

Emmanuel Lutheran
Early Childhood Center

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 OUR EARLY CHILDHOOD CENTER

Dear Parents:

Welcome to Emmanuel Lutheran Early Childhood Center. Thank you for choosing our preschool for your child. Our staff is prepared to share many exciting and happy learning opportunities with you both. We are committed to providing a safe and loving atmosphere that will foster the growth and development of your child.

Emmanuel Lutheran Church is ready to meet the spiritual needs of your family in a loving Christian environment. Information about church services, counseling, membership, and church activities is located in the church newsletter, which you will receive during the preschool year.

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!

In Christian love,
The Staff and ECC Committee
Emmanuel Lutheran Early Childhood Center
Emmanuel Lutheran Church

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 October 2nd. Please carefully read the contents of your Emmanuel Lutheran Early Childhood Center Parent Handbook. Then sign and return the agreement to your child's teacher. Thank you!

I have enrolled my child _____

at Emmanuel Lutheran ECC for the **2019-2020** preschool year. I have received, read and understand the ECC Parent Handbook. I agree to follow the policies established in the Emmanuel Lutheran Early Childhood Center Parent Handbook, and understand that not doing so can result in termination of enrollment.

Parent's Signature

Date

Parent's Signature

Date

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2018-2019 PRESCHOOL YEAR TUITION AND FEES

MONDAY THROUGH FRIDAY	(Available for ages 2 years through 5 years)
7:00 a.m. – 6:00 p.m.	\$1308.00 monthly
7:00 a.m. – 2:45 p.m.	\$1,120.00monthly
7:00 a.m. – 12:30 p.m.	\$ 838.00 monthly
MONDAY/WEDNESDAY/FRIDAY	(Available for ages 2 years and 3 years only)
7:00 a.m. – 6:00 p.m.	\$991.00 monthly
7:00 a.m. – 2:45 p.m.	\$755.00 monthly
7:00 a.m. – 12:30 p.m.	\$ 601.00 monthly
TUESDAY/THURSDAY	(Available for ages 2 years and 3 years only)
7:00 a.m. – 6:00 p.m.	\$708.00 monthly
7:00 a.m. – 2:45 p.m.	\$526.00 monthly
7:00 a.m. – 12:30 p.m.	\$ 441.00 monthly

Please note: No tuition credit will be given for absence or family vacation time.

Annual Registration Fee (non-refundable)	\$200.00
New Family Fee (non-refundable one- time fee)	\$250.00

OTHER FEES

Returned Check Charge	\$30.00
Schedule Change Charge	\$20.00
Late Payment Charge	\$50.00
Late Pick-up Charge (failure to give prior notification of late pick-up)	\$10.00 each 10 minutes after normal pick-up time
Occasional Extended Care (with director's prior approval)	\$12.00 each hour after normal pick-up time
Diaper Changing Fee	\$30.00/month
Failure to sign your child in or out	\$5.00 each occurrence

School lunch prices will be published yearly by Bevaris.

PHILOSOPHY AND GOALS

In recent years there has been a great increase of interest in early childhood education. Some of this interest has 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 Early Childhood Center 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 ages 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, freedom to exercise 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 Emmanuel Lutheran Early Childhood strives to develop the whole child:

- **Socially:** Children learn to share classroom materials, to take turns, and to show respect for one.
- **Emotionally:** Children develop an awareness of right and wrong, begin to recognize feelings and learn appropriate ways to express them. Every emotion your child experiences is validated by our staff, happiness, anger, frustration and sadness are all recognized and identified to your child in a positive manner.
- **Physically:** During outside and inside play, children develop large and small motor coordination and fine motor skills. As they grow socially and physically children accept changes in their own bodies and differences in others. 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 learn concepts and skills. They learn to organize, recognize, and express their thoughts and feelings. Teachers encourage children to listen, to follow directions, to convey information, and to organize their thoughts through activities such as analyzing and classifying.
- **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 everyday curriculum. We have an all-preschool worship service in the church sanctuary on Wednesday mornings at 11:00 a.m. Our worship services last about 20 minutes. Parents are welcome to join us.

The 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, designed to be meaningful to the children. Circle time, music, art, and dramatic play reflect holidays, seasonal activities, family life, and other areas of interest to the children. Teachers help children develop all-important habits of learning, positive attitudes, and skills to help them grow secure in the love of God and trusting in the adults who care for them.

ADMISSION

Emmanuel Lutheran ECC 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 who is in good physical health. **There is a six-week probation period for every child enrolled in our program. If we discover during that period 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 \$30 per month until your toddler reaches the goal of potty independence.

Emmanuel Lutheran Early Childhood Center admits students of any race, color, 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 based on race, color, national and ethnic origin in administration of its educational policies, admissions policies and all school administered programs.

Emmanuel Lutheran Early Childhood Center welcomes families who are members of Emmanuel Lutheran Church, members of other congregations, or children whose families have no church affiliation.

SCHEDULE CHOICES

We offer the following schedule choices at the ECC:

- **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.)
- **Monday/Wednesday/Friday** (This schedule is available for two and three year old children)
- **Tuesday/Thursday** (This schedule is available for two and three year old children.)

We open at 7:00 a.m. and we close at 6:00 p.m. Most children arrive between 8:00-8:30 a.m. each day. Please make every effort to have your child in the classroom on time.

We offer the following pickup times:

- Our half-day ends at 12:30 p.m.
- 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 6:00 p.m. are enrolled on a fulltime basis.

ENROLLMENT

Registration requires a tour with the Director. 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 a 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 of the children attending our center, we cannot accept children who require a disproportionate amount of staff time. Parents must discuss a child’s special needs with the Director before enrollment.

You may consider your child completely enrolled once you have paid the annual registration fee and returned all completed paperwork to us. Each form has a place and a purpose.

ARRIVAL AND DEPARTURE

The State of California requires all children be signed in and signed out each day. This requirement must be met with a full signature, not just your initials. You must also write the times of arrival and departure next to your signature. Failure to sign in or sign out will result in a \$5.00 fine for each occurrence.

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 persons 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 fax or 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 persons unknown to them and will document the I.D. on the sign-out sheet.

Please remember we are a School, classroom activities start at 8:30a.m. Please have your child here on-time.

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.

You will find a "Daily Activity Notebook" in your child's classroom. The teachers will record the activities in which the children will participate on a daily basis. The pages also reveal our current themes and the Bible stories the children will be hearing during the month. Please note there are sections set aside for parent comments and ideas. If you would like to communicate with your child's teacher for any reason, there is also a section for requesting a conference. If you wish your child's teacher to call you, please be sure to indicate where you will be between the hours of 1:00-2:15 p.m. Naptime is a good time for a telephone conference. The Director is available to help you too.

Please check your child's classroom folder each day. We have a form for most things that occur during the preschool day. Teachers put all written communication, the latest issue of the *Sandbox News*, and the children's art in the classroom folders. If someone else comes for your child, please advise that person to check the classroom folder and to sign your child out for the day.

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.

The ECC will host a New Parent Coffee the first weeks in September, beginning of October.

Formal Parent/Teacher Conferences take place once a year.

HEALTH ISSUES / ATTENDANCE

Please notify the preschool office whenever your child will be 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. Thank you for your cooperation.

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."

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 have 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 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 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 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.)
- Watery, Itchy, or Inflamed Eyes (possible conjunctivitis)
- 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. Parent cooperation in regard to 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 has submitted the following guide to the requirements of the California School Immunization Law for Child Care 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.

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. Your child needs to wear socks each day. Please do not send your child to preschool wearing “Crocs, sandals, or boots” (with the exception of rain boots over regular shoes). Your child will not be allowed to climb on the play equipment wearing open-toe shoes or shoes with smooth soles.
- Children should wear clothing they can manage themselves, free of complicated fastenings.
- 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 and sweatshirts.
- Our Lost and Found bin is located between Rooms 1 and 2. All unclaimed clothing will go to charity at the end of each month.
- Please provide diapers and wipes from home. Each child will have their own space for their diapers and wipes.
- 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 glass of 2% 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 to cow's milk. A monthly snack menu will be posted in each classroom. We will substitute another food for any snack to which your child has an allergy. Some parents prefer to bring in snacks for children who are extremely allergic to snack food.

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.

If you would like to invite preschool friends to a birthday party in your home, feel free to put party invitations in the parent folders of *all* the children in the classroom. Please use the classroom folders *only* if you are inviting the entire class. If you are planning to invite only a few preschool friends, please email the invitations

HOT LUNCHES

Emmanuel Lutheran Early Childhood Center takes part in a year-round hot lunch program. All meals are prepared daily in the Laurel Hall School cafeteria and brought to the ECC 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 School and the ECC. You will receive information at the beginning of each preschool year regarding lunch prices.

Parents may choose to have their child eat the school lunch on a day-by-day basis. You will receive a menu each month from “Bevaris Alliance” where you can choose the meals you want for your child and pay in advance.

We serve 2% low-fat milk to all the children whether they have a lunch from home or a school lunch. 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.

Mealtimes provide an opportunity for daily discussion of good health, good manners, and good nutrition. The staff encourages children to try new foods. We will ask your child to eat most of the entrée before offering your child a dessert. 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 2% 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 a 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.

NAP TIME

A quiet rest time is required for all children remaining at the preschool between 12:30 and 2:30 p.m. We can provide each child with a cot, sheet and blanket, or you may bring a blanket 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 period. 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 a special item such as a favorite blanket or soft toy at naptime.

In deference 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.

All playgrounds on the ECC campus close by 12:00pm 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.

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 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.

Emmanuel Lutheran ECC 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*. Please plan to withdraw your child on one of the following dates:

- The last day of the Emmanuel Lutheran Early Childhood Center year
- June 30th
- July 31st
- August (dates to be determined)

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 the information of the name of the doctor, and the diagnosis and treatment if any was recommended.

Staff members will treat minor injuries. We will place an "ouch report" in your child's classroom folder 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.
4. Medication Authorization Slips are located in the classrooms or in the kitchen.
5. When your child no longer needs the medication, or when you withdraw your child from our center, we will return all medications to the parent or dispose of them after we have made an attempt to reach you.

PICK-UP 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 the majority of our staff leaves 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.
- Please come for your fulltime child by 6:00 p.m. It is very disconcerting for a child to be at the center after 6 o'clock in the evening when all other children have gone home.
- We know occasional emergencies happen. If you are unable to come for your child at the usual time, please call us and let us know you will be late because 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 call the Director. Upon approval you will need to fill out a pink *Occasional Extended Childcare* slip in the morning, and leave it on the sign-in/out clipboard.
- All overtime should be cleared with the teacher or director. If you leave your child beyond the scheduled pickup time and you have not advised us of the overtime, you will be charged the maximum overtime charge of \$10.00 *per each* unauthorized 10 minutes beyond your child's normal pickup time.

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.
- 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. Please exercise extreme caution around all school areas while parking and driving. Thank you

SECURITY GATE

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.*

EMERGENCY PREPAREDNESS

Each month we hold fire and earthquake drills according to State regulations. Emmanuel Lutheran Early Childhood Center 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 ECC. Parents arriving to pick -up their children should report to the driveway entrance to Laurel Hall School. In order to prevent panic among the 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 persons 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 October a photographer will be on campus to take pictures of all children in the preschool. Parents are given the opportunity to purchase pictures if they wish, but there is no obligation to do so. Dates and times for photos will be published in the September issue of the *Sandbox New* which is available online.

COURT ORDERED CUSTODY AGREEMENTS

Emmanuel Lutheran Childhood Center 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 in order 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

Emmanuel Lutheran Early Childhood Center 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 the ECC Parent Handbook.

Tuition is payable in advance and is due the first of the 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. 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 6:00 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 the ECC 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 should be 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 the 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 end 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.

If a child's behavior becomes a problem that cannot be handled by the Emmanuel Lutheran Early Childhood Center staff, especially if the behavior involves physical harm to the other children, parents must meet with the Director. **If the problem remains unresolved, especially when a child's behavior involves physically hurting other children or consistently being disruptive, the child will not be allowed to return to the classroom and enrollment will be terminated.**

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.