

POLICIES AND PROCEDURES

ADMISSION:

Mission Lutheran operates on a non-discriminatory basis, where all children are welcome without regard to race, religion or national origin, keeping in mind the inclusion of children with special needs. Enrollment is open to children 2 years 9 months through 6 years 11 months and must be **potty-trained** prior to attending school. Our program begins in September; hence, requirements must be met by the first day of school. Potty training needs to be completed by August 1 or before. All immunizations required by the State of California must be up-to-date including a T.B. test. Children with special needs will be observed in a classroom setting for a given amount of time to determine the appropriateness of our program to meet the child's needs. Mission Lutheran Church members, current families and returning families, receive priority registration.

ARRIVAL:

School opens at 7:30am. We begin each day with Chapel (8:30am for morning students and 12:30pm for afternoon students). Please arrive at school with your child at least 10 minutes early. This will give you and your child a few minutes to interact with his/her teacher before chapel and/or circle time. We want your child's experience to be a positive one. Arriving late is stressful for your child, is disruptive to the class, and deprives your child of the "whole" experience.

ATTENDANCE:

Please notify the school if your child is going to be absent. We appreciate knowing whether your child is sick or absent for another reason. Notify us **immediately** if your child has a contagious disease. We need to inform the parents of other children who may have been exposed. Your child will not be identified. Children who are absent for four consecutive weeks *without* any school contact will be dropped from the program and their space will be filled. *A 30 day written notice must be given to the school if it is necessary to withdraw a child from the program.*

KEEPING YOUR CHILD HOME: It is our intention to keep the school environment as healthy as possible and, therefore, have established the following guidelines: PLEASE KEEP YOUR CHILD AT HOME IF HE/SHE EXHIBITS:

- *Elevated temperature
- *Rash
- *Fussy, cranky or tired
- *Flushed Cheeks
- *Discharge from eyes or nose
- *Symptoms of possible communicable disease
- *Reddened eyes, sore throat, headache or abdominal pain
- *Coughing (wet productive cough)
- *Nits or head lice

If we observe any of these symptoms, your child will be isolated, and you will be notified. Please have your child picked up within the hour. It is imperative that each family keep their emergency contact list updated and on file in the office. Children may only return to school if they are symptom free for 24-hours. Those underlined symptoms above will require a Doctor's note to return after a 24-hour period if they are symptom free. Upon returning to school, children must first check in with the school office for a health check.

BIRTHDAYS:

Birthdays are special days at school. We will celebrate your child in chapel with a birthday crown and song. You may also send in a HEALTHY birthday snack. Please try to adhere to our no sugar policy. No birthday parties please.

CAMPUS RULES AND GUIDELINES: The Sanctuary, parking lots, slopes and hillsides are OFF LIMITS to students. The courtyard is to be used for quiet gatherings: running, biking, skating, walking on benches and hanging from trees and railings is NOT permitted. Safety of our children is our #1 priority.

CHAPEL:

We begin each day with chapel. It is a special time for our teachers, parents, and the children to share in praise/worship, Bible stories, and special events like birthdays. Parents and siblings are welcome to join us.

CLOSED CAMPUS:

Mission Lutheran School is a closed campus. Campus is open only during drop-off and pick-up times. If you are arriving to school late or picking up your child early, you will need to check in with the school office. Parents and visitors must check in with the school office before entering any of the classrooms. Visitors must always be accompanied by a staff member. Parents who volunteer are asked to please sing-in and to wear an identifying badge. The office staff is here to unlock gates and classroom for volunteers and for any other MLS parents who are coming to school after the gates are locked.

DISCIPLINE:

When a child is having or causing a problem, they will be redirected. If more encouragement is needed, a time away from the group will be given. As childcare providers, we are a mandated agency for reporting any suspected child abuse.

DRESS:

School is fun and often messy! Children should wear WASHABLE PLAYCLOTHES that will not inhibit play. Each child needs to bring an extra set of clothes if needed. **All items brought to school need to be labeled with your child's name.** Open-toe sandals, thongs, and cowboy boots are not allowed. Rubber soled shoes are the safest. We love Velcro fasteners!

EMERGENCY AND DISASTER READINESS:

Each child will receive a list of supplies for putting together an Emergency kit to be kept at school in case it is needed. The school does monthly fire and earthquake drills, an annual lock down drill, and all staff members are CPR, first aid, and health and safety certified.

EXTRA HOUR COUPONS:

MLS is happy to offer "extra hour" times for our students:

<u>EXTRA HOUR PROGRAM</u>	<u>Hours</u>	<u>Hourly Rates</u>
Morning Extra Hour	7:30 am - 8:30 am	\$8.00 *
Lunch Bunch Hour	11:30 am - 12:30 pm	\$8.00 *
Kindergarten Extra Hour	2:30 pm - 3:30 pm	\$8.00 *
Afternoon Extra Hour	3:30 pm - 4:30 pm	\$8.00 *

Extra hour coupons are *sold in books of 10 for \$80.00. Books are available for purchase in the school office.

- 1. Sign up in the "Extra Hour Sign-In Book"** (located on the table outside the school office)
- 2. Specify who will be picking up your child** (Be prepared to show identification)
- 3. Place coupon in appropriate pocket divider**
- 4. Sign the message board located outside your child's classroom** to notify the teacher that he/she will be staying.
We recommend advance notice since there is a limited number of student openings each day.

LATE PICK UP:

The school opens at 7:30am and closes at 5:30pm sharp. Half and full day students should be picked up by 11:30am (am classes), 12:30pm (lunch bunch), 2:30pm (Kindergarten), 3:30pm (pm classes), or 5:15pm (full day), whichever hour applies. A late fee of \$1.00 will be charged for each minute after the assigned pick-up time. It is imperative that each family keep their emergency contact list updated and on file in the office in case of emergencies.

LENDING LIBRARY:

Each class has the opportunity to participate in our "lending library" the first of each month. Your child chooses one book to take home and returns it in one week or before, depending on the days of attendance. The purpose of the library is not only the responsibility factor for the child but also the opportunity of expanding parent/child interaction through sharing and reading the books together. We are excited about this program and hope this will encourage your child's love of reading.

LUNCH:

Full-day children and those staying for lunch will need to bring their lunch from home. Please provide a nutritional lunch. Please omit sweets, soda, or items that need to be refrigerated or micro waved. Lunch is from 11:30am to 12:30pm. "Lunch Bunch" coupons are \$8.00 each and are sold in books of 10 available in the office. Space is limited.

MEDICATION POLICY:

Only PRESCRIPTION medication will be given to a child during school hours. Written instructions must be on the bottle along with the child's name. This includes the use of Epi Pens. We require a consent form filled out with written instructions and a parent's signature before we can dispense the medication. Forms are in the office. Please put the completed form and medication in a plastic bag (provided) and give it to the child's teacher. Make a note on your child's classroom message board for the teacher. Please do not hesitate to ask a staff member for assistance. We also appreciate knowing if your child is on medication since behavior is frequently affected.

OUCH REPORT:

Minor injuries sustained at school will be handled by the school staff. The teacher or assistant will fill out a report explaining what happened and what treatment the child received.

In the event of a serious injury or illness, the parent will be notified immediately.

If the parent cannot be reached, the Director will determine the next step depending on the circumstances and the seriousness of the situation. The Director may do one or more of the following:

1. Contact the person authorized by the parent on the Emergency Information sheet.
2. Contact the doctor or dentist authorized by the parent on the Emergency Information sheet.
3. Call emergency rescue service.

PARENT CONFERENCES:

Parent Conferences are available to discuss results of our developmental assessments each year. All parents are welcome to make an appointment with their child's teacher, mentor teacher, or the director at any time to discuss any concerns. We request that you address your concerns without your child present.

PLAYGROUND SAFETY:

Each classroom has a specific time for recess and use of the playground. For the safety and consideration of all our students, we request that all families exit the playground no later than 10 minutes after class and arrive no earlier than 10 minutes before class. The safety of our children is our highest priority.

REST TIME:

All full day and kindergarten students are required to have a rest time. Rest time is between 12:30pm and 2:30pm at which time children are read stories, soft music is played, and backs are rubbed. Nappers need to bring a crib-size sheet and small pillow & blanket from home (Please label all items). A nap-sack will be provided to hold all bedding. Items are required to go home at the end of each week (Thursday/Friday) to be laundered and then returned at the beginning of the following week (Monday/Tuesday). If you are picking up your child early, please check in with the office first and a staff member will bring your child to the office.

SHARE DAY:

Each class will have their own share day schedule. Your child's teacher will inform you of your child's day. Sharing is important to the children and we ask that the items brought pertain to the theme of the week. We ask that toys be brought **ONLY** on share days. **NO PRETEND WEAPONS OF ANY KIND PLEASE.**

SIGN IN AND OUT:

California State Law requires that your child be signed in and out each day with the following information:

*Time of day and *Signature (first and last) of guardian or authorized persons (must be 18)

*If you arrive late to drop off or early to pick up your child, you must sign in with the school office. We will **NOT** release a child to anyone that is not authorized by the parent on the child's **EMERGENCY INFORMATION CARD**. Mission Lutheran School has the right to request identification of the pick-up person before releasing the child. Please keep your child's file updated!

SNACKS:

We provide two nutritious and organic* snacks each day, mid-morning and mid-afternoon. Two of the four major food groups will be served. Children will occasionally assist in snack preparation. We implement a "no sugar" policy as often as possible. A copy of our menu is available on your classroom sign-in table. *Organic ingredients depend on availability.

TERMINATION:

Mission Lutheran School reserves the right to terminate a child's enrollment at any time, for any reason.

TOILET TRAINED:

Our license requires all students to be fully toilet trained before they enter school. (August 1). Parents will be called when there is a B.M. accident. Frequent potty accidents will be discussed in a conference with the parents, teacher, and director in attendance. A plan of action will determine the next steps taken. Pull-ups are not allowed.

VOLUNTEERS:

We encourage parents to be part of their child's school experience by being a parent volunteer. Please see your child's teacher for volunteer opportunities. Any special talents or career demonstrations are always welcome! There is a "welcome" coffee in September explaining what areas you can help with.

5 for \$50

Our "5 for \$50" policy is an incentive for parents to volunteer: When a parent fulfills at least 5 hours of volunteering time, a one-time credit of \$50.00 will be given towards tuition (hours must be completed May 1st). Everyone who volunteers must sign in with the office and get a volunteer name badge.

YOU OUGHT TO KNOW:

These reports are filled out by staff when an "out of ordinary" behavior is exhibited from a student. These reports are to inform the parent of an "unusual behavior" and what action(s) was taken. These behaviors can be, but not limited to excessive crying, fighting with a peer, sleepy, or just "out of sorts."

LET'S TALK:

It is our belief that communication is vital for your child's success here at M.L.S. You are encouraged to take your concerns, comments, questions and/or ideas to your child's teacher, Ms. Linda, or Ms. Cathy at any time. We feel truly blessed to be a part of your family's life. Thank you for selecting our school and sharing with us your most precious gift.