



PARENT HANDBOOK

Concordia Preschool and Childcare
1695 Discovery Falls Drive
Chula Vista, CA 91915
Phone # 619-656-8100
License # 376700616
2011-2012 School Year

Welcome to Concordia Preschool and Childcare!

Dear Concordia Parent,

All people learn and grow in the context of relationships. This is especially true for young children. Here at Concordia we work to create a community that is the optimal learning environment for your child.

Concordia is a community where your child will:

---be challenged intellectually in a nurturing atmosphere so that s/he is exceptionally prepared for kindergarten.

---learn to form relationships with other children and adults so that s/he can successfully navigate in a world that requires working with wonderfully diverse people.

---discover that s/he is created with unique gifts, so that s/he can develop those gifts in a way that makes family, community and world a better place

---develop her/his body through activity, play, and nutritional snacks, so that your child will grow up strong and healthy.

---grow in understanding that God made him/her, God loves him/her and Jesus is his/her friend forever and that s/he is made, not only for self, but so s/he can bless others in this world.

We are excited about contributing to your child's beautiful life. And we're happy to welcome your family to the Concordia family!

Sincerely,

Leesa Juneau, Director
juneau@concordiachurch.com
(619) 656-8100

Aaron Partch, Associate Director

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CONCORDIA PRESCHOOL AND CHILDCARE REVISION CLAUSE

Concordia Preschool and Childcare and the Board of Education reserve the right to revise or amend this handbook in any manner and at any time it deems the revisions or amendments necessary. These revisions or amendments will be considered to be in the best interests of the staff, students, and parents of CONCORDIA PRESCHOOL AND CHILDCARE.

The Board of Education has adopted this edition of the Parent Handbook for Concordia Preschool and Childcare in its current form.

Leesa Juneau
Director

Aaron Partch
Associate Director

9/03/2010

Introduction:

This handbook is designed to answer your questions about Concordia Preschool and Childcare policies, procedures, and programs.

Concordia Preschool and Childcare wants to promote a desire within the hearts of parents to want a Christian preschool and education for their children and to encourage families, both members of Concordia Church and non-members, to enroll their children in Concordia Preschool and Childcare.

The parents' attitude toward your child's experiences at the preschool will greatly affect his/her adjustment to our program. Parents can help by being patient with the child in adjusting to the preschool, especially if this is a first experience. Some children seem to have little or no difficulty in adjusting to new situations and experiences, while others take longer periods to accept new surroundings and new people. Talk with your child about the daily program of the preschool and his/her feelings toward playmates and adults. If your child has an upsetting experience at home, such as the death of a pet or the illness of a loved one, please let the staff know. Our staff wants to help your child work out his/her difficulties through play, art, and sympathetic conversation. Your child's total development is important to us.

At Concordia Preschool and Childcare our objective is to serve by assisting you in meeting your child's needs. If you have any questions, comments, and/or observations, please call the preschool office at (619)656-8100. Parents are welcome to visit with and observe their child at the preschool. Conferences may be arranged by appointment.

Mission Statement

Concordia Preschool and Childcare Mission Statement

The mission of Concordia Preschool and Childcare center is to create relationships with children and families so they feel at home. We accomplish that mission by creating an educational environment where children can attain their fullest potential and are prepared to reach for their greatest dreams.

Concordia Preschool and Childcare Vision

Exceptional Preschool and Childcare is a great need of the community. The vision of Concordia's Preschool and Childcare Center is that we serve the community by meeting that need better than anyone else.

By serving the community in this way, we are building relational bridges into the community, so that we can bring Jesus to people.

By providing exceptional preschool and childcare, we are also participating in Jesus mission to bring wholeness and healing and hope to the world.

As part of Concordia's ministry, we will nurture every aspect of a child's development, while reaching out in service to the family and community as a whole, we will...

- Value each child as a unique and special child of God and help them discover who they are, by God's design, and also their unique place in God's creation.
- Provide a balanced program to meet the total needs of the child to grow spiritually, socially, emotionally, intellectually and physically.
- Provide a safe, stimulating, hands-on environment for children to interact with the tools of learning and with other children, to grow in ability and knowledge within a small group experience.
- Nurture the spiritual and professional development of our staff, thereby enriching their lives and enhancing their service and ministry to children and their families.
- Value a child's play experience as an avenue of learning and provide a developmentally appropriate program for all children of any race, nationality, or ethnic background.

Concordia Preschool and Childcare Philosophy of Early Childhood Education

Concordia staff will help the children discover who they are, by God's design, and also their unique place in God's creation by balancing active time with quiet time, teacher directed activities with child selected ones, and structured learning with fun time. Concordia will stimulate the child's natural curiosity and eagerness to learn life skills. At the same time, we nurture the social, emotional, physical, and spiritual development of the child, to draw out the child's individual personality and talents.

Licensing Standards

Concordia Preschool and Childcare is regulated and licensed by the State of California Department of Social Service, Community Care Licensing Division. We meet or exceed all state requirements. Each staff member must be familiar with, understand, and comply with all California statutes and regulations for licensing preschools and childcare preschools.

In keeping with the State Standards as well as our own Christian beliefs, no person shall be employed who engages in illicit behavior, uses illegal substances, uses alcoholic beverages before or during work hours, or engages in aggressive behavior toward children, parents, administrators or fellow staff.

PURPOSE STATEMENT

It is the position of Concordia Preschool and Childcare that children need to hear and experience the love of Jesus on a daily basis. Christ establishes our relationship with children...“Whoever welcomes these little children in my name, welcomes me.” Mark 9:37

The Early Childhood Program’s primary purpose is to extend the Gospel to young children in a Christian learning environment. As such, it is an integral part of the congregation’s mission and total ministry program.

Concordia Early Childhood Program exists to:

1. provide age and developmentally appropriate activities that will develop attitudes and skills to prepare children for kindergarten
2. provide a balanced educational curriculum where children learn through play and discover the wonders of God’s world, while being encouraged to actively participate in all curricular activities
3. provide a caring environment where all children develop a sense of trust and security and come to know and experience Jesus’ unconditional love for them as being the most effective way of developing this sense of trust
4. instill Christian attitudes and knowledge in preschool/kindergarten aged children so that they and their parents come to know and experience the love of Christ in their lives
5. intentionally expose children to Biblical truths and values while being introduced to Jesus as their personal friend and Savior
6. teach children through the love shown to them as well as hearing of Jesus’ love for them as the way to live happily and peacefully with others
7. share with parents and children alike the love of God and how that love of God is important in our world today
8. assist and nurture parents as their children’s primary teachers by enabling them to see their role in light of the Christian faith and by providing them with a variety of educational and fellowship opportunities
9. minister to families in the name of Jesus, bringing them into contact with His saving word
10. provide the children and parents of Concordia Preschool and Childcare with a familiar setting in which to worship

11. help young children grow in their knowledge of Christian faith by reading God's word and through chapel activities in a Christ filled environment where a broad range of Early Childhood educational activities exist
12. enhance and enliven each other's faith by telling and retelling the Bible stories, thus empowering both children and adults for ministry together
13. accept each child as he/she is and to encourage him/her to pursue his/her own interests, thus fostering attitudes of self respect, independence, cooperation, friendliness, love of country, and knowledge that Jesus is their friend and Savior
14. help both children and their families to come to know Jesus as their personal Lord and Savior, to serve God and one another in their daily living, and to develop and use the gifts, talents, and abilities God has given to them

ENROLLMENT

Our Non-Discrimination Policy

Concordia Preschool and Childcare admits children of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at our school. We do not discriminate on the basis of race, color, or national or ethnic origin in the administration of our educational policies, admission policies, scholarship programs or other school administered programs.

Our policy as it pertains to the Aids virus:

In the event a child has Aids, ARC or is HIV positive and seeks admission to our preschool program, before admission is granted, a pre-enrollment conference will be required between the child's parents, his/her physician, the teacher, Director, and Pastor, to determine:

1. if there is an Aids-induced impairment of the child's mental function
2. if there is psychological impairment manifested in assaultive behavior
3. the extent or existence of potential exposure of others to infected blood
4. the immunization status of the child
5. the necessary limits or restrictions on the child's curricular and extracurricular school participation

To be enrolled at Concordia Preschool and Childcare your child must be at least **24 months** (and not on a bottle or pacifier.) The preschool is in operation from 6:30 a.m. to 6:00 p.m., Monday through Friday. Information can be received on-line or given at this time by calling the preschool.

Registration begins in February for the next school year and continues until all spaces are at maximum enrollment. Members of Concordia Church receive first priority on enrollment, with those re-enrolling (or enrolling siblings) second, before enrollment is opened to the community on March 1st.

All children enrolled in Concordia Preschool and Childcare are enrolled on a thirty – (30) day probationary period. This time allows both the parents and the school to determine if we are meeting the needs of the child. **Concordia requires a two week, written notice when preparing to remove a child from the school’s program.**

APPLICATION FOR ENROLLMENT

Admissions “Check-List”

Completion of all admission and health forms must be on file in the Preschool Office one week prior to the child’s first day of school. These documents include, but are not limited to:

- ✓ Student Registration Form
- ✓ Non-Refundable \$100 Registration Fee
- ✓ Identification and Emergency Information (Blue Form)
- ✓ Emergency Form (Yellow Form)
- ✓ Enrollment Form (Pink Form)
- ✓ Admission’s Agreement
- ✓ Authorization Form for auto-debit
- ✓ Consent for Medical Treatment
- ✓ Physician’s Report
- ✓ Pre-Admission Health History
- ✓ Parent’s Rights
- ✓ Personal Rights for Children
- ✓ Allergies/Dietary Restrictions
- ✓ Photo Release
- ✓ Copy of Child’s Birth Certificate
- ✓ Copy of Immunization Card

OUR POLICY AND PREFERENCE IS THAT ALL CHILDREN IN CONCORDIA PRESCHOOL AND CHILDCARE CENTER ARE FULLY IMMUNIZED, ACCORDING TO CALIFORNIA LAW, WE DO PERMIT EXEMPTIONS TO THIS POLICY, PROVIDED THAT ALL FORMS REQUIRED BY CALIFORNIA LAW ARE PROPERLY SIGNED AND EXECUTED.

- ✓ Copies of legal documents (i.e. restraining orders) if any
- ✓ A recent photograph of your child

The following items should be brought to school on the child’s first day:

- first month's tuition which may be pro-rated if the child begins school after the first school day of the month, the following months tuition will be paid through Vanco, Simple Giving Program endorse by Thrivint
- children staying past 1pm will need to bring bedding which consists of a crib or twin fitted sheet and a light weight blanket with the child's name clearly written on them.
- a complete change of clothing, including shirt, shorts/pants, underwear, and socks, placed in a large zip lock bag with the child's name clearly written on the outside. **PLEASE RETURN THESE CLOTHES TO SCHOOL THE FOLLOWING DAY IF THEY HAVE BEEN USED!**
- child's lunch is packed in a soft-sided lunch pail with child's name clearly written on the outside; please pack a nutritious lunch from all food groups, necessary utensils, napkin, appropriate drink, an "icee" pack if needed (if sending a "heated" lunch- make sure it is in an appropriate container, we do not heat children's lunches) - **PLEASE LIMIT PRE-PACKAGED FOODS!**
- children in need of medical assistant will need signed instructions by Dr. for any medications to be administered; it is the parents responsibility to informing the childs teacher and office of any health precautions or health issues that might hinder the well-being of the child while he/she is under our care.

CURRICULUM

A complete curriculum is planned each year to provide each child the opportunity to develop spiritually, socially, emotionally, intellectually, and physically.

- ❖ **SPIRITUALLY:** Children will gain an awareness of God, His love, and the world He has created for us to enjoy in the form of Bible stories, songs, and through simple truths that explain Jesus is the Savior, that Jesus loves and takes care of us, and is always with them. In addition, all children will attend a weekly chapel service, learn the Ten Commandments, and the Lord's prayer.
- ❖ **SOCIALLY:** Children are encouraged and given time to develop friendships as they work and play together with their peers.
- ❖ **EMOTIONALLY:** A high self-esteem is essential to a child's well being. The preschool staff will help each child develop confidence through positive reinforcement and activities geared for challenge and success.
- ❖ **INTELLECTUALLY:** Children will be introduced to colors, shapes, numbers, letters, phonics, printing, reading readiness, math readiness, etc. through varied developmentally appropriate activities.
- ❖ **PHYSICALLY:** Each child will have the opportunity to develop balance and coordination through outdoor activities and the use of a wide variety of playground equipment. Small muscles will be strengthened through art experiences, puzzles, and small manipulative toys.

TUITION AND FEES

An annual registration fee is charged to process your child's paper work in order that we will meet California's licensing requirements. This fee is reviewed annually and is established by Concordia Preschool and Childcare Board prior to pre-registration for the next school year. **Registration fees are non-refundable.** All tuition and fee payments must be current before a student may pre-register for the next year. Only one discount is allowed for each qualifying family.

Tuition payments will be processed through an automatic monthly withdrawal from your checking account on a pre-determined date each month. Other fees, such as diaper fees and extra hours, will be billed monthly and collected by check or cash.

Requests for other payment options must be presented to the Preschool Board in writing, and will be considered for approval on a case by case basis.

If there are insufficient funds on the due date, a 7 day grace period will be given. Any charges incurred by Concordia because of insufficient funds will be added to a student's account. After the grace period, a 10% late fee will be added to the accounts, unless the Preschool Board has approved other arrangements in writing.

If payment has not been received by the end of the month and other arrangements have not been approved by the Preschool Board, the child may be dismissed from the program.

Any questions or concerns regarding this late fee should be addressed to the Preschool Board at office@concordiachurch.com/

ARRIVAL AND DEPARTURE

An adult must accompany all children to the classroom after the child is signed "in" through the monitors in the preschool lobby and the sign in/out book in their classroom. Children leaving the center must be signed "out" through the monitors in the preschool lobby and the sign in/out books in their classroom. Late pick up will be charged the late fee. **A late fee of \$1.00 for each minute will be charged for all pick-ups after the 12:00pm, 1:00pm and/or 6:00 pm. Continued late pick up will result in a probation period and possible dismissal of the child.**

If the children are outside on the playground, parents must go outside to pick up their child. Parents should exit through the double doors to the school and go out through the main entrance. **Please do not exit through the side play yard.** Please make sure the staff knows you are taking your child.

Only authorized persons listed in the child's file will be allowed to remove the child from the center and only with proper identification. The office must clear exceptions.

Children will automatically be released to either parent unless the school has a copy of a restraining order in the child's file.

At the end of the day, teachers will check all classrooms, restrooms, etc. to verify that all children have been picked up from the preschool.

Concordia Preschool and Childcare staff will allow a 5 minute time frame, after 6:00pm before calling family and friends on your pick up list and 20 minutes before calling the authorities. If we can not get in touch with you or an authorized person to pick your child up, per licensing we will call the Chula Vista Police Department to notify them that we have an abandoned child.

CLASS AND AGES

Our classrooms are large and allow ample room for children. We offer a 2-year old program for children who are two years of age at their start date. Children entering the 3 year old pre-school class must be 3 years old on or before November 1st of the current year. Children entering the 4-year-old class (Pre-K) must be 4 on or before November 1st of the current year. If your child does not go to Kindergarten and is 5 years of age, they may attend our Pre-K class.

DISCIPLINE

At Concordia Preschool and Childcare, we have the opportunity to learn to know the Lord Jesus and live lives that please Him. Students and teachers alike should frequently encourage each other to live by this principle. To love God and to love our neighbors are God's prescription for our behavior and serve as very practical guidelines, for our thoughts, words, and actions.

We teach our children to respect authority and the property, rights, and feelings of others. We use positive reinforcement and help each child develop self-control. Children are:

- ❖ Praised for acceptable behavior.
- ❖ Redirected to acceptable activities.
- ❖ Taught acceptable behavior.
- ❖ Carefully supervised to anticipate problems before they occur.
- ❖ Given controlled choices.
- ❖ A short "Time-Out" (may be used as a last resort).
- ❖ Taken to the Director's office to speak to her directly.

Concordia rules have been developed and are applicable to all students. Redirection is used whenever possible. A short "time-out" may be used (as a last resort) for persistent behavior problems. If unacceptable behavior continues, the teacher or director will call the parent to set up a time for a conference. If numerous attempts to correct the behavior fail, the child may be asked to leave our program.

Unacceptable behaviors include hurting another child or staff member (hitting, kicking, biting, etc.); name calling, abusive or foul language; destructive actions (throwing, cutting, drawing on inappropriate objects, or breaking items) or disregard for classroom and/or playground rules.

Concordia Preschool and Childcare will make every attempt to meet the needs of the child and his/her family but cannot do so at the expense or risk of the other children, their families, the staff, or our facilities.

Our Discipline Policy was created and will be enforced for the protection of all children and the staff. At all times and in all situations, we will practice Jesus' love and forgiveness. Either parent or school may give notice of termination.

Concordia Preschool and Childcare is excited about working with many children and their parents through the coming years. We realize no school's methods, teachers, and/or philosophies can be compatible to all. Please understand that any action taken is not personal, but rather a necessary measure to insure that the children attending Concordia Preschool and Childcare are receiving the very best care and schooling possible. Thank you in advance for your understanding and willingness to comply with our removal policy.

Children's Personal Rights

Each child will be accorded dignity in his/her personal relationships with staff and other persons.

Children will be accorded safe, healthful and comfortable furnishings and equipment to meet his/her needs.

Children will be free from corporal or unusual punishment, infliction of pain, humiliation, yelling, intimidation, ridicule, embarrassment, sarcasm, coercion, threat, mental abuse or other actions of punitive measure. At no time will a parent address another child in a disciplinary manner. In the event of such an occurrence, parents will be placed on probation or will be asked not to return to the facility.

There will be no interference with a child's daily living functions. This includes eating, sleeping, toileting, withholding shelter, clothing, or medication.

Children will not be locked in any room, building, or facility premises or be placed in any restraining devices.

Authorized representatives of children in the facility are to be informed by the licensee of the provisions of the law regarding complaints including, but not limited to: the address and phone number of the licensing agency's complaint receiving unit, and information regarding confidentiality.

The appropriate Licensing Agency to contact regarding complaints is:

Community Care Licensing
7575 Metropolitan Drive South Suite #110
San Diego, California 92108
619-767-2200

Christian parents and Lutheran educators want to uphold the rights of all children. God has given them dignity and He values them as His children. We strive to care for them as Christ cares for us. We are careful not to confuse "discipline" with "punishment". The root word for "discipline" is "disciple" which means "follower". Our Discipline Policy leads children so they will accept our guidance until they are mature enough to make their own decisions and choices. Discipline will be fair, reasonable, consistent, and related to the offense.

Careful consideration will be taken to assure faithfulness to the overall mission, ministry, philosophy, goals, and purpose of Concordia Preschool and Childcare.

MISSING OR LOST CHILD PROCEDURE

If a child were missing from Concordia Preschool and Childcare, the staff would follow the steps outlined below:

- ✓ One assigned staff member would check all classrooms, bathrooms, kitchen, and hallways.
- ✓ A second staff member would check the playground in, under, and around structures. This same staff member would then check the front and back outside area.
- ✓ Once a child is deemed lost the Director or Assistant Director would pull the child's permanent file (for current picture, phone numbers and address of child).
- ✓ The Director or Supervisor will contact 1st Chula Vista Police Department, 2nd parents of the child, and 3rd the Department of Social Services.

ABSENCES/ HOLIDAYS/CLOSURES

ABSENCES: Because enrollment determines the number of staff needed and the amount of supplies required, there will be no monetary allowance made for absences nor may the day be made up another time during the week or month. Tuition reserves the child's space in the program.

HOLIDAYS

Holidays are taken into consideration at the time fees are established and no allowances will be made. If the holiday falls on a Saturday or Sunday, the center will be closed on the declared holiday (usually if the holiday is a Saturday, Friday is the day set forth; and Sunday, Monday is the day set forth). Concordia Preschool and Childcare will close in observance of the following holidays:

New Year's Eve	Thanksgiving Day
New Year's Day	Friday after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
4 th of July	
Labor Day	

Concordia Preschool and Childcare Center

School Calendar 2011-2012

June 6, 2011	Summer Program Begins
July 4, 2011	Closed (Independence Day)
July 15, 2011	Closed (In-Service, preparing for new year)
July 18, 2011	Fall Semester Begins
September 5, 2011	Closed (Labor Day)
November 26-31, 2011	Closed (Thanksgiving Week)
December 26-31, 2011	Closed (Christmas Week)
January 2, 2012	Return to School
April 8, 2012	Closed (Good Friday)
May 28, 2012	Closed (Memorial Day)
June 1, 2012	Last Day of School

CONCORDIA PRE-SCHOOL and CHILDCARE reserves the right to close the center due to low enrollment, natural disasters, or other emergency situations.

FIRE DRILLS & EMERGENCY RESPONSE

FIRE DRILLS: Emergency drills are conducted monthly in order to eliminate fear and provide safe instruction in the event of an emergency. Students are to follow the instruction of their teacher. Parents are asked to cooperate by assisting if on campus during a drill. The children practice monthly fire drills with evacuation. A head count will be done as soon as the children have evacuated the building and arrive at their designated safe area.

EARTHQUAKE: Parents are asked to cooperate by assisting if on campus during a drill and by refraining from calling the school immediately following an earthquake as it prohibits us from the use of our phones for emergency purposes. First aid supplies, food, and water are stored on campus. In the event of an emergency, please make arrangements to have someone on your child's emergency card pick him/her up as soon as possible.

BOMB THREAT: Staff will be alerted verbally. We will evacuate the building as directed by the police. If necessary we will go to our designated site located in the PF Chang parking lot. A head count will be done as soon as the children have evacuated the building and again when we are at our safe location. Parents will be notified by phone.

POWER FAILURE: All children and staff will remain in their classrooms. We will continue to follow our regular scheduled activities as much as is possible.

CLOTHING

Childcare can be messy. Paint spills don't always launder out (even though we use washable paints). Washable, comfortable clothing is recommended. Clothes should be free of complicated fasteners and easily managed. Dress length should be to mid-thigh and shorts should be worn under all dresses or skirts.

A complete change of clothes, clearly marked with the child's name, is needed in case of an occasional spill or accident and placed in a large zip lock bag. Soiled clothing will be sent home to be laundered and a clean change of clothes will need to be returned the next day.

Climbing and running are part of a preschooler's day and sturdy shoes are needed. Rubber soled shoes are best. **All children must wear shoes with a back strap.**

SCHOOL COMMUNICATION

In doing our part to be green, Concordia Preschool will be communicating with our parents via e-mail. It is your responsibility to check and read your e-mail on a weekly basis. If you are not receiving your statements or e-blasts, please notify the office immediately.

Newsletters are sent home with every child on a monthly basis to inform you of upcoming activities in the classroom.

STUDENT EVALUATION: A written progress report is provided two times a year, by semesters. If any parents would like a conference please see your child's teacher to make arrangements.

PARENT CONCERNS: We encourage you to communicate regularly with your child's teacher and or the Director. The Director invites your opinions, suggestions, and concerns regarding the preschool ministry of Concordia Church.

When parents have concerns pertaining to their children and/or their teacher, they should always feel free to discuss the matter with the classroom teacher first. A phone call or a personal consultation with the teacher will often alleviate many problems that may arise out of a misunderstanding. Please call the teacher or send a note requesting the teacher to contact the parent to arrange a conference. Please respect the school hours as the time when the teacher's primary responsibilities are classroom teaching and supervision.

SNACKS AND LUNCH

A nutritious morning and afternoon snack are served daily as part of the tuition charge. The snacks are prepared on the premises. Each child will bring a nutritious lunch. We ask that you keep basic nutrition in mind when you prepare your child's lunch. A fee of \$5.00 will be charged to prepare a lunch for your child if a **nutritional lunch is not provided.** Lunch will consist of tuna, crackers, cheese, fruit or veggies, and milk. Families who repeatedly do not bring lunches may have an increase in the lunch fee and /or be asked to leave the school.

A weekly snack menu will be posted on the Parent information board in each classroom. Please indicate on the enrollment forms if your child has a food or beverage allergy.

REST TIME

All children will eat lunch at approximately 12:00 p.m. Children staying for rest time will prepare to lie down at approximately 12:50 p.m. and will get up at approximately 3:00 p.m. Children enrolled in a full day program are required by state licensing agency to have a rest period/quiet time.

A regular size crib sheet, light weight blanket are required **(NO PILLOWS)** labeled with the child's name. Bedding will be sent home every Friday or your child's last day of the week to be laundered.

TOYS / PERSONAL BELONGINGS / MONEY / ETC.

Concordia Preschool and Childcare has been blessed with a good variety of playthings and equipment so we ask that you do not allow your child to bring toys to school. Children may not bring candy, gum, or money (except for chapel money) from home. It is difficult to keep tabs on personal items and even more difficult to share. **Absolutely no guns, swords, or weapons of any type are allowed at school!**

PARKING

Parking is available in our parking lot. Parents and young children will be coming and going to their cars and walking through the parking lot. Young children do not always remember to stay with their parents and usually do not look for moving vehicles. It is also hard to see children between parked cars. Therefore, we have a 5 mile per hour speed limit in our parking lot. The parking lot entrance is just past the playground on Discovery Falls Drive.

TRANSPORTATION AND TRANSPORTING OF CHILDREN

Concordia Preschool and Childcare does not provide transportation to and from school.

VIDEOTAPING AND PHOTOGRAPHING CHILDREN

At no time will parents be allowed to video any other children at Concordia Church and Preschool. In addition, parents are not allowed to take pictures of other children without the consent of the Director and/or teacher. All parents/guardians will be asked to sign a photograph consent form allowing the classroom teachers or staff to take classroom pictures. Parents will be notified of professional school pictures before they are taken.

HEALTH REQUIREMENTS AND SERVICES

Any child enrolling in Concordia Preschool and Childcare for the first time must submit a current physical examination form and immunization card a week prior to the first day they attend. All children who are in the preschool must have a physical the first year and a health statement every other year. All children must be current on immunizations or have a medical exemption to enroll at Concordia Preschool and Childcare.

Medical and Dental Emergency Information

An emergency form must be completed at Enrollment to provide the preschool with necessary medical and dental emergency information.

ILLNESS AT HOME AND/OR SCHOOL

If, in the opinion of the parent/guardian, a child is too ill to attend school, the student should remain home until he/she is well enough to return without the risk of infecting other students. The preschool office should be contacted, either in person or by phone (619-656-8100), by the parent/guardian as soon as possible, but no later than 9:00AM on the day of the illness. If the illness lasts beyond three days, a doctor's note should be brought in by the parent when the student returns. Care should be taken to see that the child has recovered sufficiently to return to school.

Each child is screened upon arrival by the staff for any potential health problems. If a child becomes ill at the preschool, he/she will be isolated from the other children and the parent contacted. Be prepared to pick your child up immediately! Should your child be sent home ill, he/she is not permitted to attend the next day.

Please use the following guidelines to determine if your child should stay at home:

- **Fever within the last 24 hours**
- **Earache, sore throat, or deep cough**
- **Diarrhea or vomiting within the last 24 hours**
- **Unexplained rash on the face, arms, legs, or trunk**
- **Red watery eyes and discharge from the eye**

Germs travel very quickly in a child care setting. By keeping your ill child at home, he/she is not spreading disease to others or being exposed to other germs while his/her resistance is low. Keep in mind, when your child returns to school, he/she will participate in both indoor and outdoor activities. All children will wash hands with warm water and soap before all meals and snacks, cooking activities, after going to the toilet, when coming inside from the playground, and whenever necessary to avoid spreading germs.

Notify the preschool office if your child will be absent or has contacted a contagious disease such as chicken pox, strep throat, pink eye, lice, pinworms, etc. Exposure to communicable diseases and infectious diseases of other family members should also be reported so that the school may be alerted to early symptoms.

MEDICATION

The staff will administer medication such as Epi-pens, inhalers, nebulizers, etc. for children who have life threatening illnesses. Doctor-prescribed medication must be in its original container for children enrolled in our school. Siblings may not share medication prescribed for another sibling. Medical permission forms are available from the staff. All forms must be filled out and signed by the physician, and a parent signature must also be on the form. Please give the medication and the completed form directly to a staff member. Never leave medication on the counter, in a cubby or in a backpack or lunch bag. All medication will be stored in the preschool kitchen in a high cabinet in a container or the refrigerator in a closed container marked "medications". We ask you to put the medication and the signed Dr. Permission form in a zip lock bag with your child's name on it.

PLEASE DO NOT REQUEST MEDICATION BE GIVEN TO YOUR CHILD UNLESS IT IS ABSOLUTELY NECESSARY.

INJURIES

If a child is injured at school, an OUCH or an ACCIDENT report will be filled out and given to you. Should the injury require professional medical attention, the parents will be contacted, and, if necessary, the paramedics will be called. Until a parent arrives, the Director or medical personnel will be in charge and will make all necessary decisions regarding the injured child. It is extremely important that the school have correct, up-to-date telephone numbers and emergency information.

MANDATORY REPORTING OF CHILD ABUSE

Concordia Preschool and Childcare is licensed by California Department of Social Services. The Department of Social Services requires care givers to report suspected cases of child abuse. This reporting also includes the reporting of parents who appear to be impaired by drugs or alcohol.

SUPERVISION OF CHILDREN

Concordia Preschool and Childcare meets the requirements set by California Department of Social Services (Title 22) when supervising children during all hours of operation. Our staff monitors the children at all times. We do a head count of all children several times a day. Playground supervision is the same; we monitor the children at all times. This includes when the children leave the playground to go inside for bathroom and drink breaks. We must also require all parents/guardians to come into the playground area to pick up their children and let us know you are taking your child.

STUDENT RECORDS

Student records are stored in the Preschool office. Parents have the right to inspect these records (with a 48 hour notice) which may be copied for a charge.

TELEPHONE USAGE

The preschool phone number is **619-656-8100** for necessary calls from parents/guardians. Teachers and children are not to be called from the classroom except in emergencies. The office will forward messages to the staff and/or a child.

TOILET TRAINING AND TOILET NEEDS

Concordia Preschool and Childcare staff will help the children with toilet training. This requires parents help in being consistent at home in the evenings and the weekends. All children (age 3 or older) entering our Preschool classes should be toilet trained. This includes communicating the need to use the bathroom facilities, ability of wiping, flushing, and washing of hands. All children should be able to wipe themselves after going to the bathroom. We do monitor the restrooms when they are in use by children. Special needs children will be considered on a case by case situation.

SPECIAL OCCASIONS

BIRTHDAYS: Birthdays are celebrated during morning snack time. You may choose to bring a special treat (fruit, cookies, brownies, doughnut holes, etc.). **YOU MUST** discuss your plans with the Director ahead of time. **ALL BIRTHDAY TREATS MUST BE STORE BOUGHT AND IN THE ORIGINAL PACKAGING. PLEASE REMEMBER NO PEANUT OR NUT PRODUCTS ARE ALLOWED DUE TO ALLERGIES.** Please do not bring in balloons. We will provide a birthday crown for your child on his/her birthday or the day they celebrate their birthday at school.

PARTIES: Parents may contribute food or treats (**store bought and wrapped only, except for fresh fruit and vegetables**) to their child's class parties. We ask that all fruit and vegetables be washed and sliced before bringing them to school.

IN-SCHOOL FIELD TRIPS are planned each year for the pre-school and pre-kindergarten children. Several different groups are brought in to help enhance your child's learning throughout the school year. Some of these special activities will require an additional fee which will be announced in advance and money collected by the announced due date. Payment for these special activities should not be included in your child's weekly tuition. Classroom teachers will supervise all children during all special events.

FIELD TRIPS: Because we are fortunate to have a park right next to our school we will plan a few field trips throughout the year to walk to the park. Parents will be given a field trip permission form to sign and any special activity will be disclosed on the field trip form. Parents who do not want their child to go on the field trip can leave their child at school in another classroom. The 2 year old class **will not** participate in these walking field trips.

PARENT'S RESPONSIBILITIES

You are a vital part of our school and your help is needed for our program's success.

Please

- **Read this handbook**
- **Read carefully all newsletters, notes and notices**
- **Ask questions about items that need clarification**
- **Bring your child to the center by 9:00 a.m.**
- **Be financially responsible to us. We are dependent on your fees.**
- **Ask your child about his/her day**
- **Give our program your prayer support**

PRE-SCHOOL (Young 2 Year Old Class) GOALS

JESUS TIME

We want preschoolers to take a first look at who God is and understand these three BIG TRUTHS:

God made me.

God loves me.

Jesus wants to be my friend forever.

We reinforce these truths each week in the classroom with stories from the Bible and a weekly chapel time.

FAM JAM, a special Sunday experience where families focus on learning one thing about God at a time and doing it *together*, complements that weekly learning. In FAM JAM, noise is OK. Activity is normal. Fun is expected. Music is contemporary.

ALL AREAS OF CURRICULUM INCLUDE EXPLORING, EXPOSURE, AND EXPERIMENTING.

MATH

Rote counts to 5 (minimum)

Counts objects to 5 (minimum)

Recognize shapes: circle, square, star, heart

Recognize numbers 1-5

Opposites big/little, full/empty, inside/outside

Colors: red, orange, yellow, green, blue, purple, brown, black

Sequencing 1-3 items

Sort by color

Match number of objects

LANGUAGE ARTS

Environmental sounds

Alphabet song

Picture books

Shapes & colors

Name recognition introduced

Seasons & holidays

Role-play

Phrases & sentences introduced

Puppet play

Descriptive words

Loud/soft & high/low

Exposure to upper/lower case letters

Characters & sequence introduced

Body Parts

Finger plays

Classroom objects

Conversation & listening

Retell stories introduced

Following directions

Exposure to literature and books (story time everyday)

SCIENCE

Body parts
Plants and seeds
Day, week, seasons

Five senses
Daytime vs. night time
Holidays

SOCIAL STUDIES

Self concept unit (me, myself & I)
Pets
Christian holidays
Classroom rules
Respect authority
Water vs. land
Follow movement directions

Family
Community helpers
Working together
Playground rules
Respect others
Transportation

ART

Scribbles
Basic colors
Painting brush, finger paint, etc
Paper tearing

Textures
Group objects

MUSIC:

Rhythm games
Echo rhythm
Short, simple songs
Musical instruments

Finger plays
Singing songs and games
Echo melodic patterns with instruments

PHYSICAL EDUCATION:

Walk, run, jump
Move with control
Animal walks
Balance beam walking/ standing
Catch balls/ beanbags
Health and safety

Move with music
Spatial awareness
Simple games
Balance on two feet
Hold balls
Body awareness

PRE-SCHOOL (older 2's) GOALS

JESUS TIME

We want preschoolers to take a first look at who God is and understand these three BIG TRUTHS:

God made me.

God loves me.

Jesus wants to be my friend forever.

We reinforce these truths each week in the classroom with stories from the Bible and a weekly chapel time.

FAM JAM, a special Sunday experience where families focus on learning one thing about God at a time and doing it *together*, complements that weekly learning. In FAM JAM, noise is OK. Activity is normal. Fun is expected. Music is contemporary.

ALL AREAS OF CURRICULUM INCLUDE **EXPLORING, EXPOSURE, AND EXPERIMENTING.**

MATH

Rote counts to 10 (minimum)

Counts objects to 10 (minimum)

Recognize shapes: circle, square, star, heart, triangle

Recognize numbers 1-5

Opposites: big/little, full/empty, inside/outside

Colors: red, orange, yellow, green, blue, purple, brown, black

Sequencing 1-3 items

Sort by color and shape

Match number of objects

LANGUAGE ARTS

Environmental sounds

Alphabet song

Exposure to upper/lower case letters

Shapes & colors

Name recognition introduced

Body parts

Seasons & holidays

Role-play

Phrases & sentences introduced

Puppet play

Descriptive words

Loud/soft & high/low

Letters in name (recognition)

Picture books

Helper charts

Characters & sequence introduced

Finger plays

Classroom objects

Conversation & listening

Retell stories introduced

Following directions

Exposure to literature and books (story time everyday)

SCIENCE

Body parts
Plants and seeds
Day, week, seasons
Weather changes introduced

Five senses
Daytime vs. night time
Holidays

SOCIAL STUDIES

Self concept unit (me, myself & I)
Pets
Christian holidays
Classroom rules
Respect authority
Water vs. land
Follow movement directions

Family
Community helpers
Working together
Playground rules
Respect others
Transportation

ART

Scribbles
Textures
Group objects
Painting brush, finger, etc.

Basic colors
Scissors skills; holding properly, cutting

MUSIC:

Rhythm games
Echo rhythm
Short, simple songs
Musical instruments

Finger plays
Singing songs and games
Add words to songs
Echo melodic patterns with instruments

PHYSICAL EDUCATION:

Walk, run, hop, jump
Move with control
Animal walks
Balance beam walking/ standing
Catch balls/ beanbags
Health and safety

Move with music
Spatial awareness
Simple games
Balance on one foot
Hold balls/ bounce a ball
Body awareness

PRE-SCHOOL (3 Year Old Classes) GOALS

JESUS TIME

We want preschoolers to take a first look at who God is and understand these three BIG TRUTHS:

God made me.

God loves me.

Jesus wants to be my friend forever.

We reinforce these truths each week in the classroom with stories from the Bible and a weekly chapel time.

FAM JAM, a special Sunday experience where families focus on learning one thing about God at a time and doing it *together*, complements that weekly learning. In FAM JAM, noise is OK. Activity is normal. Fun is expected. Music is contemporary.

ALL AREAS OF CURRICULUM INCLUDE EXPLORING, EXPOSURE, AND EXPERIMENTING.

MATH

Rote counts to 25 (minimum)
Counts objects to 25 (minimum)
Recognize shape; circle, square, triangle, rectangle, star, heart
Recognize numbers 1-20 (minimum)
Sort by sets of two, three
Count days on calendar (daily)

Colors: red, orange, yellow, green, blue, purple, brown, black, pink, white
Sequencing 2-4 items
Sort by color and shape
Match number of objects to number (1-20)
Opposites: big/little, wide/narrow
long/short, full/empty, inside/outside

LANGUAGE ARTS

Environmental sounds
Alphabet song
Exposure to upper/lower case letters
Shapes & colors
Name recognition introduced
Body parts
Seasons & holidays
Role-play
Phrases & sentences introduced
Puppet play
Descriptive words

Loud/soft & high/low
Letters in name (recognition)
Picture books
Helper charts
Characters & sequence introduced
Finger plays
Classroom objects
Conversation & listening
Retelling stories
Following directions
Exposure to literature and books
(story time everyday)

SCIENCE

Body parts
Plants and seeds
Day, week, seasons
Weather changes

Five senses
Daytime vs. night time
Holidays
Shadows introduced

SOCIAL STUDIES

Self concept unit (me, myself & I)
Pets
Christian holidays
Classroom rules
Respect authority
Water vs. land
Follow movement directions

Family
Community Helpers
Working together
Playground rules
Respect others
Transportation

ART

Scribbles
Basic colors
Textures
Arrange objects
Painting string, brush, finger, etc.
Scissors skills: holding properly,
cutting on a straight line, curved, etc.

Straight & curved lines
Shades of colors introduced
Hard/soft
Group objects
Introduction to various artists

MUSIC

Beat
Finger plays
Singing songs and games
Add words to songs
Echo melodic patterns
with instruments
Introduction to various musicians

Rhythm games
Echo rhythm
Short, simple songs
Musical instruments

PHYSICAL EDUCATION

Walk, run, hop, jump, leap
Move with control
Animal walks
Balance beam walking/ standing
Catch balls/ beanbags
Health and safety

Move with music
Spatial awareness
Simple games
Balance on one foot
Hold balls/ bounce a ball
Body awareness

PRE-KINDERGARTEN GOALS

JESUS TIME

We want preschoolers to take a first look at who God is and understand these three BIG TRUTHS:

God made me.

God loves me.

Jesus wants to be my friend forever.

We reinforce these truths each week in the classroom with stories from the Bible and a weekly chapel time.

FAM JAM, a special Sunday experience where families focus on learning one thing about God at a time and doing it *together*, complements that weekly learning. In FAM JAM, noise is OK. Activity is normal. Fun is expected. Music is contemporary.

ALL AREAS OF CURRICULUM INCLUDE EXPLORING, EXPOSURE, AND EXPERIMENTING.

MATH

Rote count to 50

Count objects to 50

Recognize shapes:

circle, square, rectangle

triangle, oval, diamond

Recognize numbers up to 30 (min)

Write numbers up to 20 (min)

Match number of objects to

number up to 30 (min)

Colors: red, orange, yellow, green, blue, purple, brown, black, white, grey, pink, and shades of these colors

Sequencing 3-5 items

Sorting by color, size, and shape

star, heart

LANGUAGE ARTS

Exposure to upper and lower case letters

Write first and last names first letter caps balance lower case

Descriptive words

Speaking in complete sentences

Illustrate books – teacher writes words

List words, i.e. transportation words, animals, etc.

Write recipe out for children to see

Following directions

Exposure to literature and books (story time every day)

Begin writing letters (ball and stick)

SCIENCE

Plants – nature
Animals – pets
Hot/cold
Textures
Seasons
Calendar - days of the week,
months, and year

Magnets
5 Senses
Dental health
Nutrition and health
Floating – sinking

MUSIC

Instruments – recognition and proper use of them
Basic rhythms
Fast and slow
Patterns
Singing songs (build a repertoire of songs)

PHYSICAL EDUCATION

Ball skills	
Holding, bouncing, throwing catching	Exercises
Balance beam – walking, standing	Large muscle skills
Hopping on one foot, right and left	Games
Spatial awareness	Bean bags
Jumping up and down	Body awareness
Jump over object on ground	Health and safety
Galloping	

SOCIAL STUDIES:

Family
Me, myself and I
Community Helpers

ART:

Scissor – skills	Play dough	Gluing
Painting	Coloring	Collage
Simple drawing	Texture in art	Mixing colors

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