



Mt. Calvary

Lutheran Church
& School

Preschool Parent Handbook

Mt. Calvary Lutheran Preschool
23300 E. Golden Springs Road
Diamond Bar, CA 91765
909-861-2740 Ext. 2
www.mcldb.org

Preschool License # 191503710
Tax ID# 95-262-4408

Table of Contents

Mission Statement	3
Purpose	3
Philosophy	3
Goals.....	3
Admission Policy	4
Tuition.....	4
Summer Months	4
Registration	5
Fees & Charges and Billing	5
Hours and Days of Operation.....	5
Daily Admittance Procedure.....	6
Daily Schedule.....	6
Pick-Up Procedure	7
School Arrival and Dismissal	7
Visitor Policy	7
Car Safety.....	8
Curriculum	8
Worship Life.....	8
Discipline Policy.....	8
Toilet Training.....	9
Clothing	9
Rest Time	9
Toys.....	9
Lunches.....	10
What to bring on your child's first day of school	10
Birthdays	10
Kindergarten Readiness.....	10
Address or Telephone Number Changes	11
Absences	11
Medications.....	11
Accidents	11
Accident Insurance	11
Smog Alert Program	11
Earthquake Preparedness.....	11
Child Abuse Reporting Obligations.....	11
AIDS Policy	12
Board of Education	12
Mt. Calvary Lutheran Parent Teacher League (PTL)	12
Liability Release.....	13
Preschool Staff	14
Mt. Calvary Lutheran Church and School Staff.....	14

Mission Statement

Mt. Calvary Lutheran School exists to provide a Christ-centered education of excellence to the “whole child” and each family; this ministry, formed around the Word of God, recognizes that we are chosen by the Father, redeemed by the Son, and led by the Holy Spirit.

Purpose

Mt. Calvary Lutheran Preschool provides an experience-rich environment where young children can grow and flourish. The children in our preschool program will be provided the opportunity to learn about Jesus and His redemptive work on the cross, and to learn about themselves and others in an atmosphere of Christian love and acceptance.

Philosophy

Mt. Calvary Lutheran Preschool exists as a ministry of Mt. Calvary Lutheran Church. Therefore, our learning activities and the way we work with your children are based on the saving love of our Lord Jesus Christ.

Your child is a precious creation of God. We are here to support your family as we nurture, love, teach, and care for your unique child.

A child’s “play” is how a young child learns. A child learns by touching and doing and being involved.

Goals

At Mt. Calvary Lutheran Preschool, we strive to meet the needs of the whole child. Our goals include:

Spiritual Growth – To know Jesus and His love.

Social Growth - To encourage each child to think and act for himself and to live in harmony with others.

Emotional Growth – To develop a positive self-image and express feelings in a socially acceptable manner.

Physical Growth – To grow and develop small and large muscles through physical activities.

Cognitive Growth – To provide challenges at the child’s level without pressure or fear of failure.

Admission Policy

Mt. Calvary Lutheran Preschool makes no discrimination in admissions or determination of enrollment on the basis of race, sex, religion, color, or national origin. Children will be enrolled in Mt. Calvary Lutheran Preschool based on the policy as set forth by the Board of Education.

Children are accepted from 2 years through age 5, there is an additional fee for children who are not fully toilet trained. Children admitted must be ready for the program and able to benefit from the preschool experience. Children are accepted on a trial basis. The preschool reserves the right to dis-enroll or not accept children that are not emotionally ready for the preschool experience.

Prior to enrollment, there must be a personal interview with the enrolled child's parents.

Parents must supply the preschool with all state required forms including child's health history, physician's report including immunization records, and identifying information.

Children must be in good health and able to participate. A medical assessment by a physician is required within one year prior to admission or 30 days subsequent to admission. A negative TB test is required within one year prior to admittance. In addition, an up-to-date immunizations record is required before attending class.

Tuition

Mt. Calvary Lutheran Preschool is an educational non-profit ministry of Mt. Calvary Lutheran Church. Tuition and registration fees finance it.

Tuition for the school year is divided into 12 payments paid monthly beginning September 1 and ending August 31. Monthly tuition payments are the same regardless of the number of days attended each month. We are unable to make refunds for days absent or allow you to make up days absent. Tuition is deducted directly from your bank account on the 10th or 20th of each month as specified on the Tuition Payment Plan completed at time of registration. Please contact the school office with questions regarding tuition payments.

A two-week notice of your intent to withdraw your child is required. Tuition must be paid through the two-week period. Two weeks of vacation is accrued after one full year in the preschool program, a two-week notice of your intent is required. The two week vacation will be voided if at any time there is a break in your monthly tuition throughout the year.

Summer Months

Through the Summer months, a less academic, more explorative program takes place. If you intend on withdrawing your child for the summer, a two week notice is once again required stating when to stop and re-start tuition payments.

Registration

A **non-refundable** registration fee of \$150 is to be paid annually for enrollment or reenrollment. Registration fees cover the cost of processing and maintaining student records, classroom supplies, and required license fees. A non-refundable Earthquake Fee of \$15 is a onetime fee to be paid at the time of enrollment. This fee covers the cost for any emergency supplies that will be needed in the event of a major emergency.

Children who are enrolled for the first time between January 1 and June 30 will pay the non-refundable pro-rated registration fee of \$75 at the time of enrollment and will be required to pay the annual registration fee again come the new school year.

Fees, Charges and Billing

Tuition and other fees and charges are listed on a schedule of fees. All payments of fee, except sheet cleaning charges, are to be paid to Mt. Calvary. If any sheet cleaning charges are incurred they should be paid directly to the Director.

A separate statement will be mailed for non-tuition charges incurred in the previous month. All invoices are past due/delinquent if not paid by the last day of the month

Fees include a \$30 fee for late payment or insufficient funds on Simply Giving payment or returned checks. A \$30 fee will be charged for each successive month a tuition payment remains delinquent. All returned checks must be redeemed by cash, money order, credit card, or cashier's check. A personal check will not be accepted to redeem a previously returned check. If checks are returned more than once during a school year, all future payments will have to be made either by cash, money order, credit card, or cashier's check.

Hours and Days of Operation

Monday-Friday

Full Day	6:30 a.m. – 6:00 p.m.
½ Day (4 hours)	8:30 a.m. – 1:00 p.m.
¾ Day (7 hours)	8:00 a.m. – 3:00 p.m.

Children may enroll in:

- 5-day session – Monday thru Friday
- 4-day session – Any 4 days (given availability)
- 3-day session – Monday, Wednesday, Friday

Enrollment in thhalf-day day sessions are limited. Children enrolled in the morning half-day session may make arrangements for extended care (before and after session) at an hourly rate.

Arrangements MUST be made in advance, whenever possible, to assure there will be adequate coverage by the staff.

Mt. Calvary Lutheran Preschool is closed all legal holidays, the day after Thanksgiving, Christmas Eve day, Christmas Day and two days prior to the start of school in August.

Daily Admittance Procedure

State law requires that each child be personally brought in to the preschool grounds by an adult and signed in with a legible full name – **no initials**. A \$10.00 sign in/out fee will be charged for failure to sign your child in or out. Children enrolled in the half-day program should arrive no earlier than 8:45 a.m.

Children with obvious signs of illness will not be admitted. **Do not** bring your child to school with the following symptoms:

- An elevated temperature 24 hours prior to attendance (over 100 degrees under the arm or 100 orally)
- Sore throat
- Rash
- Generally does not feel well
- Can't participate in school activities
- Tired or aching due to illness
- Vomiting or diarrhea 24 hours prior to attendance

Please do not bring your child to school if he/she is contagious. Generally, a cold is contagious for 1-3 days, flu for 1-5 days, and a contagious condition requiring antibiotics for 24 hours after medication is first administered.

General Daily Schedule

6:30 - 8:00	Free Choice of Learning Centers
8:00 - 8:15	Clean Up, Bathroom
8:15 - 8:30	Story Time
8:30 - 9:00	Outside Time, Flag Assembly (<i>Monday & Tuesday</i>),
8:45 - 9:10	Jesus Time – “One In Christ”
9:10 – 9:40	Circle Time
9:40 – 9:50	Bathroom
9:50-10:30	Learning Centers
10:30-10:45	Morning Snack
10:45-11:15	Outside Centers
11:15-12:00	Free Choice Learning Centers/ Art
12:00 - 1:00	Lunch Time, 1/2 Day Dismissal, Transition for Naps, Bathroom Time
1:00 - 3:00	Naptime
3:00 - 3:15	Wake Up Time, 3/4 Day Dismissal
3:15 - 3:45	Transition, Bathroom Time, Snack Time, Learning Centers
3:45 - 4:45	Outside Time and Centers
4:45 - 5:00	Clean Up Time
5:00 - 5:15	Bathroom Time
5:15 - 6:00	Learning Centers, Clean Up, Prepare to go Home

***Schedule Varies Based on Classroom**

Pick-Up Procedure

Children must be signed out by an adult (18 years or older) that is authorized to do so on the Identification and Emergency Form. Written permission is required from the parents for adults other than those on the Identification and Emergency Form to pick up their child. Children must be signed out with full name only – no initials.

For your child’s comfort and security, please be prompt in picking your child up. Children in the half-day session must be picked up before 1:00 to avoid late pick up fees.

Children may be left for an extended time for an additional fee of \$10.00 per hour; this excludes the 6:00 pick up time. Please inform the staff in advance if your child needs to stay late; this is subject to adequate staffing.

Depending on your child’s schedule, your child must be picked up by 1:00, 3:00 & 6:00 p.m. or a late fee of \$10.00 every fifteen minutes or a portion there of will be charged. You will be billed for these charges on a separate monthly statement.

School Arrival and Dismissal

Preschool parents must always exercise caution when parking their car to bring their child to preschool as there is much activity around campus and in the parking areas. During arrival and dismissal from our day school between 7:45-8:00 a.m. and from 3:00-3:15 p.m., traffic is quite busy around the campus so extra caution is needed.

Transportation is not provided to or from school and is the responsibility of the parents.

Please do not leave infants or young children unattended in your vehicle as you drop children off and pick children up from school. The proper authorities will be notified if this does occur. Also, please do not leave personal items (purses, valuables) in sight when dropping off your child.

Children may be brought in and out of the preschool area through the gate location up the stairs directly east from the school office or brought through the gate next to the day school lunch area.

Visitor Policy

Because the safety of our students and employees are a top priority, **ALL** visitors during regular preschool hours, including parents, must sign in at the preschool office and obtain a visitor badge. **No visitors are allowed to be inside the preschool without a visitor's pass at any time; this includes parents dropping off a child/ren after class has started and /or picking up a student from his/her classroom before school is dismissed (9:00-3:00). A visitor badge must be worn in a visible location at all times when on school grounds during school hours. Anyone without a pass will be directed to the office to obtain one.** We ask that you follow our procedure with courteous behavior. Failure to comply will result in the administration taking your behavior as a serious incident. We will not tolerate anyone jeopardizing our security plan. All children and employees will be safe at Mt. Calvary Lutheran School.

It is very important to your child that you share in his/her preschool life; therefore, you are invited and encouraged to visit the school for special programs, serve as a volunteer, or have lunch with your child. You **MUST** sign in at the preschool office when you arrive and sign out when you leave.

Visitors are **NOT** allowed to disrupt class during instruction time. If you wish to visit your child's classroom during instruction time, you must go to the preschool office first to obtain a visitor's pass and/or call the office or contact the teacher to arrange a time for a classroom visit. This time will **NOT** be used as a conference period. If you wish to have a conference with a member of the preschool staff please call 909-861-2740 ext. 109 for an appointment. Teachers are available by appointment if necessary. Lunches or other items will be left in the preschool office; we will see that it is delivered to your child.

Car Safety

California State Law requires all children to be in an approved car seat. We believe this is a very important safety practice and request that all our parents follow the law. Remember, this is designed to protect your young child/children..

Curriculum

Mt. Calvary Lutheran Preschool has a planned daily curriculum that includes activities that are developmentally appropriate for young children. It is a hands-on program that provides opportunities to experience and develop skills in areas of language, reading readiness, basic math concepts, science, religion, music, art, literature, motor development, social skills, and understanding the world around them.

We design activities for the development of the "whole child." There is a balance of inside and outside environments, active and quiet times, teacher-directed and child-initiated activities, and group and individual activities.

Most importantly, Mt. Calvary Lutheran Preschool provides a Christian environment where God is

acknowledged throughout the day. Bible stories, Chapel services, music, and everyday activities are used to teach God's love, power, and grace.

Worship Life

The worship life of your child and family is vital. Here at Mt. Calvary Lutheran School, children will have many opportunities for meaningful worship, ranging from simple classroom prayers and Jesus Time to mid-week chapel services. Chapel is held on each Wednesday with the entire Mt. Calvary family and once a month on Thursday for preschool only.

We encourage you and your family to be involved in regular worship in the church of your choice. If you do not have a regular church home, you are warmly invited to join Mt. Calvary's family on Sunday mornings.

English Worship Service	9:00 a.m. (Sunday School held for children ages 2-12 years)
Chinese Worship Service	10:30 a.m.
Adult Bible Class	10:15 a.m.

Discipline Policy

At Mt. Calvary Lutheran Preschool, we believe discipline is a life-long process aimed at achieving self-control. To encourage this process, we use positive discipline techniques to achieve acceptable behaviors in young children.

Children are

- Praised for acceptable behavior,
- Redirected to acceptable activities,
- Taught acceptable behavior,
- Carefully supervised, and
- Removed from a situation that may cause harm to others or themselves.

Toilet Training

Our approach toward toilet training is one of positive reinforcement and encouragement. Cooperation between parents and teachers is essential for toilet training to be a successful, positive learning experience for the child.

- Toilet Training is provided for a fee of \$5 per day (3 or 4 day schedules) or \$100 per month (5 day schedules) until child is fully trained
- If a child requires a change of clothes multiple times in one day, he/she is not ready to be wearing underwear on a regular basis.
- Mt. Calvary requires your child to be in a pull-up with underwear, shorts or pants over them.
- It is the responsibility of the parent/guardian to supply his/her child's pull-ups (that Velcro on the sides), wipes, and several changes of clothes, shoes, socks and underwear.
- We will make every possible attempt to support the toilet training process, but it is our belief that an "accident" is something that happens occasionally.

Clothing

Children should be dressed in play clothes that are

- Comfortable and safe for active play
- Easy to manage by the child (avoid belts and difficult fasteners)
- Appropriate for outdoor weather
- Girls should wear shorts under dresses and skirts

Shoes

Please send your child in shoes that are designed for active wear. The best shoes for large muscle development activities are tennis shoes. Please avoid sandals without socks because the children don't like the feel of sand inside and the wood chips can be prickly. **Please do not** have your child wear

- **Open toed shoes** – shoes **MUST** cover toes at all times
- **Flip Flops** – shoes must have a back strap,
- **Boots** – the hard cowboy type hurt others when active legs aren't careful,
- **Strapless shoes** - are unsafe when they fall off during active movement,
- **Shoes with a heel**

Rest Time

Children that nap should bring a crib-size blanket or a small flat sheet for rest time. Please take sheets and blankets home on Friday and return them on Monday for washing. Please do not bring pillows, as they require extra storage space. Each child will be given a mat with his/her name on it. There will be a \$25.00 charge if your child abuses the mat to the point it is not useable.

Children that do not nap will be expected to rest quietly on their mat. You may bring a small blanket or stuff animal to keep in their cubby.

Children who become ill at school will be isolated and their parents will be contacted to make arrangements to pick up their child as soon as possible.

Toys

Children should leave toys at home except when asked to bring a special item from home for "Show and Tell" or on special days. Exceptions are made when a child relies on a special item for security such as a special blanket or stuffed animal or doll. Children may hold these items in a "quiet spot" on the couch or at naptime only and then the security item will be returned to their cubby.

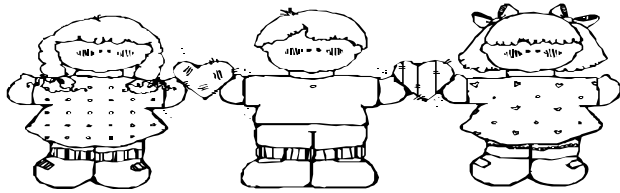
Lunches

Hot lunch is available through the Mt. Calvary's school lunch program during the Day School year. (During the summer months, no lunch will be provided.) Lunch may be purchased from a monthly pre-pay lunch menu through Southland Catering Lunch Program. Pre-paid lunches are \$4.65, emergency lunches are \$6.50. All lunches must be purchased online at <http://southlandcatering.orderlunches.com>. Please stop by the office for more information.

When packing lunch from home, please provide a nutritious lunch keeping in mind the 4 food groups. It is our policy for children to take uneaten food home instead of throwing it away so you can tell how much and what they have eaten. Candy, donuts, and other "sweets" will be sent home. Please label lunch box, thermos, etc. We cannot refrigerate or warm up lunches brought from home. Mt. Calvary is a **NUT FREE** school. Please do not send any food or drink consisting of nut products. The food will be wrapped up and sent home with a note of reminder attached.

A healthy morning and afternoon snack consisting of a minimum of two of the four main food groups

will be provided. This meets the state requirement.



What to bring on your child's first day of school

1. Lunch or lunch money. Please label all lunch boxes and bags.
2. Extra change of clothes that includes pants, shirt, underwear, and socks. Please label with your child's name.
3. A small flat sheet and blanket if your child naps. **No** pillows, please. Please label with your child's name.
4. If potty training – Pull-ups and baby wipes

Birthdays

Birthdays are a special time in a young child's life, and we want to share in the celebration here at preschool. Please notify your child's teachers a minimum of one week advance notice of the time you would like your child's party to take place. The children may bring a special treat from home to share with their classmates. The children really enjoy small muffins, fresh fruit, juice, yogurt, cupcakes or ice cream. If there is something other than these items that your child is requesting, please ask your child's teacher prior to his/her birthday. Please make sure everything is **NUT FREE!**

All birthday invitations must be mailed from home, unless you are inviting the entire class. This will avoid hurt feelings of uninvited children.

Kindergarten Readiness

Mt. Calvary Lutheran Preschool offers Kindergarten Readiness testing through Chancy-Bruce Educational Services. We recommend that all students who are eligible for kindergarten in the fall of the next school year be screened. For families who are considering Mt. Calvary Lutheran's kindergarten, the screening is required prior to acceptance into the kindergarten class.

The cost for the Kindergarten Readiness test is \$50, and is the responsibility of the parent. The independent firm of Chancy & Bruce Educational Resources, Fountain Valley, California, administers the test. The test lasts 20 – 30 minutes and covers twelve developmental areas. A follow-up evaluation conference is held with parents to explain the test results, which are given to each parent. The evaluation is very detailed and contains specific recommendations for kindergarten. Testing dates will be published by early spring.

Address or Telephone Number Changes

It is necessary that you notify the **preschool office** when there is a change in your address or phone number. It is extremely important to keep all emergency information up to date!

Absences

Please call the preschool office (909-861-2740 x109) before 9:00 a.m. to report if your child will not be in class. Please report any contagious condition.

Medications

Prescription medications may be administered by the school staff with written permission (use medication slips) and medicine must be brought in the original prescription bottle. Non-prescription medications are ONLY administered if ordered by your child's physician. The order is to be written as a regular prescription and brought in with the medication. Medications are given once a day at lunchtime. Please check your child's file for a medication slip that will indicate to you that the medication was given.

Accidents

Parents will be notified of any accidents, which occur on school property. In case of an accident, which requires emergency attention, LA County Fire and Department will be the first to be notified. After calling for assistance, the Director will attempt to contact parents. If the parents are unable to be reached, the wishes of the parents noted on the emergency release will be honored.

Accident Insurance

Each child is covered by an accident policy while attending Mt. Calvary. Additional insurance covering your child during before and after school hours is available at a nominal cost to you. Information will be supplied to you upon request.

Smog Alert Program

In the event of a Smog Alert, it is the intention of Mt. Calvary to modify planned activities by changing the time of the activity, changing the type of activity or event, or canceling/rescheduling the activity altogether. This is to protect the children's health and welfare.

In the event of a Stage 1 Smog Alert, students will be asked to go inside or change their activity level so that it will not accelerate their breathing pattern.

In the event of a Stage 2 Smog Alert, students will not be allowed outside for any type of activity.

Earthquake Preparedness

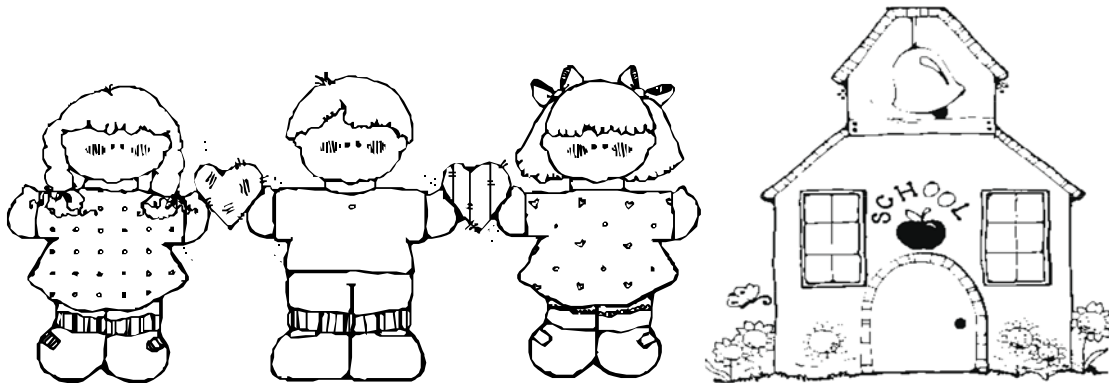
Mt. Calvary Lutheran School maintains earthquake emergency supplies. In the event of a major disaster, we are prepared to care for your child for up to three (3) days.

A one-time fee of \$15.00 for each student is collected at the time of enrollment for the purchase of earthquake supplies.

Child Abuse Reporting Obligations

In accordance with California State Law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

The school staff will make such reports in the best interest of the affected child once reasonable suspicion is established, and they do not have any legal alternative except to make the report to the proper authorities for their investigation and review.



AIDS Policy

Any student found to be infected with the Human Immunodeficiency Virus (HIV) which leads to Acquired Immune Deficiency Syndrome (AIDS) or AIDS-related Complex (ARC) will be treated with respect and dignity.

Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student.

Decisions regarding the type of educational and care setting for a student with AIDS/ARC should include the behavior, neurological development, and physical condition of the student.

Any decision regarding the type of educational service to be provided to a student based on the presence of AIDS/ARC must be made in consultation with the student's physician, counselor, the student's parents or legal guardian, director, and where appropriate, the pastor of the church. Consultation with public health personnel is also advised.

Board of Education

The Board of Education of Mt. Calvary Lutheran Church and school is made up of members of Mt. Calvary Lutheran Church who have a special love for and interest in Christian Education. Members of the Board are elected annually and serve a three-year term. The Board is responsible for developing school policy, staffing, accepting students, budgeting, etc.

Mt. Calvary Lutheran Parent Teacher League (PTL)

The PTL is a support group for the school made up of all school parents from preschool through eighth grade. Through our PTL, parents provide many hours of volunteer time assisting teachers and helping school programs function smoothly. Annually our PTL selects several unfunded needs at school and through fund-raising efforts provides funding for these projects. The PTL plans information programs to help parents in their important task of Christian parenting. The PTL does not establish school policies, but members of PTL may be called upon in an advisory capacity when the Board of Education is working on policy matters. Annual Family Membership Fee of \$20 per family is due at registration.



Liability Release

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school.

I hereby grant permission for my child to leave the preschool day yard under supervision of a staff member for campus or short neighborhood walks.

I hereby grant permission for my child to be included in evaluations and pictures connected with the school program.

I hereby grant permission to the School and/or the agent of the school to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact parents through any of the persons listed on the emergency information form you completed for us.
4. If we cannot contact parents or your child's physician, we may do any or all of the following:
(a) Call another physician or paramedics, (b) call an ambulance, or (c) have the child taken to an emergency hospital.
5. Any expenses under 4, above will be borne by the child's family.
6. The school will not be responsible for anything that may happen as a result of erroneous information given at the time of enrollment.

By signing the Admission Agreement, parents acknowledge their acceptance of the above stated policy.

Parent/Guardian Signature _____ Date _____