



# PARENT HANDBOOK

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## **CHILDREN LEARN WHAT THEY LIVE**

**If a child lives with criticism,**

**She learns to condemn.**

**If a child lives with hostility, He learns**

**to fight.**

**If a child lives with ridicule,**

**She learns to be shy. If a child lives**

**with shame, He learns to feel guilty.**

**If a child lives with tolerance,**

**She learns to be patient.**

**If a child lives with encouragement,**

**He learns confidence.**

**If a child lives with praise,**

**She learns to appreciate.**

**If a child lives with fairness,**

**He learns justice.**

**If a child lives with security,**

**She learns to have faith.**

**If a child lives with approval,**

**He learns to like himself.**

**If a child lives with acceptance and friendship,**

**She learns to find love in the world.**

# MISSION STATEMENT

Our mission is to provide a quality education in a safe, loving, Christ-centered environment.

We are committed to providing a program where individuality is respected, curiosity is encouraged, effort is rewarded, success is recognized, and children are nurtured and valued.

Our intention is to provide daily opportunities for spiritual enrichment and guidance that builds a foundation of faith. This happens in and outside of planned instruction. Our teachers look for and welcome opportunities to teach children about Jesus, His love for us, and our need and desire to serve Him.

We begin our mornings with Circle Time which includes a school-wide “Devotion of the Day,” and prayer. We have a school Library which includes many age-appropriate Christian books; each classroom has Christian books available as well. Every snack time begins with prayer. Depending on the time of the year, there are always seasonal celebrations of Christian holidays. (Our staff has put together an array of activities for classes to use and share.)

We focus on the following holiday observances:

- Patriots Day – A day of remembrance (Veteran’s Day)
- Thanksgiving – Family and Blessings
- Christmas – Celebration of the birth of our Savior, Jesus Christ
- Valentine’s Day – “Love one another”
- St. Patrick’s Day – The shamrock depicted as the trinity
- Easter – The heart of our Christian belief ~ the resurrection of Jesus
- Memorial Day- Drama presentation of God Bless America

Chapel is held on the first Wednesday and Thursday of every month (parents are always invited to attend Chapel services) and “Spirit Days” (school wide events with worship and songs) are held at various times during the month.

## PURPOSE

It is our desire to lead students to Christ, to help them grow in God's Word, to nurture a personal relationship with Jesus, and to encourage a lifelong commitment to Christian service and witness.

*"Go therefore and make disciples of all nations... Teaching them to observe all that I have commanded you" Matthew 28:19, 20*

## PHILOSOPHY

Redeemer by the Sea Lutheran Kindergarten and Preschool recognizes that children are unique and valued members of God's family. We are committed to

providing activities designed to stimulate and promote emotional, social, intellectual and spiritual growth. Through monthly chapel attendance, the Word of God is taught, songs of praise are sung, and our students learn that Jesus is their Savior and their friend. Occasionally students will be asked to participate in church services.

Children benefit from social interaction to learn to respect themselves as well as appreciate and value each other's' differences. Our students will receive age appropriate, multi-sensory opportunities to explore, investigate, and discover. Our classrooms are little microcosms of a community where children, through personal experience, become increasingly self-confident, self-directed, and independent. Our students receive quality care, and are supervised by dedicated, licensed professionals who inspire and model Christian values and love.

Our philosophy for Kindergarten is a joyous experience where students are successful and where they are provided with a wide range of opportunities to learn, develop, and practice important skills of life. This includes curriculum rich with language, socialization, and academics. In planning this curriculum, we provide a program for children that meet their needs according to their stages of development and experience. A program that is developmental provides for all areas of a child's development: physical, emotional, social and cognitive. Teachers observe the special interests and progress of each child.

## **BIRTHDAYS**

Birthdays are very important occasions to children. Please be advised that we do not conduct birthday parties, so... no treats, goodie bags, party favors, or gifts. Also we do not allow balloons (inflated, underinflated, or not inflated) or inflated objects that are treated as balloons, on site.

## **STAFF**

All of our staff meet the state of California's rigid licensing requirements and are **CPR** and first aid certified. Our school maintains the highest standards, which are met by the individual members of our staff.

## **HOLIDAYS**

Please refer to the calendar included in your summer mailer or the school website [www.redeemerkp.com](http://www.redeemerkp.com).

## **ADMISSION POLICY**

Redeemer by the Sea Lutheran Kindergarten and Preschool is open to all children ages two and a half (they must turn three by December 2 of the current year) to five years old. We do not discriminate on the basis of race, sex, nationality, political, or religious affiliation. However, we are a Christian school and our curriculum does include Bible devotions and Chapel attendance.

We are not licensed for diaper changing and require that children are toilet trained in order to attend. We recognize that accidents can happen occasionally. Therefore, parents are asked to bring an extra set of clothes (in a zippered bag labeled with child's name) to keep at school. Children who are constantly unable to toilet independently will be asked to remain at home until more control is developed. For your protection, the state requires the following forms to be on file by the first day of class for each child enrolled:

1. Admission agreement
2. Physician's report (Completed by the doctor and parent)
3. Immunization record
4. Child's pre-admission health history (parent's report)
5. Identification and emergency information
6. Notification of parent's rights
7. Consent for emergency medical treatment
8. Personal rights
9. Developmental history
10. Summary of parent responsibilities/Parent handbook acknowledgement
11. Photo release form
12. Optional website photo decline form
13. Emergency yellow card
14. Emergency preparedness packet
15. Directory and accounting forms
16. Medication authorizations if needed

Preschool classes are in session Monday/Wednesday/Friday 9:00am to 12:00pm and 1:00 to 4:00 pm for four year old's and Tuesday/Thursday 9:00am to 12:00 pm and 1:00 to 4:00 pm for three year old's. Bonus children attend class Monday through Friday 9:00 to 1:00 pm and Kindergarten from 9:00am until 2:30pm Monday through Friday. In addition to our regular day, we offer various Enrichment programs. Please check with the office for current Enrichment schedules.

It is important that the children begin their day together as a group so we ask that you be on time. For all AM Programs, Bonus and Kindergarten, the gates open at 8:55 am and close promptly at 9:05 am in preparation for the school wide Pledge of Allegiance. The top gate only will reopen at 9:15 am for late arrivals. For all PM Programs, the gates open at 12:55 pm and close promptly at 1:05. It is equally important to a child's sense of security to be picked up on time. A late fee of \$20.00 will be charged for the first ten minutes (past your child's pick up time) with an additional charge of \$1.00 per minute thereafter. **Please note: If you are picking up early, you must arrive no later than 15 minutes prior to designated dismissal time.** If you are calling your child out for the day, the appropriate time is between 8:00-8:30am.

Children need to be walked to their class and must be signed in and out each day. If you designate someone else to drop off or pick up your child, you must send an email to the front office authorizing the child's release. Additionally, if this is the designated person's first time picking up, they must come to the front office to be cleared by showing a picture ID. Please remember when signing in and signing out, the state requires that you use your full legal name.

## **PROGRAM**

Our program provides developmentally appropriate activities that are carefully selected and planned to explain, encourage, model, and practice social and academic skills. Our goal is to help your child acquire the important tools that will help him/her develop self-confidence, responsible behavior, and independent thinking.

We encourage small motor development through manipulative materials such as blocks, puzzles, learning games, toys and art activities (cutting, pasting, gluing, coloring, painting, printing, clay, play dough, etc.) Social skills and school readiness are developed in a safe, comfortable learning environment that is compatible with children's individual interests, abilities, and learning styles. We encourage large motor development through active participation in activities like digging, climbing, planting, balancing, riding tricycles, bouncing, throwing and catching balls, etc. "Free-choice" time is amply integrated into the daily schedule for three-year olds; four year olds have more structure to their day to ease the transition into kindergarten. Music, recess, and monthly Chapel are also regular parts of the program.

## **CHILD ABUSE**

Under California law the staff is mandated to report any reasonable suspicion of child abuse, including emotional deprivation, physical neglect, inadequate supervision, or sexual abuse.

## **MEDICATION**

All medications must be in the original container with the child's name on the prescription label. Parents must sign and complete the IMS and consent form(s) for any medication to be given at school.

Every effort is made to provide a safe environment for your child, but preschoolers are active and accidents do happen. If it is minor, (i.e. scraped knee), the area will be cleaned and a Band-Aid will be administered by the staff. An "ouch report" will be filled out and sent home to parents. In case of a serious accident, parents will be notified immediately. It is very important to keep your emergency contact phone numbers current. There will always be someone on campus who is qualified in CPR and emergency first aid procedures.

## **SHARING**

Children are encouraged to share (verbally) any special experiences such as a trip or family event. Items relevant to learning themes or classroom topics are always acceptable (these items will be stored in your child's cubby and should be taken home at the end of the day). Also, the teacher may designate special share days during the year, which will be announced ahead of time. Please do not bring toys from home that can be misplaced or broken and distract from the classroom activities. We do not allow toy guns of any kind, war toys, power ranger toys, etc.

## TYPICAL PRESCHOOL DAY

Welcome & inside free play  
Circle time  
Creative art activity  
Clean-up/ wash-up  
Snack  
Books/music; thematic activities  
Free play in interest centers  
Recess  
Circle time; review of theme & "sharing"  
Good-bye to friends

## TYPICAL KINDERGARTEN DAY

Morning activities  
Phonics  
Language Arts  
Lunch/Recess  
Read Aloud  
Math  
Choice Centers  
Science, Social Studies, Spanish, PE  
Snack/Recess  
Closing Circle  
Art once per week

## CLOTHING

*If your child comes home with...*

Glitter in her hair, marker on his shirt, red paint on her jeans, white shoes not so white, sleeves a little damp...

*Your child probably...*

Created a masterpiece, or expressed an idea with gusto, or learned something new and amazing, or just had an exceptionally good time!!

Remember that we “experiment” with sand, clay, glue, paint and mud; sometimes these art projects can be messy. While precautions are taken to protect clothing, even an apron or cover-up can be challenged by these enthusiastic artisans! Please dress your child in everyday play clothes that he/ she can manage. Party shoes, "flip-flops", high-heeled shoes or open-toed sandals are not allowed for safety reasons. Also, please label sweaters, sweatshirts and jackets with your child's name, as well as items such as lunch boxes.

# TUITION

A non-refundable deposit of one month's tuition is required in addition to a non-refundable (annual) registration fee of \$100.00 and a non-refundable (annual) supply fee of \$75.00 for Preschool, \$100 for Bonus (TK) and \$150 for Kindergarten to enroll each child.

Annual tuition is comprised of ten equal monthly payments and **is due on the 1<sup>st</sup> of every month**. If payment is NOT received by NOON on the 5<sup>th</sup> day of each month, late fees will be assessed. The late fee amount is \$25.00 PLUS \$5.00 every day tuition goes unpaid. After 10 days of non-payment (including unpaid enrichment fees), your child will no longer be able to attend until payment is received. January is the **only exception** due to holiday schedules. The School Board has the right to terminate a student's enrollment if tuition payment is delinquent. Please make checks payable to: Redeemer by the Sea Lutheran Preschool. In addition, a \$25.00 fee will be charged for returned checks.

You can mail payments to Redeemer Preschool Attn: Director at 6604 Black Rail Road Carlsbad, CA 92011, place check in box located in front office, pay online through ACH, OR you can put your tuition check (in an envelope) into our locked mailbox which is located in the upper parking lot near the church #6604.

Tuition must be paid in full each month regardless of a child's attendance. If a child must leave school permanently, advance notice of at least four weeks is required so that child's place may be filled. You may leave your check in the mailbox in the school office. Your cancelled check is your receipt. If you are paying by cash, please see the front office to request a receipt. We do not accept credit cards.

**Please be advised, NO transfer of tuition fees outside of immediate family.**

In the event that a child must miss three or more weeks of school because of a medical emergency, parents may request that tuition not be charged for that period of time. The Board will review these situations on a case-to-case basis. The written request must be accompanied with a physician's note stating the reason for the absence and verifying the length of an expected recuperation. Parents will be given a 30-day notice of any change in our policies, including tuition rates.

*A 10% allowance will apply to active military families, multiple enrolled siblings, and active Church members. This policy shall grant only one 10% discount per a currently enrolled family.*

## FACILITY INSPECTIONS

Community Care Licensing has the authority to enter and inspect the facility without advance notice. In addition, the department has the right to interview children or staff, and to review school records without prior consent given.

## PARENT PARTICIPATION

Parents are always welcome to visit the school and are invited to share any special talents, hobbies, or vocations with their child's class. Please arrange date and time with the teacher and check in at the office to let us know you are on-site.

While we are not a co-op center, parents can assist in many ways. Help is especially appreciated during an activity that requires extra supervision or during holiday programs. Please let the teacher know if you are interested in volunteering. Please be advised, you will be asked to complete a Statement of Good Health that will be kept on file in the office. Frequent or prolonged contact (at or over 1 hour 2 times a week for a consistent amount of time) will require the TB risk assessment questionnaire to be completed.

Parent conferences are scheduled once a year in the spring for the 4's, Bonus, and Kindergarten. While we believe that reporting student progress is an essential component in the parent-teacher partnership, and we feel that one conference is sufficient for this age. However, you may request a meeting with the teacher and/or the Director at any time.

A newsletter will be emailed to you each month from [newsflash@redeemerp.com](mailto:newsflash@redeemerp.com). To ensure proper delivery, please be sure to add us to your address book. It will give you news about upcoming events and school activities, as well as important dates to remember. Please take the time to look over this information. At the end of each day, please check your child's cubby and file folder and take home any art work, notes, etc. In addition, our website is updated regularly with important school information, dates, events, etc.

## TRANSPORTATION

Parents are expected to provide transportation to and from the school, and to be responsible for seeing their child into the classroom. State law requires that all students be signed in and out by a parent or authorized representative for Preschool. If someone is picking up the child other than a person listed on the enrollment/emergency form, we must have a written authorization and ID. Please drive with care in and out of our parking lot, and do not double-park. As a safety precaution, please do not park in front of the upper gate. Hold children's hands and watch for cars backing out of spaces. Do not leave children alone in the car or on campus at any time. **Please be advised that our playground will be closed to all children, including but not limited to currently enrolled students and their siblings, during all transition times.**

## EMERGENCY PLAN

In the event of a natural disaster (earthquake, fire, etc.), as long as the campus is usable and safe, all children will remain at the facility until a parent or authorized contact picks them up. If a disaster renders the school unsafe/unusable, children will walk with their teachers to a **temporary location site** (listed on the Emergency Disaster Plan located in all classrooms) as instructed by the Director which would serve as a disaster center.

# NUTRITION

Families are asked to provide snacks for their child's class approximately once a quarter. (Water will be served with snack.) Teachers will provide you with a snack schedule. We integrate snack time into the curriculum, offering lessons in tasting, measuring, and good nutrition. Snack time also provides a time for socialization. Please notify your child's teacher of any food allergies or restrictions, and we are a peanut/nut free school.

One of our goals here at Redeemer by the Sea Kindergarten and Preschool is to ensure a safe environment for your children. Please help us keep all of the children at Redeemer by the Sea Kindergarten & Preschool safe by remembering, we are a peanut/nut free school. There are several alternative food choices available. If you would like a list of alternative foods, please let us know. Thank you for helping us keep your wonderful children safe, and remember, "If it looks like peanut butter, don't send it to school."

## PEANUT/NUT FOOD GUIDELINES

### **ALLOWED:**

- Vegimite

### **Not Allowed:**

- Labels that say: *May contain or Processed in a facility...*
- Peanut butter or any products containing peanuts
- Sesame butter, sunflower butter, or other such nut butters that look like peanut butter
- Bags of nuts
- All seeds
- Coconut (Products which contain coconut are OK)
- Nutella

## FIELD TRIPS

Field trips are an extension of the learning program at Redeemer by the Sea Lutheran Kindergarten and Preschool. Parent participation in these events is necessary. If a parent agrees to drive a child/children, he/she must have a current California driver's license, proof of insurance, and there must be a seat belt in the car for each child. If the child is under the age of six, and/or less than sixty pounds, he/she must be belted into a car seat. Siblings may not be included on our field trips. *If parents do not want their child to participate in the field trip experience, other childcare arrangements need to be made, as our staff will be required to attend. There will not be any tuition credit given, or make up days offered. Advance notice of a field trip will be given and we require a signed permission slip in order for your child to participate.*

## SEPARATION SUGGESTIONS

We are very sensitive to our children and families who are experiencing their first separation. All of our teachers have experience helping children with the separation transition. We know that separation is a process and does not happen overnight. At home, you and your child can participate in many playful activities to support positive separation. Practicing separation games help children build skills and strategies to cope with a new life milestone. The strategies also help you, as the parents, develop a better comfort level with your child's first school separation.

- Practice “goodbyes” and hellos”, which help to affirm your child's trust that you are coming back when you said you would. Young children need constant reassurance that their parent is returning. Always remember to say goodbye.
- If your child appears uncomfortable with their surroundings, talk with your child's teachers so that they are aware of your child's feelings and together you can assess the situation and create a plan that is appropriate for your child.
- You are a special person in your child's life, often times it is hard to be away from you! If your child is having difficulty separating, begin the separation process while you are in the environment, e.g., sit in a chair away from them. Your child may come and remain with or near you, which is expected and fine. Yet, if he or she asks you to join them in their play, please encourage them to play with their friends or by themselves, e.g., “We can play together at home. Right now, I will sit and watch you play from here.”

Attitude and follow-through is key to a positive separation. A confident tone of voice and matching body language in both teachers and parents or care giver lets a child know that it is safe to be here at school!

## REDIRECTING CHILDREN'S BEHAVIOR

At our school, we employ a philosophy of Positive Discipline, which respects the dignity of the child and is best described as loving guidance. Guidance is employed as a positive teaching tool, and not as a punitive measure.

Classroom rules and guidelines created at our school are developed along age appropriate developmental expectations and are designed to create boundaries that will help children; first, know what is expected of them and second, to interact more successfully with others and third, to deal with conflict effectively. The following are simple “rules” intended to help children know what is expected of them and to give them opportunities to practice naming and labeling their feelings, asking or telling others how they are feeling, and asking for help if needed:

1. Keep yourself safe
2. Keep your friends' safe
3. Keep your school safe

Our guidance approach is individually geared to the needs of each child and each situation. As our environment is designed to minimize the creation of behavior problems, our approach is pro-active from the onset. Beyond this, situations, which do occur, are regarded as teaching opportunities. As teachers, we consciously help children find positive ways to solve their problems. By role modeling, and providing children with the strategies and verbal tools for positive conflict resolution, we are preparing children for lifelong positive interactions. (Please be advised that at our school we take biting very seriously. Any child that bites another child will be sent home for the day.)

## TERMINATION OF CARE - BY THE PARENT

When parents decide to terminate the enrollment of their student from this faculty, four weeks written notice to the school is required. **All prepaid fees (one month's tuition, registration fee and supply fee) will not be refunded as part of an early withdrawal nor can it be applied to your child's four-week withdrawal notification.** In the great majority of cases, termination of care is due to reasons such as relocation, child entering public school, etc. However, we also recognize that not every situation is appropriate for every child. If, for any reason, this program is found to be unsatisfactory for a particular child, we will make every effort to discuss the situation with the parent to determine the cause. Sometimes, we can help the child make the adjustment. If this does not appear to be possible, the parent and/or the school may decide to terminate the arrangement on a time line that is in the child's best interest.

## TERMINATION OF CARE - BY THE SCHOOL

As stated above, the child's adjustment to the school and the appropriateness of this particular care arrangement for an individual child may be cause for concern for the child's well-being. If the school does not feel that it is meeting the child's needs, we reserve the right to terminate the arrangement on a timeline that is in the child's best interest. Other reasons that may result in the school's right to terminate a specific care arrangement are as follows:

1. Lack of cooperation from parents with the schools' efforts to resolve differences and/or to meet the child's needs through normal intervention procedures (conferences, etc.)
2. The child exhibits special needs related to a serious illness that we cannot meet adequately. In such a case, the school's staff will make every effort to involve the parents and possibly other resource persons (as appropriate) in order to jointly determine what is in the best interest of the child prior to termination.

## HEALTH

The State of California requires that every child have a certificate of health, which includes a record of up-to-date immunizations signed by a doctor. [Under the California School Immunization Law \(California Health and Safety Code, Sections 120325-120375\)](#), children are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries and developmental centers. The California School Immunization Law also requires schools, child care centers, and family child care homes to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to the local health department.

All students should be immunized and provide proof of immunization to the school prior to attending class.

Please do not send your child to school if he/she has (or has had within the past 24 hours) any of the following:

Sore throat, earache, excessive coughing or sneezing, fever, unexplained skin rash, vomiting, diarrhea, headache, red or inflamed eyes, or has other unusual complaints or symptoms.

Emergency information and a signed, medical release form must be on file before your child enters preschool.

Should your child contract a confirmed case of a contagious illness, please notify the school immediately.

In case your child becomes ill at school, you will be notified right away. He/she will be kept away from the other children and under adult supervision until you, or your designated emergency contact arrives.

## GRADUATION

The end of the year is an exciting time at kindergarten and preschool! Details of how we celebrate this happy event will be announced in plenty of time for parents to make necessary preparations (inviting grandparents, and making sure the video camera is working, etc.)

# IF I HAD MY CHILD TO RAISE OVER AGAIN

*Excerpted from a poem by Diane Loomans*

If I had my child to raise all over again,

I'd finger paint more,  
And point the finger less.

I'd do less correcting,  
And more connecting.

I'd take my eyes  
off my watch,  
And, watch with  
my eyes. I would  
be firm less often,  
and affirm much  
more.

I'd build self-esteem first,  
And do other things later.