

# Salem Lutheran Preschool

## Parent Handbook



Jesus said, "Let the little children come to me and do not hinder them,  
for to such belongs the kingdom of heaven."

Matthew 19:14

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[www.preschool.salemorange.com](http://www.preschool.salemorange.com)  
License – 300602027

*Revised on Jan 16, 2023*

Dear Parents,

Welcome to Salem Lutheran Preschool!

Thank you for trusting us with your child's early childhood school experience. Our staff is looking forward to getting to know your family throughout the coming school year.

Our qualified, dedicated, and loving preschool teachers strive to create a Christian atmosphere that nurtures your child's growth. Working in a close partnership with parents, each teacher will focus on developing the self-esteem and self-concept of each child. Their well-being and development is foremost in our hearts and minds as we challenge your child to learn through play and early childhood experiences.

We are blessed to share this time of growth with your family. May this school year be a blessing to you and your child. We look forward to getting to know each family. Please feel free to contact us if you have any questions.

In His Name,

Mrs. Carol Jordening  
Director of Early Childhood Education

Blessings Parents,

Welcome to Salem Lutheran School!

We are thrilled that you have chosen to be a part of our family and pray that your family is blessed by the nurturing, loving, developmentally appropriate environment that Salem is known for providing. Thank you for taking the time to read this handbook; It is our hope that it will give you an understanding of Salem's mission and vision, and our care for your children.

Proverbs 22:6 reads, *Train up a child in the way he should go, so that when he is old he will not depart from it.* By choosing Salem Lutheran School for your children, you have already committed to building a strong foundation for your children as they learn to think critically, take responsibility, collaborate with peers, communicate with adults, and create, with the goal of being impactful citizens both locally and globally.

Our greatest hope for your children at Salem is that they experience the love of Jesus Christ, which is interwoven throughout our programs. Through His teachings and the Christ-like love modeled by our faculty and staff, may your children grow in their faith and Christian character this year and throughout their lives.

It is also our sincere hope that you will choose to be part of the Salem family into Kindergarten and through to your child's 8th grade graduation. Our close-knit, committed family is one of the beautiful things that sets Salem apart from any other school experience.

Thank you for choosing Salem Lutheran!

Grace & Peace,  
Corissa Sheets, Principal



Salem Lutheran School is part of the Lutheran Church - Missouri Synod LC-MS. Please click on the following link "[Belief and Practice](#)" from the LC-MS website for a comprehensive statement of beliefs. Adults of children who disagree, in whole or in part, with the fundamental beliefs of Salem Lutheran and the teachings of LC-MS agree not to behave and/or promote behavior or doctrinal positions contrary to these beliefs and practices on campus, at Salem-sponsored events, or in any media form identified with Salem Lutheran. Individuals that do so may be asked to no longer be part of Salem Lutheran.

### **Vision and Mission**

Salem Lutheran is a mission outreach of Salem Lutheran Church (Missouri Synod) and shares a common vision.

**Vision Statement:** Bring CHRIST to the Community and the Community to CHRIST!

**Mission Statement:** (Based on Matthew 28:19-20) To go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching people to obey everything Christ Jesus has commanded.

**Motto:** Know – God’s Love, Grow – God’s Love, Show – God’s Love, Go – Share God’s Love.

Salem Lutheran Preschool’s specific purpose and values:

**Purpose Statement:** Building Foundations for Life

### **Core Values:**

- Children are gifts to be loved and nurtured.
- Christian character development that builds a mutual respect for self and others.
- Build positive social relationships with peers and teachers.
- Building relationships in families and the community.

### **Philosophy**

Salem Lutheran Preschool is founded in Christian ministry and the directive to:

“Train up a child in the way he should go; even when he is old he will not depart from it.”  
Proverbs 22:6

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you.”  
Matthew 28:19-20

To this end Salem Lutheran Preschool believes:

- In a developmental approach to early childhood learning that emphasizes each child’s individual spiritual, emotional, social, physical, and creative development, and that progress is measured by individual success rather than by comparisons to other children in the group.
- Young children learn most effectively when they have the opportunity to explore their environment through play and to experience a variety of developmentally age-appropriate materials to stimulate the five senses: touch, sight, hearing, smell, and taste.

- Parents are the primary influence in the children's lives and that a joint ministry between teachers, students, and parents is the means by which positive self-concept and self-esteem is instilled.
- In a program that emphasizes developmentally appropriate activities, prioritizing play as an important avenue for learning.
- All of life is a response to the love of Christ, and that Christian values and beliefs are an integral part of the whole curriculum.

### **Accreditation**

Salem Lutheran Preschool is a licensed facility with the State of California. Salem Lutheran Preschool is also fully accredited by the National Lutheran Schools Association through 2023.

### **Non-Discrimination Policy**

Salem Lutheran Preschool admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities made available to the students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies or any other school-administered programs.

### **Enrollment Requirements**

Salem Lutheran School is licensed for children aged 2 years to 6 years of age. Children must be potty-trained (underwear only - no pull ups) and 2 years of age by September 1, 2023 in order to be eligible for enrollment.

### **Admission Policy**

Registration is held the first week of February to secure a spot for the upcoming school year. Registration is considered complete when all forms are completed and a non-refundable registration fee is paid. Space will not be retained for the upcoming year unless secured during registration. Registration is done online, accessed on our website.

Applications for remaining openings will be accepted on a first come, first serve basis after this period. If there exist fewer openings in the classroom than applications, prioritization for admission into Salem Lutheran School will be in accordance with the following criteria:

1. Candidate for admission is a sibling of a student presently attending Salem Lutheran School, is a member of Salem Lutheran Church, and has been on the waiting list.
2. Candidate for admission is a sibling of a student presently attending Salem Lutheran School and has been on the waiting list.
3. Candidate for admission is a member of the church and has been on the waiting list.
4. Candidate for admission is a non-member and has been on the waiting list.

Immunization requirements of the State of California must be met, and all enrollment forms must be completed and returned before the child is allowed to attend.

### **Tuition**

Three payment options are available, from which parents select at time of registration each year:

**One payment option:** The full payment is due on July 1, 2023.

**Two payment option:** First payment is due on or before July 1, 2023. Second payment is due on or before December 1, 2023.

**Eleven-payment option:** Tuition is divided into 11 monthly or 22 semi-monthly payments to be paid via ACH through FACTS beginning July 2023 and ends June 2024 (no tuition payment in February). Tuition payments are due on the 1 and/or 15<sup>th</sup> of each month.

Sibling Discounts offered: 7% off individual tuition for each additional younger sibling enrolled concurrently at Salem.

Any student(s) withdrawn after registration will require accounts to be payable up to and including the month in which the student is withdrawn. The first tuition installment becomes non-refundable if the student is withdrawn after June 30<sup>th</sup>.

Any returned item due to non-sufficient funds or any other reason is subject to a \$30 return fee. A \$50 late fee will apply if any payment is received after the 10<sup>th</sup> or 25<sup>th</sup> (whichever applies) of the month in which it is due.

A program change fee of \$50 per change will apply for each program change made after June 15, 2023.

Delinquent accounts may be forwarded to an attorney or a collection agency, and any costs or fees related to this process will be the responsibility of the parent.

Incidental fees (Emergency Use, Late Charges), will be billed through your FACTS account.

## **Forms**

In order to meet state licensing regulations, it is mandatory that all **forms be completed and returned to Salem before the first day of school**. Entrance will be postponed if all forms are not turned in. If you move, change phone numbers, begin a new job, add someone who is allowed to pick up your child, or in any way change the data you have given us on these forms, please notify the school office. Because we use this information to reach you in case of an emergency, it is **extremely important** that we have accurate information at all times.

## **Arrival and Departure**

**Arrival** – Parents are required to park and walk their children to the classroom. Parents may park along Frank Lane (unless Do Not Park signs are posted) or the main parking lot. Classroom doors will open at 8:45am for drop off.

**Departure** – Children enrolled in half day will be picked up a Small Circle. Small Circle pick up hours are 11:45 a.m. – 12:00 p.m. Children not picked up by 12:00 p.m. will be sent to the Check-In Office for pick up. Full Day and Extended Care children will be picked up from the preschool playground.

**Late Fees** – Children not enrolled in Full Day will be charged a late fee if not picked up in a timely manner. Late fees will be billed through the parents FACTS Account. Salem's Full Day ends at 3:30pm. Children not picked up by 3:30pm will be charged a late fee of \$1 per minute billed through FACTS. Salem Lutheran School and Preschool closes at 6:00pm, children not picked up on time will have late fees of \$1 per minute through FACTS. Children not picked up by 6:00pm and parents and/or guardians cannot be reached by phone, Salem is mandated to report the child as abandoned and call Child Protective Services.

## **Child Pick-up**

Your child will not be released to a person (other than a parent or legal guardian) who is not listed on your emergency information sheet. If someone else is picking your child up after school, we must have this information from you, the parent. The person picking your child up will be asked to show proper identification. If a non-custodial parent is not to pick up your child, we must have an official restraining order or other legal paperwork in our files. If you have arranged for someone else to pick up your child, you may write that name on your child's emergency form, or you may write a separate, dated note to the teacher. We cannot release your child into any other person's custody without your permission.

## **Sign-In and Sign-Out**

California State Licensing requires that each child be signed in and out each time the child attends. Parents/Guardians are required to print and sign their full legal signature and time. Sign-in sheets are located on the clipboard hanging outside the classroom door. Failure to sign your child in or out is a violation of state licensing requirements and subject to a fine. Failure to comply with these guidelines will jeopardize your child's enrollment.

## **Parent Visitors**

You may come to school unannounced at any time. During the school year we schedule events for you and your family to be involved in and visit the school - Open House, Christmas Program, Spring Program, Daddy and Me Night, Mommy and Me Night. These and other events are printed on the school year calendar and you will receive announcements as they approach.

The first few days of school are not the best days for any parent to observe. It is best to say a loving "good-bye" to a tearful child and then leave. You will be called if your child does not stop crying within 20 minutes.

If you plan on staying for more than 5 minutes (i.e. class party, observing), please go to the office for a visitor's pass.

## **Volunteers in our Center**

As a licensed Child Care Facility in the state of California, we are required to maintain full compliance with all laws and regulations set forth by the Department of Social Services, Child Care Licensing Division and several other state agencies, including the Health and Safety Code. Senate Bill 792 has changed the immunization requirements for volunteers in a child care facility. For the purpose of this law, a volunteer is defined as any non-employee who provides care and supervision for children. Licensing has determined that 'care and supervision' will be determined as anyone who is engaged and interacting with children.

Therefore, our policy regarding volunteers is being adjusted to maintain compliance. Any volunteer will be required to provide proof of immunization for Influenza, Pertussis, Measles, and a TB clearance. This will apply to all adults who desire to volunteer in their child's classroom and/or participate in special events where they are engaged and interactive with children. Proof of immunizations will be kept in a specific file in the Preschool office and will only be available for review by Licensing analysts. Please note - there are several provisions for medical exemptions. Please contact the director for a list of these acceptable exemptions.

## **Communication**

On the first school day of each week our preschool newsletter will be sent to your email. Please read it so you will be informed about scheduling and activities. This newsletter will be posted in each classroom window.

Check the bulletin boards each day for information regarding our curriculum and schedule. Weekly lesson plans are displayed in each teacher's classroom door.

When you pick up your child each day, check his or her cubby and/or backpack for special notes or information.

If you have any questions or concerns at any time, please feel free to contact your teacher by phone, email, or in person. Should you want and need to speak with the director, please feel free to contact her in person, by phone, or by email.

## **Parent/Teacher Conferences**

One parent/teacher conference is scheduled each year to discuss the development of your child and to assess kindergarten readiness. A portfolio of your child's drawings, language stories, self-portrait, etc. are collected throughout the year and will be reviewed with you at this time. You are welcome to arrange informal conferences with your child's teacher before or after school hours at any time throughout the year.

## **Guidance and Discipline**

Salem Lutheran Preschool recognizes that parents are the primary influence in the lives of their children. Our staff, therefore, intentionally work together with parents to develop guidance and discipline techniques that are not only appropriate and effective for the development of their individual child, but that also reflect Salem Lutheran's philosophy of child development and guiding Christian beliefs.

Part of developmental early childhood education philosophy is to teach the child how to self-regulate. We believe that busy, interested children seldom have behavioral problems, so when inappropriate behavior occurs, the teacher may use guidance techniques to redirect the child's behavior. For example, children are encouraged to "use their words" to verbalize their displeasure with a classmate's behavior in place of hitting or pushing. This prompting helps the child express their feelings through verbal communication instead of physical behavior. Our teachers might also choose to simply redirect children to other activities or known areas of interest to remove them from a situation that could lead to negative behaviors or consequences.

Salem Lutheran Preschool emphasizes love and care for all children at all times. Our staff is expected to model the same kindness and forgiveness that our children are encouraged to practice as they interact with one another. We believe that when children feel loved and safe they can be their best selves. To that end, we teach forgiveness by forgiving, care through caring, kindness by being kind, and love by loving, for both the children and their families. As we model these attributes, we believe children develop their own self-discipline and learn how to resolve conflict in a healthy Christ-like manner.

Salem preschool staff will guide your children using positive and consistent discipline techniques, treating each of them in a respectful manner. Acceptable discipline techniques used by the staff include:

- Setting consistent guidelines, limits, and rules for the children that are developmentally age-appropriate. These expectations are clearly defined for each child and their parents.
- Allowing children the time needed to successfully practice new rules and guidelines.
- Redirecting the child to another activity or behavioral choice by temporarily removing the child from a stressful situation or context where the child is making inappropriate choices.
- Reinforcing desirable behaviors through praise and encouragement. Children are encouraged to engage in appropriate behavior when they realize that attention is given to them for these acceptable choices. The staff will also emphasize the desired appropriate behavior through their own words and actions.
- Limiting the use of negative words such as “no” and “don’t”, focusing instead on the positive choices the child can make in their environment.
- Using natural and/or logical consequences.

Staff members will never use physical punishment at Salem Lutheran Preschool. Physical punishment is not an acceptable method of dealing with young children’s inappropriate behaviors. This form of punishment, when used on young children, is not only extremely damaging to their self-esteem and self-worth, it violates CA State licensing requirements. Physical punishment, therefore, will not be tolerated in any form.

A teacher will talk directly with a parent if inappropriate behavior continues so that the parents and preschool staff can work together to resolve the matter. If these efforts do not solve the behavioral issue, the director will request a meeting with the teacher and parents to determine a plan to assist and empower the child to make appropriate behavior choices.

The following behaviors are considered inappropriate and unacceptable:

- Causing physical harm to another child or adult by hitting, biting, kicking, throwing objects, and/or any other dangerous physical actions.
- Continued use of inappropriate language, spitting, or verbal abuse by children directed at another child or adult.
- Destruction of property.
- Repeated non-compliance by the child with the rules and regulations of Salem Lutheran Preschool and/or repeated failure to listen to instructions by caregivers.
- A child’s behavior that is potentially harmful to themselves or others.

Consequences are administered with the intent of helping children learn to make appropriate choices. After conferences with the teacher, director, and parents, a child may be asked to leave Salem Lutheran Preschool if it is determined that the preschool program is unable to meet the needs of the child and/or the family while continuing to meet the needs of the other children enrolled in the program.

Salem Preschool staff respects the right of every parent to discipline his or her own child in a manner pre-determined for their own household — except, of course, where child abuse and neglect is concerned. When volunteering in the classroom at Salem, however, all parents must follow the discipline guidelines set forth by the school with all children, including their own.

## **Curriculum**

We offer an opportunity for faith development which is at the core of our curriculum and integrated into every aspect of teaching. Our goal is to promote a love of learning through a developmental, play based environment. The primary curriculum resources used are ***One in Christ*** and ***Voyages*** both published by Concordia Publishing House. The curriculum also includes Zoo-phonics®, a program where children become aware of names of the letters and the sound each letter makes through music and movement. Learning Without Tears® is a program that teaches children correct pencil grip and how to form the letters correctly. Both Zoo-phonics® and Learning Without Tears® are developmentally age appropriate academics using play and music and movement.

## **Jesus Time**

Daily Bible lessons for the young child center on Jesus as our Savior and stress that God loves and cares for us. Teachers use age appropriate Bible stories from the Old and New Testament. Songs, prayers, finger plays, flannel graphs, videos, CD's, puppets, and other aids are used daily in classroom instruction. Once a week the children participate in Chapel led by the teachers, Director, Principal, Pastor, or Director of Education.

## **Art**

Through process art children experience textures, colors, patterns, and natural properties that develop visual sensory capabilities and motor skills. Art activities include cutting, gluing, coloring, painting, collaging, play dough, and more.

## **Music/Movement**

Children experience the joy of music both in listening and moving. Experiences with body movement activities such as rhythm and creative movement will develop self-expression and an awareness of themselves and others. Songs, singing, playing instruments, and singing games are an integral part of the curriculum. A music teacher meets weekly with the children.

## **Science**

Children become aware of the wonders of God's great creation through exploration, questioning and using the basics of the scientific method to observe, identify, test, and predict. All experiences are hands-on learning.

## **Math**

Children experience simple number concepts, learn sequences of numbers, begin to develop an understanding of measurement as comparisons of weight, size, quantity, time and space, and recognize simple geometric shapes. Blocks, puzzles, toys, and learning games are used daily.

## **Dramatic Play**

A variety of puppets, dress up clothes and other props help to identify with people and places in both the real and make-believe world. Acting out feelings and emotions through role-playing help develop social and language skills as the children interact with others.

### **Motor Development**

Large motor activities such as climbing, running, ball play, jumping, skipping, and parachute play, etc. will help develop coordination and strength in muscles along with self-confidence. Table toys and activities that encourage sorting, cutting with scissors, matching, coloring, drawing, and decision-making tasks will strengthen fine motor skills and confidence in the child's ability.

### **Story and Circle Time**

Children experience a broad spectrum of genre during story time while developing listening skills and an appreciation for varied literary styles. Activities at circle time include routine, "helper chart" duties, finger plays, songs, and various theme-related events. Children learn to develop their attention span and to participate in a group setting.

### **Learning Without Tears®**

Learning Without Tears® is a developmentally appropriate program that teaches children how to print using hands-on materials. Fine motor activities used during the program teaches children proper pencil grip. Using multisensory instruction, Learning Without Tears® incorporates visual, tactile, auditory and kinesthetic strategies and materials in the classroom.

### **Zoo-phonics®**

Zoo-phonics® is a kinesthetic, multi-modal approach to learning all aspects of language arts, including vocabulary development and articulation, based on phonics and phonemic awareness. The principle of Zoo-phonics® maximizes understanding, memory, utilization and transference to all areas of the reading, spelling and writing process in a playful and concrete manner.

### **Clothing**

We encourage children to bring a jacket or sweater on all but the hottest days. **ALL REMOVABLE CLOTHING SHOULD BE MARKED WITH YOUR CHILD'S FULL NAME.**

**SCHOOL CAN AND WILL BE MESSY. PLEASE SEND CHILDREN IN CLOTHES THAT CAN GET DIRTY OR PAINTED.**

Also, please dress children in clothing that is easy to take down and pull up to make bathroom trips easier for the child. Overalls, belts, tights, and rompers are difficult for small hands to manage on their own.

Preschool activities such as climbing and running require a sure footing. We ask that children wear low-top tennis shoes. Children should not wear boots, open-toed sandals, or dress shoes because they are uncomfortable, slippery, and could be unsafe at school.

### **Toilet Trained**

Children need to be toilet trained to be enrolled at Salem Preschool. To be "toilet trained" means to be independent and self-sufficient in the bathroom. It is important to dress them in clothes they can pull down and pull up easily and quickly. Please avoid overalls, belts, tights, and rompers (for girls). We realize that a child may have an accident now and then but if this is happening several times a week, you may be asked to withdraw your child until he/she is toilet trained. Please speak with your child's teacher or director if you have any questions. There are no pull-ups allowed at school.

## **Biting Policy**

Salem Lutheran Preschool believes that parents and staff need to work together to address behavioral issues such as biting. Both parents of the children involved will be notified with a written incident report that will be sent home. The bite will be washed with warm soapy water and ice will be applied if necessary. If the skin is broken a Band-Aid will be applied. Children who continue to bite may be asked to leave school until the behavior can be controlled.

## **Lunch and Snacks**

Parents need to provide a lunch and snack (AM/PM) for children that are present for lunch and snack. Please provide your child with healthy, nutritious snacks consisting of two food groups. If your child attends the Morning Program (8:45 a.m. - 11:45 a.m.), please provide your child with a labeled AM snack. The children that attend the Full Day Program (8:45 a.m. - 3:30 p.m.), please send your child a labeled lunch and a labeled AM and PM snack. Please send a labeled water bottle daily for your child's use. We will refill their water bottles throughout the day.

Children will be encouraged to eat a sufficient amount of protein (eggs, cheese, meat, peanut butter, etc.) and fruits and vegetables (fresh fruits and fresh vegetables, applesauce/canned fruits, dried fruits and vegetables) before they eat "treats" (chips, pretzels, etc.) or dessert.

- Pack foods that do not need to be heated or cooked.
- Pack a **COUPLE OF FREEZER PACKS** to keep perishable foods cold in your child's lunch sack. Insulated, soft-sided lunch boxes or bags are best for keeping food cold.
- Use an insulated container to keep food hot. The insulated container will not be opened until lunch time to keep the food warm/hot to at least 140°F or above.
- A snack will be provided if the child does not have one.
- Salem Preschool Staff will call and try to contact the parent first if a child doesn't have lunch. If we are unable to reach the parent, an "emergency lunch" from Choice Lunch will be provided to the child. Choice Lunch (Salem's hot lunch program) will charge the parent for the emergency lunch.
- For safety concerns please **DO NOT** send any food in **glass containers**.
- **Place your child's first and last name on the lunch/snack box, individual containers, and water bottles.**

## **Parties/Birthday Party**

Each classroom will celebrate in the form of a party: Harvest, Thanksgiving, Christmas, Valentines, Easter, and End of the Year Celebration. The Room Moms will email parents a sign-up sheet for food and snacks for these parties. Please check with the teacher for approved snacks. The parties will include healthy and nutritious snacks along with some treats.

Your child's **birthday** is his/her special day and a day we love to celebrate. You may bring a special **MINI** snack for the class to help your child make this day special. All baked goods and food items must be from a licensed bakery or food facility and in the bakery's closed container. Please check with your child's teacher for any food allergies in the classroom. The teacher will also have the children eat their healthy snack that is sent from home.

## **Holiday Schedule**

A preschool calendar is given to each family, listing special dates and events scheduled for our 2023-2024 school year. The calendar can be found on our website as well.

NOTE: The Preschool will be closed for the following:

Labor Day  
Veterans Day  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Thanksgiving (1 week)  
Christmas (2 weeks)  
Easter (1 week)  
Parent/Teacher Conferences  
Teacher In-Service Days and Conferences

Please refer to the online calendar for actual dates and scheduled events, which our preschool acknowledges and celebrates.

## **Program Schedule**

Morning classes begin at 8:45 a.m. The teachers have a number of necessary duties to perform before class begins and therefore do not open classroom doors before this time. Morning classes end at 11:45 a.m. Because children become apprehensive if you are late in picking them up, your promptness is appreciated. Children who are not picked up by 12:00pm. will be charged one dollar per minute past this time.

### **Sample Schedule**

8:45 a.m. **Arrival/Greeting/Read Books**  
8:55 a.m. **Opening Circle Time:** Welcome! Calendar, Weather, Helpers, and Story Time  
9:10 a.m. **Free Choice Activities:** centers, science/math activities, cooking experiences, art, Learning Without Tears®  
9:55 a.m. **Restroom Time:** Wash hands and prepare for snack time.  
10:05 a.m. **Snack Time:** Children pray together and eat a nutritious snack.  
10:15 a.m. **Music & Movement/Zoo-phonics®**  
10:30 a.m. **Outside Playtime**  
11:15 a.m. **Restroom Time:** Wash hands and prepare for lunch time  
11:20 a.m. **Jesus Time**  
11:45 a.m. **Sending Prayer/Goodbye Song & Dismissal**

### **Full Day - Afternoon Schedule**

11:45 a.m. **Lunch:** Pray together, eat lunch, and then go outside to play.  
12:10 p.m. **Outside Playtime**  
12:45 p.m. **Restroom Time**  
1:00 p.m. **Rest Time**  
2:15 p.m. **Restroom Time**  
2:30 p.m. **Snack Time**  
2:45 p.m. **Outside Time:** Full day students leave at 3:30 pm.

### **Afternoon Extended Care Begins**

- 3:30 p.m.     **Outside/Inside Art or Science Activity:** Outside Free Play  
4:30 p.m.     **Clean Up Playground**  
4:45 p.m.     **Bathroom Time, Inside Classroom Centers, Circle Time, and Free Play**

### **Extended Care Program**

Supervised extended care is available before and after school from 7:00 a.m. to 8:45 a.m. and 3:30 p.m. to 6:00 p.m. at an additional cost. Children must be registered for this program in order to use it. Each child must be signed in and out by a parent or guardian at drop off and pick up time. Children picked up after 3:30 p.m. for full day 6:00 p.m. for after school care will be charged a \$1 per minute fee payable to the school at the time of pickup.

### **Rest Time**

All children enrolled in full day are required to have a Rollee Pollee, available for purchase from Amazon or RolleePollee.com. A \$10 laundry fee will be charged each time you forget your child's Rollee Pollee. Children 5 years of age and younger are required by the State of California to take a rest time. If you do not use a Rollee Pollee, the bedding must fit into the container provided by Salem for storage. Bedding, along with a change of clothing, must fit inside the provided container measuring 10x15x6 inches.

### **Health Requirements & Procedures**

Your child's health is a matter of major importance to us. We want to protect your child and the other young children in our program. State law requires that we have only healthy children in attendance. By keeping your ill child at home, infections are not being spread to others and your child is not being exposed to others while his or her resistance to infection is low.

#### **Sick Children**

Parents/Guardians will not be permitted to bring sick children to school. Children who appear ill when they arrive will not be admitted.

#### **YOUR CHILD WILL NEED TO BE KEPT AT HOME IF HE/SHE:**

- Has a fever or has had one in the previous 24 hours.
- Has vomited in the last 24 hours.
- Is taking an antibiotic and has not been on the antibiotic for 24 hours.
- Has diarrhea, even if caused by taking an antibiotic in the last 24 hours.
- Has diarrhea with increased water in stool and/or decreased form that cannot be contained by the use of the toilet.
- Has eye discharge or crust. A child with conjunctivitis must stay out for 24 hours after prescription medication starts and until all redness and discharge is gone.
- Has croup. A child with croup must stay out until the fever and cough are gone.
- Has a constant cough.
- Is fussy, cranky, and generally not him/herself.
- Has a constant runny nose.

- Has an undiagnosed body rash. A note from a doctor is required to return.
- Has symptoms of possible communicable diseases. These are sniffles, reddened eyes, sore throat, headache, abdominal pain, and/or fever.
- Is unable to play outside.
- Has a doctor's appointment for suspected illness. Please do not bring your child to class prior to the appointment.
- Have head lice. (Child should remain home until treatment is completed and all lice and nits are gone.) A note from a doctor or professional lice treatment facility will be needed to reenter school.
- Has ringworm. (Ringworm should be treated by a doctor and is contagious until 24-48 hours after treatment unless covered by clothing.)

Please report any contagious disease immediately so that parents of other children in our facility can be alerted.

We prefer not to administer medicine to your child. If it is necessary, state law requires that you bring this to the attention of the Preschool Director so proper arrangements can be made. **A signed medical release form from your doctor is required before any and all medication can be given.** Medical release forms are available in the school office.

If you are administering medications at home, it is helpful to inform your child's teacher in case of unusual behavior or any adverse reactions to the medication.

#### **Plan of Operation for Incidental Medical Services**

- According to California Code of Regulations, Title 22, Section 101173(d), which is our state licensing, we are required to have a plan of operation for incidental medical services which include inhaled medication, nebulizers and epi-pens. These are the only incidental medical services our center will cover.
- Our plan of operation will require all students that need the above medical services to fill out a special form from the doctor that includes: specific instructions for administering medication; potential side effects and expected response; dose-form and amount to be administered; actions taken in the event of side effects or incomplete treatment; instructions for proper storage; telephone and address of child's physician; and the telephone and address of parent/guardian. The parent must provide training on how to administer the medication. ***This form must be updated annually.***
- In addition, for the auto injector (Epi-pen) we are required to use in accordance with the directions and as prescribed, keep ready at all times, protect from exposure to light and extreme heat, note the expiration date and replace prior to that date. We will call 911 and the child's parent/guardian after using the auto injector (Epi-Pen).
- We will record administration of medication/service according to physician's instruction using LIC9221 and store according to instructions. We will ensure OSHA requirements by wearing gloves, washing hands afterwards and disposing gloves/used instruments appropriately.
- Staff will receive training from the parent including: how to administer medication/service; use and maintenance of required equipment/supplies; what to do in emergencies; plan for field trips and emergency drills (transporting medication, equipment/supplies).

- Parents will be informed of each occurrence of incidental medical service to their child by telephone and/or written note. The Department of Social Service will be informed of serious incidents via LIC 624 within 24 hours.

### **Dispensing of Medication Policy**

Salem Lutheran Preschool makes every effort to be sensitive to students with food allergies. Students with allergies requiring medications need to have all licensing and health forms filled out and brought to the school office. It is the parent's responsibility to inform the director or school office of any allergies, of any allergy medication needed, or if any allergic reaction needs medical attention.

According to California Code of Regulations, Title 22, Section 101173(d), we are required to have a plan of operation for incidental medical services which include inhaled medication, nebulizers and epi-pens. These are the only incidental medical services our center will cover.

Our plan of operation will require all students that need the above medical services to fill out a special form from the doctor that includes: specific instructions for administering medication; potential side effects and expected response; dose-form and amount to be administered; actions taken in the event of side effects or incomplete treatment; instructions for proper storage; telephone and address of child's physician; and the telephone and address of parent/guardian. The parent must provide training on how to administer the medication. **This form must be updated annually.**

Prescription and nonprescription medications will be stored in the preschool storage room in a locked medical cabinet.

- Prescription medications need to be in the original packaging with the child's name. The medicine will be administered in accordance with the label directions as prescribed by the student's physician. Proper licensing forms for administration of medication need to accompany the medication.
- Nonprescription medications will be administered in accordance with the product directions on the nonprescription medication container. Proper licensing forms for administration of medication need to accompany the medication.
- We are required to use the Epi-pen in accordance with the directions and as prescribed, keep ready at all times, protect from exposure to light and extreme heat, note the expiration date and replace prior to that date. **We will call 911 and the child's parent/guardian after using the Epi-pen.**

We will record administration of medication and/or service according to physician's instruction using LIC 9221 and store according to instructions. We will ensure OSHA requirements by wearing gloves, washing hands afterwards and disposing gloves/used instruments appropriately.

Staff will receive training from parents including: how to administer medication or service; use and maintenance of required equipment/supplies; what to do in emergencies.

Parents will be informed of each occurrence of incidental medical service to their child by telephone and/or written note. The Department of Social Service will be informed of serious incidents via LIC 624 within 24 hours.

## **Concussion Policy**

Children who receive a bump, blow, or jolt to the head or body could have a concussion. Concussions cannot be seen and symptoms may appear right after an injury or days later. It is Salem's policy to remove the child from physical activity, apply ice as needed, and contact the parent or guardian to pick up the child. A Concussion Fact Sheet for Parents will be sent home to inform you of the signs and symptoms of a concussion. Salem advises parents to seek medical attention if the student reports any of the symptoms of a concussion listed on the Fact Sheet. Children who are medically treated for concussions are required to bring a medical release to return to full activity at school.

## **Child Abuse Reporting Obligations**

In accordance with California law, (California Penal Code Section 11166), members of the school and preschool staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical, sexual, or emotional abuse, emotional deprivation, physical neglect, and/or inadequate supervision. In this very serious and legally narrow area, the preschool would not contact parents in advance of making a report to legal authorities, which would be the procedure in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. Preschool staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Emergency**

Parents are notified immediately if a serious injury or sudden illness occurs during school hours. For this reason the school office must have the most recent and up-to-date contact information on file. Please immediately advise the school office of any change(s) in contact or custodial release information.

In the event that it becomes necessary to evacuate Salem Lutheran School's campus, students will be escorted to Oak Ridge Private School at 19111 Villa Park Rd. (1/2 mile west of Salem). Salem's alternative off-site evacuation center is Prince of Peace Lutheran School in Anaheim, CA.

## **Natural Disaster/Hostile Acts**

Disaster/Fire drills are conducted monthly in accordance with fire codes and state licensing. Faculty and staff have been assigned various emergency responsibilities. A complete School Safety Plan is kept in the school office. The following is the general plan that will be used in the event of a school wide emergency:

### **Evacuation Procedure**

- Evacuate, adhering to the fire evacuation route map, to the designated assembly area
- When exiting the classroom, each teacher will bring the classroom emergency backpack that contains all the emergency contact information for each student and class attendances roster.
- It is the teacher's responsibility that the students follow their directions.
- Students are to evacuate quietly so that they can hear directions. Students line up by class.
- Teachers immediately take attendance and report by holding up the appropriate card (from the emergency backpack).

\*Green – All Students Present

\*Red – Need Assistance

- If the incident is elevated to a higher level, teachers/staff will be notified to disperse to their assigned roles (Response Teams).
- The Student Supervision Team is responsible for monitoring all students in the assembly area for the duration of the incident.
- Student Release Team members will act as runners with the emergency student list to document release of students to authorized adults.
- In the event of a fire, bomb threat, or terrorist act, the fire alarm will sound and teachers will lead students to a staging area on the large grassy fields along Santiago Blvd. and Orange Park Blvd.
- In the event of a hostile act, such as police stake-out, pursuit of suspected criminals, or if a hostile intruder enters the campus, the school will notify all classrooms to “lock down” immediately. Teachers will lock and secure all doors and entrances. The police and emergency officials will be notified. The school will remain on alert and the lock down will continue until police or emergency officials have given clearance for school to resume.
- In the event of an earthquake teachers and students will perform a drop-and-cover. This is standard procedure for an initial earthquake and after-shocks.
- Teachers will take the students out to the large grassy field; as soon as it is determined they may be safely moved.
- The Damage Assessment Team will determine the safety of the buildings and initiate any rescue. After the assessment, the teachers will be informed if it is safe to return to the building and previous activities, or remain in the designated area.
- The communications network will be established.
- The First-Aid Team will set up a first-aid station.
- Teachers will take the emergency backpacks with them as they go to the safe area. If appropriate, earthquake kits and food will be distributed for use.
- Parents may come to the large gate to pick up their children. Withdrawal procedures will be followed and proper identification will need to be shown. The student supervision team will communicate with the classes to have the children brought to the parents. This will allow for staff to account for each child.

You may request to see a detailed description of safety procedures employed by our school. Please go to the school office and request Salem’s Comprehensive Safe School Plan.

## **Conflict Resolution Policy**

The purpose of this policy is to serve the Salem community by; (1) providing a procedure by which adults may seek resolution to concerns or complaints directly related to themselves or their child, (2) creating a clear process for Salem employees to follow in an effort to assist in the resolution of concerns or complaints.

### **Concern/Complaint Process with Staff Member**

Definitions:

“Concerns” are non-formal discussions between an adult and the staff member directly related to the conflict that can be handled by the staff member to the mutual satisfaction of both parties.

“Complaints” are formally directed in writing to the staff member’s direct supervisor or the MLC when a concern has not been satisfactorily resolved at the direct supervisor level. The direct supervisor must schedule a meeting with the complainant within 10 business days of receipt of the formal complaint

Note: Sexual Harassment is not covered in this policy. Please refer to Salem's Sexual Harassment Policy as outlined in the Parent/Student Handbook as well as Salem's Employee Policy Manual.

### **Resolution Stages:**

**Stage One:** Adult expresses, non-formally, concern to staff member(s).

**Stage Two:** Adult expresses, non-formally (concern) or formally (complaint) to staff member's direct supervisor (see Direct Supervisor Matrix)

**Stage Three:** Completed complaint form formally submitted to the Senior Pastor.

**Stage Four:** Completed complaint form formally submitted to the Ministry Leadership Council (MLC).

### **Direct Supervisor Matrix**

- All school staff report to the Principal
- All church staff and the Principal report to the Senior Pastor
- Senior pastor reports to the Ministry Leadership Council

### **Addressing and Investigating Concerns/Complaints:**

Encourage resolution of concerns by informal means whenever possible with all parties involved making themselves easily accessible, impartial, and non-adversarial.

Establish history and facts of concern/complaint between all parties involved and meet personally to:

- a) Clarify the nature of the concern/complaint and resolution sought.
- b) Clarify the adult's desire(s) for complete resolution and/or satisfaction.
- c) Documentation begins at the complaint level and will be handled by the direct supervisor, senior pastor, or MLC receiving the complaint.

Foster swift and thorough handling of concerns and complaints. Highest level direct supervisor involved and/or MLC will inform all appropriate parties of progress.

Due process: Complaints will be responded to within 10 working days by the party receiving the complaint. Individuals who seek to advance a complaint must do so within 10 working days after receiving, in writing, proposed resolution from the direct supervisor.

All parties involved will respect and maintain confidentiality at all times.

Staff member and/or direct supervisor will recommend and facilitate corrective action, when applicable, and inform the direct supervisor or MLC, as applicable, of corrective action.

Staff member, direct supervisor or MLC (whomever is the highest authority involved) will track all complaints to resolution and ensure accountability.

Concern becomes a complaint when meeting(s) between complainant and direct supervisor(s) do not bring about resolution. Adults may advance the issue to the next direct supervisor level or MLC for resolution. If the matter is escalated to a complaint, the complaint must be made in writing and addressed to the immediate supervisor or President of the MLC, whichever is applicable, the MLC's decisions are final.