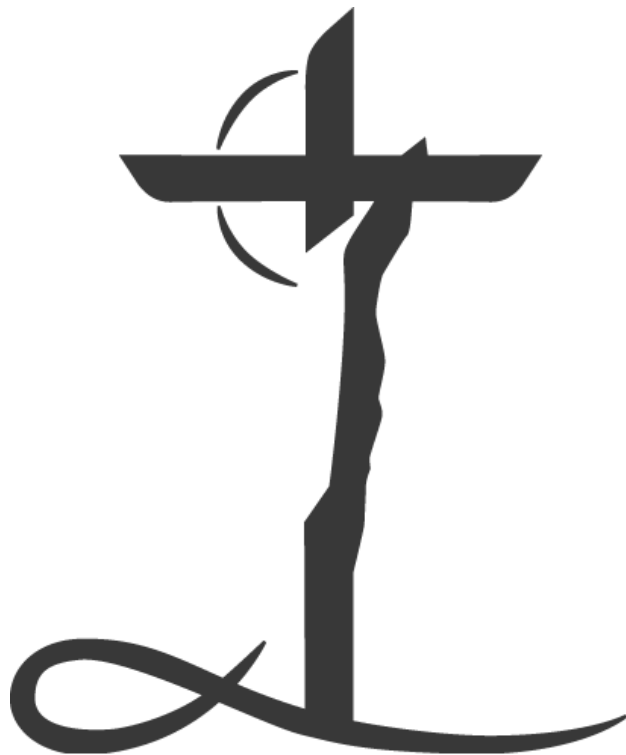


**Our Savior Lutheran Ministries  
Early Childhood Development Center  
1385 South Livermore Avenue  
Livermore, CA 94550  
(925) 455-KIDS (5437)  
State Licensing Number 013415043**



**Our Savior Lutheran Preschool  
Parent Handbook  
2024/2025**

Our teaching staff is composed of experienced, qualified teachers. Our center maintains a maximum teacher-to-child ratio of 1:5 in 2-year-old preschool classes, 1:7.5 in 3-year-old preschool classes, and 1:9 in 4-year-old pre-kindergarten classes.

Our Savior Lutheran Ministries Early Childhood Center has a license from the California Department of Social Services (license # 013415043). Licensing has basic requirements regarding staff qualifications, student/teacher ratios, facility specifications, and program parameters. Our center's philosophy is to exceed these basic standards where possible to ensure the highest-quality childcare program.

## **RELIGIOUS EDUCATION**

We believe our lives are “Rooted in Grace ~ Growing in Faith ~ Serving with Joy.” By this statement, we believe our lives are rooted in God and His saving act of sending His Son, Jesus, to redeem us from sin. Our faith develops and grows through prayer and is broadened by knowledge of our faith. We then express our faith by serving Him and others in joy.

### **Prayer:**

One of our primary goals as a Lutheran school is to provide religious education for all our students. To accomplish this, we ask God to bless our work. We recognize the importance of both formal and informal prayer. Classes will pray together before class begins, before snack, and at dismissal each day.

## **ADMISSION POLICY**

### **Admission Priorities:**

Admission priority is based on the following factors listed in order of importance:

- Sibling enrolled in Our Savior Lutheran Preschool and/or Our Savior Lutheran School
- Membership of Our Savior Lutheran Ministries

- Waitlist status

### **Required California state forms:**

- Current immunization record
- Signed *Parent's Rights* form
- Signed *Personal Rights* form
- *Physician's Report* form (signed by a doctor)
- *Preadmission Health History* form
- *Identification and Emergency Information* form

### **Non-Discrimination Statement:**

Our Savior Lutheran Ministries (School) is mindful of our mission to witness Christ's love for all. We admit students of any race, color, and national and /or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Our Savior Lutheran Ministries does not discriminate based on race, color, national and /or ethnic origin, age, sex, or disability in the administration of educational placement.

### **TUITION**

Tuition Aid Data Service (TADS) is our enrollment, billing, and collection company. Tuition is a monthly fee. You may enroll your child in our program with tuition payments beginning in August-May. Payments will be made directly to TADS by check or automatic transfer from your checking or savings account.

Payments are due on the date that you select. If the tuition fee is not paid by the due date, a late fee of \$35.00 will be charged. If a tuition check is returned, a fee of \$35.00 will apply. If tuition payments become delinquent, the student's enrollment will be jeopardized. If an account is not current by the end of May, the child's registration for the following year will be held and not processed until arrangements have been made with the business office to bring the account into a current status.

If you must withdraw your child during the school year for any reason, we require a 30-day written notice. Considering our staffing and other fixed educational costs, tuition will be billed through the 30-day notice period. We realize that some situations make it difficult for parents to comply with these policies. If this happens, the executive director or business administrator should be notified to see if other arrangements can be made.

## **GENERAL INFORMATION**

### **Babysitting:**

Our Savior Lutheran Ministries is not liable for employees who provide childcare services outside our program or during normal operating hours.

### **Preschool Dress Code:**

Children should come to school each day dressed for play and mess! We ask that they wear sturdy, closed-toed shoes to help with balance and climbing. Shoes such as flip-flops, jellies, cowboy boots, or open-toed sandals tend to limit activities and increase the chance of injury. Jewelry can be hazardous on playground equipment and should be left at home. Jackets, sweaters, and sweatshirts should be clearly labeled. Teachers are not responsible for stained or ruined clothing.

### **Calendar:**

Our calendar follows the Our Savior Lutheran School calendar as closely as possible. It is published at the beginning of the school year and updated monthly when necessary.

### **Change of Address:**

The preschool office must be notified immediately of any change in home address, telephone numbers, work numbers, and e-mails. Current contact information is vital to your child's safety.

## **Field Trips:**

### **Currently suspended**

A completed and signed permission slip must be returned to your child's teacher BEFORE a planned field trip. In signing the consent form, parents release Our Savior Lutheran Preschool from any liability. If you choose not to have your child participate in a field trip, you will need to secure alternative care (for your child) for the duration of the trip.

Individuals driving on field trips **must** meet the following criteria:

- Must be over 21 (preferably over 25) years of age
- Provide a copy of a valid, unrestricted driver's license
- Complete a liability insurance form on the vehicle to be used

Vehicle requirements are as follows:

- One seat belt must be provided for and used by each vehicle occupant
- No private (non-chartered) vehicle, including vans, with more than nine seats should be used
- No one may ride in the bed of a pick-up truck
- Motorcycles may not be used

Field trip drivers must adhere to pre-set plans and given routes. Drivers **may NOT** take students on any "unscheduled stops" (e.g., fast food restaurants, coffee shops, etc.). Drivers must use hands-free devices. Younger siblings (unless under the age of one and confined to a stroller) are not permitted to attend school-sponsored field trips.

## **Parties**

### **Home:**

To protect the feelings of all children, please refrain from passing out birthday invitations on school property unless the entire class is invited. Birthday or special occasion party invitations (that do not include everyone) should be sent electronically or mailed. A class list with each child's name, parent names, and email addresses can be found on our preschool portal on OSLM.net.

### **School:**

Birthdays are celebrated at school during snack time. You are welcome to bring a treat to share with your child's class! **Before your child's birthday, please consult classroom teachers regarding scheduling and allergies.** All summer birthdays will be celebrated together on one day with an ice cream party.

### **Potty Training:**

Children enrolled in our two-year-old program who show signs that they are ready to start potty training will be asked to transition from diapers to pull-ups. When your child has gone with a dry pull-up for two weeks, we will ask you to transition them into training pants (thick underwear). They may continue to wear thick underwear if they wish. Once your child has gone two weeks in training pants without an accident, we consider them potty trained and ready for our three-year-old program.

Children in our three & four-year-old programs **must be potty trained** to start school. We understand that children in preschool will have occasional accidents. As our children transition into our three-year-old programs during the first month of school, we anticipate accidents as they become familiar with school. After the first month of school, if children continue to have weekly accidents, they are probably not ready for our program. If a child has a bowel movement accident at school after the first month, parents will be called to come and change their child. If this continues regularly (daily or weekly), your child may be asked to find other care.

### **Smoking:**

Smoking and vaping are **prohibited** in all areas (inside and outside) of our building.

### **Snack:**

The State of California requires that children have a healthy snack consisting of two separate food groups and a disposable drink (water is acceptable). Juice

counts as a food group, provided it is 100% juice. Some examples of school snacks include cheese and crackers, bagel and cream cheese, 100% juice and granola bars, and carrots and crackers. Candy and soda are not considered “healthy” and should not be included in lunches or snacks.

Please label your child’s snack box or sack with his/her name for easy identification.

### **Visitors:**

Our Savior Lutheran Preschool has an “open door” policy. Parents/guardians of an enrolled child are welcome to visit and observe our programs at any time. Please contact the office to receive a *Visitor’s Badge* before entering your child’s classroom.

## **ARRIVAL AND DEPARTURE**

### **Arrival:**

Daily drop-offs will take place inside the center of the preschool building. If your child is enrolled in our full-day program and if you arrive before 8:30 am, please ring the doorbell outside of the main preschool building, and our morning staff will promptly greet you. At 8:30 am, the main preschool building door will open for drop-offs. If you arrive before this time, we ask that you wait with your child until the building and the classrooms are open for the day. We can only accommodate early drop-off for those children enrolled in our full-day program. If you arrive later than 9:00 am, please ring the doorbell for admittance.

### **Drop-Off Procedure:**

Drop-Off Procedure: The way a parent drops off a child at school is essential. Upon entering the classroom, please help your child to put their snack and water bottle in their assigned cubby and hang up their backpack. After this, we ask that you escort your child to the bathroom to wash his/her hands before beginning morning classroom activities.

## **Brightwheel:**

California State Licensing requires that each child be signed in and out each time the child attends class. Parents/guardians are required to complete this process using Brightwheel. Families will be asked to register on Brightwheel at the beginning of the school year. Each authorized person must have a personal cell phone and a Brightwheel code to **check in and out of preschool**.

\*Failure to sign your child in or out after the third missed log will result in a \$150 penalty.

## **Persons Authorized to Pick up Your Child:**

Only adults over 18 with written consent on file are permitted to pick up preschool-age children. All persons authorized to pick up your child **must** be registered with the preschool office. Any changes regarding authorized persons must be made in writing **PRIOR** to pick-up. It is not sufficient to simply add a person to Brightwheel and give them your code. Photo identification will be requested (and compared to the authorization list) before a child is released. This procedure is in place to ensure your child's safety.

In cases of divorce, separation, or joint custody ruling, both parents will be granted equal access to their child/children unless legal documentation is provided. All state forms must be filled out by both parents. All documentation will be kept in the child's confidential file. If someone new (whose name is not on the emergency card) comes to pick up your child and we have not been notified in writing, the child will not be released until the following procedure has been followed:

- Identification will be requested
- The parents will be contacted by phone
- The director will release the child



## **Late-Pick Up**

If a child is still here after closing (5:00 pm for 2-year-olds, 5:30 for 3- & 4-year-olds) and there has been no notification from the parents, the following steps will be taken:

- We will attempt to reach the parents at home and at work
- We will call the people listed on the emergency forms

If a child is picked up late more than 3 times during the 2022/2023 school year, the child may no longer be able to attend our full-day program.

If we do not hear from an authorized person within 30 minutes after closing, Child Protective Services or the Livermore Police Department will be contacted.

## **FULL DAY PROGRAMS**

### **Lunch:**

Children attending our full-day program are required to bring a healthy lunch. *State Licensing requires that two food groups be offered at snack and lunchtime.* A healthy lunch includes grain, dairy, and/or protein, and fruit or vegetables. Teachers have a microwave available to warm up food. Juice is only considered a food group if it contains 100% juice. Candy and soda are not considered “healthy” and should not be included in lunches or snacks.

Lunch and afternoon snacks should be packed together in a lunch box, with the afternoon snack labeled. All containers should be labeled with the child’s name.

### **Snacks:**

*State licensing requires that two food groups be offered at snack time and lunchtime.*

Children attending our full-day program need to bring:

- Morning and afternoon snacks are labeled and packed separately

- Lunch and afternoon snacks should be packed together in a lunch box, with the afternoon snack labeled.

### **Naptime:**

State licensing requires that all children attending full-day programs have a scheduled 90-minute naptime. Children are expected to sleep or to lie quietly. If your child cannot rest quietly, you may be asked to pick them up before naptime. If your child shows a pattern of not being able to rest quietly during naptime, you may be asked to find alternative care for naptime.

All full-day children will be charged (through TADS) for a sheet and nap bag. We ask that you provide a blanket for your child to use during nap. Nap bags should be dropped off Monday morning and taken home Friday afternoon for laundering.

### **DISCIPLINE**

#### **Core Beliefs that Guide Enforcement of School Rules and Expectations**

Each student is uniquely made by God with individual personal, social, and educational needs. It is our prayer that each and every day, your child leaves our school feeling loved by Jesus and knows that they are special. Consequences for misbehavior are most effective when matched to the individual student and the unique situation. Our Savior Lutheran Preschool strives to work with each student and family to help them have the best educational experience. That said, we may not be able to meet the needs of each family. The potential for children to learn from their mistakes increases dramatically when they see a connection between their behavior and the consequences.

Our staff prayerfully dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and their consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring their concerns and questions to us if we operate in ways that appear inconsistent with these core beliefs.

### **Core Beliefs for Our Savior Lutheran Preschool**

The following list of core beliefs outlines the professional actions and attitudes of all staff members at Our Savior Lutheran Preschool:

1. Every attempt will be made to maintain the dignity and self-respect of both student and teacher.
2. Students will be guided to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make age-appropriate decisions and live with the consequences.
4. Misbehavior will be handled with developmentally appropriate natural and logical consequences.
5. Misbehavior will be viewed as an opportunity for individual problem-solving and preparation for the real world.

### **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.

## **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 the 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. 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.).

**Teachers are responsible for assessing whether a child is well enough to participate in our program.**

### **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.

### **COVID-19 POLICIES AND PROCEDURES**

Policies surrounding Covid 19 are ever-changing and evolving. You will be updated via email and Brightwheel as new information is released.

## **INCIDENTAL MEDICAL SERVICE PLAN**

The goal of our allergy policy is to help the families and school work 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
4. Parents must keep their child's teacher informed of any changes or concerns regarding their child's allergy.
5. All children with food allergies attending our Full-Day Program must provide an afternoon snack for their child.
6. 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.

7. 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.
8. 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.
9. All medication for allergic reactions will accompany the teacher on any field trips.
10. 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.

### **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.