials
- \*Large motor muscle development through movement, dance, and outdoor play activity

### Spiritual Development

- \*Knowledge of Bible stories
- \*Use of prayer
- \*Basic Christian values of love, kindness, and acceptance toward others



# MEALS \* PARENTAL INVOLVEMENT & RESPONSIBILITIES

## MEALS

7:00 – 8:00 AM	Breakfast
10:00 AM	Snack
12:00 – 1:00 PM	Lunch
3:00 PM	Snack



Hope Lutheran Preschool is a sponsor of the California State Child Care Food Program. All children in attendance will be offered the same meals at no separate charge, and without physical segregation of or other discrimination against any child because of race, color, national origin, age, sex, or disability. The Child Care Food program is available without charge -to all eligible participants. If you believe you have been discriminated against because of race, color, national origin, age, sex, or disability, write immediately to Administrator, Food and Nutrition Service, 301 Park Center Drive, Alexandria, VA 22302."

A dietary card will be available for those children with special dietary needs. This card will be kept on file in the kitchen for easy review.

## PARENT INVOLVEMENT

AA parents are urged to take advantage of the many opportunities which will be made available to them during the year. Parents are welcome to visit the school on a regular basis. If parents would like to put in volunteer time in the classroom, this would be an opportunity for parents to understand the developmental approach used by the preschool. These visits should be prearranged with the teacher.

Parent meetings may be held during the year at the teachers or parents request A monthly newsletter will be sent out to keep parents informed of all happenings. The staff is committed to providing the best preschool experience for your child. We evaluate our program throughout the year and welcome comments, concerns, and suggestions from parents.

The Preschool Committee, consisting of church members, parents, the director, and the pastor, meet monthly. Parents are welcome to attend. Committee members may be contacted at any time concerning preschool policy and activities.

## RESPONSIBILITIES OF THE PARENT



- Letting the Word of God be the sole guide in all phases of living and conduct.
- Encouraging sufficient hours of rest and sleep.
- Providing well balanced and nutritious meals.
- Exposing children to wholesome experiences.
- Encouraging and promoting an active interest in our school and community.
- Enjoy living with your child. Too often the strain of responsibility can prevent a parent from simply enjoying the growth of a child.
- Be courteous to your child if you expect him/her to be courteous to you.
- Expect your child to make mistakes. This is part of learning. When teaching your child, be patient and logical.