

Laurel Hall Preschool

A Ministry of Emmanuel Lutheran Church



6020 Radford Avenue
North Hollywood, Ca. 91606
(818) 762-1370

**Licensed by the Department of Social Services
State of California
For children from 2 through 5 years of age
Facility License Number 191201904**

*Bring up children in the way they should go;
And when they are old, they will not depart from it.
Proverbs 22:6*

WELCOME TO LAUREL HALL PRESCHOOL

Dear Parents:

Welcome to Laurel Hall Preschool. Thank you for choosing our preschool for your child. We are excited to share in your child's first learning and interacting experiences. We are committed to providing a safe and loving atmosphere that will foster the growth and development of your child.

This parent handbook will help to acquaint you with our policies and procedures. Please read it carefully and refer to it when you have questions about policy. The director is always available to answer your questions as well.

We encourage you to visit the center at any time. It is important for us to know that you are comfortable with our daily routines and overall program.

We hope that you and your child enjoy your preschool years with us! We are looking forward to a wonderful year with your child!

POLICY AGREEMENT

The signing of this policy agreement is required by the California Department of Social Services. You must complete and return this form before August 24th. Please carefully read the contents of your Laurel Hall Preschool Parent Handbook. Then sign and return the agreement to the preschool office. Thank you!

I have enrolled my child _____

at Laurel Hall Preschool for the 2026-2027 preschool year. I have received, read, and understand the Parent Handbook. I agree to follow the policies established in the Laurel Hall Preschool Parent Handbook and understand that not doing so can result in termination of enrollment.

Parent's Signature

Date

Parent's Signature

Date

PHILOSOPHY AND GOALS

In recent years there has been a great increase in interest in early childhood education. Some of these interests have come out of a need to provide childcare for children of families in which both parents work or for one-parent families. However much of the awareness of the importance of early childhood education comes from the understanding that people gain half of their growth, intelligence, and general learning ability prior to six years of age.

In early childhood, children learn how to use their bodies, how to express themselves, how to cope with their feelings and emotions, how to get along with other people, and how to satisfy their curiosity. How well they accomplish these learning tasks affects future learning. Our goal is to help children to be lifetime learners, to feel positively about themselves, and to respond kindly to others.

Emmanuel Lutheran/ Laurel Hall Preschool has developed a special educational ministry to assist parents in providing young children with opportunities for meaningful interactions with their peers, time with caring adults, and an environment rich in learning potential. While home has the primary responsibility for the young child's development, our preschool offers a special opportunity for children to develop outside the home. The center provides young children with a Christian atmosphere for spiritual growth. Our purpose is to provide a safe and happy learning environment for children aged 2 through 5 years of age. Children gain a sense of security derived from being loved, cared for, praised, accepted, encouraged, and challenged by our loving staff. Teachers provide the children with a variety of learning opportunities, the freedom to exercise their abilities and potential, time to develop at their own rate, and a challenging but non-threatening classroom environment where children can explore and discover the world around them based upon their individual stages of development.

The staff respects children as part of God's world. Independence, self-motivation, kindness, and honesty are underlying values of our classroom.

PROGRAM DESCRIPTION

The staff of Laurel Hall Preschool strives to develop the whole child:

Socially: Children gradually learn to create a sense of self. Interact with others, socialize, and build relationships.

Emotionally: Children begin to identify, express and regulate a range of emotions. Every emotion your child experiences is validated by our staff, through modeling & co-regulating in order to set the foundation for healthy emotional regulation.

Physically: During outside and inside play, children develop hand and eye coordination and fine/gross motor skills that engage muscles, fitness, balance, and senses. We encourage children to take care of some of their own physical needs and enable them to recognize their accomplishments and build their self-confidence.

Cognitively: Based upon a developmentally appropriate curriculum, children begin to build on prior knowledge. Children develop an understanding of the world around them. Through reasoning, problem solving, conflict resolution, understanding and decision making.

Spiritually: Children learn to view prayer as "talking with God", they develop a sense of God's love, forgiveness, acceptance, and protection. We include Bible stories and songs in our all-preschool worship service in the church sanctuary on Wednesday mornings at 11:15 a.m. Our chapel services last about 15 minutes, with an occasionally bible stories. Parents are always welcome to join us. Our preschool also does prayers before all meals.

Preschool children are inquisitive bundles of energy! A typical day at our center includes a balance of vigorous and quiet activities planned around monthly and weekly themes. Circle time, music, art, and dramatic play reflect holidays, seasonal activities, family life, and other areas of interest to the children. We frequently incorporate cooking, STEM, soccer, dance and Spanish into our program. Teachers help children develop all-important parts of learning, positive attitudes, and skills to help them grow secure and succeed now and in the future.

ADMISSION

Laurel Hall Preschool is a Christ-centered preschool owned and operated by Emmanuel Lutheran Church as a community service and as a Christian outreach. Our center is open to any child from 2 years through 5 years of age in good physical health. If we discover that we cannot meet the specific needs of your child, the specific needs of the parent of the child, or if your child's behavior requires special attention that takes away from the safety and quality of learning of the other children, we may ask you to withdraw your child from our preschool.

Children who are not completely potty-trained will be admitted; we charge a diaper-changing fee of \$75 per month until your toddler reaches the goal of potty independence. (No Pullups) We encourage your child to be potty trained by 3 years old.

Our policies and culture reflect our mission statement "Welcoming **all** people, Emmanuel Lutheran Church and schools love, teach, and serve through Christ." Laurel Hall Preschool admits students of any orientation, identity, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admissions policies, or programs.

Laurel Hall Preschool welcomes families who are members of Emmanuel Lutheran Church, members of other congregations, or children whose families have no church affiliation.

Families are also required to complete ten service hours per school year. With a \$35.00 fee for every hour that is not complete. PPTO parents, Room parents, School Committee parent rep, and Laurel Hall School employees are exempt from these 10 service hours. If a student has a sibling at Laurel Hall School (K-8th) then only 5 service hours are required for the preschool student.

SCHEDULE CHOICES

We offer the following choices:

- **Monday through Friday** (Children beginning the year at four years of age must attend class on a five-day schedule. Children two and three years old may attend a five-day schedule.)

We open at 7:00 a.m. and we close at 5:30 p.m. Most children arrive between 8:00-9:00 a.m. each day. We offer the following pickup times:

- We have a 2:45 p.m. pickup time coinciding with dismissal across the street at Laurel Hall School.

- Children attending the center after 3:00 p.m. and until 5:30 p.m. are enrolled on a full-time basis.
- Extended day Form: \$25.00 per hour PR portion of after child's normal scheduled pickup time.
- Overtime Charge: **There is a late pick-up charge of \$25.00 each 10 minutes after normal pick-up time** (or any part thereof) after your child's scheduled pick-up time.

ENROLLMENT

Registration is on our website laurelhallpreschool.org. Parents pay an annual, **non-refundable** registration fee at the time of enrollment. The registration fee covers such costs as “start-up” materials, bookkeeping, and insurance. At the time of registration, parents will receive forms to complete for the classroom and the child's office file. These forms must be on file before a child can attend preschool. Some forms must be updated annually. Please keep the office informed of any changes in identification and emergency information that take place during the preschool year.

We invite parents and children to visit the center during the summer before the start of the new preschool year. Please call the office so we will be expecting your child on the visiting day. Kindly keep these visits to about 20 minutes. Parents should always stay with their children during the visits. Once the new school year begins, the Director or teacher may ask you to stay with your child during the initial adjustment period if we believe it will help your child adjust more easily to the classroom.

Our center reserves the right to remove a child from our center if parents do not abide by the policies listed in this handbook, or if a child has severe emotional or physical difficulties that cannot be mitigated in the classroom. We may suggest altering your child's schedule if he/she seems overly fatigued by a normal preschool day. In fairness to all the children attending our center, we cannot accept children who require a disproportionate amount of staff time. Parents **must** discuss their child's needs with the Director before enrollment.

You may consider your child completely enrolled once you have paid the annual registration fee, returned the signed contract, and returned all completed paperwork to us. Admin will reach out with a start date.

ARRIVAL AND DEPARTURE

The State of California **requires** all children to be signed in and signed out each day. We are currently using an app called Brightwheel, which will need to be downloaded on each caregiver's mobile device. There will also be a short health questionnaire upon check in before the app lets you sign in. A reliable adult must bring your child to school and pick the child up from school. A preschool child will not be released to anyone who is under the age of 18 years old. The adult who brings the child must stay until the child has been determined to be healthy and fit for a day of preschool. **A CHILD MUST NEVER BE LEFT TO FIND HIS OR HER OWN WAY TO THE CLASSROOM.**

Your child will be allowed to leave only with people authorized by the parent/guardian on the Identification and Emergency Information Form and the Classroom Identification Form. Permission for someone else to pick up the child may be given by a handwritten note or by filling out a **Permission for Pick-up Form** in your child's classroom. You may email the Director in an emergency should someone other than a designated parent/guardian need to pick up your child. The Preschool staff will ask to see photo identification of people unknown to them. Sign in/ out iPads are to be used by adults only.

PARENT/TEACHER COMMUNICATION

It is important that parents and staff work together to provide the best possible early childhood experience for the children. We need to be able to communicate freely with one another. Anything you share with the Director, or teachers will be held in confidence. Each day things affect you and your child while away from preschool. We want to understand the reasons for your child's excitement or gloom. Please let us know of any changes in your child's life that could affect behavior here at preschool.

No personal solicitation is permitted without prior approval by the Director. E-mail communication is used solely for the purpose of information regarding school events. Please be respectful of everyone's right to privacy.

Please remember that discussing particular matters in front of children is not always in their best interest. Please do not use drop-off and pickup times to discuss concerns with the teachers. These times need to be centered on teacher-to-child communication.

Laurel Hall Preschool will host a New Parent Coffee in the first weeks in September, beginning of October where you can meet the director and PPTO members.

Formal Parent/Teacher Conferences for our Pre-K, Room 6, Room 2, Room 1, students take place once a year. Check-ins for Room 3 if parents would like to check in during the year.

HEALTH ISSUES / ATTENDANCE

Please notify the preschool office whenever your child is absent. We care about your child, and we appreciate knowing whether your child is out due to illness or for another reason. Please **NOTIFY US IMMEDIATELY** if your child has a contagious disease so we can inform other parents that their children may have been exposed and to watch for symptoms.

THE STATE OF CALIFORNIA REQUIRES that "the person bringing the child to preschool remains until the child is accepted. No child shall be accepted without contact between the preschool staff, the child, and the adult caregiver. The person bringing the child must sign the child in and out each day." Failure to sign in and sign out, parent/guardian will be filed and billed a \$5.00 fee.

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us a health form signed by the child's physician. The California code also requires that the child has certain standard immunizations and tuberculin clearance (if risks are present for the disease).

Your child may be sent home if she/he appears to have any symptoms of illness during school time. Contagious disease can become a serious problem for any childcare facility! We must work together for the good of all the children and staff. If your child is sent home with a fever, please keep your child home the following day. Your child must also remain home for the first 24 hours of treatment with antibiotics for any illness.

Children must be symptom and fever free for at least 24 hours without medication, before returning to preschool. If you as a parent are in doubt whether your child is ill, please keep your child home rather than risking exposing other children to a possible illness. **Your child will not be admitted to our preschool if any of the following symptoms of illness are present. Children developing any of these symptoms will be sent home and need to remain home until they are symptom free.**

- **Cold** (less than 3 days old)
- **Fever** (100.4 degrees or more by fever scan or thermometer)
- **Runny Nose/Thick or Colored Secretions** (If your child suffers from allergy symptoms, we will need a physician's confirmation that he/she is not contagious.)
- **Sore Throat**
- **Constant Cough**
- **Diarrhea**
- **Vomiting**
- **Abscess**

- **Draining Sores or Burns**

- **Rash** (until the cause is diagnosed and determined to be non-contagious)

If your child has symptoms of a possible communicable disease, please notify the preschool at once. We ask your cooperation if your child was exposed to a communicable disease (mumps, chicken pox, etc.) Depending upon the exposure period, it may be advisable to anticipate the possible contagious period. At the discretion of the Director, a clearance from the doctor may be requested. Parent cooperation regarding this policy is important. If you are unable to pick up your sick child from preschool as required, it is necessary to have an emergency back-up system (relative or friend) that can do this for you. We are not able to care for children who are ill without risking exposure to other children and staff.

IMMUNIZATIONS

The State of California, Department of Health Services, and Immunization Branch submitted the following guide to the requirements of the California School Immunization Law for Childcare Providers. As of this preschool year, the following immunizations are required by age:

Age of child	Immunizations Your Child Must Have to Enter Preschool
2-3 months	1 <i>each</i> of Polio, DTP, or DTaP, Hib, Hep B
4-5 months	2 <i>each</i> of Polio, DTP, or DTaP, Hib, Hep B
6-14 months	2 <i>each</i> of Polio, Hib, Hep B 3 <i>each</i> of DTP or DTaP
15-17 months	3 <i>each</i> of Polio, DTP or DTaP 2 Hep B 1 MMR, on or after the first birthday At least 1 Hib (given on or after the first birthday regardless of any doses given before the first birthday)
18 months – 4 years	3 Polio 4 DTP or DTaP 3 Hep B 1 MMR At least 1 Hib (given on or after the first birthday regardless of any doses given before the first birthday) 1 varicella (chicken pox) vaccine Hep A vaccine is <i>recommended</i> but not mandatory

A current T.B. test is required whenever risk factors are present for the disease.

VACCINATION OBERVATION POLICY

To support the health, comfort, and well-being of all children in our care, children are required to remain at home for **24 hours following the administration of any vaccination or immunization.**

This observation period allows families to monitor for potential side effects, including but not limited to fever, irritability, fatigue, discomfort at the injection site, or other reactions that may affect a child's ability to comfortably participate in the preschool program.

Children may return to school after the 24-hour observation period provided they:

- Are free from fever without the use of fever-reducing medication.
- Are well enough to participate in normal classroom activities.

- Do not exhibit symptoms that would otherwise require exclusion under the school's illness policy.

Please notify the preschool office when your child receives a vaccination and communicate any concerns regarding post-vaccination reactions, so we can also monitor if need be.

CLOTHING GUIDELINES

- Dress your child in clothing that is appropriate for messy art activities. Even though we put aprons on the children, paint finds its way onto their clothing! Clothing should be washable and sturdy.
- Shoes need to fasten securely to the feet. Shoes must have closed toes and good traction. Comfy shoes that help develop gross motor skills. Your child needs to wear socks each day. Please do not send your child to preschool wearing "Crocs, sandals, or boots" (except for rain boots). Your child will not be allowed to climb on the play equipment wearing open-toe shoes or shoes with smooth soles. Exception only for summer program during water play – closed toe water shoes.
- Children should wear clothing they can manage themselves, free of complicated fastenings. This builds independent skills.
- Provide a sweater or jacket even on the first sunny fall days. A bright and sunny morning may become cloudy and cool before you arrive to pick up your child in the evening. Plan to replace extra clothing as the seasons change.
- Please put your child's name on all garments such as jackets, sweatshirts and water bottles.
- Our Lost and Found bin is located outside of room 1. All unclaimed clothing will go to charity at the end of each month.
- Please provide diapers, wipes, and ointment from home. Each child will have their own space for their diapers and wipes. Parents/Guardians will need to fill out a medical form so director or teachers can apply the ointment if needed.
- Please send a change of clothing in a labeled gallon-sized zip lock bag to remain in the classroom. You will want to include a change of underwear, socks, pants, and a shirt. If your child needs to change clothes during the day, please remember to replace the clothing the next day your child comes to preschool.

SNACKS

We serve mid-morning and mid-afternoon snacks to the children daily. We include a serving of 1% low-fat milk or water with every snack. Children who are allergic to milk or dairy products may bring soy milk or rice milk from home as a substitute for cow's milk. A weekly snack menu will be shared via Brightwheel with parents and on the parent board in each classroom. Alternatives will be offered for children with allergies; however, families may opt for sending alternatives. Please note that Laurel Hall Preschool is a nut free campus.

BIRTHDAY CELEBRATIONS

Birthdays are very special occasions for preschoolers. We celebrate children's birthdays in the classrooms with a birthday crown and special songs. If you wish to provide a special snack for the class on your child's birthday, please arrange the day and time with the teachers **two weeks in advance**.

HOT LUNCHES

Laurel Hall Preschool takes part in a year-round hot lunch program. All meals are prepared daily and are taken to the preschool classrooms. Lunches are prepared in accordance with U.S. Dept. of Agriculture National Food Lunch Program Guidelines. The lunch program is optional, but available to all children at Laurel Hall Schools. You will receive information at the beginning of each preschool year regarding how to sign up for the program. Parents may choose to have their child eat the school lunch on a day-by-day basis. You will need to create an account with "OrangicKidsLA.com" where you can see the menu. We offer 1% low-fat milk to all the children during all meals. Please do not send a beverage to preschool for your child unless your child has a known allergy to milk. If your child drinks soy or rice milk, please supply the beverage your child needs. Mealtime provides an opportunity for daily discussion of good health, good manners, and good nutrition. The staff encourages children to try new foods. Federal law governs our food portion sizes.

LUNCHES FROM HOME

If you choose to send lunch from home, please follow these guidelines:

- Please do not send a beverage for your child unless there is a known allergy to milk. We will provide 1% low-fat milk during snack and lunchtime. Juice boxes will not be served and will be sent home with the child.

- Please include a paper towel or napkin and any plastic utensils needed in your child's lunch box.
- Microwaves are available in every classroom, and we will gladly heat up food.
- Lunchtime is approximately 30 minutes. If you send lunch from home, we will send home any food that your child doesn't eat.
- We do not send cafeteria lunch leftovers home. It is best to communicate with your child's teacher about how your child is eating school prepared lunches.
- Lunches from home should be ready to serve.
- Send a balanced & nutritious lunch. (Limit sweet treats.)

NAP TIME

Children are required to have nap/rest time: ***Title 22, Division 122. Ch1. Article 06. Continuing Requirements 101223: A3 Personal Rights.***

Interference with functions of daily living including eating, sleeping or toileting.

A quiet rest time is scheduled for 12:30-2:30 (soft wake up at 2:00pm). We provide each child with a cot. Sheets and blanket are provided from home. Your child's bedding will be sent home every Friday to be washed and returned on Monday. We ask the children to remove their shoes but wear their socks during rest time in the event we need to evacuate the classrooms.

Quiet rest time means children need to relax; teachers ask the children to stay on their cots during naptime even if they do not sleep. There is no alternate activity during this time. Children are permitted to use the bathroom whenever there is a need.

Except for soft "sleepy" or comfort toys, children may not play with toys while on their cots. Teachers take special care to observe that children do not have small items that may be swallowed or put in an ear or nose such as hair ties, barrettes, or toy pieces. Our goal is for each child to feel comfortable and safe during rest time. We are sensitive to children who need special items such as a favorite blanket or soft toy at naptime.

In contrast to the children who have recently given up the bottle, we strongly discourage the use of a bottle here. However, it may be necessary in the beginning of the preschool year for your child to have a bottle at naptime. The classroom is not the place to try to discourage the use of a bottle if your child still uses one at home.

The teachers play soothing music or a story tape during the first part of naptime. Children are placed head to toe so that they are not breathing in each other's faces.

ABSENCES DUE TO ILLNESS OR VACATION

We operate our center on an annual budget. We strive to provide the highest quality program based on the lowest possible monthly rates. In order to do this, no credit, or pro-rate, can be given for absenteeism due to illness or vacation. Just as within your own household, our expenses continue even when your child is away from preschool. Laurel Hall Preschool's Covid policy – During this uncertain and unprecedented time, we are following all county and state guidelines. However, to keep our school community safe, we have implemented certain restrictions **specific to Laurel Hall Preschool.**

If your child travels by plane, please quarantine for at least 2 days, and test the day you plan to return to preschool. Please send a copy of your child's COVID test to the Director, via email or BrightWheel.

If a close contact in the home tests positive, we **require** your child to stay home from school for five days. Child may return after day five, masked until day eleven. However, if you anticipate your child will not keep their mask on, we recommend they stay home for the 11 days.

Laurel Hall Preschool is a year-round program. You may withdraw your child for the summer. Summer withdrawal does not affect your child's attendance in the fall once you have pre-registered your child for the new preschool year. If you withdraw your child during the summer months, we cannot guarantee that your child may return to our *summer program*.

ACCIDENT OR INJURY

IN CASE OF ACCIDENT OR INJURY: We will make an immediate attempt to contact a parent. If we cannot reach you, we will call an ambulance or paramedic if the case is urgent. Until the arrival of a parent, physician, or paramedic, the Director or person in charge will make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our school's accident insurance. It is to your child's benefit that you keep the school up to date on phone numbers, emergency numbers and any other pertinent information. Please leave alternative phone numbers with your child's teacher if you will be away from your usual phone numbers on any given day.

Any injury occurring at school that requires the attention of a physician must be reported to the Department of Social Services. This is the Director's responsibility, but parents need to supply the school with information including the name of the doctor, the diagnosis, and treatment if any was recommended.

Staff members will treat minor injuries. We will place an “ouch report” via BrightWheel App, explaining how the wound occurred and the way in which we cared for the injury.

MEDICATION

The State of California Department of Social Services states that any child who is required to take medication during the school day, may be assisted by school personnel if the school chooses to do so. Our staff will assist with physician prescribed medication only. Teachers will administer over-the-counter medications only if the medication is accompanied by physician’s instructions.

Please let our office know if there is any on-going medication being taken by the child. Should an emergency occur it is imperative that we have this information for the paramedics.

It is the parent’s responsibility to give any medication directly to a staff member. We will place medications requiring refrigeration in the refrigerator closest to your child’s classroom. **NEVER LEAVE MEDICATIONS IN YOUR CHILD'S LUNCH-BOX OR BACKPACK!**

1. Medications must be in the original container with an unaltered label.
2. All prescription medications shall be administered only when approved by the child's parent and in agreement with label directions.
3. Please be sure to fill out a Medication Authorization Slip, when giving medication to the teachers.
4. A record of medication administered is on the back of this form. Medication Authorization Slips are in the classrooms or in the kitchen.
5. Unless medication must be taken on an empty stomach, all medications will be administered after lunchtime (12:00 noon.) Please adjust your child's medication schedule to this time.
6. When your child no longer needs the medication, or when you withdraw your child from our center, we will return all the medications to the parent or dispose of them after we have made an attempt to reach you.

PICKUP TIME

- **Please be on time to pick up your child from preschool!**

- **If you normally come for your child at 12:30 p.m., kindly be sensitive to the children who are settling down for naptime.** When you arrive for your child, please try not to disrupt the peaceful atmosphere the teachers are trying to create for the children who are resting.
- If your child's day ends at 2:45 p.m., please be aware that most of our staff leave this campus at 3:00 p.m. Our afternoon program begins at 3:00 p.m. When you are late to come for your child, it puts a strain on the afternoon teachers! We have a ratio to maintain at all times. When children are left after their scheduled pickup time, we must scramble to maintain this ratio. **If you are running late please notify us via brightwheel no later 1:45pm.**
- Please come for your full-time child by 5:30 pm. It is very disconcerting for a child to be at the center after 5:30pm in the evening when all the other children have gone home. **If you are running late please notify us via brightwheel no later 4:30pm.**
- We know occasional emergencies happen. If you are unable to come for your child at the usual time, please call us or let us know on the BrightWheel App and communicate to us that you will be late. We will need to ask a teacher to stay late so we can maintain our teacher to child ratios.
- If you know you will need occasional extended care ahead of time, please message on Brightwheel or call the director. Upon approval, you will need to fill out an Occasional Extended Childcare slip in the morning and leave it with your teacher.
- All overtime should be cleared by the teacher and director with a **minimum notice of 24 hours.** If you leave your child beyond the scheduled pickup time and you have not advised us of overtime, you will be charged the maximum overtime charge of \$25.00 per each unauthorized 10 minutes beyond your child's normal pickup time.
- Laurel Hall Preschool closes promptly at 5:30 p.m. While we value and enjoy connecting with our families and seeing families connect at pick-up, we ask that conversations remain brief after closing time, or that you come a little earlier to chat so teachers can complete classroom closing duties and prepare for the next school day.

PARKING

- The most congested times in our parking lot are from 8:15-8:30 a.m. and from 2:30-3:00 p.m. Please give yourself time to arrive and depart safely. When bringing your child to preschool, please park in marked parking spaces. If you can't find a space, continue north on Radford Avenue and turn right to park on Calvert Street. Then walk your child around the corner.
- Secure all children under the age of 6 years or weighing less than 60 pounds in an approved safety car seat. California law dictates that all other children must be secured by a seat belt. Children should ride in the backseat of the car. **We will not release a child if no car seat is visible in the vehicle.**
- **Never leave a young child or infant in the car while bringing in your preschooler.** Take the extra time and carry your baby with you, or call the preschool ahead of time, and ask one of us to meet you at your car. We will stay with your younger child or infant while you sign-in your preschool child.
- Always shut off your engine. Please do not leave your motor running.
- Take your purse or valuables with you.
- **Hold your children by the hand in the parking lot. Please do not allow your child to run away from you in the parking areas.**

We ask you to please take these cautions seriously. We would not mention them if experience had not warned us that parents can get careless about these things once the busy preschool year begins. Please exercise extreme caution around all school areas while parking and driving. Please drive 5MPH when entering and exiting the parking lot.

SECURITY GATE

Our security gate works in the following way:

1. Upon arriving, press the button. The bell rings in the office and in Room 1. Kindly wait a few minutes before pressing the button again. We hear the bell, but we may be busy with the children.
2. Once we release the latch, just pull the gate toward you. The handle remains in a fixed position. **Please do not turn the handle.**
3. **Only adults may press the release buttons.** Please help your child understand that pressing the release buttons is a job for adults only. We have had to replace the exit button

many times because children were allowed to hit the button many times over. Thank you for your corporation.

4. When leaving the campus, push the release button between the windows of Room 1. This will release the gate. Simply push on the gate. It will open.

5. ***Always check to see that the gate closes completely behind you.***

6. For safety, please do not hold the gate for anyone that is not an LHP parent.

ALL PLAYGROUNDS ON CAMPUS CLOSE BY 12:30pm and RE-OPEN AFTER REST TIME.

If your child has a 12:30 pick up time, please remember it is nap time for the other children and playing on the equipment is disturbing their rest time.

EMERGENCY PREPAREDNESS

Each month we hold fire and earthquake drills according to State regulations. Laurel Hall Preschool has an emergency plan. All staff members are first aid and CPR certified.

Each year, we ask parents to prepare an emergency kit for their children. You will find a list of contents in your child's classroom folder in September. We store the kits in their designated containers throughout the year. During a major emergency or disaster, we will wheel the barrels to our designated evacuation locations.

If our buildings become unsafe, our "holding area" will be the northwest corner of the preschool parking lot. When it is deemed safe to cross the street, our ultimate destination will be the Laurel Hall School field on the west side of Radford Avenue, directly across the street from the preschool. Parents arriving to pick up their children should report to the driveway entrance to Laurel Hall School. To prevent panic among children and adults, the staff will surround the children. You will be allowed to retrieve your child as calmly as possible. You or one of the people you have designated must sign the Emergency Release Card before leaving. The card is designed to indicate who picked up your child, the time of departure, and the destination. Once you have signed the card, we will give you a sticker indicating to the emergency committee that you followed all procedures correctly.

If we experience an earthquake and there is no damage to our buildings, we will continue to have as normal a day as possible. If you try to call, and no one answers, do not panic. The staff's first responsibility is the safety of the children. Their needs will be taken care of first, and then we will answer the phone.

CLASS PICTURES

Each year in November, a photographer will be on campus to take pictures of all the children in the preschool. Parents are given the opportunity to purchase pictures if they wish, but there is no obligation to do so.

COURT ORDERED CUSTODY AGREEMENTS

Laurel Hall Preschool honors custodial decisions of the State of California. If your child is affected by a court decision regarding parental guardianship or parental visiting rights by a non-custodial parent, the school **must** have copies of these documents in the child's school file to abide by them. The teachers know to call the police if a non-custodial parent tries to pick up a child in violation of the most recent document in our files. **Protect your child's rights by making sure that the school has current information.**

FINANCIAL INFORMATION

Laurel Hall operates as a non-profit ministry of Emmanuel Lutheran Church. Annual registration and tuition finance our preschool. Tuition and fees are subject to change. You can find our most recent tuition rates and fees in your copy of our Parent Handbook.

Tuition is payable in advance and is due by the 1st day of the previous month. If we have not received your tuition payment by 6:00 p.m. on the 10th day of the month, you will be charged an additional late fee of \$75.00. If the 10th day of the month falls on a weekend or holiday, you need to bring your payment to the preschool office or mail your payment to the Business Office by 5:00 p.m. on the last school day before the 10th of the month.

****Please note that a late fee is not a one-time fee for the year, but will be applied to every month in which the account is not current.***

Regretfully, if a parent is more than one-month delinquent in paying tuition, arrangements must be made with the Director and Business Office in order for your child to continue in our program. If your account is not current, your child will be placed on a waiting list. A parent's account must be current by January 31st for your child to be allowed to enroll in LHP for the following school year. Additionally, all accounts must remain current as of June 30th to maintain a child's enrollment for the following year.

If your child's enrollment is discontinued from the program at any time, then he/she will be considered a new student and placed back on our waiting list for future enrollment.

PRESCHOOL DISCIPLINE PRACTICES

We believe that discipline is a positive process that teaches children how to effectively relate to others. We encourage the use of self-control, redirection, problem solving and cooperation. These methods are utilized to teach children how to be responsible and accountable for their own behavior. By targeting the child's behavior as opposed to the child we believe the result is a strong self-esteem. If, as is completely understandable, a child becomes emotionally overwhelmed, a teacher will sit with them and console them, until a time when both teacher and child feel comfortable resuming class activities.

Preschool is a place where children learn to socialize. Our teachers and staff will help in guiding their behavior towards positive choices. However, any behavior that becomes habitual, causes physical or emotional harm to another child, staff or themselves, will result in a conference with parents, teachers, and Director.

Laurel Hall Preschool strives to meet the needs of its students, but when a child's needs cannot be met and/or the parents are uncooperative, Laurel Hall Preschool reserves the right to terminate enrollment at any given time. The family will receive a pro-rated refund of the current month's tuition.

PARENT CONDUCT

We believe children thrive when families and educators work together in an atmosphere of trust, respect and open communication. We kindly ask that parents and guardians follow the guidelines below:

- Address concerns directly with teachers and administrators privately.
- Avoid discussing other students' behavior or family situations.
- Never use inappropriate language when near children or when talking to staff.
- Refrain from raising voices or engaging in disrespectful behavior on school/church grounds. Behaviors include but are not limited to unwanted harassment of any kind.
- All threats or acts of violence should be addressed with administrators immediately.

Emmanuel Lutheran Church and schools will not tolerate any form of retaliation against any families and staff.

WITHDRAWING YOUR CHILD

You must submit written notification of your child's withdrawal two weeks in advance of your child's departure from our center. You are financially responsible for your child's classroom space until we have received written notice of the date on which you wish to withdraw your child from our program.