

Lakewood Village Community Church Preschool

# PARENT HANDBOOK

## 2024-2025



Lakewood Village Community Church Preschool

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Welcome to Lakewood Village Community Church Preschool! We are very excited about the school year! We strive to provide an educational experience which helps each child develop to his or her full potential. Lakewood Village provides a well-balanced developmentally appropriate program in a nurturing environment which recognizes the individual needs of each child, and both celebrates & encourages children's natural curiosity for learning. We believe that children need, expect, and deserve to be guided in a way that will help them feel happy, safe and adjust well to their school. We look forward to a great year. We pray that you and your family enjoy a blessed year here at Lakewood Village Community Church Preschool.

## **OFFICE HOURS**

Monday-Friday 8:30-2:30

## **2024-2025 PROGRAMS**

Tuesday/Thursday 9:00-11:55

Tuesday/Thursday POTTY TRAINING 9:00-11:55

Monday/Wednesday/Friday 9:00-11:55

Monday-Friday 9-11:55

Tuesday/Wednesday/Thursday 9-1:55 (*pre-k only*)

Monday-Friday 9-1:55 (*pre-k only*)

## **Extended Day:**

Extended day is available until 1:55 daily at an additional cost.

*\*All children enrolling in a pre-k class must be 4 years old by December 1<sup>st</sup> or have Director's approval.*

*\*All children enrolling in the potty training class must be 2.5-3.5 years old. No exceptions.*

## **TEACHERS**

Our teaching staff is the most valuable part of our program. We are so blessed to have incredibly talented, experienced, and enthusiastic teachers who will provide a wonderful, positive and creative learning environment for your child. Our teachers will be working as a team to help your child develop skills in all areas of development, religious, academic, emotional, social and physical. Above all they will be fostering a love for God and love for learning.

## **LICENSING**

Lakewood Village Community Church Preschool is fully licensed by the State of California, Department of Social Services as a day care center. We are inspected by regulatory agencies in the areas of health, fire safety and child and family services. Community Care Licensing has the right to interview children, staff, review records and inspect the entire facility without notice. All laws related to licensing are strictly adhered to, including teacher qualifications, criminal background clearance, staff-child ratio, children's health and facility safety.

## **NON-DISCRIMINATION POLICY**

In accordance with applicable federal law and school policy, Lakewood Village Community Church Preschool does not discriminate in any of its policies, procedures or practices on the basis of

race, sex, color, religion, ancestry, or national origin. Children will be admitted that will benefit from our school and who are in acceptable physical and emotional health as determined by a physician and the director.

## **ENROLLMENT**

Enrollment is open to any child able to benefit from the program, who is ages 2.5 - 5 years old. All California state forms must be completed prior to the child's admission into the school. Parents must notify the office immediately if there is a change in: address or phone number or designated drop-off or pick-up persons. This information is used to reach the family in case of emergency; therefore it is extremely important that the school have accurate information at all times. ALL ENROLLMENTS ARE ON A TEMPORARY BASIS FOR THE FIRST 60 DAYS. PERMANENT STATUS IS GRANTED ONLY AFTER THIS PERIOD, PENDING FAVORABLE REPORTS CONCERNING THE CHILD'S CONDUCT, IT IS DETERMINED WE CAN BEST MEET THE NEEDS OF YOUR CHILD.

## **BEHAVIOR & GUIDANCE**

Our rules are few but firm. In the interest of being consistent, please respect and know them.

- Children must respect themselves & others.
- Children may not climb on fences, gates, tables or chairs.
- Children may not open gates or doors by themselves.
- Children may not throw sand.
- Crashing of the riding equipment is not allowed.
- Children may only play in the areas where supervision is available.
- Hurting one another is not allowed. Emotional safety is as important as physical safety.
- Children may not run in the classroom.
- Children will help put away toys.

Children will learn to consider and respect others and their environment. Clear and consistent age-appropriate limits will be set, and with these limits, each child will gently learn what appropriate behavior is. Children are encouraged to solve as many of their own problems as possible under the guidance of a staff member. Children are encouraged to use words to handle their differences and shown how to stop others from interfering with their activities. When a teacher must intervene, age appropriate and constructive methods of discipline are used, starting with a verbal intervention, redirecting and removing a child from the situation if necessary. Physical or emotional danger will be grounds for a teacher to intervene immediately. Parents will be notified verbally or in writing regarding disciplinary action taken by the teacher to better aid the child in improving their behavior. In the interest of maintaining a safe and happy learning environment, Lakewood Village reserves the right to exclude any child from the program for a specified period of time or to terminate any child's enrollment if that child is found to be continuously disruptive to our program.

Staff shall provide each child with guidance that helps them acquire positive self-concept and self-control. Behavior guidance used by each teacher will be constructive, positive, and suited to the age of the child at all times.

The following rules and standards apply.

1. To prevent unacceptable behavior from occurring teachers will:
  - Model appropriate behavior.
  - Arrange the classroom environment to enhance the learning of acceptable behaviors

- Use descriptive phrase praise when appropriate, i.e., “Look how high you are building the blocks! Let’s count them.”
2. When unacceptable behavior occurs or is about to occur, teachers will use:
- redirection—substitute a positive activity for a negative one
  - distraction –change the focus of the activity or behavior
  - active listening to determine the underlying cause of the behavior
  - Time-out (separation from the group) is used as a last resort, only when less intrusive methods have been tried and/or behavior of the child is dangerous to himself and others. In the event a time out is used, a child will be separated from the group for a maximum of 5 minutes.

We must be aware of and comply with all federal and state, and local laws prohibiting corporal or abusive punishment in childcare settings. Staff is expressly prohibited from using unproductive or shaming methods of punishment

## **TUITION**

Tuition is based on 9 equal payments starting in September. Tuition is due on the 1<sup>st</sup> of each month regardless of school closures, illness, or vacation. No “make-up” days or substitution days can be accommodated. Payments made after the 5<sup>th</sup> will be considered late and a late fee will be applied. The late fee should be included in your late payment. If tuition falls two weeks behind, your child may be dropped from enrollment until payment is made. We understand that hardships may occur. Please contact the director if special payment arrangements need to be made.

Tuition can be paid by cash, check, or push pay. A service charge of \$25.00 will apply to all payments returned by the bank.

Lakewood Village Community Church Preschool’s Federal Tax ID number is 951890740.

## **SIBLING DISCOUNT**

Families that have more than one child enrolled in our program will receive a 10% Sibling Discount. This discount only applies for regular tuition. It does not apply to Extended Day, Stay Days, or Summer School.

## **LATE PICK -UP**

Our school bell rings for dismissal at 11:55 p.m. and 1:55 p.m. Please be prompt when picking up your child. A child picked up late can get anxious and teachers need to be able to count on leaving their classrooms promptly. We allow a 5 minute grace period for picking up. Parents who pick up their child after 12:00 p.m. and 2:00 p.m. will be charged a late fee of \$1.00 per minute, per child. Late fees are due upon pick-up. Unpaid late fees will be billed to the child’s account balance. Upon 3 or more late pick-ups, a penalty of \$30 will be billed in addition to applicable per-minute fees.

If you are running late, please call the office. Please note that calling ahead will not stop late fee.

## **CLOTHING**

We encourage play clothes to be worn. Clothing should be easy for the child to manage when taking care of bathroom needs. Please do not dress your child in clothes with difficult buckles or zippers. Bodysuits, belts and overalls are discouraged; elastic waist pants are best. For safety on our playground, we ask that your child wear gym shoes or other shoes with rubber soles and Velcro

closing. **Clogs, crocs, open toe/heel sandals, “jellies”, and shoes with slippery soles are dangerous on our climbers, slides, etc.** Please help us make preschool a positive experience for the children by following these guidelines.

## **PARENT VOLUNTEERS**

A few times a year we need parent helpers to assist with special activities. All parent volunteers **MUST** have proof of a current TB test on file.

## **SIGN-IN & SIGN-OUT**

It is very important that all children be brought to the classroom and picked up by an adult or guardian. They also must be signed in/out upon arrival/departure. If someone other than the regular person will be picking up a child, even someone on the child’s pick-up list, a parent should call or send a note and let the teachers know in advance. In addition, it is very important that your child arrives by 9:00a.m.; this is when the teacher begins circle time. Dropping off late can be disruptive to other children and could be a stressful and traumatic experience for your child.

## **RELEASE OF CHILDREN**

Children will be released only to parents and those on the authorized pick up list. Persons unknown to the preschool staff will be asked to show picture ID. Authorized persons must be 18 years of age. To authorize an alternate person to pick up your child, you may add them to the pickup list in our files or provide written consent that includes person’s name, phone number, the specific date(s), and your signature. Verbal consent will be accepted only in a medical emergency.

## **SICKNESS POLICY**

**We need to work together as partners to keep the children healthy and feeling well.** This policy is in place for the health and welfare of your child as well as every child in our care. If you suspect your child is not well, but not sure, err on the side of caution by keeping them home! You know your child best and when they are not themselves, this is often a sign that they are coming down with something. The best word of advice we can offer as a preschool is to plan and be prepared! A child attending preschool will on average, contract 5—10 illness each year. These illnesses will then lead to a child to be excluded from care, on average, 5 to 14 days. This is very normal and should be expected. Children have to build their immune system and this occurs over time, beginning with enrollment in school.

- **Please do not medicate your child with pain relievers, cough syrup, etc. before sending them to school. We find that when the meds wear off in 2-3 hours, we have an ill and unhappy child on our hands. A child who is ill enough to need these medications should be at home.**
- **Our Sickness Policy will be strictly enforced. If a child starts displaying symptoms of illness while at school, a parent will be required to pick up their child within 30 minutes of notification.**

### **Coughs and Colds**

Colds are very common, but there are some symptoms that warrant keeping a child at home. These include bad cold with hacking or persistent cough, green or yellow nasal drainage, and/or a productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever. Children should also be kept home if they are not able to use a tissue to wipe their nose and/or cover their cough, or if symptoms are so persistent that they cannot be controlled.

### **Fever**

Fevers are common in children and are often a sign that something is wrong. If your child has a fever, please keep him or her at home. If your child develops a fever while at school, you will be called to pick him/her up. Our policy is that your child must remain free of fever for **48** hours before returning to school. The **48** hours begins when your child's fever has broken and remains in a normal range.

### **Diarrhea and Vomiting**

Diarrhea due to illness is highly contagious. If your child has diarrhea, please keep him/her home. If your child has 1 or more diarrhea episodes while at school, you will be called to pick them up. Please understand that germs from diarrhea can be spread through carpets, toys, and direct contact. It is very difficult to keep from spreading these germs to other children. If your child vomits while at school, you will be called immediately to pick him/her up. Please keep your child at home until **48** hours after the vomiting and/or diarrhea has stopped.

### **Rash**

A rash may be a sign of many illnesses, such as measles or chicken pox. Please do not send your child to school with a rash until the doctor says it is ok to do so.

### **Communicable Disease**

In order to protect the wellness of all children, you are required to notify the school immediately when your child is diagnosed with any communicable illness or disease. Failure to do so compromises the health of children and staff that attend our school.

Lakewood Village is required by the State of California to report communicable diseases to the state licensing department. In turn, the school will notify each family whose children have been exposed to a communicable illness or disease.

Illnesses or disease that must be communicated to our office:

- Chicken Pox
- COVID-19
- Ringworm
- Scarlet Fever
- Hand Foot & Mouth Disease
- Impetigo
- Scabies
- Strep Throat
- Fifth's Disease
- Pinworm
- Pink Eye
- Head Lice

### **MEDICATION**

Lakewood Village does not administer medication without a Medication Release Form signed by the child's physician and parent. Parents must give medications to a Lakewood Village Preschool Staff Member directly. Medications will not be administered unless the proper procedures and signed paperwork are on file. **NO EXCEPTIONS.**

FOR ALL MEDICATIONS:

- Medication must be in the original container and labeled with child's name.
- Medication must have instruction and dosage recommendation for the child's age and weight.
- Medication duration, dosage and amount to be given must not exceed label specific recommendations or how often or how to be given.
- Medication no longer being used will promptly be returned to the parent.
- Tylenol and other over the counter medication will not be administered without doctor consent and cannot otherwise be stored at school.

## **INJURIES**

Every effort is made to keep your child safe; however, bumps, bruises, and scratches are common for young children.

All teachers are required to have current first aid and infant/child/adult CPR certification. A first aid kit is also kept in each classroom and on each playground.

All minor accidents are reported through the use of an "Accident Report" and will be placed in your child's cubby. Minor cuts and scrapes will be treated with soap, water and a Band-Aid. Bumps and bruises will be treated with an ice pack.

Injuries that are more serious such as head, neck, back and suspected fractures will generate an immediate call to the parents. All head, face/mouth injuries of any nature will generate a phone call to parents.

If the injury appears serious or questionable, the school will immediately call 911.

## **BIRTHDAYS**

Birthdays are special occasions in the heart of a preschooler. Children's birthdays are celebrated in the classroom with a birthday crown and a birthday song at circle time. Parents may bring in a special birthday treat in the morning that will be served during our snack time. Healthy treats such as fresh fruit, cheese cubes, and all fruit popsicles are preferred. Check with your child's teacher regarding any student food allergies. Please let your teacher know in advance which day you would like your child's birthday celebrated.

If you are having a birthday party at home and inviting **all** children in the class, you may bring invitations to school to distribute. If you are only inviting a portion of the class, please mail the invitations. This saves hurt feelings.

## **SNACKS/LUNCHES**

We provide a nutritional mid-morning snack for every child. Snack includes such items as cheese & crackers, fresh fruit, vegetables & dip, cereal and pretzels. We encourage children to try all snacks; however, we do not force children to eat.

If your child stays for the Extended Day Program you will need to provide lunch for your child the days they come. We encourage parents to provide a nutritional lunch for their child, by trying to include the following:

- Protein
- Fruit
- Vegetable



- Grain
- Drink

**We strongly suggest keeping sugary food to a bare minimum.** We ask for your collaboration and support in educating our children to eat healthfully. Please use a child-sized lunchbox/bag with your child's name on it. We do not have the facility to re-heat or refrigerate your child's lunch so please make sure that the food you send can be eaten cold. We suggest that lunch items are sent in containers that the older children are able to open on their own. Your child's leftover food will be sent back in their lunchbox for you to know what they have eaten.

## **FOOD ALLERGIES**

Some children in Lakewood Village Community Church Preschool are affected by life threatening food allergies, and even more are affected by less severe food sensitivities. All families must inform the school of their child's allergies upon enrollment.

## **EASING SEPARATION**

Many children experience separation anxiety at different times. Crying or clinging to the parent is not unusual, as a matter of fact; resistance to your leaving can be expected. We also understand how difficult this separation is for you. The teachers at Lakewood Village are comfortable and familiar with this behavior and will assist you and your family during times of transition. It is our goal for each child to develop trust in the parent as well as trust in the school environment. The following guidelines are set up to assist us in meeting our goal.

- When it is time to go, state it matter of fact to your child.
- If your child resists your leaving, bring them to a teacher so they can provide additional support.
- Give your child a warm hug and kiss and reassure them who will be picking them up.
- After you have said goodbye, **it is important that you leave without lingering.**

## **PICTURES**

Children are photographed throughout the year. Such pictures are posted around the school, on Facebook & Instagram, and on our website for your enjoyment as well as advertisement purposes. A photo release is included in the registration paperwork. If you do not wish to have your child photographed, you may opt out in the release.

## **CHILD RELATED RESEARCH**

Child Related Research is a company that tests the efficacy and safety of child-resistant and senior-friendly packaging. They will come in periodically and test the children on opening various packaging. If you do not wish to have your child participate in these studies, please make the director aware of this in writing.

## **ITEMS FROM HOME**

Children can be very persuasive when wanting to bring toys or special treasures to school, but as a parent, you know how things can be broken, argued over or lost. Please do not send toys or comfort items (such as blankets or stuffed animals) from home. Personal items from home can create problems, and we cannot be responsible for lost or broken toys. For these reasons, please explain to your child that home toys remain at home. **Please no backpacks or water bottles.**



## **IMMUNIZATIONS**

The State of California requires that children be current on all immunizations before entering school. Lakewood Village follows the “NO SHOTS, NO PRESCHOOL” policy. Children are required to receive the following vaccines:

- Polio
- DTP
- MMR
- Hepatitis B
- HIB
- Varicella

Appropriate verification of required immunizations and a Physician’s Report are required to be on file by the **FIRST DAY OF SCHOOL**. **If these are not on file, the child may be withdrawn from the program.**

## **EMERGENCY PROCEDURES**

In the event of an emergency, the daily sign-in/out sheets will be used to determine if everyone has been evacuated. For the protection and safety of your child, it is imperative that they are signed in/out daily. Earthquake and Fire Drills will be held periodically to prepare for emergency evacuations. Parents will provide each child with an earthquake kit. Emergency supplies are kept on school grounds and the Lakewood Village staff have been instructed in emergency procedures. If for any reason the school needs to be evacuated to another site, a sign will be posted noting our location. In the event of an emergency, the faculty will remain with the children until they have all been released to an authorized representative. The quickest way to get information to all families during an emergency will be via email or text message. It is very important the parent make sure that we have your correct cell number and email address on file.

## **SUSPECETED CHILD ABUSE**

Lakewood Village staff are required by law to report to the proper authorities any observation or suspicion of child abuse. This is mandated by the California Code of Regulations.

## **CONFIDENTIALITY**

Information and records of all Lakewood Village students and families are kept confidential, however, may be reviewed by the staff. All records are subject to on-site review by officials representing California State Department of Social Services or local police authorities in the event of suspected child abuse or neglect. Written permission from parents must be obtained for the release of confidential information to any unauthorized persons.

## **WITHDRAWAL**

A two-week written notice is required if a child is to be withdrawn from preschool during the school year or tuition will continue to accrue. You are responsible for the final two weeks after notice is given. Any outstanding tuition must be paid in full before the child leaves Lakewood Village Community Church Preschool.

## **TERMINATION**

Grounds for dismissal in our program include, but are not limited to:

- In the judgment of the director, the program does not meet the developmental needs or special needs of a child and/or their parents.
- It is determined by the director that a child or any family member of a child poses a safety threat to themselves, other students, staff, parents, and/or church members.
- A parent has physically, and/or verbally harassed any staff, child, and/or parent.
- Failure to abide by school procedures and policies.
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## **WHAT IS A POTTY-TRAINED CHILD?**

**A potty trained child is a child who can do the following:**

- Be able to **TELL** the adult they have to go potty **BEFORE** they have to go. They must be able to say the words "I have to go potty" **BEFORE** they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wipe themselves after using the toilet.
- Be able to get off the potty by themselves.
- Be able to wash and dry hands.
- Be able to go directly back to the classroom without directions.
- Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the classroom.
- Be able to wear underwear. Pull-ups are only allowed if enrolled in the potty-training program.

We do know that accidents do happen occasionally at school. However, if your child is having accidents regularly and cannot do the items above they are not potty trained. If a child has three or more accidents in one month, the Director will meet with the parents to discuss continued enrollment.

## **RESERVED RIGHTS**

Lakewood Village Community Church Preschool reserves the right to make, amend, or prescribe rules and policies for any and all other unforeseen problems and/or situations that may arise at any time during the school year. Lakewood Village expects full cooperation from families regarding adherence to all school policies and regulations.

## **COMMUNICATION**

When it comes to your child there is no question, concern or comment that is too small. If you have a question, concern or comment please do not hesitate to contact us.