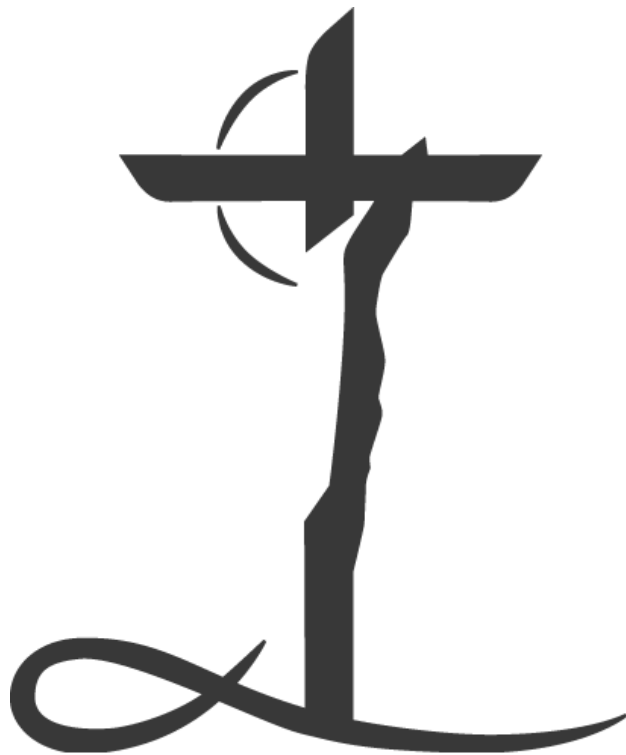


**Our Savior Lutheran Ministries
Early Childhood Development Center
1385 South Livermore Avenue
Livermore, CA 94550
(925) 455-KIDS (5437)
State Licensing Number 013415043**



**Our Savior Lutheran Preschool
Parent Handbook
2026-2027**

Our Teaching Staff and Program Standards

Our teaching staff is composed of experienced and qualified educators who are dedicated to nurturing the growth of each child. Our center upholds small class sizes and maintains low teacher-to-child ratios to ensure individual attention and quality care. Specifically, our ratios are as follows:

- **2-year-old classes:** 1 teacher for every 5 children
- **3-year-old classes:** 1 teacher for every 7.5 children
- **4-year-old pre-kindergarten classes:** 1 teacher for every 9 children

Our Savior Lutheran Ministries Early Childhood Center is licensed by the California Department of Social Services (License #013415043). This licensing outlines minimum requirements related to staff qualifications, teacher-to-child ratios, facility standards, and programming. However, our center's philosophy is to exceed these basic standards whenever possible to offer the highest-quality early childhood education experience.

Religious Education

We believe that our lives are **“Rooted in Grace ~ Growing in Faith ~ Serving with Joy.”** This core belief reflects our understanding that life is rooted in God's grace and His redemptive love through Jesus Christ. Our faith grows through prayer, is strengthened by learning, and is joyfully expressed through acts of service to God and others.

Prayer Life at School

As a Lutheran school, one of our primary goals is to provide a Christ-centered environment where children learn about God's love. We begin this journey by inviting God into our daily activities. Prayer is a vital part of our day—both in formal and informal ways. Each classroom prays together:

- Before class begins
- Before snack time
- At dismissal

Through these daily moments of prayer, children learn to trust in God, give thanks, and grow in their relationship with Him.

ADMISSION POLICY

Admission Priorities

Enrollment is offered based on the following priorities, listed in order of importance:

1. Sibling currently enrolled at Our Savior Lutheran Preschool and/or Our Savior Lutheran School
2. Active membership at Our Savior Lutheran Ministries
3. Waitlist status

Required California State Forms

Before enrollment, all families must complete and submit the following documents as required by the California Department of Social Services:

- Current immunization record

- Signed **Parent's Rights** form
- Signed **Personal Rights** form
- **Physician's Report** (completed and signed by your child's doctor)
- **Preadmission Health History form**
- **Identification and Emergency Information form**

Non-Discrimination Statement

Our Savior Lutheran Ministries is committed to sharing Christ's love with all. We admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, national and/or ethnic origin, age, sex, or disability in the administration of our educational policies, admissions, or placements.

TUITION

Our Savior Lutheran Preschool partners with **Tuition Aid Data Service (TADS)** for all enrollment, billing, and tuition collection.

Tuition Deposit

A **non-refundable** deposit of \$500 will be collected at the end of the application process.

Payment Schedule

Tuition is billed as a monthly fee, with payments beginning in August and continuing through April. Payments are made directly to TADS via check or automatic withdrawal from a checking or savings account. You may select your preferred due date when setting up your TADS account.

Late and Returned Payment Policies

- A **\$35.00 late fee** will be charged for any payment not received by the selected due date.
- A **\$35.00 returned check fee** will apply to any payment that is declined or returned.
- Delinquent accounts may result in **suspension of enrollment**.
- If an account is not current by **May 31**, registration for the following school year will be placed on hold until arrangements are made with the Business Office.

First Months Tuition

Your first month's tuition is non-refundable once received.

Withdrawal Policy

If you need to withdraw your child during the school year, a 30-day written notice is required. Tuition will continue to be billed throughout the 30-day notice period due to staffing and operational commitments.

We understand that unexpected situations may arise. If you are unable to meet the tuition policy requirements, please contact the Executive Director or Business Administrator to discuss possible alternative arrangements.

GENERAL INFORMATION

Babysitting

Our Savior Lutheran Ministries is not responsible for any childcare arrangements made between employees and families outside of our licensed program or during regular preschool hours. Any such agreements are private and not affiliated with the preschool.

Preschool Dress Code

Preschool is a place for learning, play, and exploration—and that often means getting messy! Please dress your child in **comfortable, play-appropriate clothing each day**.

- **Closed-toe, sturdy shoes** are required for safety, especially during outdoor play and climbing.
 - For safety reasons, please avoid footwear such as **flip-flops, cowboy boots, jellies, or open-toed sandals**.
 - **Jewelry** (necklaces, bracelets, hoop earrings, etc.) can pose hazards on playground equipment and should be left at home.
 - Label all **jackets, sweaters, and sweatshirts** clearly with your child's name.
 - Please note: **Teachers are not responsible for stained, soiled, or damaged clothing.**
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School Calendar

Our preschool calendar aligns as closely as possible with the Our Savior Lutheran School calendar. A full-year calendar will be distributed at the start of the school year. Updates or changes will be shared monthly as **needed**.

Change of Address or Contact Information

For your child's safety, it is critical that we have accurate and up-to-date contact information. Please inform the preschool office **immediately** of any changes to:

- Home address
 - Phone numbers (home, work, or cell)
 - Email addresses
 - Emergency contacts
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Field Trips

Note: Field trips are currently suspended.

When field trips resume, a completed and signed permission slip must be returned to your child's teacher before the trip. By signing the form, parents release Our Savior Lutheran Preschool from liability related to the event. If you do not wish for your child to attend a field trip, you will need to arrange for alternative childcare on that day.

Driver Requirements:

To drive on a field trip, individuals must:

- Be **over 21 years old** (over 25 is preferred)
- Provide a **valid, unrestricted driver's license**
- Complete a **vehicle liability insurance form**

Vehicle Requirements:

- Each occupant must have and use a **seat belt**
- Vehicles used must have **no more than 9 seats** (excluding driver), **and no vans or buses that exceed this limit**
- **No riding in the bed** of a truck
- **Motorcycles are not permitted**

Additional Field Trip Policies:

- Drivers must follow **pre-set routes** and schedules—**no unscheduled stops** (e.g., restaurants or coffee shops)
- **Hands-free devices** must be used while driving
- **Younger siblings** may not attend field trips unless **under one year of age and secured in a stroller**

PARTIES

Personal Parties

To protect the feelings of all students, **birthday or special occasion invitations** may **not** be distributed at school unless **the entire class is invited**. If only a portion of the class is invited, please send invitations via **email or mail**.

A class list—containing student names, parent names, and email addresses—is available through the **preschool portal on [OSLM.net](https://www.oslm.net)**.

School Parties

Children's birthdays are celebrated during snack time in their classroom. Parents are welcome to bring a **special treat** to share! Please check with your child's teacher in advance to coordinate the day and review any **allergy concerns**.

Children with summer birthdays will be celebrated together during a **special ice cream party** at the end of the school year.

POTTY TRAINING

Two-Year-Old Program

Children in our two-year-old program who are showing readiness for potty training will be encouraged to transition:

1. From **diapers to pull-ups**
2. Once dry pull-ups are consistently used for **two weeks**, transition to **training pants (thick underwear)**

3. After another **two weeks in training pants without accidents**, the child is considered **potty trained** and eligible for transition into the three-year-old program

Three- and Four-Year-Old Programs

Children entering our **three- and four-year-old programs must be potty trained** before the school year begins. Please make note that this means pull-ups are permitted for NAP TIME only.

- Occasional accidents are expected during the first month as children adjust to school routines
- If accidents continue **weekly after the first month**, your child may not yet be ready for this program
- **Bowel movement accidents** after the first month will require parents to come to school to change their child
- If such incidents occur **daily or weekly**, the child may be asked to **seek alternative care** until they are fully trained

SMOKING POLICY

Smoking and vaping are strictly prohibited in all areas of our campus—**both indoors and outdoors**.

SNACK POLICY

California regulations require that children have a **healthy snack** each day that includes:

- **Two food groups**
- A **disposable drink** (water bottle is acceptable)
- 100% **fruit juice** may count as one food group

Examples of approved snacks:

- Cheese and crackers
- Bagel with cream cheese
- Granola bar and 100% juice
- Carrots and crackers

 **Candy and soda are not allowed** and should not be included in lunches or snacks.

Please **label your child's snack container** or bag with their full name for easy identification.

VISITORS

Our Savior Lutheran Preschool maintains an **“open door” policy**. Parents and guardians of currently enrolled children are always welcome to visit and observe the classroom.

For the safety of our children and staff, **all visitors must check in at the preschool office** and obtain a **Visitor's Badge** before entering a classroom.

ARRIVAL AND DEPARTURE

Arrival Procedures

- **Full-Day Program:**

If you arrive **before 8:20 AM**, please ring the doorbell at the main preschool entrance. Our morning staff will greet you.

► Please note: From **8:20–8:30 AM**, staff members are in worship and prayer. We ask that you do not ring the bell during this time.

- **Morning Program:**

If your child is enrolled in the **morning-only program** and you arrive before **8:30 AM**, please **wait with your child** until the doors open. We can only accommodate early drop-offs for children enrolled in the full-day program.

- The main door will close at **9:00 AM**. If you arrive after this time, please ring the doorbell for admittance.

Drop-Off Procedure (FOR THE FIRST WEEK ONLY)

The drop-off experience sets the tone for your child's day. Please follow this routine:

1. Escort your child into the classroom.
2. Help them place their **snack and water bottle** in their assigned cubby.
3. Hang up their **backpack**.
4. Escort your child to the bathroom to **wash hands** before morning activities begin.

As your child becomes more comfortable and independent, teachers may suggest updates to your drop-off routine to encourage confidence and self-reliance.

BRIGHTWHEEL SIGN-IN SYSTEM

California State Licensing requires that all children be **signed in and out daily**.

We use **Brightwheel** to fulfill this requirement.

- Parents and guardians are expected to register with Brightwheel at the beginning of the school year.
- Each person authorized for drop-off and pick-up must have a **personal device** and **Brightwheel code**.

 *Failure to sign your child in or out three times will result in a **\$150 penalty**.*

AUTHORIZED PICK-UP POLICY

Children will only be released to individuals who meet the following criteria:

- Are **18 years or older**
- Are **listed on your child's authorized pick-up form**
- Have been **approved by the preschool office in writing**
- Show **photo identification** at the time of pick-up

 *Adding a name to Brightwheel alone does **not** authorize a new pick-up person.*

Custody Situations

In cases involving separation, divorce, or joint custody, **both parents will be given equal access** unless official **court documentation** is provided. All documentation will be kept confidential in your child's file.

Unfamiliar Pick-Up Procedure

If someone arrives to pick up your child and is **not on the emergency card**, your child will only be released after the following steps:

1. Valid **photo ID** will be requested
2. **Parents will be contacted** directly by phone
3. The **Director will authorize** the release

These steps are designed to keep your child safe at all times.

LATE PICK-UP POLICY

Morning Program Late Pick-Up

If you are unable to arrive by **11:45 AM**, please **notify staff immediately**.

- If a child is still on campus after **11:55 AM**, the following steps will be taken.
- Staff will attempt to contact parents at home and/or work.
- Emergency contacts listed on the child's file will be called.

Full-Day Program Late Pick-Up

Full-day program ends at:

- **5:00 PM** for 2-year-olds
- **5:30 PM** for 3- and 4-year-olds

If a child is still present after these times **without prior notice**:

- Staff will attempt to reach parents or guardians.
- If unsuccessful, emergency contacts will be called.

 **After three late pick-ups during the 2025–2026 school year**, your child may no longer be eligible for the full-day program and we will implement a \$100.00 fine.

If we do **not receive communication from an authorized adult within 30 minutes** after closing time, **Child Protective Services** or the **Livermore Police Department** will be contacted in accordance with state licensing guidelines.

FULL-DAY PROGRAM POLICIES

Lunch

Children enrolled in the full-day program must bring a **healthy, well-balanced lunch** that includes at least **two different food groups**:

- **Grain, dairy, protein, fruit, or vegetables**
- Juice counts as a food group **only if it is 100% juice**

- **Candy and soda** are not considered healthy and **should not be included**

Teachers may **heat food in the microwave** as needed. Please **label all containers** with your child's name.

Snacks

State licensing requires that **two food groups** be served at **each snack** and **lunchtime**.

Children in full-day care must bring:

- **Morning snack** (packed separately and clearly labeled)
- **Lunch and afternoon snack** (packed together in a lunch box, with the **afternoon snack** labeled)

NAPTIME

State licensing mandates that all full-day children have a scheduled **90-minute rest period**.

- Children are expected to **rest quietly** or sleep.
If your child consistently cannot rest, you may be asked to **pick them up before naptime**.
- Continued inability to rest quietly may require families to **seek alternate care arrangements**.

Each child will be charged through **TADS** for a **nap sheet and nap bag**. Families must provide a **small blanket** for their child. Nap bags should be:

- Dropped off on **Monday mornings**
- Taken home for laundering on **Friday afternoons**

DISCIPLINE POLICY

Our Approach

We believe that every child is a **unique creation of God**, deserving of love, grace, and guidance. Discipline at Our Savior Lutheran Preschool is designed to support children in learning self-control, responsibility, and respect.

We aim for every child to end each day feeling:

- **Loved by Jesus**
- **Valued and understood**
- **Supported in their learning and behavior**

Discipline is not one-size-fits-all. We individualize strategies to meet each child's needs and to help them connect their behavior to logical consequences.

Core Beliefs That Guide Our Discipline Practices

1. **Dignity and Respect:** Every attempt will be made to maintain the **dignity and self-respect** of both the student and the teacher.

2. **Problem Solving:** Students will be guided to **solve problems** they cause without creating additional problems for others.
3. **Choices and Consequences:** Students will be given opportunities to make **age-appropriate decisions** and experience the **natural consequences**.
4. **Developmentally Appropriate Discipline:** Misbehavior will be addressed with **natural and logical consequences** suitable to each child's age and stage.
5. **Learning Opportunity:** Misbehavior will be treated as an opportunity for **growth, problem-solving, and preparation** for real-life situations.

We welcome communication with parents and encourage open dialogue if you have questions or concerns about how these principles are implemented.

ACTION PLAN FOR DISCIPLINE

At Our Savior Lutheran Preschool

When behavior is beyond the normal everyday behavior (i.e., hitting, biting, aggressive behavior, defiant behavior, disrupting the learning environment and classroom expectations):

1. A discipline report will be completed and discussed with the parents. Parents might be asked to pick up their child for the day with extremely aggressive or defiant behavior.
 2. If more than one discipline report is completed within a three-month period, a parent conference will be scheduled with the parents, teacher, and director. At that time, a discipline plan will be discussed and agreed upon.
 3. If the discipline plan is ineffective and the child's behavior impedes student learning, Our Savior Lutheran Preschool reserves the right to ask the family to seek other preschool accommodations. Even though we wish to care for and educate all children, we realize that occasionally, Our Savior Lutheran Preschool may not be the best fit for every student.
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HEALTH AND SAFETY

Absence

If your child is absent, please notify the school office before 9:00 a.m. by calling (925) 455-5437 or contacting us through Brightwheel App. Please notify the teacher or office if you know of a planned absence (i.e., vacation, doctor's appointment, etc.).

Illness

Your child's health is a matter of great importance to us. If your child is not well before the beginning of the school day, you are required to keep your child at home.

Please keep your child home if he/she:

- Has a fever or has had one in the previous 24 hours
- Has vomited in the last 24 hours
- Has diarrhea
- Has eye discharge or crust
- Has croup
- Is fussy, cranky, and generally not him/herself
- Has a constant runny nose (yellow or green mucus)
- Has an undiagnosed body rash
- Is unable to play outside
- Has a doctor's appointment for suspected illness (Please do not bring your child to class before the appointment.)

If your child comes to school and their teachers believe they are too sick to function in the class, the school reserves the right to send them home.

⚠️ TEACHERS ARE RESPONSIBLE FOR ASSESSING WHETHER A CHILD IS WELL ENOUGH TO PARTICIPATE IN OUR PROGRAM.

A call will be made, and the child must be picked up from school within 30 minutes. Any child sent home ill from school **may not** return to school for **48 hours**. Sick children must be **fever-free for 24 hours** (without the use of fever-reducing medication) and must remain home for 24 hours after a final incident of vomiting and/or diarrhea.

If your child has been diagnosed with a contagious health issue (e.g., chicken pox, strep throat, conjunctivitis, etc.), please notify the office so that precautions can be taken and notifications can be sent home to all families. Children suspected of contracting a contagious disease or having an undiagnosed rash will not be re-admitted without a doctor's release. Children may not attend until the physician indicates in writing that neither that child nor the other children are in danger.

We understand that many children in a group setting have recurring colds. If the symptoms are mild (no fever, serious congestion, respiratory infection, vomiting, or diarrhea), the child may be brought to school. However, children must be able to contain coughs and runny noses without teacher assistance (i.e., cough into elbow or tissue, blow their nose, etc.).

Medications:

Medications with written doctor's instructions will be administered. All medications, whether prescription or inhaler, must be checked in at the office. The medication must be in the original containers with visible expiration dates and labeled in a Ziplock bag.

HEAD LICE PROTOCOL

If Head Lice Are Suspected

1. If a teacher observes live lice or suspects a child has head lice, discreetly notify the Preschool Director or Administrative Assistant.
2. The Director or Administrative Assistant will verify the concern while maintaining the child's privacy and dignity.
3. Staff should avoid publicly discussing the child's condition with other families or children.

If Live Lice Are Found

1. The Director or Administrative Assistant will contact the child's parent/guardian and request that the child be picked up as soon as reasonably possible to begin treatment.
2. The child may remain comfortable and supervised away from close head-to-head activities while awaiting pickup.
3. Parents will be provided with information regarding appropriate treatment and prevention.
4. The child may return to preschool after the first appropriate treatment has been completed and no live crawling lice are observed. A "no-nit" policy is **not** recommended by CDPH.

If Only Nits (Eggs) Are Found

1. Notify the Director or Administrative Assistant.
2. Inform the parent/guardian at pickup and encourage them to inspect and treat the child if needed.
3. The child does **not** need to be excluded from care based solely on the presence of nits.

INCIDENTAL MEDICAL SERVICE PLAN

The goal of our allergy policy is to help the families and schoolwork together in assisting the child with becoming independent in living with an allergy or medical condition. The types of Incidental Medical Services that Our Savior Lutheran Early Childhood Center will provide are:

- Blood-glucose monitoring for diabetic children
- Administering inhaled medication
- Administering EpiPen Jr. and EpiPen

Procedures:

1. Parents fill out an IMS form. All allergies will be posted in the classrooms.
2. Parents need to fill out a *Medication Permission* form. No prescription medication can be given unless the label appears on the medication and is prescribed by a physician. EpiPens must be provided to the child's teachers and are kept in the classroom with the child. (Other emergency medications need to be provided in the same manner and will be kept in the Preschool office unless other arrangements are made.)
3. All medication will come with instructions containing the following:

- Specific indications for administering the medication to the physician's prescription.
 - Potential side effects and expected response.
 - The dose form and amount to be administered to the physician's prescription
 - Actions to be taken in the event of side effects
 - Instructions for proper storage of medication
 - The telephone number and address of the child's physician
 - All instructions will be updated annually
1. Parents must keep their child's teacher informed of any changes or concerns regarding their child's allergy.
 2. All children with food allergies attending our Full-Day Program must provide an afternoon snack for their child.
 3. A doctor's note is required for airborne allergies, and every reasonable measure will be taken to keep the child away from any situation that may cause a reaction.
 4. A doctor's note is required for sting or bite allergies, and every reasonable effort will be made to keep the child away from any situation that may cause a reaction.
 5. Classroom space will be cleaned thoroughly before and after all snacks and lunches to remove any allergic food products from the tables, counters, etc. Food areas will be cleaned with an appropriate disinfecting mix. Special care will be given whenever any food allergy product is served.
 6. All medication for allergic reactions will accompany the teacher on any field trips.
 7. Any child needing blood glucose testing done while at school will provide instructions from the child's physician on identifying the symptoms of hypoglycemia or hyperglycemia. Written instructions for the blood glucose test from the child's physician will be provided.

Safety Drills:

We conduct fire, earthquake, or lockdown drills several times a year. During fire drills, children are taught how to safely and quickly evacuate the building. Earthquake drills teach children to duck and cover. When a lockdown drill is conducted, children are simply told that they are playing "hide and seek" and asked to remain as quiet as possible.

When a drill requires the evacuation of the preschool building (fire or earthquake), all classes gather on the grass field or the blacktop. In a real emergency and an "all-campus" evacuation, children would be taken to the softball fields or the public library. As soon as all children and staff are safe, you will be notified where to pick up your child.

Personal Rights:

Each child in the care of Our Savior Lutheran Preschool shall have rights that include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other people.

2. To be accorded safe, healthy, and comfortable accommodations, furnishings, and equipment to meet his/her needs.
 3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to interference with daily living functions, including eating, sleeping, or toileting; or withholding shelter, clothing, medication or aids to physical functioning.
 4. To be informed, and to have his/ her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and the information regarding confidentiality.
 5. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance of religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
 6. Not to be locked in any room, building, or facility premises by day or night.
 7. Not to be placed in any restraining device except a supportive restraint approved in advance by the licensing agency.
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INTEGRATED PEST MANAGEMENT PLAN

It is the goal of Our Savior Lutheran Preschool is to implement an Integrated Pest Management Plan by focusing on long-term prevention or suppression of pests through accurate pest identification, frequent monitoring for pest presence, taking appropriate action, and making the habitat less conducive to pests using sanitation and mechanical and physical controls. Effective pesticides will be used to minimize risks to people, property, and the environment, and only after other options have been shown to be ineffective.

You will be notified 72 hours before pesticides are used at Our Savior Lutheran Preschool. Eco Guard Pest Management applies the pesticides.

CHILD ABUSE REPORTING AND 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 or exploitation. In this very serious matter. In accordance with state procedure, Our Savior Lutheran Preschool will not contact parents before making a report to legal authorities

COMMUNICATION

Parent/Teacher

We are dedicated to working with you to provide a learning environment that matches your child's developmental needs. To this end, parent/teacher communication is essential! We encourage teachers and parents to share any questions or concerns with each other immediately as they arise. We also request that teachers are kept apprised of any changes within your child's world (i.e., grandparent visits, a new baby, a new babysitter, etc.). Any small changes can affect mood and behavior. Please contact your child's teacher through Brightwheel if you require an in-depth meeting. The director is always informed of parent/teacher conferences and may attend.

Home/School

In any school setting, misunderstandings or breakdowns in communication can occur. The administration, faculty, and staff generally use the following means of communication with parents:

- Parent-teacher conferences
- Telephone calls, Brightwheel notifications, or e-mail
- Special purpose e-mails
- Classroom Newsletters – A newsletter sent out from the classroom through Brightwheel highlighting events and activities happening within that classroom.