

Parent Handbook

2026-2027



First Lutheran Preschool

1227 S. Magnolia Ave., Monrovia, CA 91016
626.303.3950

www.preschool.lutheranmonrovia.org

License #191590557

Welcome

Welcome to First Lutheran Preschool! We know that choosing a childcare facility can be a challenging decision, so we are honored that you have chosen our school. Thank you for trusting us with our child's care and early learning experience.

With appreciation,

Marlina Ramos

Preschool Director

Introduction

This Handbook serves as a valuable resource to help build a strong partnership between your family and First Lutheran Preschool. It outlines policies, procedures, and daily practices that provide a safe, nurturing, and Christ-centered learning environment for every child. By becoming familiar with the information in the Handbook, you will better understand what to expect throughout the year and how we can work together to support your child's growth academically, socially, emotionally, and spiritually. We encourage you to refer to the Handbook whenever questions arise, knowing that open communication and a shared commitment to our students are the foundation of a successful preschool experience.

First Lutheran Preschool Ministry Teaching

First Lutheran Preschool of Monrovia, California is an early childhood educational ministry of First Lutheran Church. We provide a warm, loving, Christ-centered environment where children can develop to their fullest potential; emotionally, spiritually, socially, physically, and cognitively. We provide developmentally appropriate activities which respect and facilitate each child's unique identity and growth. We seek to teach and apply God's unconditional love and the principles of God's Word throughout the day by role modeling such Christian principles.

First Lutheran Preschool Mission Statement

Sharing God's Word with family, friends, and the community who influence a child's life is our mission. Working together, we will guide our children in building Christian values and character, educate them through age-appropriate curriculum, and prepare them as disciples to experience the Abundant Life in Jesus Christ.

First Lutheran Preschool Philosophy

We believe:

- Early childhood education is an integral part of the congregational mission and ministry.
- Every young child is a unique and special gift of God (Psalm 27:3) and we are to encourage the development of his/her self-concept and individuality.
- Growth is God-ordained, and children should be free to develop in their own special time and way.
- Forgiveness comes only in our relationship with God through our Lord and Savior, Jesus Christ.

Church Affiliation

First Lutheran Preschool is a non-profit ministry of First Evangelical Lutheran Church in Monrovia which is licensed by the State of California under the Department of Social Services. The preschool's license number is 191590557.

Notice of Nondiscriminatory Policy as to Students

The First Lutheran Preschool admits students of any race, rights, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs.

Visitors

Guests, visitors, and/or volunteers are required to call the school office before entering the facility. The Preschool Director/Staff Member will meet them at the door and they will be asked to sign in on our Visitor's Log. After their visit, they are required to sign out as well.

Staff

Each instructor at First Lutheran Preschool is carefully selected and has been employed as a qualified and competent Preschool Teacher with education, skills, and experience in Early Childhood. All staff members meet or exceed all State regulated requirements including criminal record clearance by the Department of Justice, completed early childhood development courses, and health clearance. Staff members are required to attend meetings and take various trainings throughout the year for professional development to continually provide a quality program for the children.

Admissions, Tuition, and Attendance

Eligibility

- Under the terms of our State License, we accept children who have reached 2 years of age until they are ready for kindergarten.
- Children 2 years of age need not be potty trained to enroll in our Toddler class (Butterfly Room). We assist parents with potty training in our Toddler room. All children must be potty trained before transferring out of our Toddler room.
- Children 3 years of age and above need to be completely potty trained to be enrolled in our Preschool/Pre-Kindergarten program (Dragonfly Room).

Enrollment Policy

First Lutheran Preschool enrollment is on a first come, first serve basis. If at any point, we do not have any availability, the family is then added on to the waiting list. Once spaces become available, the Preschool Director will contact families on the waiting list in the proper order.

The enrollment process is as follows:

1. The parent and child meet with the Director to go over the Enrollment Packet. While the parent and Director meet, the child will be visiting the classroom and getting to know his/her new teacher and peers. The registration fee and first month's tuition fee are due upon this visit.
2. The completed enrollment packet with state and school forms needs to be turned in prior to the child's start date. Our extensive enrollment packet, including a signed physician's report and up-to-date immunization records, per state licensing regulations, are required to be complete and on file prior to your child's first day of school. Please note that we require that your child is immunized and will only accept children that have a medical exemption that can be proven by your child's doctor.

Each child enrolled will begin a 30-day probationary trial period. During this time, it may become clear that our program is not the best environment for your child. For a variety of reasons, we may not be able to meet the needs of your child, we will communicate our progress and/or concerns throughout this time. Termination of services may happen anytime between the 30-day probationary period. In the event of dismissal, tuition charges will be prorated to the last day of attendance of your child. Please note that we will only refund fees for the days that your child will NOT be attending.

Tuition and Financial Policies:

Annual Registration Fee

A \$200 non-refundable annual registration fee is required at the time of enrollment. For returning students, the annual registration fee is due every September. The registration fee will only be charged once in a calendar year, unless you are re-enrolling after departing the school.

Tuition Payment

Tuition is based on the yearly educational cost but is paid in monthly installments. The number of days your child attends may vary each month due to holidays and teacher prep days but the tuition remains constant.

Tuition is due on the 1st of each month. If payment is not received within a 10-day grace period, \$25.00 will be charged to your account for each day the payment is late. If tuition is not paid in full by the 20th day of the month, your child will not be accepted into the preschool by the 21st.

Students will be dropped from the program after the third late fee.

- Payments are collected through the Brightwheel app. Parents/Guardians will need to log in through Brightwheel and enter their payment information. Please note that there is a credit card fee of 2.9% and an ACH fee of \$0.60 per transaction.
- There is a \$25.00 returned check fee (NSF) on all returned checks/failed Brightwheel payment.
- Any special payment arrangements must be made in writing, in advance, and approved by our School Board.
- No Proration: Tuition will not be adjusted or reduced if your child is sick, on vacation, or if you choose to keep your child home for any other reason. This rule also applies should your child start in the middle of the month or leave prior to completing the contracted month.
- Tuition rates are set to increase at least 2% every year. Each year this increase helps us give raises to our staff and keep up with the rising costs from our vendors. We are trying to balance tuition cost and the desire to pay our staff at a more competitive rate. We want to create an environment for Early Childhood Educators to make a lifelong career at a living wage. We appreciate you partnering with us to help create a better all-around environment for your child's care.
- Sibling Discount: There is a 10% discount for siblings. It will be applied to the younger child's tuition fee

Scheduling

Since we are bound by strict state guidelines regarding student to teacher ratios, we staff according to the number of students enrolled each day. In order to ensure compliance with these state mandates, you may not exchange days for missed regularly scheduled days.

Attendance and Punctuality

Our daily academic program starts promptly at 9:30 a.m. We plan our programs accounting that every child will attend every scheduled class. If your child is unable to attend, please notify the school office before 9:30 a.m. If your child is absent because of illness associated with a communicable disease, please let us know as soon as possible so we can notify all the other families of communicable diseases.

Late arrivals cause disruption to the class and affects the learning of our students. We want all students, including your child to get most out of our daily learning activities. All children **must** arrive by 10:00 a.m., unless you have notified the preschool Director. Arrivals after 10:00 a.m. without prior approval from the preschool Director may be denied.

Excessive late drop offs may be cause for dismissal.

Withdrawal Notice

Should you need to withdraw your child for any reason, we require that you provide us with at least a 30 day notice by filling out a withdrawal form in the school office. Even if your child does not attend during the 30 day period, payment is still required. Please note that we do not prorate tuition fees and if you choose to leave prior to completing the month, no refunds will be made available and you will still need to pay for the entire monthly fee. Any fees not paid on time with regards to termination of services will be subject to late fees until full payment is received.

If you choose to re-enroll your child at a future date, you will be required to complete a new enrollment packet, including payment of the registration fee. Re-enrollment is limited to space availability.

Vacations

We ask that you notify us if you will be going on vacation. Please note that we will not be able to reduce or adjust your child's tuition during this time. If you are going on a long vacation and would like to keep your child's spot, you will be paying for tuition fees continuously. If you choose to withdraw, please note that your child will not be guaranteed a spot when he/she comes back. You may be added to the waiting list. You will have to re-enroll again and pay for the registration fee.

Termination of Services

A child's enrollment at First Lutheran Preschool may be terminated for any of the following reasons:

- Falsified information on application and/or enrollment forms.
- Immunizations not current.
- Physician's report not turned in.
- Tuition fees are past due.
- Excessive late payments. Families will be dropped from the program after the third late fee in a calendar year.
- The child has been absent for 5 days without notification.
- Excessive number of late drop-offs (after 9:30 am). Excessive is defined as more than twice in a calendar month.

- Excessive number of late pick-ups. For children attending a half day program, any time after 12:30 pm is late and for children attending full day, any time after 6 pm is late. Excessive is defined as more than twice in a calendar month.
- Child's excessive behavior infractions, i.e. biting, hitting, defiance, and/or the preschool cannot meet the needs of the child. Please see attached behavior contract.
- Does not meet the requirements set forth by our State License.
- Parents disrespects our staff, children, and/or other parents by using loud, aggressive, foul language and/or by not cooperating with our school rules and regulations.
- Due to safety concerns for our staff as well as your child, any child who is not fully potty trained by the age of 3 and 1/2 will be dis-enrolled from our program.

Please note that we reserve the right to terminate services in conjunction with the list provided above and may do so at any time.

Hours of Operations and Schedule

Hours of Operation

First Lutheran Preschool is open Monday to Friday from 7:00 am – 6:00 pm.

- Full Day Program 7:00 – 6:00 PM
- Half Day Program 7:00 – 12:30 PM

Daily Schedule

This is a general schedule. It is flexible and subject to change based on the needs and ages of the children enrolled.

7:00AM-8:30AM	Welcome and Open Choice Time
8:30AM-9:30AM	Outdoor Activities
9:30AM-10:00AM	Snack
10:00AM-11:00AM	Circle Time, Learning Centers (Learning Centers: Art, Math, Literacy, and Science/Sensory), and Small Group Activities
11:00AM-11:45AM	Outdoor Activities
11:45AM-Noon	Clean Up and Wash Hands
Noon-12:30PM	Lunch
12:30PM-2:30PM	Nap Time
2:30PM-4:00PM	Snack/ Afternoon Circle Time/ Learning Centers
4:00PM-5:00PM	Outdoor Activity
5:00PM-5:30PM	Open Choice Time
5:30PM-6:00PM	Clean Up, Quiet Play, and Book Time

Holiday Schedule

A yearly school calendar will be made available to each family, listing special dates and events scheduled throughout the year.

Please note our preschool will be CLOSED for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day

- Day after Thanksgiving
- Christmas Day
- One day in August (Teacher's in-service and back to school preparation)

We are closed a whole week for Christmas/New Year's break (dates will vary). Exact dates will be provided to the families at the start of the school year (September).

Please note that there will be no reduction of fees for days that the school is closed.

Signing In and Out

All children at First Lutheran Preschool must be signed in and out by a parent/legal guardian each day of attendance. Parents/Guardians will be assigned a CODE that they will enter on the tablet at the entrance upon pick up or drop off. There is also an option of signing in and out using a mobile phone. Parents/Guardians will need to scan the QR code at the entrance and complete the signing in process through their Brightwheel app.

In the case that a parent/guardian fails to sign in/out, we require that the parent/guardian send us a written letter stating that they have forgotten to sign in/out with their signature and send it to the school email (flprem@gmail.com).

Please understand that failure to sign your child in or out is a violation of state licensing regulations and puts us in jeopardy of serious fines. If at any point we are charged a fine by state licensing, the parents who failed to sign in/out that day will be charged the licensing fees.

Morning Drop-Off and Afternoon Pick-Up

In addition to signing in, we require parents/guardians to walk their child into the building or onto the playground to make contact with a teacher. Please do not leave your child in a classroom/playground without making contact with the teacher/staff member. This daily contact, whether it's a quick wave or brief conversation is an important communication tool. It helps us stay on top of changes in mood, life events, pick up routine, etc. Should your child experience any separation anxiety, we encourage you to say good-bye rather than "sneak out" and allow the teachers to comfort your child. Often, children are quickly distracted by a loving hug from a teacher, engaging activities, a funny friend, or the simple passage of time. Do not worry (we know, easier said than done), your little one is in good hands.

Please make sure to be in school no later than 9:00 am promptly. This is when our structured learning activities begin. Since we do not have a formal reception room, late arrivals are disruptive to the other children and teachers' activities. Please notify us if you are running late.

Late Pick – Up and Early Drop Off Policy

First Lutheran Preschool opens at 7:00 am and closes at 6:00pm. A \$1.00 per minute fee for the first 5 minutes and \$5.00 per minute fee thereafter will be charged for late pick-ups. Payment is due and payable immediately to the teacher on duty either by cash/check. The same rule applies

for children in the half day program. A \$1.00 per minute fee will be charged after 12:30 pm and \$5.00 per minute for pickups after 12:35 pm..

Authorization for Pick - Up

Children will only be released to those adults, 18 years and older, who are authorized to pick up the child as indicated on the child's Emergency Card and Enrollment Forms. Parents should notify the Preschool Director or child's teacher if they have made plans to have an alternate person to pick up their child. Please remind those adults that they will be asked to show picture identification before your child can be released.

Every year, we will be asking parents to update their child's emergency cards.

Curriculum

First Lutheran Preschool strongly believes in the importance of both play-based learning and academic learning. We focus on providing hands-on experiences for the whole child with emphasis on different developmental domains including cognitive, social and emotional, language, self-help and adaptive, and physical and gross motor development.

Our aim is to ensure that your child is ready to move to kindergarten by the time they leave our school and be able to instill Christian values and morals that they can take with them as they grow.

Jesus Time: Jesus Time is when we focus on learning about God, the Bible, Christian values and morals through religious songs, prayers, puppets, Bible stories, role playing, etc. First Lutheran Preschool has adopted the Voyages Curriculum for Preschool to guide our lessons and stories. On Wednesdays, we learn the Bible at the Chapel for the children to get acclimated to the church environment.

Art: Children will be introduced to different artists and learn more about art in their environment. They will explore various art techniques, trace and color patterns, shapes, and forms, express their creativity, thoughts, and ideas, create pictures with or without representation, use various art materials such as paint, stamps, crayons, markers, etc., and experiment with colors through different activities. Children will also experience a variety of process and product-oriented art experiences.

Language and Literacy: Children will have access to a variety of picture books to develop their concept of print, personal connections, and love of literature. Writing tools and materials are available for the children to work on their pre-writing skills/writing skills. The children will be introduced to the writing process (scribbling/drawing), be able to write their first and last name, recognize and write most letters of the alphabet, match sounds to letter, learn new vocabulary through listening to a variety of texts, demonstrate understanding of a story and be able to retell a story, critical thinking to predict outcomes, emergent reading and reading comprehension, identify patterns of language including rhyme and repetition, and so much more.

Mathematics: Children will have opportunities to measure, count, compare, and build with geometric shapes and blocks. They will learn one to one correspondence, number concepts, counting, estimating, and patterning. Children will be able to sort by a given attribute, explore relationships by comparing groups, recognize, identify, describe, and be able to draw shapes. They will also be introduced to addition and subtraction and so much more.

Science: Children will be provided with various hands-on experiments to help become aware of the world around them through exploration, questioning, wondering, predicting, observing, and identifying. Children will be exposed to various S.T.E.M. activities that will enhance their observation, predicting, questioning, and problem-solving skills. The activities provided will

stimulate critical thinking and creativity and have us wondering and exploring all of God's creation.

Dramatic Play: Children will have the opportunity to pretend, role play, act in our dramatic play area that is prepared with a learning purpose. They will learn to negotiate, problem solve, share, take turns, idea representation, and abstract thinking. Emotional regulation, boosting self-confidence, and sustaining attention are some other aspects that will be learned in this area. Puppets and felt story boards will be made available which enhances the child's creative play.

Fine and Gross Motor Development: Our outdoor area is equipped with a variety of materials and structures that will help your child develop his/her large muscle strength, coordination, and balance through climbing, running, throwing, digging, swinging, etc. Teachers also lead different outdoor activities and games that will engage the children and develop their skills.

Fine motor skills and small muscle development are learned and enhanced through different activities in the classroom. It is incorporated through their daily activities through art, science, math, language, etc. They also exercise these skills when choosing table jobs or building in the block/manipulatives area.

Circle Time: Children will gather each day to learn calendar concepts, report the weather, perform music and movement activities, discuss, and learn as a group. At this time, children learn to develop their attention span and learn how to participate appropriately in a group.

Music: Music and movement is a part of your children's daily activity. Music is sung throughout the day during circle time or transitions. Children will learn how to use musical instruments, learn how to mimic rhythm, and beat, develop an appreciation for music, and so much more.

Chapel

Chapel is an important part of our learning here at First Lutheran Preschool. The children attend Chapel every Wednesday morning at 10:00 am. All children and parents are welcome to join us for Chapel even if Wednesday is not your regularly scheduled day.

Chapel is the heart of our Bible lessons for the young children and centers on Jesus as our Savior and stresses that God loves and cares about us. Teachers make connections through our Bible based preschool Voyages program, incorporating religious songs, prayers, puppets, and supplemental stories.

An offering is collected each week, which is used for various charity projects throughout the year. All the offerings currently go to the Hearts for Jesus Foundation which partners with various recipients every year. To get more information about the organization, please check out their website: <http://pswcic.org/ministries/hearts-for-jesus/>.

We do ask that you dress your child in church appropriate clothes.

As a Christian Preschool we encourage family worship. If you and your family have a church home, we encourage your attendance there. However, if you are looking for a church home, you are most welcome to worship with the First Lutheran Family on Sunday mornings at 9:00am.

Twice during our school year (Advent season and Easter season), the children will participate in special programs during Sunday Service. Events will be listed on the monthly newsletter and all children are expected to participate.

Enrichment Program

First Lutheran Preschool offers enrichment activities through outside vendors. More information is available at the school office. The Preschool Director will keep you updated on any new enrichment classes opening soon.

Diapering/Potty Training

Diaper Changes

First Lutheran Preschool ensures that all children are properly cared for. For children still in diapers, cleanliness is an essential factor of maintaining an appropriate level of care. Children in diapers/pull-ups are checked regularly throughout the day and are changed when wet or soiled to ensure they remain clean, comfortable, and healthy.

Parents must notify staff of any existing diaper rash or skin irritation at the time of drop off.

Please note that children are required to arrive in a fresh diaper in the morning.

Parents/Guardians are required to bring diapers and wipes for your child. Staff members will send a message through Brightwheel when a child is running low on diapers and wipes.

Potty Training

When you are ready to start toilet training your child, we ask that you let us know what routines you are using at home so that the teacher can do the same in the class. Consistency is key when potty training. Please bring any supplies such as a few pairs of extra clothes, including socks and shoes, to put in the child's cubby for any accidents.

Please have an open communication with your child's teacher throughout the potty-training process. Please do not send your child in underwear without communicating with your child's teacher.

Children are considered fully potty trained if they have not had any accidents at home and in school for two full weeks. Please note that 3- year-olds that are not fully potty trained may not transition to the next room until they are fully potty trained.

Note: Tuition rates for newly potty trained children will be adjusted at the beginning of the month following the determination by the Preschool Director that the child is consistently potty trained. Tuition adjustments will not be made mid-month.

Wellness and Nutrition

Rest Time

Our daily schedule includes a naptime or a rest period. The State of California Department of Social Services, under Title 22, requires a quiet period of rest during a full day program. Young children need the opportunity to rest their bodies and minds from morning activities. The children are not required to sleep; however, most children do fall asleep during this time. Children who do not sleep are asked to rest quietly on their cot so as to not disturb the sleeping children.

If your child is registered for full day care, please send a small blanket. A small pillow and/or stuffed animal are optional, but may be comforting to your child. Each child will be provided with a cot and a fitted sheet which will be laundered by the staff every Friday. All personal blankets and items will be placed in cubbies every Friday for laundering at home. Please remember to bring them back on Monday!

Snacks and Lunch

Nutritious snacks are provided mid-morning and afternoon by the Preschool. Following guidelines outlined by the State of California, snacks shall include at least two food groups. A monthly snack menu is posted at the Parent Board at the entrance of the school. It is also posted on Brightwheel. PLEASE NOTIFY THE PRESCHOOL DIRECTOR OF ANY FOOD ALLERGIES and ensure to include it in your child's school form and emergency card.

Lunch at school provides the children the opportunity for socialization and learning table manners. Please send a well-balanced lunch to school with your child every day. We ask you to not send candy, gum, soda, and limit extras such as chips, cookies, and puddings.

Please do not bring glass containers as they may break easily putting young children at risk for injury. For children who need their lunch warmed up, please bring a microwave container. Bento boxes are not allowed for warm ups.

Peanut Free School

First Lutheran Preschool has become a PEANUT FREE SCHOOL. We are asking you to refrain from sending lunches or snacks that contain peanuts. For our children's safety, we will not be able to hand out your child's lunch or snack if it contains peanuts. We are truly sorry for any inconvenience this may cause you. We are all about keeping ALL of the children safe.

Thank you in advance for your cooperation and your understanding regarding this important matter.

Clothing

Please mark all clothing or accessories with your child's name or initials, especially sweaters, sweatshirts, jackets, hats, gloves, mittens, etc. We are not responsible for articles of clothing that are lost because it was not labeled.

Preschool is MESSY! Your child will participate in active and messy play, so please send them to preschool in clothes that can get dirty or painted. We will do all we can to ensure your child wears a smock, but accidents will happen.

Also consider your child's bathroom needs. Please dress your child in clothing that is easy to take down and pull up for potty breaks. Belts, snaps, buttons, zippers, overalls, and rompers can be difficult for little hands to manage quickly and independently and can lead to accidents.

Every child will be assigned a cubby with space for spare clothes. Please provide 2 COMPLETE sets of clothing. It should be placed in a LABELED Zip Lock bag and should be checked periodically to reflect both growth and seasons.

Our playground has hard surfaces, sand, and woodchips. Please choose sturdy shoes that ensure solid footing. This means closed-toe sneakers or shoes with socks ONLY. Flip-flops are NOT allowed. Sandals, "Crocs," and other summer shoes are only allowed for water play. These types of shoes, while convenient, are not safe for walking and running through the woodchip areas of our playground.

Toys and Personal Items

Unless specified by your child's teacher as a "Show and Tell" day, toys should be left at home. Bringing personal toys creates problems among friends and could become accidentally damaged or lost.

First Lutheran Preschool is not responsible for these items if brought from home without approval. Your child's teacher will inform you of when and how "Show and Tell" will work in her classroom, and we appreciate your support of this policy. Please note that we do not allow play weapons such as play guns, knives, swords, etc. be brought to school.

Any items brought for a special reason requested by teachers need to be labeled appropriately with your child's first and last name. Labeling all your child's items is the best way to ensure that they do not get misplaced.

Lost and Found

Please label everything that comes to school with your child's name. This includes all clothing, lunch pails, water bottles, and shared items. When items are labeled, they can easily be returned if misplaced. Our lost and found box is in the office. Feel free to check it for lost items.

While every effort is made to reunite lost and found articles of clothing with their owner, we cannot guarantee that it will occur. Unidentified clothing and personal items left at school for 4 weeks will be donated to a worthy cause.

Birthdays

Birthdays are special events and we encourage you to celebrate with your child's friends here at the school. Parents are welcome to participate and may host a lunch for your child's class or send in treats such as fruits, yogurt, cupcakes, muffins, donuts, cookies, or ice cream pops. Birthday treats will be served during morning or afternoon snack time. Perhaps your family has a special tradition to share, or you would prefer to donate a book to our library in your child's honor instead.

Goody bags and invitations to private birthday parties are allowed only if provided for every child to avoid hurt feelings.

Please note that all food brought to the school should be store bought or commercially prepared. We do not allow food that is prepared at a home residence due to state licensing regulations.

Parent and School Communication

Mode of Communication

We may communicate with you in a number of ways, including:

Newsletters: Each month, you will receive a monthly newsletter from the Preschool Director. It will highlight monthly themes, events and activities, preschool news, important reminders, and a calendar of events. This will be posted on the Parent Board in the front entrance, our school website, and sent through Brightwheel.

Brightwheel: We know that parents enjoy seeing and knowing what their children are learning in school. Brightwheel is our way of making sure you see your child's growth through pictures and videos. First Lutheran Preschool staff post pictures, reminders, and send messages to parents via this app.

Bulletin Boards: There is a Parent Board located at the front entrance. Information such as Snack Menu, important reminders, newsletters, licensing information, etc. are posted here. Each classroom has their own Parent Board as well where lesson plans and special class notes are posted.

Open Door Policy

First Lutheran Preschool has an open-door policy and welcomes your visit. If you have any questions or concerns at any time, please feel free to contact your child's teacher or Preschool Director by phone, email, or in person.

No formal appointments are necessary, unless a conference is requested.

We welcome your feedback and suggestions as well. Please let us know via email or in person by talking to the Preschool Director.

In an effort to maintain a positive and nurturing environment for the children, all involved parents, faculty, and staff shall remain respectful of each other and the children at First Lutheran Preschool of Monrovia.

All interactions with faculty, staff, and children will be in line with Christian values.

Parent/Teacher Conferences

First Lutheran Preschool believes that a collaborative team of parents and teachers is vital in a child's education. We hold two parent/teacher conferences throughout the school year. The dates will be on the school calendar and more information will be given to parents as it approaches.

Teachers and parents may initiate a conference throughout the school year. Please inform the Preschool Director and/or teacher so that we can schedule it accordingly.

Parent Participation

We encourage parents to participate in our preschool activities, such as weekly chapel service, class parties, or share a talent with your child's class. Please let your child's teacher know if you would like to be a volunteer room parent to help with holiday parties. We can work together to organize activities and treats for Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, and End of the Year Celebrations. If you have ideas, we welcome your time and effort! We also welcome parents to read a story to the children or plan a fun craft for them.

In order to volunteer, we will need the following: copy of parent's immunizations records (MMR and TDAP), background check, and a health screening form with a negative TB Test. These are licensing requirements that we will need prior to volunteering.

Confidentiality

All information provided to First Lutheran Preschool and any other information about your child that we accumulate throughout the year/s will be kept strictly confidential. Unless you direct us otherwise, we shall share that information only with people who require the information to ensure your child's health, safety, and well-being while enrolled at First Lutheran Preschool.

Health and Safety

Physical Examination and Immunizations

In order to enroll your child, we will need the Physician's Report (LIC 700) to be filled out, stamped, and signed by your child's physician. We also require current immunizations and will need a copy of your child's immunization record. If your child is late on immunizations and is currently on a scheduled plan, you may enroll your child, but you will need to provide a doctor's note stating your child's immunization schedule.

We cannot accept an immunization exemption unless it is due to medical or physical conditions. In this case, you will need to provide us with a doctor's letter stating why there is an immunization exemption. Children who are not immunized will need to stay home when an outbreak occurs.

First Aid

The staff at First Lutheran Preschool are First Aid and CPR Certified. We will render first aid treatment to students who receive minor injuries. An "Ouch Report" documenting what happened, how it was treated, and whether any follow up is necessary will be provided to the parents if your child gets hurt under our care. If anything serious happens that would require more than an application of an ice pack or band aid, you will be notified immediately. Likewise, if your child falls and hits his/her head, you will be notified immediately.

It is the parent/guardian's responsibility to notify staff of any pre-existing injuries through either the Brightwheel application or upon drop off. This includes minor scrapes, scratches, bumps, and bruises.

Health Requirements, Illness, and Procedures

First Lutheran Preschool strives to achieve a high level of health standards and to maintain optimum health policies for all children enrolled. The State of California Department of Social Services, under Title 22, requires that all children be in good health.

Staff at First Lutheran Preschool will be doing daily health checks during drop off. A child who is ill upon arrival at the school will not be admitted. Please take note of the following and keep your child home to prevent exposure and the spread of infections to other children and teachers:

1. A child's temperature should be normal without medication for 24-hours before the child is brought to the center. If your child has a fever in the evening, he/she should not be brought to the center in the morning, even if his/her temperature is normal. Fever is defined as 100.4° F or higher.
2. If your child vomits during the night, he/she should not be brought into the center the next day, unless it is certain that the vomiting was not due to an infectious condition.
3. Diarrhea, as defined by the CDC, consists of more than one abnormally loose stool. A child should not return to the center until his/her bowel movements have returned to a normal consistency.

4. Conjunctivitis (Pinkeye): a child with pinkeye must be on medication for 24 hours, without any symptoms, and not contagious before returning to the center. A doctor's note should be provided upon the child's return. Please note that the school does not administer antibiotic eye drops.
5. Rash: body rash, not associated with diapering, heat or allergic reactions, especially with fever or itching
6. Sore throat coupled with a fever or swollen neck glands.
7. Lice, Scabies: Children must not return to childcare until they are free of lice and nits (eggs). Children will be checked by staff upon arrival. Children with scabies can be admitted after treatment.
8. Hand, Foot, Mouth Disease: Your child may return to school with a doctor's note once your child is not contagious and all open sores are gone.
9. Nasal secretions that are thick, yellow, or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
10. If your child is unusually tired, pale, shows a lack of appetite, is difficult to wake, confused, or irritable. This is sufficient reason to exclude a child from preschool.

If your child has been diagnosed with any of the following communicable diseases, keep your child home and notify the Preschool immediately so that parents of other children can be alerted:

- Pink Eye
- Chicken Pox
- Hand, Foot, and Mouth Disease
- Whooping Cough
- Lice
- Ringworm
- Any symptoms of a possible communicable disease, including sniffles, abdominal pain, reddened eyes, sore throat, and/or fever.

Should your child display any of these symptoms during the day, he/she will be isolated, and you will be contacted immediately. If we are unable to reach you within 30 minutes, we will begin calling the emergency contacts you listed on your child's emergency card. It is expected you or an authorized adult come pick up your child within 30 minutes.

Medication Administration

State law requires that we have written authorization from a parent to administer prescription and/or over the counter medicine. Forms are available at the school office.

Any student requiring administration of medication must adhere to the following:

For Prescribed Medications:

1. The medication must be in the original container with the student's name, date filled, and instructions from the doctor or pharmacist for proper dosage and frequency.

2. Parents must turn in a signed and dated Permission to Administer Medication Form. The form must include the time, method, and dosage of administration and any special handling required for the medication. The Permission to Administer Medication Form must be signed by the student's doctor.

For non-prescribed/over the counter medications:

1. The medication must be in its original container.
2. Parents must submit a signed and dated Parent Consent for Administration of Medication Form. The form must include the time, method, and dosage of administration and any special handling required for the medication.

Emergency/Fire/Earthquake/Lockdown Procedures

In the event of an emergency that requires an extended stay at the Preschool or evacuation, all parents shall provide an emergency kit for their child to be stored on property. Please organize large, clearly labeled Zip-Lock bags with the following recommended items:

- Blanket/sweatshirt
- Family photo (for identification purposes)
- Index card with:
 - parents' names
 - emergency contact information-work, home, and cell numbers
 - a note to your child offering supportive comfort
- 2 water or juice bottles
- 2 granola bars
- 2 fruit snack packs
- small pack of tissue or wipes
- diapers or pull-ups, if necessary
- any other items you would be more comfortable having here at the school for your child

Emergency kits should be refreshed every 6 months so if you already have a kit in storage with us, we will make them available to you in September and March. Below is a link for more information on emergency kits:

www.moreprepared.com

First Lutheran Preschool staff are First Aid and CPR trained. Emergency drills such as fire drills (every month), earthquake drill (every six months), and lockdown drill (every few months) will be held to practice calm and orderly evacuation procedures.

In the event of a **fire drill** or **real fire** we will:

Exit through the entrance doors (pre-k door and school entrance), single file, taking the class roster clipboard, first aid bag, and emergency cards with us. Teachers will lead children along

the parking lot to the large field south of our building where roll will be called to be sure all children are present and accounted for.

In the event of an **earthquake drill** or **real earthquake** we will:

Drop to the floor, cover the back of our necks, go under a table, or desk, and hold on to the legs until the earth stops shaking. If we are outside, we will drop to the ground, cover the backs of our necks, and wait until the earth stops shaking. The teacher will then survey the scene to determine the best exit strategy. Quickly, we will stand and walk to the best exit taking the emergency cards and class roster clipboard with us. Teachers will lead children along the parking lot to the large field south of our building where roll will be called to be sure all children are present and accounted for.

Each teacher will be assigned an emergency job and if necessary, will set up emergency staging in the south end field with tents, toilets, bedding, extra food, water, etc. Emergency kits will be distributed for use if needed.

If it is still not safe to enter the building, parents can pick up children from our emergency staging area. Sign out procedures will follow as normal and proper identification may need to be shown. The Preschool Director and teachers will communicate pick-ups to account for each child's safety.

In the event of a **Lockdown**:

A lock down is taken in an event of an intrusion, threat, violence, or if gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrators from entering any occupied campus area. During the lock down, students and staff are to remain in the classrooms until told otherwise.

There are two levels of lock downs, a "Hard Lockdown" and a "Soft Lockdown."

A "Soft Lockdown" is when the activity is adjacent to the campus but there is no immediate threat to the children inside the school. This is our response when there is police activity outside, a wild animal has been spotted, or any other threat where children are safer and better managed inside. Teachers will lock all classroom doors but teaching and activities will go on as usual.

A "Hard Lockdown" is when an activity poses an imminent threat to safety and requires the highest state of readiness. This is the usual response when violence is occurring or is imminent, if an intruder is on campus, or any other serious, immediate threat warrants a total lockdown of the campus. In this situation, the students and staff will take the most immediate position of safety within a classroom or office. If teachers and students are outside, teachers will direct the children to the classroom as quick as possible. Teachers will lock and secure doors, turn off lights, close all shades and/or blinds, and quietly take roll of the students. Staff will wait for "ALL CLEAR" before leaving the classrooms. Police will then be on site to guide the staff and children if evacuation is needed.

Communications Plan

Below are our emergency communication options:

1. Check Brightwheel for any updates or information.
2. Call our school's direct line: (626) 303 -3950
3. Register with AlertLA at alert.lacounty.gov in order to receive current emergency preparedness information directly from Los Angeles County's emergency preparedness operational area.
4. Listen for further information via your local radio and TV news stations.

Rest assured; the staff will do everything to keep your child safe. Safety is our number one priority so please be informed that children will remain under supervision of school authorities until parents/guardians arrive.

Safety

First Lutheran Preschool values the safety of our students, their parents, and our staff. To ensure continuous safety, we only have one door leading outside that is open throughout the day and this is the entrance door. Please make sure to close the door behind you and do not let anyone you do not recognize inside the preschool. Anyone who is not a staff member or a First Lutheran family member will need to call the school office before entering the facility.

Behavior Management and Discipline

“Train up a child in the way he should go and when he is old, he will not turn from it.” *Proverbs 22:6*

First Lutheran Preschool ensures that our school maintains a pleasant and loving environment. It is our goal to mold social and morally acceptable behavior and self-control. We have set expectations for the children that we continuously teach and ask the parents to consistently discuss and teach at home as well:

1. Be kind to each other.
2. Listen to the teachers.
3. Work and play safely.
4. Help keep our classroom clean.

First Lutheran Preschool staff teach children problem solving skills and to be self-correcting. They are given choices where they can have the opportunity to independently choose a more socially acceptable manner without reinforcing the negative behavior. Staff practices positive reinforcement by consistently encouraging children to cooperate and continue using positive behavior. Sometimes children try things and find a positive consequence. For example, when helping a friend clean up toys, a teacher may praise the child with gratitude (and maybe a sticker 😊).

Some actions have negative consequences though. When children engage in inappropriate behavior, staff proceeds with the following steps:

1. Talk to the child about the behavior and re-direct them to another activity.
2. If the child continues to not listen, they will be warned.
3. If the child continues behavior or is aggressive in nature, the child may be given a supervised time to think about their actions. This may happen by walking with a teacher or sitting next to a teacher. The child may also be given an appropriate task to work on which the teacher will choose for the child.

In Christian love, we believe in modeling forgiveness and will help the children work through their troubles together. You may hear your child use expressions such as “good/poor/better choices.”

We will not notify you about every small incident, since making mistakes is a part of our learning experience. However, if it is a particularly difficult day for your little one, or the behavior continues the next day, the staff will document the incident and give you an incident report.

Please alert a teacher of any change in your family structure or child’s life that may be upsetting, as these changes can affect your child’s behavior in preschool.

In the event of persistent or extreme disobedience and a child appears to be a danger to himself, other children, and staff (behaves aggressively, hits, slaps, consistently runs away from teacher, kicks, punches, etc.), the parents/guardians will be given an incident report of the incident/s and a conference will be held between the child's parents, Preschool Director, and/or teacher to determine a plan to enable the child to make appropriate behavior choices.

If continuous incident reports are sent home (3 or more incident reports), a call will be made to the parent. If behavior continues any day after the parent call, the parent/guardian will be asked to pick up their child. If there is no improvement with the child's behavior, the child will be dismissed from school. This is to ensure the safety of everyone, as well as a positive learning environment.

Child's Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Director's Signature: _____ **Date:** _____

Handbook, Policies, and Procedures Agreement

(Child's Name)

The following signatures are required to acknowledge that you received a copy, read the Handbook in its entirety, and accept the terms stated in the Parent Handbook of First Lutheran Preschool. You will be notified of any revision of the policies set forth in the Parent Handbook. Please read, sign, and return this form to the Preschool Director.

Handbook Agreement

I/We have read the parent handbook in its entirety and agree to abide by the policies and procedures stated and set forth by First Lutheran Preschool.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Financial Agreement

I have read and agree to abide by the registration and tuition policies and procedures of First Lutheran Preschool as outlined in the Parent Handbook. I will abide by the policies and agree to meet my financial responsibility to First Lutheran Preschool

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Permission to Photograph and Use of Images

The following signatures are required to acknowledge your permission for photography procedures at First Lutheran Preschool.

I/We, _____, parent(s) of _____ permit First Lutheran Preschool to use photos and/or video of my child for school related materials ONLY. (i.e. class posters, memory books, class plays, etc.)

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

AND

I/We, _____, parent(s) of _____ permit First Lutheran Preschool to use photographs and/or video of my child to showcase and/or promote activities on our preschool website, social media (Facebook/Instagram), or other advertising materials. I understand my child's name will not be disclosed.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____