

LAKWOOD VILLAGE COMMUNITY CHURCH NURSERY SCHOOL PARENT HANDBOOK



2022-2023

Welcome to Lakewood Village Community Church Nursery School! We are excited about the school year! We strive to provide an educational experience which helps each child develop to his or her full potential. Lakewood Village provides a well-balanced developmentally appropriate program in a nurturing environment which recognizes the individual needs of each child, and both celebrates & encourages children's natural curiosity for learning. We believe that children need, expect, and deserve to be guided in a way that will help them feel happy, safe and adjust well to their school. We look forward to a wonderful year. We pray that you and your family enjoy a blessed year here at Lakewood Village Community Church Nursery School.

TEACHERS

Our teaching staff is the most valuable part of our program. We are so blessed to have incredibly talented, experienced, and enthusiastic teachers who will provide a wonderful, positive, and creative learning environment for your child. Our teachers will be working as a team to help your child develop skills in all areas of development, religious, academic, emotional, social, and physical. Above all they will be fostering a love for God and love for learning.

LICENSING

Lakewood Village Community Church Nursery School is fully licensed by the State of California, Department of Social Services as a day care center. We are inspected by regulatory agencies in the areas of health, fire safety and child and family services. Community Care Licensing has the right to interview children, staff, review records and inspect the entire facility without notice. All laws related to licensing are strictly adhered to, including teacher qualifications, criminal background clearance, staff-child ratio, children's health, and facility safety.

NON-DISCRIMINATION POLICY

In accordance with applicable federal law and school policy, Lakewood Village Community Church Nursery School does not discriminate in any of its policies, procedures, or practices based on race, sex, color, religion, ancestry, or national origin. Children will be admitted that will benefit from our school and who are in acceptable physical and emotional health as determined by a physician and the director.

ENROLLMENT

Enrollment is open to any child able to benefit from the program, who is ages 2.9 - 5 years old. All California state forms must be completed prior to the child's admission into the school. Parents must notify the office immediately if there is a change in: address or phone number or designated drop-off or pick-up persons. This information is used to reach the family in case of emergency; therefore, it is extremely important that the school have accurate information at all times. ALL ENROLLMENTS ARE ON A TEMPORARY BASIS FOR THE FIRST 30 DAYS. PERMANENT STATUS IS GRANTED ONLY AFTER THIS PERIOD, PENDING FAVORABLE REPORTS CONCERNING THE CHILD'S CONDUCT, IT IS DETERMINED WE CAN BEST MEET THE NEEDS OF YOUR CHILD, WILLINGNESS TO PARTICIPATE AND PARENTAL COOPERATION.

BEHAVIOR & GUIDANCE

Our rules are few but firm. In the interest of being consistent, please respect and know them.

- Children must respect themselves & others.
- Children may not climb on fences, gates, tables, or chairs.
- Children may not open gates or doors by themselves.
- Children may not throw sand.
- Crashing of the riding equipment is not allowed.
- Children may only play in the areas where supervision is available.
- Hurting one another is not allowed. Emotional safety is as important as physical safety.
- Children may not run in the classroom.
- Children will help put away toys.

Children will learn to consider and respect others and their environment. Clear and consistent age-appropriate limits will be set, and with these limits, each child will gently learn what appropriate behavior is. Children are encouraged to solve as many of their own problems as possible under the guidance of a staff member. Children are encouraged to use words to handle their differences and shown how to stop others from interfering with their activities. When a teacher must intervene, age appropriate and constructive methods of discipline are used, starting with a verbal intervention, redirecting and removing a child from the situation if necessary. Physical or emotional danger will be grounds for a teacher to intervene immediately. Parents will be notified verbally or in writing regarding disciplinary action taken by the teacher to better aid the child in improving their behavior. In the interest of maintaining a safe and happy learning environment, Lakewood Village reserves the right to exclude any child from the program for a specified period or to terminate any child's enrollment if that child is found to be continuously disruptive to our program.

Staff shall provide each child with guidance that helps them acquire positive self-concept and self-control. Behavior guidance used by each teacher will be constructive, positive, and suited to the age of the child at all times.

The following rules and standards apply.

1. To prevent unacceptable behavior from occurring teachers will:
 - Model appropriate behavior.
 - Arrange the classroom environment to enhance the learning of acceptable behaviors
 - Use descriptive phrase praise when appropriate, i.e., "Look how high you are building the blocks! Let's count them."

2. When unacceptable behavior occurs or is about to occur, teachers will use:
 - redirection—substitute a positive activity for a negative one
 - distraction –change the focus of the activity or behavior
 - active listening to determine the underlying cause of the behavior
 - Time-out (separation from the group) is used as a last resort, only when less intrusive methods have been tried and/or behavior of the child is dangerous to himself and others. In the event a time out is used, a child will be separated from the group for a maximum of 5 minutes.

We must be aware of and comply with all federal and state, and local laws prohibiting corporal or abusive punishment in childcare settings. Staff is expressly prohibited from using unproductive or shaming methods of punishment

TUITION

Tuition is based on nine equal payments starting in September. Tuition is due on the 1st of each month regardless of school closures, illness, or vacation. No “make-up” days or substitution days can be accommodated. Payments made after the 5th will be considered late and a \$20.00 late fee will be applied. The late fee should be included in your past due payment. If tuition falls two weeks behind, your child may be dropped from enrollment until payment is made. We understand that hardships may occur. Please contact the director if special payment arrangements need to be arranged.

Tuition can be paid by cash, check, or push pay. A service charge of \$25.00 will apply to all payments returned by the bank.

Lakewood Village Community Church Nursery School’s Federal Tax ID number is 951890740.

LATE PICK -UP

Our school bell rings for dismissal at 11:55 p.m. and 1:55 p.m. Please be prompt when picking up your child. A child picked up late can get anxious and teachers need to be able to count on leaving their classrooms promptly. We allow a 5-minute grace period for picking up. Parents who pick up their child after 12:00 p.m. and 2:00 p.m. will be charged a late fee of \$1.00 per minute, per child. Late fees are due upon pick-up. Unpaid late fees will be billed to the child’s account balance. Upon 3 or more late pick-ups, a penalty of \$30 will be billed in addition to applicable per-minute fees.

If you are running late, please call the office. Please note that calling ahead will not stop late fee.

CLOTHING

We encourage play clothes to be worn. Clothing should be easy for the child to manage when taking care of bathroom needs. Please do not dress your child in clothes with difficult buckles or zippers. Bodysuits, belts, and overalls are discouraged; elastic waist pants are best. For safety on our playground, we ask that your child wear gym shoes or other shoes with rubber soles and Velcro closing. Clogs, crocs, open toe/heel sandals, “jellies,” and shoes with slippery soles are dangerous on our climbers, slides, etc. Please help us make preschool a positive experience for the children by following these guidelines. We can always have extra clothing at school for those occasional accidents. Any donations are appreciated!

PARENT VOLUNTEERS

A few times a year we need parent helpers to assist with special activities. All parent volunteers MUST have proof of vaccination for measles, pertussis, COVID-19 & the flu vaccine on file to volunteer. A current TB test is also required.

SIGN-IN & SIGN-OUT

It is particularly important that all children be brought to the classroom and picked up by an adult or guardian. They also must be signed in/out upon arrival/departure. If someone other than the regular person will be picking up a child, even someone on the child's pick-up list, a parent should call or send a note and let the teachers know in advance. In addition, it is especially important that your child arrives by 9:00a.m.; this is when the teacher begins circle time. Dropping off late can be disruptive to other children and could be a stressful and traumatic experience for your child.

RELEASE OF CHILDREN

Children will be released only to parents and those on the authorized pick-up list. Person's unknown to the preschool staff will be asked to show picture ID. Authorized persons must be 18 years of age. To authorize an alternate person to pick up your child, you may add them to the pickup list in our files or provide written consent that includes person's name, phone number, the specific date(s), and your signature. Verbal consent will be accepted only in a medical emergency.

SICKNESS POLICY

We need to work together as partners to keep the children healthy and feeling well. If you suspect your child is not well, but not sure, err on the side of caution! The best word of advice we can offer as a preschool is to plan and be prepared! A child attending preschool, will on average, contract 5—10 illness each year. These illnesses will then lead to a child to be excluded from care, on average, 5 to 14 days. This is very normal and should be expected. Children must build their immune system, and this occurs over time, beginning with enrollment in school. **Please do not medicate your child with pain relievers, cough syrup, etc. before sending them to school. We find that when the meds wear off in 2-3 hours, we have an ill and unhappy child on our hands. A child who is ill enough to need these medications should be at home.**

Coughs and Colds

Colds are quite common, but there are some symptoms that warrant keeping a child home. These include bad cold with hacking or persistent cough, green or yellow nasal drainage, and/or a productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever

Fever

Fevers are common in children and are often a sign that something is wrong. If your child has a fever, please keep him or her home. If your child develops a fever while at the school, you will be called to pick him/her up. Our policy is that your child must remain free of fever for 24 hours before returning to school. The 24 hours begins when your child's fever has broken and remains in a normal range.

Diarrhea and Vomiting Diarrhea due to illness is highly contagious. If your child has diarrhea, please keep him/her home. If your child has two or more diarrhea episodes while at school, you will be called to pick them up. Please understand that germs from diarrhea can be spread through carpets, toys, and direct contact. It is difficult to keep from spreading these germs to other children. If your child vomits while at school, you will be called immediately to pick him/her up. Please keep your child at home until 24 hours after the vomiting has stopped.

Rash

A rash may be a sign of many illnesses, such as measles or chicken pox. Please do not send your child to the school with a rash until the doctor says it is ok to do so.

Communicable Disease

To protect the wellness of all children you are required to notify the school immediately when your child is diagnosed with any communicable illness or disease. Failure to do so compromises the health of children and staff that attend our school.

The State of California requires Lakewood Village to report communicable diseases to the state licensing department. In turn, the school will notify each family whose children have been exposed to a communicable illness or disease.

Illnesses or disease that must be communicated to our office:

- Chicken Pox
- COVID-19
- Ringworm
- Scarlet Fever
- Hand Foot & Mouth Disease
- Impetigo
- Scabies
- Strep Throat
- Fifths Disease
- Pinworm
- Pink Eye
- Head Lice

MEDICATION

Lakewood Village does not administer medication without a Medication Release Form signed by the child's physician and parent. Parents must give medications to a Lakewood Village Preschool Staff Member directly. Medications will not be administered unless the proper procedures and signed paperwork are on file. **NO EXCEPTIONS.**

FOR ALL MEDICATIONS:

- Medication must be in the original container and labeled with child's name.
- Medication must have instruction and dosage recommendation for the child's age and weight.
- Medication duration, dosage, and amount to be given must not exceed label specific recommendations or how often or how to be given.
- Medication no longer being used will promptly be returned to the parent.
- Tylenol and other over the counter medication will not be administered without doctor consent and cannot otherwise be stored at school.

INJURIES

Every effort is made to keep your child safe; however, bumps, bruises, and scratches are common for young children.

All teachers are required to have current first aid and infant/child/adult CPR certification. A first aid kit is also kept in each classroom and on each playground.

All minor accidents are reported using an "Accident Report" and will be placed in your child's cubby. Minor cuts and scrapes will be treated with soap, water, and a Band-Aid. Bumps and bruises will be treated with an ice pack.

Injuries that are more serious such as head, neck, back and suspected fractures will generate an immediate call to the parents. All head, face/mouth injuries of any nature will generate a phone call to parents.

If the injury appears serious or questionable, the school will immediately call 911.

BIRTHDAYS

Birthdays are special occasions in the heart of a preschooler. Children's birthdays are celebrated in the classroom with a birthday crown and a birthday song at circle time. Parents may bring in a special birthday treat in the morning that will be served during our snack time. Healthy treats such as fresh fruit, cheese cubes, and all fruit popsicles are preferred. Please let your teacher know in advance which day you would like your child's birthday celebrated.

If you are having a birthday party at home and inviting **all** children in the class, you may bring invitations to school to distribute. If you are only inviting a portion of the class, please mail the invitations. This saves hurt feelings.

SNACKS/LUNCHES

We provide a nutritional mid-morning snack for every child. Snack includes such items as cheese & crackers, fresh fruit, vegetables & dip, cereal, and pretzels. We encourage children to try all snacks; however, we do not force children to eat.

If your child stays for the Extended Day Program, you will need to provide lunch for your child the days they come. We encourage parents to provide a nutritional lunch for their child, by trying to include the following:

- Protein
- Fruit
- Vegetable
- Grain
- Drink

We strongly suggest keeping sugary food to a bare minimum. We ask for your collaboration and support in educating our children to eat healthfully. Please use a child-sized lunchbox/bag with your child's name on it. We do not have the facility to re-heat or refrigerate your child's lunch so please make sure that the food you send can be eaten cold. We suggest that lunch items are sent in containers that the older children can open on their own. Your child's leftover food will be sent back in their lunchbox for you to know what they have eaten.

FOOD ALLERGIES

Some children in Lakewood Village Community Church Nursery School are affected by life threatening food allergies, and even more are affected by less severe food sensitivities. All families must inform the school of their child's allergies upon enrollment.

EASING SEPARATION

Many children experience separation anxiety at various times. Crying or clinging to the parent is not unusual, in fact; resistance to your leaving can be expected. We also understand how difficult this separation is for you. The teachers at Lakewood Village are comfortable and familiar with this behavior and will assist you and your family during times of transition. It is our goal for each child to develop

trust in the parent as well as trust in the school environment. The following guidelines are set up to assist us in meeting our goal.

- When it is time to go, state it matter of fact to your child.
- If your child resists your leaving, bring them to a teacher so they can provide additional support.
- Give your child a warm hug and kiss and reassure them who will be picking them up.
- After you have said goodbye, **it is important that you leave without lingering.**

PICTURES

Children are photographed throughout the year. Such pictures are posted around the school, on Facebook & Instagram, and on our website for your enjoyment as well as advertisement purposes. A photo release is included in the registration paperwork. If you do not wish to have your child photographed, you may opt out in the release.

CHILD RELATED RESEARCH

Child Related Research is a company that evaluates the efficacy and safety of child-resistant and senior-friendly packaging. They will come in periodically and test the children on opening various packaging. If you do not wish to have your child participate in these studies, please make the director aware of this in writing.

ITEMS FROM HOME

Children can be very persuasive when wanting to bring toys or special treasures to school, but as a parent, you know how things can be broken, argued over, or lost. Please do not send toys or comfort items (such as blankets or stuffed animals) from home. Personal items from home can create problems, and we cannot be responsible for lost or broken toys. For these reasons, please explain to your child that home toys remain at home.

The only exception to this policy is designated Share Days.

Please no backpacks or water bottles.

IMMUNIZATIONS

The State of California requires that children be current on all immunizations before entering school and appropriate verification shall be returned to the school office. Lakewood Village follows the “NO SHOTS, NO PRESCHOOL” policy. Children are required to receive the following vaccines:

- Polio
- DTP
- MMR
- Hepatitis B
- HIB
- Varicella

VISION SCREENINGS

Lakewood Village offers free vision tests periodically. These screenings are available to all children capable of participating in the exams. Parents will be notified prior to the screenings and sign-ups are optional.

EMERGENCY PROCEDURES

In the event of an emergency, the daily sign-in/out sheets will be used to determine if everyone has been evacuated. For the protection and safety of your child, it is imperative that they are signed in/out daily. Earthquake and Fire Drills will be held periodically to prepare for emergency evacuations. Parents will provide each child with an earthquake kit. Emergency supplies are kept on school grounds and the Lakewood Village staff has been instructed in emergency procedures. If for any reason the school needs to be evacuated to another site, a sign will be posted noting our location. In the event of an emergency, the faculty will remain with the children until they have all been released to an authorized representative. The quickest way to get information to all families during an emergency will be via email or text message. It is especially important the parent make sure that we have your correct cell number and email address on file.

SUSPECETED CHILD ABUSE

Lakewood Village staff are required by law to report to the proper authorities any observation or suspicion of child abuse. This is mandated by the California Code of Regulations.

CONFIDENTIALITY

Information and records of all Lakewood Village students and families are kept confidential, however, may be reviewed by the staff. All records are subject to on-site review by officials representing California State Department of Social Services or local police authorities in the event of suspected child abuse or neglect. Written permission from parents must be obtained for the release of confidential information to any unauthorized persons.

WITHDRAWAL

A two-week written notice is required if a child is to be withdrawn from preschool during the school year or tuition will continue to accrue. You are responsible for the final two weeks after notice is given. Any outstanding tuition must be paid in full before the child leaves Lakewood Village Community Church Nursery School.

TERMINATION

Grounds for dismissal in our program include, but are not limited to:

- In the judgment of the director, the program does not meet the developmental needs or special needs of a child and/or their parents.
- It is determined by the director that a child or any family member of a child poses a safety threat to the other students, staff, parents, and/or church members.
- A parent has physically, and/or verbally harassed any staff, child, and/or parent.
- Failure to abide by school procedures and policies.

WHAT IS A POTTY-TRAINED CHILD?

A potty-trained child is a child who can do the following:

- Be able to **TELL** the adult they have to go potty **BEFORE** they have to go. They must be able to say the words "I have to go potty" **BEFORE** they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wipe themselves after using the toilet.
- Be able to get off the potty by themselves.

- Be able to wash and dry hands.
- Be able to go directly back to the classroom without directions.
- Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the classroom.
- Be able to wear underwear.

We do know that accidents do happen occasionally at school. However, if your child is having accidents regularly and cannot do the items above, they are not potty trained.

RESERVED RIGHTS

Lakewood Village Community Church Nursery School reserves the rights to make, amend, or prescribe rules and policies for all other unforeseen problems and/or situations that may arise at any time during the school year. Lakewood Village expects full cooperation from families regarding adherence to all school policies and regulations.

COMMUNICATION

When it comes to your child there is no question, concern or comment that is too small. If you have a question, concern or comment please do not hesitate to contact us.