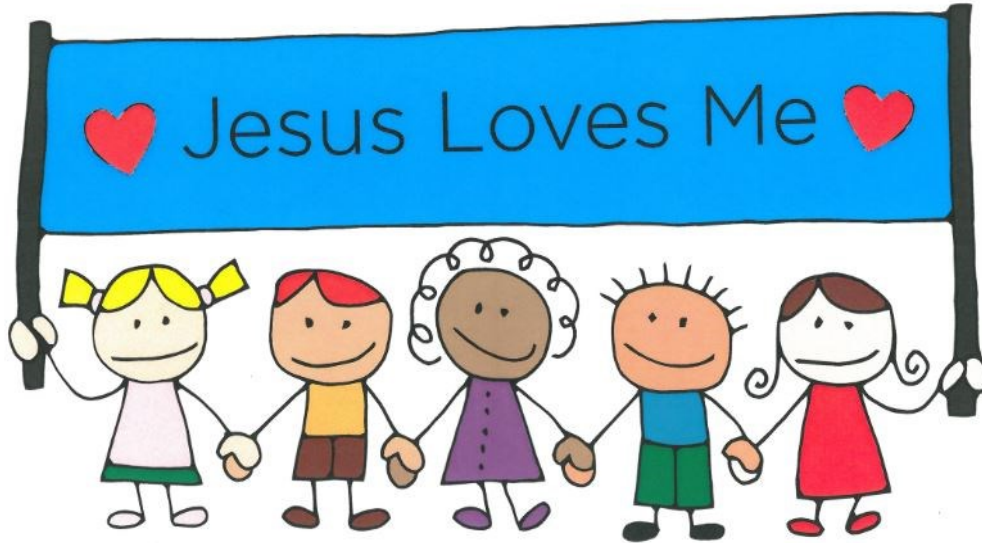


# Reformation



## 4K/TK Parent Handbook

Approved by Board of Education  
May 31, 2019

Reformation Lutheran School  
4670 Mt Abernathy Ave  
San Diego CA 92117  
Office: 858-279-3311  
Director: Brennan Buth  
Director Cell: (858) 279-3311 ext. 4  
Director email: [ecmdirector@refsd.org](mailto:ecmdirector@refsd.org)  
<http://reformationpreschoolsd.org>  
Financial Office – Sarah Rodrigues  
[financial@refsd.org](mailto:financial@refsd.org) or (858) 291-1036  
Preschool License: 372005706  
Federal Tax ID: 95-2651210

*Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14*



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Welcome to  
4K/TK

# Welcome to Reformation Lutheran School!

Dear Parents,

Our children are a very precious gift given to us by our loving Heavenly Father. Thank you for entrusting Reformation Lutheran School with this gift. It is our honor to work with you to train your child to know the love of the Savior, Jesus Christ. The faculty of Reformation Lutheran School along with the Pastor, staff, Board of Education and members of Reformation Lutheran Church are dedicated to bringing you and your family God's Word in its truth and purity.

Started in 1995, Reformation Lutheran 4K/TK School is an integral part of Reformation Lutheran Church's ministry and reaches out to the people of our community with God's Word. We provide a place where parents can send their children to be instructed in all subjects in accordance with that Word each and every day. We are grateful to the Lord for the many blessings he has given to the ministry of the school here at Reformation.

One of the keys to our educational program is the close working relationship between the school, the parents, and Reformation Lutheran Church. You and your child are very important to us. As "team partners" working together, we believe our 4K/TK program is an extension of the home. We value open communication between the families and the staff. We will work to establish relationships based on trust that will assure you and your family a positive school experience this year. We are here to help. It is truly amazing to see what God can accomplish when all three of these groups work together to look after the spiritual, physical, and academic needs of our children. It is our prayer that this close working relationship will continue and many more families will hear the wonderful saving message of their Savior.

This handbook is a guide for you to better understand the way in which we carry out our ministry through Reformation Lutheran 4K/TK School. Please read the information carefully so that you will know what to expect throughout the year. If you have any questions or concerns, please contact the Director. The faculty and staff of Reformation Lutheran School are looking forward to serving you and your child. May our Lord and Savior, who commanded us to feed His lambs, help us and guide us in carrying out this important and most rewarding work.

**Should you have any further questions, comments or concerns please feel free to contact me at (858) 279-3311 ext. 4 or via email at [ecmdirector@refsd.org](mailto:ecmdirector@refsd.org)**

In Christ's Service,

**Brennan Buth**

Preschool/4K/TK Director

*"Train a child in the way he should go, and when he is old he will not turn from it."*

Proverbs 22:6

## **Mission Statement**

Jesus said, “Let the children come to me. And do not hinder them, for the kingdom of God belongs to such as these” (Luke 18:16). Incorporating the good news of Jesus in all it does, Reformation Lutheran School exists to equip children with the essential building blocks for this life and eternity.

Reformation Lutheran School Exists to:

- Educate with Academic Excellence
- Equip for Christian Living
- Encourage Growth in God’s Word

Therefore, children attending Reformation Lutheran 4K/TK will daily hear the truths of God’s inspired Word, the Bible. They will also be offered a variety of activities that will develop the whole child: spiritually, intellectually, physically, socially, emotionally, and creatively. We provide a program that reflects the developmental level of each child through active and quiet times; individual, small, and large group activities; and indoor and outdoor play. We believe in providing a program that offers a warm, nurturing environment, with valuable educational experiences under the guidance of a well-trained staff. This program is designed specifically for this age level. The 4K/TK is integrated with our elementary school and is tailored to the development of 4 year-olds in a regular school setting.

## **Our School’s Vision**

The eternal truths of God’s Word are the foundation of our school, its curriculum, and all its activities. Our goal in Christian education is to provide each child with the maximum development of God-given spiritual, physical, and mental abilities.

## **Program Overview**

Children attending Reformation Lutheran 4K/TK have a similar program of activity and instruction to our Kindergarten. The 4K/TK program and teacher coordinates closely with the kindergarten program and teacher. The core of the curriculum coincides with kindergarten and is age-appropriate. Parents of four-year-olds have the option of enrolling their child in the preschool or the 4K/TK program depending on the needs of the child and the goals of the parent. Generally speaking, preschool enrollment can be tailored to the needs of the parent, whereas, the 4K/TK enrollments are tailored to meeting the child development goals of the 4K/TK program.

## **Philosophy**

Reformation Lutheran School believes the Bible is the true Word of God and on its pages is God’s written plan to save all people. By nature all are sinful and in need of His forgiveness. God sent His only Son, Jesus Christ, to take that sin upon Himself, and thereby grant everyone forgiveness. “For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life” (John 3:16). God brings people to this life-saving faith in Jesus through the work of the Holy Spirit.

Each child is a special, unique gift from God. He has given parents the primary responsibility for the raising of their children. “Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord” (Ephesians 6:4). We are pleased when parents enlist us to help in this God-given responsibility. We are prepared to support and encourage parents in this most important task.

Reformation Lutheran School strives to provide each child with a program based on current knowledge of child development and an understanding of each individual child’s needs. The environment is safe and educational so that each child may develop to his or her full potential. The teachers and staff are positive role models for children so that the children receive Christian guidance and observe Christian behavior.

## **Objectives**

Reformation Lutheran School provides the following for each child enrolled:

### **Spiritual Development**

Daily opportunities to hear and apply God’s Word as it is taught in its truth and purity. To nurture and strengthen the faith of each child. To provide systematic and thorough instruction in God’s Word. To teach all secular subjects in the light of God’s Word.

- Realize their need for God’s love
- Know Jesus as their personal Savior
- See themselves as God’s children
- Feel secure in God’s love and care
- Develop a sense of trust
- Respond to God’s love

### **Intellectual Development**

An educational experience in a Christian environment which provides age-appropriate activities in basic language arts, communication skills, science, reading, and math readiness.

- Continue to develop language usage and understanding
- Develop focus and self-regulation
- Structure without stress
- Develop writing skills
- Develop math skills
- Complete tasks begun
- Develop problem-solving skills
- Initiate his/her own activities
- Develop pre-reading skills such as:
  - +Visual discrimination
  - +Auditory discrimination
  - +Understanding of symbols
  - +Love of and interest in books

## **Physical Development**

- Daily opportunities to develop large and small motor skills.
- Develop eye-hand and eye-foot coordination
- Become aware of his/her own body

## **Social Development**

Daily opportunities to develop social skills based upon Christ-centered, God-pleasing principles of love and concern for each other's safety and well-being.

- Learn to play, work and communicate with peers and adults
- Adjust to group situations
- Accept others even though they may be different than self
- Develop a sense of community
- Accept changes in routines and environment

## **Emotional Development**

An atmosphere in which each child can feel accepted as a redeemed child of God and is encouraged to express his or her feelings and opinions.

- Develop a positive self-image
- Be free to take risks; be comfortable with making mistakes
- Develop a sense of security and trust
- Show independence and self-responsibility
- Channel emotions into appropriate and acceptable outlets

## **Creative Development**

Daily opportunities to develop self-expression through art, music and movement, play, exploration, and problem solving.

- View himself/herself as a unique individual created and valued by God
- Express ideas in his/her own unique way
- Be free to create artistically using a variety of media
- Develop his/her God-given talents and abilities

## **Parent Involvement**

To have a successful 4K/TK school experience for each child, we believe that it is important for parents and teachers to work together. Parents and teachers are expected to support and encourage one another. If you have questions, comments, or concerns, please discuss them outside of the regular school



hours. If a problem arises, the parents and teacher should follow the course of action described by Jesus in Matthew 18:15-18. The parents and teacher should discuss the issue privately. If the problem persists after speaking with the teacher, the parent may inform the Director of the situation. The Director will provide additional assistance in resolving the matter, as appropriate. If the problem is still not resolved, the concern may be brought to the Board of Education. The Board, with God's guidance, will discuss the matter and attempt to arrive at a God-pleasing solution.

We encourage active parent/teacher relationships by providing daily opportunities for parent/teacher interaction. We believe that it is important for parents to be involved and aware of what is happening at school.

**To make your child's school experience the best possible, please:**

- Check your child's cubby daily.
- Check the Parent Board daily for new information.
- Sign your child in and out.
- Let the teacher know when something at home may affect your child's behavior at school.
- Read the weekly 4K/TK notes.
- Watch for field trip announcements.
- Watch for special occasion sign-up sheets.
- Call in before 8:00 am if your child will not be at school that day.
- Make tuition payments on time.
- Keep all information & forms up-to-date.
- Look for classroom updates on Class Dojo.

**Parents are encouraged to participate as volunteers in the following ways:**

- Assist in class activities and field trips
- Help with Christmas & school programs
- Donate quality educational toys and books that are no longer used. (Please consult Director prior to bringing in items.)
- Use your talents to improve our program and facility.
- Help maintain the facility.
- Donate art materials: Paper towel tubes, paper plates, buttons, tacky glue, yarn, egg cartons, lunch size paper bags, Ziploc bags
- Cutting out lamination or materials for projects
- Reading to the children from time-to-time
- Driving for field trips
- Planning classroom parties
- Helping wash and disinfect classroom materials on a regular basis
- Using your areas of expertise to come into the classroom and do a mini lesson with the children (example: woodworking, leather, sewing, etc.)

## Staff Qualifications

The Director and teachers are all practicing Christians and satisfy California Code of Regulations Title 22, Pediatric CPR and First Aid. This includes being well trained in areas of preventative health and safety practices. Each member of the teaching staff brings a wealth of educational and working experience to their jobs. Our teachers make it a priority to understand the development of young children. Each teacher is aware of unique differences in children and will provide an appropriate educational experience for each child according to his/her needs. In this way, we are able to provide a program that reflects the developmental level of each child, enriching the child's life with valuable educational experiences.

## Programs

### **Full-Day Program 6:00am-6:00pm (daily)**

- 5 days a week
- 4 days a week
- 3 days a week
- 2 days a week

Your child can be dropped off or picked up at desired times within this time window, but you will still be charged tuition at the Full-Day Rate. The 4K/TK school is closed New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Easter Monday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day & the day after, Monday before Christmas, Christmas Eve and Christmas Day. Campus will be closed the week of August 26 - September 2, 2019.

### **¾ -Day Program 6:00am-3:00pm (daily)**

- 5 days a week
- 4 days a week
- 3 days a week
- 2 days a week

Your child can be dropped off or picked up at desired times within this time window, but you will still be charged tuition at the ¾ Day Rate.

## Half-Day Program 8:00am-1:00pm (daily)

- 5 days a week
- 4 days a week
- 3 days a week
- 2 days a week

Your child can be dropped off or picked up at desired times within this time window, but you will still be charged tuition at the Half-Day Rate.

## Admission

### **Admission, Enrollment and Registration**

Reformation Lutheran School is an outreach effort of Reformation Lutheran Church. Reformation Lutheran School is a Christian school and strives to apply and communicate the love of God in all programs, activities, and educational philosophies.

#### **Non-Discriminatory Policy:**

Reformation Lutheran School admits students of any race, color, nationality, 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 on the basis of gender, race, color, or national/ethnic origin in administration of its educational policies, admissions policies, activities or other school administered programs.

All children are required to participate in Christian devotional activities, Bible stories, prayers, and songs. Periodically, the school children will sing Christian songs during worship services at Reformation Lutheran Church.

#### **Admittance Requirements & Registration:**

- Age requirement: Children must be 4 years of age by September 1.
- All enrollment forms must be completed and received prior to your child's first day. All forms are available on the preschool website ([www.reformationpreschools.org](http://www.reformationpreschools.org)) and in the main office. **The non-refundable registration fee is due when registration form is turned in and will guarantee your child a place in our program.**
- You must choose which Scheduled Program you desire to enroll your child (Half-Day,  $\frac{3}{4}$  Day, Full-Day & the number of days per week).
- All children in our 4K/TK school are required to submit to its religious instruction.

- Parents must be willing to have the child instructed in the doctrines of Holy Scripture as taught by the Wisconsin Evangelical Lutheran Synod.
- Parents of transfer students must agree to bring their child to school for screening if the classroom teacher feels it is appropriate. This screening will assist the teacher in making appropriate changes to the student's curriculum.
- Prior to enrollment, the parent(s) will meet with the Director for a brief orientation of our policies and procedures. A tour of our facilities is also required. Parents are encouraged to bring their child for a short visit before their first day of school.
- **Parents are invited to attend an orientation about all Reformation Lutheran Church has to offer** (spiritual, academic, activities, blessings, etc.), and why we exist. The orientation is presented by our Pastor, Preschool/4K/TK Director or School Principal to acquaint parents with our Reformation family. This orientation is offered at the beginning of the school year. In addition, a \$100 rebate on registration fees will be granted to families that complete the course, "Foundations 101," offered by Reformation Lutheran Church. This rebate offer is one time, per family (i.e. can't be repeated & not for each child enrolled).

## Children's Records

The state of California requires that Reformation Lutheran School maintain up-to-date files on each child enrolled. Records that are kept in these files are confidential and must include the following:

1. Identification and Emergency Information
2. Child's Pre-Admission Health History-Parent Report
3. Current Physician's Report/Physical
4. Consent for Emergency Medical Treatment
5. Notification of Parent's Rights
6. Notification of Personal Rights-Childcare Center
7. Signed Admission Agreement
8. California School Immunization Record
9. Copy of any court orders regarding child custody

California Community Care Licensing Division (Department of Social Services) has a right to review records and interview children without parental consent.

## Vaccinations

- Effective January 1, 2016, new California law SB 277 states that exemptions based on personal beliefs will no longer be an option for the vaccines that are currently required for entry into child care or school in California. Most families will not be affected by the new law because their children have received all required vaccinations. Properly completed personal beliefs exemptions on file for a child already attending child care or school in California will remain valid until the child reaches the next immunization checkpoint at kindergarten (including transitional kindergarten) or 7th grade.

- There is no personal belief exemption to the state-mandated vaccine requirement.
  - Personal belief exemptions filed from another state or country are not valid if student is transferring to a California school after January 1, 2016.
  - Properly completed medical exemptions for immunizations will be allowed for students when they have been issued by a licensed physician which specifically states which vaccine the child is exempt from, the medical reason for the exemption, and the duration of the exemption whether temporary or permanent.
  - More information is available at <http://www.shotsforschools.org/>
  - **The requirements are:**
    - Polio x 3
    - DTP x 4
    - MMR x1 (after first birthday)
    - Hib Vaccine
    - Hep B - series of 3
    - Varicella/Chicken pox
- \*If immunization is not given, an explanation form must be filled out and submitted to the Director.
- Each year parents must update their child's enrollment records. This is in compliance with the laws of the state of California. You can bring updates to the Reformation Lutheran School office which is open from 8:00 am to 4:30 pm, Monday-Friday.

## **Confidentiality**

Reformation Lutheran School maintains strict confidentiality of all files and incidents involving the children, parents and/or staff. We will not release your child's enrollment records or other personal information to people other than the registered parent(s) or guardian unless written authorization is given by registered parent(s) or guardians.



## **Financial Payment, Policies, and Procedures**

*Please direct all financial questions to  
Sarah Rodrigues, [financial@refsd.org](mailto:financial@refsd.org) or (858) 291-1036*

### **Registration Fees**

- Registration Fees are the same for community families, members of Reformation or members of other WELS churches.
- Students pay an annual Registration Fee in July, as the school year is defined as July 1 through June 30. For students who enroll after start of the school year, the Registration Fee will be pro-rated accordingly.
- Registration Fees are due no later than the first day of class (Your child can't commence classes until the Registration Fees are paid.)
- A \$100 rebate of registration fees will be granted to families that complete the 4 week course, "What is a Lutheran," offered by Reformation Lutheran Church. This is rebate offer one time per family.

### **Multi-Student Discount**

- There is no discount in Registration Fees for multi-student families.

### **Financial Assistance**

- There is no financial assistance for Registration Fees.

### **Disenrollment or Termination**

- Registration Fees are non-refundable.

### **Tuition Fees**

#### **Payments Due**

- Monthly tuition fees are due by the 15<sup>th</sup> of each month.

#### **Late Fees & Bad Checks**

- School accounts are considered PAST DUE if no payment has been received by the sixteenth (16<sup>th</sup>) calendar day of the month. A \$30.00 late fee will be charged to their account for each month of late or non-payment.
- If a check is returned for **INSUFFICIENT FUNDS**, a **\$35.00 bank fee** will be charged to their account.

#### **Midyear Enrollment**

- Pro-rated tuition will be provided for families who enroll during the school year. Registration fees are not pro-rated.

## Members of Reformation

- There is a 24% discount in Tuition Fees for members of Reformation.
- If a 4K/TK family becomes a member of Reformation during the school year, they will receive the Member discount rate effective with the month following the month they became members. They will receive pro-rated member discount for the remainder of the school year. Example family becomes a church member in Jan, then reduced member tuition rate fees start Feb 1.

## Annual Payment Discount

- A four percent (4%) discount is given on tuition fees for school, if the tuition fees for at least 10 months are paid in full on or before Orientation Day – when the family pays by **check or on-line payment from checking or savings (but not by credit card)**.
- A two percent (2%) discount is given on tuition fees for school, if the tuition fees at least 10 months are paid in full on or before Orientation Day – when the family pays by **credit card**.
- Tuition Assistance – For families receiving tuition assistance, there is no Annual Payment Discount.

## Multi-Student Discount

- There is a 20% discount for each additional student for families when enrolling multiple full time students in Preschool through 8<sup>th</sup> grade. A family is defined as children with at least one common parent and resides together.
- The multi-student discount is applies to the student with the lowest annual tuition rate.

## Vacations & Student Absences

- Tuition covering periods of student absences for family vacations or other recreation will not be discounted, pro-rated nor refunded.
- Tuition covering periods of student absences (**>20 consecutive school days**) due to extended student illness or medical recovery or death of immediate family member will be considered for discount or pro-rating with doctor's note.

## Split Families – WELS member & non-member

- Tuition will be provided at the member rate for children of divorced or separated parents as long as at least one parent is a member of Reformation.

## Membership Termination

- If a WELS member family has their membership terminated for reasons other than transfer, they will no longer be eligible for the member tuition discount. Tuition will increase to the non-member rate effective the first of the month following membership termination. **Registration fees are not refundable.**

## Disenrollment or Termination

- Families who withdraw their child or are terminated after they begin attending classes will receive a pro-rated refund of tuition fees paid.

## **Tuition Assistance**

- **There is no financial assistance for 4K/TK school tuition.**
- **There is no financial assistance for 4K/TK or after school care.**
- **There is no financial assistance for 4K/TK registration fees.**

## **Late Pick-up**

- Children picked up after their scheduled time will be **charged \$10.00 for every 15 minute late.** You will be billed through FACTS. It is very important that you communicate with us in the event you are unable to pick up your child. Even then, it is at the discretion of the Director whether charges will be reduced or waived.

# **4K/TK Procedures**

## **4K/TK Schedule**

Reformation Lutheran 4K/TK is open year round with some exceptions. A copy of the yearly school calendar will be given to each family upon registration and is also available on the preschool website.

We currently offer three programs every school day for all age groups:

Half-Day Program      8:00am – 1:00pm

<sup>3</sup>/<sub>4</sub> Day Program      6:00am – 3:00pm

Full-Day Program      6:00am – 6:00pm

Note - The core academic time is 8:30am – 3:00pm for each of the above programs, so it is important that your drop off your child no later than 8:30am and pick them no earlier than 3:00pm.

## **Holidays**

The 4K/TK is closed New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Easter Monday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day & the day after, Monday before Christmas, Christmas Eve and Christmas Day.

Campus will be closed the week prior to Labor Day to also include Labor Day.

\*If the holiday falls on a weekend, we will be closed the day it is observed.

Note - Our preschool is open on the other holidays even though our grade school is closed - example Christmas and Easter Break. Please refer to the school-year calendar for specific dates the preschool is closed.

## **Chapel**

Every Wednesday at 8:30am your child will have the opportunity to listen to God's Word in a special chapel devotion in the church worship area. The children will have the opportunity to share the love of Jesus by giving a mission offering, which will help spread God's Word in an area that the children



have chosen. This is a wonderful way for us as a school to come together in God's house to hear His Word. We encourage all parents and guardians to come and participate with us.

## Singing and Christmas Program

Children love to sing and share with others what they have learned. They will have several opportunities to sing during Sunday church services (8:00am or 10:30am) throughout the year and are highly encouraged to attend. The school children also do an annual Christmas program during a Sunday Service before the Christmas break. We try to ensure every child has a specific part and costume in the program. A singing schedule for the September – June timeframe is posted on our website calendar.

## Sign In and Sign Out

Sign in sheets for all classes are located in your child's 4K/TK classroom. Parent signatures are extremely important for the safety of the children. Please be aware . . .

1. Your signature on the **sign-in** sheet acknowledges that your child **is now our** responsibility.
2. Your signature on the **sign-out** sheet acknowledges that your child is **no longer** our responsibility.
3. In case of fire or disaster, it is the only record that your child is on the premises. We use the sign-in sheets to account for every child that is signed in. Without your signature, we have no quick reference that your child is in attendance that day.

## Daily Routine

Below is an example of the daily routine for each classroom but is subject to change. For updated Daily Routine Schedules look on the preschool website.

### Daily Schedule

6:00 - 8:00 – Before Care	11:15 - 11:45 – Small Group
8:00 - 8:15 – Arrival	11:45 - 12:15 – Center Time
8:15 - 8:30 – Get Ready for the Day & Table Time	12:15 - 12:45 – Lunch
8:30 - 8:45 – Calendar	12:45 - 1:00 - 1/2 day Pick-up (Stem Boxes)
8:45 - 9:00 – Music & Movement	1:00 - 1:30 - Chill out & Personal Time
9:00 - 9:30 – Word of God	1:30 - 2:15 – Center time
9:30 - 9:45 – Large Motor	2:15 - 2:30 – Clean-up
9:45 - 10:15 – Small Group	2:30 - 2:45 – Snack
10:15 - 10:30 - Snack	2:45 - 3:00 - 3/4 Day Pick-up (Puzzles)
10:30 - 11:00 - Outside Free Play	3:00 - 6:00 - After School Care
11:00 - 11:15 - Reading (Story Time)	

## Pick-Up Procedures

When your child is picked up, please check in with the teacher, **sign your full name, and note the time of departure**. This is necessary for our accountability. Not only does this provide for your child's safety, but it also gives the teacher an opportunity to share information with you.

Please notify us (signed note, email, or text) of any changes to those authorized to pick up your child **before pick-up**. Those noted as authorized to transport your child will be asked to offer identification if they are unknown to the teacher. We will not release a child to any person not authorized ahead of time (in writing, email or text) to transport that child.

In family situations where custody issues apply and restraining orders are in effect, we must be fully apprised of the situation so that we can uphold the court-ordered custodial requirements. Without court-ordered documentation, Reformation Lutheran School can't get involved in custody issues.

**If the pick-up person appears intoxicated i.e. alcohol, prescription or other drug use, the teacher will:**

1. Offer to call a relative or friend to pick up the person and the child.
2. Offer to call a taxi.
3. Inform the person that if they drive off (with or without the child) law enforcement will be notified immediately. (Drinking and driving under the influence of drugs or alcohol is against the law.)
4. Call Child Protective Services.

**We need to know that the child is SAFELY back in your care.**

## Drop-Off Procedures

**When dropping off your child at school, it is important that you park your car, turn off the engine, and walk your child into the classroom.** There is an arrival and departure logbook located at the entrance of the 4K/TK classroom. When you bring your child to 4K/TK, you must check them in with the teacher. The teacher must inspect the child for illness before the child is signed in. After the teacher accepts the child, **please sign your full name and note the time of arrival**. This is necessary for our accountability. Not only does this provide for your child's safety, but it also gives the teacher an opportunity to share information with you.

## **First Day of 4K/TK**

The first day of 4K/TK is an exciting and new experience for your child, but it can also be filled with anxiety caused by separation and uncertainty. Please allow a few extra minutes to spend with your child on the first few days.

- Create a routine at home as you prepare for school.
- Talk to your child and let them know what is going to happen. “You are going to school while I go to work...”
- Follow the same routine each morning when you arrive (sign in, put belongings away, say goodbye). Also create a routine when you pick your child up from school.
- Try to get your child involved in an activity, which usually lessens the anxiety.
- Remind your child what is happening and assure your child that you will come back to pick them up.
- Don’t sneak away, even if it seems easier for you. Leaving unnoticed will violate your child’s trust.
- Once you start to leave, don’t stop, and don’t return. It is important that you follow through even if your child cries. We will comfort your child.
- Feel free to call later in the morning to see how your child is doing.
- Many children adapt quickly to routine. However, it is perfectly normal for some children to take several days, or even weeks, to adapt. Some children adjust well at first and then later experience anxiety. Being on time every day will help your child to establish a comfortable routine.
- Come to school no later than 8:15am to give your child time to play & adjust before the school day starts.

## **Communication**

### **Parent Communication**

Face-to-face communication with your teacher and the Preschool/4K/TK Director on a regular basis is the most effective means of communication. If you have a concern regarding your child or your child’s progress at school, please bring it to the attention of your child’s teacher before going to the Preschool/4K/TK Director. There are exceptions to this policy, please work with your child’s teacher for the best possible outcome. Please make sure to only call or text your classroom teacher during the following times as they need to have 100% focus on your child’s learning: before 8:00am; 10:00—10:30am; 12:00—3:00pm or 4:00-6:00pm.

Other acceptable methods of communication with your child’s teacher or Preschool Director

- Texts
- Emails
- Phone calls
- Class Dojo

Reformation Lutheran School will communicate with parents & guardians using:

- Phone calls
- Texts
- Emails – both direct and collective (via Mail Chimp service to all preschool, 4K/TK & school families)
- Facebook notes
- Newsletters
- Bulletin board notices
- Posted flyers on campus
- Class Dojo

## **Parent Conferences/Child Progress Reports**

**Student Progress Reports** In Late Fall & Spring your child will receive a written evaluation of progress and school readiness. Your child's teacher will schedule a time for you to discuss this progress report and things that you can do to help your child improve in deficient areas and achieve a successful outcome by the end of the school year (normally in June).

## **Visiting the School**

Parents are welcome to visit the school during the day and observe their child and the teacher. Please speak with your child's teacher in advance if you intend to do so, as to plan a day that would work best for all. Please inform the Director and check into the office on the day of visiting.

## **Parent Information**

### **General Parent Information**

The following is miscellaneous information, possibly repeated from elsewhere in the handbook, but is very important to remember.

1. Label all personal belongings with your child's name.
2. Please do not bring toys from home except for Show and Tell. Toys that represent weapons or violence will not be allowed at any time.
3. You need to escort your child into the classroom and make contact with the teacher. Sign your child in and out each day. Upon pick-up, please make contact with the teacher regarding any information about the day.
4. A signed note, email or text must be submitted ahead of time if an unauthorized person is to pick up your child.
5. Please contact the teacher or Director with questions, concerns, and compliments.

Please make every effort to be at school by 8:15am to ensure your child has a great start to their day.

## Family Programs

Periodically there will be various programs offered throughout the school year. Some programs will be for families together, some programs will be specifically for parents or children. Our goal with these programs is to strengthen relationships between parents and children and to help support parents in their role of parenting. Attendance is optional, but we hope families will take advantage of these events.

Family programs include:

- Vacation Bible School (Aug)
- Family Fun Night (Oct)
- Christmas in Clairemont (Dec)
- EasterFest (Mar/Apr)
- Church Services & Sunday School (Kids 4 Christ)

School children and their families are always welcome to attend our church services

(Sundays 8:00 & 10:30 am), Bible Study (Sundays 9:30-10:15) and Kids 4 Christ (Sundays 9:30-10:15)

## Dress Code

### **What to Wear/Uniform & Dress Code Policy**

We are a school that wears uniforms. Our uniform colors are, white, navy blue, khaki, and red. Clothing that meets our uniform requirements (e.g. polo shirt, pants, skirt) are commonly found at Target, Old Navy, Walmart, JC Penney and Sears.

All students are expected to comply with the uniform policy. The Parent is ultimately responsible for the clothing a child wears to school. Therefore parents must be aware of the dress code policy to prevent students from coming to school wearing the wrong clothing. Parents should ensure that their children are appropriately dressed for the weather which is expected to occur on any particular day. Students will typically have outdoor activities, and weather changes during the day may make some attire inappropriate for outdoor use during these periods. Parents are responsible for making sure that children have clothing that fits their stature. This may require purchases in winter or spring as your child grows throughout the year.

#### **Dress and Appearance Guidelines:**

Neat and proper attire has a definite bearing in providing an atmosphere conducive to study and schoolwork. It also reflects our Christian attitude parents are expected to exercise good judgment, safety, good taste and modesty regarding their children's dress and grooming. Any clothing considered to be disruptive to the

Christian education process is inappropriate for school. Students not meeting our uniform code may be sent home or sent to the office for an in-school suspension at the discretion of the teacher or principal, and will be readmitted only when appropriate corrections are made. Students wearing clothing that is excessively tight, baggy, short, long, dirty, or worn will be forced to change.

## **Dress Code Policy:**

Each student on the campus of Reformation Lutheran School & Preschool will be attired in approved clothing while school is in session and that child is in attendance. This policy, which delineates the approved attire, is to be provided to parents and guardians of students upon enrollment, at the beginning of each school year, and throughout the school year by request.

Shoes, socks, hair ties, and outerwear selection should be in accordance with this uniform policy. Items that reflect disrespect or a non-Christian attitude (such as drug or gang references) will not be tolerated. Uniforms should be properly fitted and clean. Baggy, torn, short, or excessively dirty uniforms are unacceptable attire.

## **Uniform Standards**

### **Shirts**

- Students may wear our school uniform polo style shirts.
- Students may also wear a plain white, red, or navy blue polo style shirt or blouse. No labels bigger than a quarter may be visible.
- Shirts should fit properly and not be tied in any way. Shirts should be long enough that the student's midriff is not showing when arms are raised. Shirts that are deemed to be excessively long must remain tucked in at all times.

### **Pants/Shorts**

- Students may wear the uniform style pants.
- Students may wear Dockers style pants in the following colors: blue, black, white, or tan.
- Pants must not have any labels larger than a quarter.
- Pants must be one solid color.
- Pants should be pulled up to the waist; sagging pants will not be permitted. Rolling of the pant at the waist or leg is not permitted.
- No jeans, cargo, carpenter, or Capri style pants or shorts may be worn
- Shorts must be of modest length and be made of the same material and color as described for the pants.
- No athletic or jean shorts will be permitted
- Pants and shorts should fit the stature of the child.
- Undergarments may not be exposed.

## Skirts/Skorts

- Girls may wear skirts and jumpers. Lycra shorts or leggings must be worn under all skirts and jumpers
- Skirts should be fitted to the stature of the child
- Skirts must be long enough to reach the students mid-thigh.
- Undergarments may not be exposed

## Shoes

- Students should wear athletic shoes at all times
- Shoes that light up, make noise, or have wheels will not be permitted
- **Open toed shoes and sandals will not be permitted**
- High heeled shoes will not be permitted
- Shoes should not detract from a modest appearance and should be school colors
- Socks should not detract from a modest appearance and should be school colors
- Close-toed sandals will be permitted on designated water days only. If you have any questions, please speak with the Director

## Accessories

- Hair accessories should not detract from a modest appearance and should be school colors.
- No hoop earrings will be allowed.
- Only non-character post earrings in school colors, gold, or silver, will be allowed. Girls are only allowed one earring in each ear. Boys are not permitted to wear earrings at school or school functions.
- No piercing of any kind will be allowed in any area other than the ears.
- Students should wear appropriate clothing to participate in physical activities & play
- Hats are not permitted indoors.

## General Rules

- Garments, backpacks, and accessories must not display any of the following: profane, sexually suggestive, obscene language or pictures, vulgar gestures, racial, ethnic or sexist slurs, messages about drugs, alcohol, or tobacco, images depicting violence, gang related graffiti, advertise famous personalities, or music trends.
- Jackets, sweatshirts, and sweaters should be in school colors or school related. (e.g. field trip sweatshirts or Raider gear)
- Tattoos or other body markings (whether permanent or temporary) will not be permitted. Any student with a preexisting tattoo or body marking must keep it covered at all times during the school day and at all school related activities.
- Hair should be neatly groomed and kept away from the eyes. Hair may only be dyed to a natural hair color. This rule does not apply to students who use temporary hair dye during “Spirit Week”.
- Hair extensions should match the style and color of the student’s hair.
- Patterns or words should not be shaved into the student’s hair.

If you are unsure about whether or not an item or outfit meets this dress code please talk to the Director before wearing it to school.

Sometimes children work on “messy” art projects, or spill during snack or lunch. It is important that your child wear comfortable, washable clothes to school. Your child should also wear comfortable, closed-toed shoes and socks for outside play. Please dress your child in clothes that he or she can easily manage in the bathroom.

## **Discipline**

### **Discipline Policy**

Effective discipline stems from careful planning and consistency. Our teachers strive to develop a positive relationship with each child and redirect unacceptable behavior. Proper Christian discipline in our school is maintained and exercised in a loving manner in keeping with the Law and Gospel. Corporal punishment as a manner of discipline will not be used nor will it be tolerated. Discipline will not be physically or emotionally abusive, nor will it violate any personal rights.

We are committed to providing an atmosphere that fosters trust, security, and comfort, and an environment that encourages caring and cooperative relationships. As a result, the children learn to relate to each other in positive ways. Our objective is to assist children to develop self-control, self-confidence, and ultimately self-discipline and sensitivity in their interaction with others. Intervention focuses on the child's behavior rather than on the child's character in order to preserve the child's integrity. Each child's safety is considered. It is important for the children to realize what they did and how it affects others. Limits are explained to the children in a positive manner, emphasizing what to do rather than what “not” to do.

The school is an extension of the home, and we are here to serve you as you train and build character in your child. You are the first and primary teacher. We are here to help you.

*He who ignores discipline despises himself, but whoever heeds correction gains understanding.*  
Proverbs 15:32.

*Children obey your parents in the Lord, for this is right. Honor your father and mother, which is the first commandment with promise: that it may be well with you and you may live long on the earth.*  
Ephesians 6:1-3

As an extension of your home, we will provide and support opportunities for your child to practice obedience and a good attitude (honor) in the school environment. Your child will be treated with respect and fairness at all times.



If a child displays behavior that endangers himself or others or is in direct disobedience to classroom standards, the following steps will be taken:

- Re-direction towards another activity
- Loss of privilege
- Quiet time

If the behavior continues, the Director will be notified and parents will be requested to meet with the Director and teacher. A plan of action will be set in place to include the following:

- Documentation
- Daily communication on the child's progress for two weeks
- Resources to get professional assessment/intervention for behavioral concerns.

If this fails, it may be time to consider whether or not Reformation Lutheran School is the best environment for your child. This decision is ultimately made at the discretion of the Preschool/4K/TK Director. A one-week notice will be given to the parent for withdrawal.

## **Dismissal/Disenrollment/Termination**

Reformation Lutheran School reserves the right to cancel or suspend the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment of fees.
2. Repeated late pick-up of children.
3. Inability of the child or parent to adjust to the daily program.
4. Physical or verbal abuse of staff or children by parent or child.
5. Discipline matters that cannot be resolved.
6. Refusal to keep all enrollment paperwork up-to-date and submit changes.
7. Not abiding by the policies outlined in the Parent Handbook.
8. The Director will meet with the parent to discuss the situation prior to making any change in child's enrollment status.

### **Disenrollment Initiated by the Parent/Guardian.**

Parent or guardian must provide written notice to the Preschool/4K/TK Director of their intent to disenroll their student from the 4K/TK program. **Two weeks advance notice** is required or tuition rates will continue to accrue for the two-week period. **If child is withdrawn without written notice**, tuition will continue to be charged until written notice is provided to the Preschool/4K/TK Director. At the Preschool/4K/TK Director's discretion the Director may contact the parents to discuss the situation. Such discussion does not obviate the requirement of written notice.

## Child Abuse

The State of California requires childcare providers to report any suspected incident of possible child abuse or neglect. All school staff are legally obligated to comply with these guidelines.

## Medical

### Health and Illness

The state of California requires Reformation Lutheran School to have a current medical report on file, as well as an up-to-date record of immunizations for all enrolled children. **Non-compliance by parents/guardians with this requirement will result in dismissal/disenrollment.**

### Minor Illness

**Please call or text the Director or The Office by 8:00 am if you are going to be keeping your child home for the day due to illness so that the teachers may adjust their lesson plans accordingly.**

Daily illness checks will be performed on each child upon arrival.

- If a child appears ill, at the discretion of the teacher or Director, parents will not be permitted to sign in their child, and the child must return home for that day.
- **Our Policy on Colds:** Green or yellow nasal discharge is can signal an infection and your child should not be brought to school without a doctor's note/approval.
- If your child becomes ill while at Reformation Lutheran School, you will be contacted and required to pick up your child as soon as possible.
- If we are unable to reach a parent, we will call one of the authorized emergency contacts you have listed.
- Some reasons for pick-up could be, but are not limited to the following: fever, diarrhea, vomiting, or flu-like symptoms.
- When a child's temperature reaches 100, a phone call will be made to inform the parent. When a temperature reaches 100.7, the parent will be called to pick the child up. At that point, the child may not return to school until they are fever-free for 24 hours without medication. This is to prevent spreading any illness throughout the classroom.

### Returning to School (After Illness)

**Your child may return to school when he or she is free of symptoms for 24 hours.**

**Note:** Once the child is removed from school due to illness, they may not return to school until symptoms which required removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

## **Incidental Medical Services (IMS)**

Below is our plan for providing incidental medical services (IMS) to children in our care:

- Current incidental medical services provided includes the administration of epinephrine auto injectors (epi pens) and inhalers. Should other types of incidental medical services need to be provided, the director will update this plan accordingly.
- Parents will complete a Medication Authorization form for any incidental medical services provided at the facility. Written instructions from the physician including doctor's notes and/or prescription instructions will also be maintained. A list of trained staff in incidental medical services will be maintained. Any incidental medical services provided to children in care at the facility will be logged in the medication log book and parents will be notified.
- All storage requirements will be met per parent and physician guidelines.
- Parents will train director in procedures regarding incidental medical services including administration instructions, use and maintenance of required equipment/supplies. Once director has received training from parent, director will train the rest of the staff in the incidental medical service procedures. Re-training will occur in the same manner if/when the procedures for the incidental medical services change.
- All staff will be trained in incidental medical service procedures. Medications/supplies will be brought along on field trips in the first aid kit. This will ensure services are not interrupted.
- Proper safety precautions will be taken including wearing gloves when the incidental medical services involve a potential exposure to blood or body fluids. Hand washing hygiene will be performed immediately after removal and disposal of gloves. Disposal of used instruments will be properly disposed of in approved containers.
- Medication, equipment and supplies will be transported in the first aid kit to ensure services are not interrupted if there is a disaster that requires the relocation of children from the facility.
- Parents/authorized representatives will be informed of each occurrence of incidental medical services to their child via phone.

Should any changes or updates in incidental medical services occur, our Plan of Operation will be updated accordingly.

## Emergency Medical Treatment

Emergency information for your child is kept on file at the school. In case of illness or injury, this information will be used to notify you, or the person designated by you, of your child's status.

Authorization for emergency treatment must be signed at the time of enrollment to ensure that in case of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your child's medical history and emergency contact information current.

- In the case of less serious injuries (e.g. minor cuts, scrapes, scratches, and bites), first aid will be administered by the staff. Parents will be notified upon pick-up of the nature and treatment of the injury, or an injury report will be sent home with the child.
- If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.
- In case of a **serious accident or sudden illness requiring immediate medical attention**, the following procedures will be followed.
  1. A phone call to 911 is made.
  2. Child's parents (or emergency contacts) are called.
  3. Child is separated from the other children and appropriately cared for.
  4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

### Medication Policy

It is our policy to NOT administer medications at school. Exceptions are if your child has an ongoing medical problem or medical alert that requires medication prescribed by a doctor on a continuous basis or in an emergency (e.g. asthma, bee stings, allergic reactions).

When necessary, prescribed medication may be administered by the teacher with **written** consent of the parent **in addition to** a doctor's note.

1. All medications must be in their original container with your child's name on it.
2. A **Medication Authorization form** must be filled out prior to administration of any medication.
3. Asthma treatment/inhalers/Epi pens require special forms which are available in the office.
4. **Medication must be checked in and must be given directly to the Director.**

We will not administer over-the-counter medications (e.g. aspirin, vitamins, cold remedies) unless accompanied by a doctor's note & proper medications paperwork has been filled out.

## Communicable Diseases

There may be times when your child is exposed to a communicable disease while at Reformation Lutheran School. **A notification email will be sent to all families** whose children were exposed. A memo will also be posted on the classroom information board to inform you of this.

**You must also notify Reformation Lutheran School if your child has been diagnosed with a communicable disease.**

Communicable diseases include, but are not limited to chicken pox, whooping cough, mumps, measles, diphtheria, meningitis, pink-eye, and hepatitis.

**Readmission to school after a communicable illness must follow the guidelines presented below:**

*\*Please note: At the Director's discretion, a doctor's note may be required prior to school readmission should the health of the child be questionable.*

### Communicable Illness

### Length of Communicability

**Chicken pox**

7 days after eruptions and until all have formed a dry scab and scabs have fallen off.

**Fever**

**24 hours fever free**

**German Measles (Rubella)**

5 days following the onset of the rash.

**Measles (Rubella)**

5 days following the onset of the rash.

**Mumps**

Until all symptoms have disappeared, 7-9 days after the onset of symptoms.

**Streptococcal Infections**

36 hours after treatment with antibiotics. (Strep throat, fever, Scarlatina, rheumatic fever)

**Scabies**

Until all mites and eggs are destroyed with treatment.

**Conjunctivitis (Pink Eye)**

Until eyes have been treated and there is no further discharge.

**Impetigo**

Until lesions have been treated with antibiotics for 48-72 hours.

**Head Lice**

Until treated with medicated shampoo and all mites (nits) have been removed.

**Ring Worm**

After removal with a fungicidal ointment.

**Pin Worms**

After initial dose of medication.

## Head Lice Policy

When live lice (actual bugs) are discovered on your child, you will be called for immediate pick up and treatment at home as your child cannot remain at school. **Your child may not return to school until free of all lice and nits.** As with cases of communicable diseases, all other families will be notified that a case of head lice has been reported.

If you detect or suspect your child has head lice, should notify Reformation Lutheran School as soon as possible. **Your child cannot attend school if infected with head lice or nits.** If necessary, the Director or designee will examine the child for nits or lice, as well as children who are siblings of the affected child. As with cases of communicable diseases, all other families will be notified that a case of head lice has been reported.

Please be proactive and aware of the following information.

### **Returning to School (Lice): Your child may return to school when . . .**

- There are no live bugs
- All nits have been removed
- The child has been checked at the office for any nits.

### **Seven Day Check**

- A seven-day check will be administered by the staff to make sure that no new nits have hatched

### **At-Home Treatment for Lice**

- Over-the-counter treatment as recommended by your pharmacist.
- Wash the child's bedding and pillows
- Soak combs and brushes in hot water for 5-10 minutes

### **Important Information about Lice**

- Live bugs are transferred from direct head-to-head contact or shared combs, hats and scarves.
- Live bugs can crawl from one child to another.
- Lice do not live longer than 12-18 hours without a host (i.e., someone's head or a blood source)
- Nits are harmless. Once they have been treated, it is unlikely that they will hatch.
- Nits are not transferrable.
- Nits do not hatch for 7 days.

## **Allergies**

If your child has food allergies, it is required for you to completely fill out the allergies sheet. Be specific as to how severe the allergy is. If it is an extreme allergy, you may bring a snack specific to your child's needs.

**We are not a peanut free campus**, but if there are peanut allergies, we make every attempt to accommodate snacks to the best of our abilities. It is very important to provide allergy medication with specific doctor guidelines to the Director.

## **General Information**

**Change of Information** If your name, address, email, or telephone number changes or your place of work changes, please notify the Director or School Office in writing.

**E-Mails** Regular e-mails are sent to you informing you of current events and reminders in 4K/TK. Please sign up for Mail Chimp to receive important school information sent to all school families.

**Sunscreen** Please apply sunscreen in the morning before leaving home. If you would like it applied again in the afternoon, please leave a bottle with your child's name on it in their cubby and speak to the teacher.

**Change of Clothing** Please bring a complete change of clothing to leave in your child's cubby in case of an accident or emergency. Be sure to add different clothing as the seasons change.

**Close-toed shoes must be worn at all times and must have a strap or closed heel. On water days, teachers will advise you on appropriate shoe attire but close-toed shoes must also be brought.**

**Shoes** must be worn to school. Thong-type sandals are not safe in the play yard and may not be worn to school. Sandals must have a strap around the heel. Closed-toe shoes are the safest. If wearing sandals, you must also bring a pair of tennis shoes & socks to change into for large motor activities.

**Lost and Found** items are **kept in a bin** in the courtyard. Please write your child's name in their jackets to ensure that your child's clothing is returned to the proper place. Please check Lost & Found weekly for any items your child is missing. At the end of every month, Lost & Found items will be cleaned and donated.

**Toys to School** Children are not allowed to bring toys from home. These items create conflict in the classroom. Many teachers plan a weekly share day. Check with your child's teacher for the assigned day.

**Solicitation of Goods and Services** Reformation Lutheran School policy does not allow for any child or parent to receive solicitation by any other parent or organization to purchase products or services.

**After-Hours Telephone Messages** The office operates from 8:00am - 4:00pm. If you need to speak with someone on staff outside those hours for urgent matters, please call the Director. For non-urgent matters, you can leave a voice message on the office phone (858-279-3311).

**Change of Program** If you need to change your program, a change form must be filled out and signed off by the Director. All changes can only be done on a monthly basis and only if the classroom has the ability to do so due to licensing.

# Birthday Celebrations

Your child's birthday is an important day and we will celebrate it! If you wish to bring in a special treat for that day, please make arrangements with the teacher **beforehand**. If you do not want your child to participate in the special treat, or your child has allergies, please provide an alternate treat we may keep on hand as a replacement for your child.



**Off-campus parties** - If you are inviting everyone in your child's classroom to an off-campus birthday party, then you are welcome to bring the invitations to school and distribute them here.

We kindly ask, however, that if you are not inviting the entire classroom to the party, you do not bring the invitations to school. This can cause hurt feelings in the children who are not invited. We are not requiring, or even suggesting, that all children in the classroom need to be invited to every birthday party. Instead, we simply ask that if this is the case you discuss the invitation with the other parents outside of school hours. This will allow you to have a party of the size of your choosing, but will eliminate any unnecessary drama in the classroom.

Thank you for your cooperation in this area. If you have any questions about this request, please stop in the office at any time and we will meet with you on an individual basis.

## Individual and Class Pictures

Every fall and spring, individual and class pictures are taken by a professional photographer. Parents have the option of purchasing these pictures by filling out and returning ordering envelopes sent home in advance with the children.



**Note - Parents are asked to sign a permission slip granting permission for the staff to photograph their child while at school. Photographs of your child will be used for the school website, promotional brochures, Facebook, and classroom projects.**

## Lunch and Snack

### Lunch

- Each child needs to bring a lunch on a daily basis. Lunches need to be in a lunchbox, labeled with your child's name, with an ice pack inside for proper storage. Please make sure that your child brings a nutritious lunch that includes food from the different food groups (meat, bread, fruit, vegetable, and dairy group). Also, please pack food in containers that your child can easily manage independently. Microwave ovens are available in each classroom, but please limit microwave lunches to no more than twice a week.



## Hot Lunch

- During the grade-school year (September – June), Hot Lunch is offered on Mondays and Thursdays. You have the option of purchasing hot lunch from Ki's Catering. Cost is approximately \$5.00 to \$6.50. You will receive additional information at the beginning of the grade-school year.

## Snack

- We provide children with a mid-morning and mid-afternoon snack. Snacks will meet USDA nutrition guidelines and will include two of the four basic food groups. If your child has food allergies, the Director must be notified in writing and we will attempt to provide substitute snack foods. Weekly snack menus are posted and parents may refer to these at any time. Snacks will include these types of nutritious foods:
  - Fruit, cereals, breads, muffins, granola bars
  - Fruit juice, crackers, bagels, cream cheese, vegetables
  - Milk, popcorn, lunch meat, cottage cheese, trail/granola mix
  - Raisins, cheese, yogurt, pretzels, peanut butter

## 4K/TK Supply List

- 1 extra pair of underwear, pants, shirt, socks in a large zip lock bag clearly labeled. We simply do not have room for more than one of each. If your child has an accident, please make sure to take the soiled clothes home and bring new ones the following day. **We are an underwear only school. If there are medical reasons present, please speak with the Director. Children may not wear diapers or pull-ups as our license does not allow for them. Children must be self-sufficient in the bathroom with minimal help needed.**
- Lunch box – please bring a small kid-friendly size (cubbies are little in size), and one that your child can get into and close easily.
- School uniforms – we will strictly adhere to the school handbook (khaki, navy, red, white are the colors)
- 2 rolls of paper towels
- 2 lg. boxes of tissue
- 1 box of Crayola markers (10)
- 1 box of Crayola crayons (24)
- 1 pair of Fiskar pointed scissors
- 20 Avery or 3M glue sticks
- 1 package of twistable pencil crayons
- 2 Ticonderoga pencils (or #2)
- 1 eraser
- **Please do not bring any toys from home unless it is on show-and-tell day.**

# Field Trips

## Volunteers

Parents and congregational members will have the opportunity to assist Reformation Lutheran School by volunteering their time in the classroom, chaperoning field trips, or helping with classroom preparations. All volunteers who have access to children will be given a short orientation on volunteering at Reformation Lutheran School. In addition, volunteers will need to fill out the "Volunteer Background Check and Driver Form" available in the office.

When chaperoning a field trip, you are responsible for the children in your care. All children must wear a preschool field trip t-shirt provided to them by their classroom teacher. While transporting children, you must stay with the group both to, from and during the field trip. However fun it may seem, you may NOT take any side trips or purchase any treats for the children. If you would like to get the children something, you may donate to the teacher to get an approved treat. Many children have severe allergies. Whereas you have a big heart to "reward" a child, it could inadvertently become a quick trip to the hospital. If you are in doubt or have any questions about any of our rules, please check with a classroom teacher or the Director. We want everyone to be safe and have fun.

## Field Trips

Field trips are planned as part of the curriculum and are considered part of the school day. Parent *volunteers are needed to drive and accompany us on all field trips. Parents who volunteer as drivers must have a copy of a valid California driver license, a copy of their current insurance, and a signed volunteer form on file at the school.* Reformation Lutheran School strictly enforces car seat laws. The current law requires children to be in safety seats until the age of 8 or 4'9". Please refer to the California Child Passenger Safety Law notice posted in the classroom for more information. Parents and guardians are always welcome to join our field trips. However, the school staff is still in charge of your child and you must pay your own field trip fees. Please notify your child's teacher in advance if you are attending.

Below is a list of some of the possible field trips we would go on in a year:

- ♦ Petco
- ♦ Beach/Tide pools
- ♦ Oma's Pumpkin Patch
- ♦ Pump it Up
- ♦ The Park
- ♦ Botanic Gardens
- ♦ San Diego Zoo
- ♦ Legoland
- ♦ Wild Animal Park
- ♦ Sea life Aquarium
- ♦ Musicals
- ♦ Michael's Craft store
- ♦ Sea World
- ♦ Birch Aquarium and Cove

Children are **required** to wear a preapproved field trip shirt which can be purchased once enrolled. Typically, items to bring on field trips include car seat or booster seat, sack lunch, water, and sunscreen. Please check with your child's teacher for other relevant items.

There is an additional fee for most field trips, normally between \$5 and \$10.

If you are interested in being a **field-trip driver** for your child's class, ensure updated copies of your car insurance and driver's license are on file in the school office.

When drivers are participating on a field trip, the teacher is in charge. Please help them by enforcing their rules and following their directions. Most field trips have a specific beginning and ending time therefore we will promptly leave at the given time and return at the given time. If you are running late, please call the Director and you will be advised what to do.

Each classroom provides a field trip schedule for the year. Please speak to your child's teacher about the coming field trips.

All children are required to ride in their own car seat provided by their parent. The only exception is if a child has forgotten a car seat or a proper car seat by law has not been given. In this case, the Director will either provide a car seat if available or the child will need to stay back with another classroom if the parent cannot be reached to bring a car seat in time.

## **Disaster Procedures**

As with all matters pertaining to the children at Reformation Lutheran School, safety is always a priority. The items listed below are examples of what may take place on and off campus to ensure every child and employee is safeguarded.

### **Earthquake Safety Plan:**

California law requires all schools to have an earthquake safety plan and practice it. The threat of an earthquake poses a serious problem for schools in California. Injury to students, staff, and property causing temporary separation from family are potential difficulties. It is because of this that we ask that you provide a 72-hour earthquake kit for your child.

#### **You may assemble a kit for your child using the following items:**

- Eight snacks (ex. Granola bars, cheese/crackers, etc.)
- Four dried fruit snacks
- Two pop-top cans of fruit
- Two small pop-top meat or protein cans (tuna, chicken) or beef jerky
- One small package of Kleenex facial tissue

#### **Optional additional items:**

- One coloring book with small package of crayons
- One small story book

- One small toy
- Photo of family and/or reassuring note for your child
- Change of clothes

Please store it in a zip-lock storage bag labeled with your child's name. The earthquake kit, along with the earthquake emergency information sheet, will be stored inside an airtight container. If any information on this emergency form should change, please come in immediately and fill in the correct information.

The school will maintain the following emergency supplies: first aid kit, flashlights with extra batteries, radio, water/cups, baby wipes, toilet paper, emergency blankets, garbage bags and 1 quart of bleach.

## **Fire Emergencies:**

Fire drills are held once every month. Once the fire drill alarm sounds, the teachers will quickly and safely gather and account for all the children and exit the classroom. The Emergency Exit Plan as well as the primary and secondary meeting places will be utilized as posted in the classroom.

## **Lock- Down Drills**

Lock-Down will be conducted once a month. During a drill, the principal or Director will signal teachers of a Lock-Down. Teachers will lock doors, close blinds & move children to designated areas until an "ALL CLEAR" is given by the principal or Director. If parents come while the Lock-Down drill is in progress, you will not be able to pick up your child until the drill has been completed/is finished.

## **Earthquake drills**

Earthquake Drills will be conducted once a month. During drills, children will be instructed to duck under the nearest table and cover their heads with their hands and stay put until "ALL CLEAR" is given. Once Earthquake Drill is over, children will be instructed to line up quickly to leave the building and gather at the meeting place.

## **A Final Note**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before enrolling your child in our school. We are always open to suggestions and feel communication is a very important part of a quality education. If there are any problems or concerns, we encourage you to first talk to your child's teacher about them. If a lengthy discussion is needed, a time that is convenient for both of you will be scheduled, as the other children still need our attention during school hours.

Thank you for the opportunity to work with you and care for your little ones. We look forward to a future of keeping your child smiling, safe and growing in God's Word.

## Parent/Student Handbook Agreement

Reformation Lutheran School believes the Bible is the infallible, divine Word of God. For this reason, we rely on scripture as the basis of the Standards of Conduct adopted at our school (Matt. 22:37-39; Rom. 13:8-10; Gal. 5:14; I Peter 2:17; I Cor. 9:27).

Our responsibility as a school is to provide an environment that affords all young people the spiritual awareness, growth and development necessary to become mature Christians. The standards in this handbook are seen as a necessary part of achieving and maintaining this goal and therefore must be adhered to by each member of our student body.

To best promote the scholastic and spiritual development of all our students, the principles set forth are required by each student. The parents(s)/guardian(s) of every child enrolled at Reformation Lutheran School are required to review the Reformation Lutheran 4K/TK Handbook. This handbook outlines the standards and policies of the school. **This Handbook Agreement must be signed by both parents/guardians and returned to the school office by the end of the first full week of school.** No student will be permitted to continue his or her attendance at Reformation Lutheran School without returning this completed form.

***I have read, understood, and agree to the policies, procedures and guidelines contained in this Reformation Lutheran 4K/TK Handbook.***

Both Parent(s)/Guardian(s) must sign and return

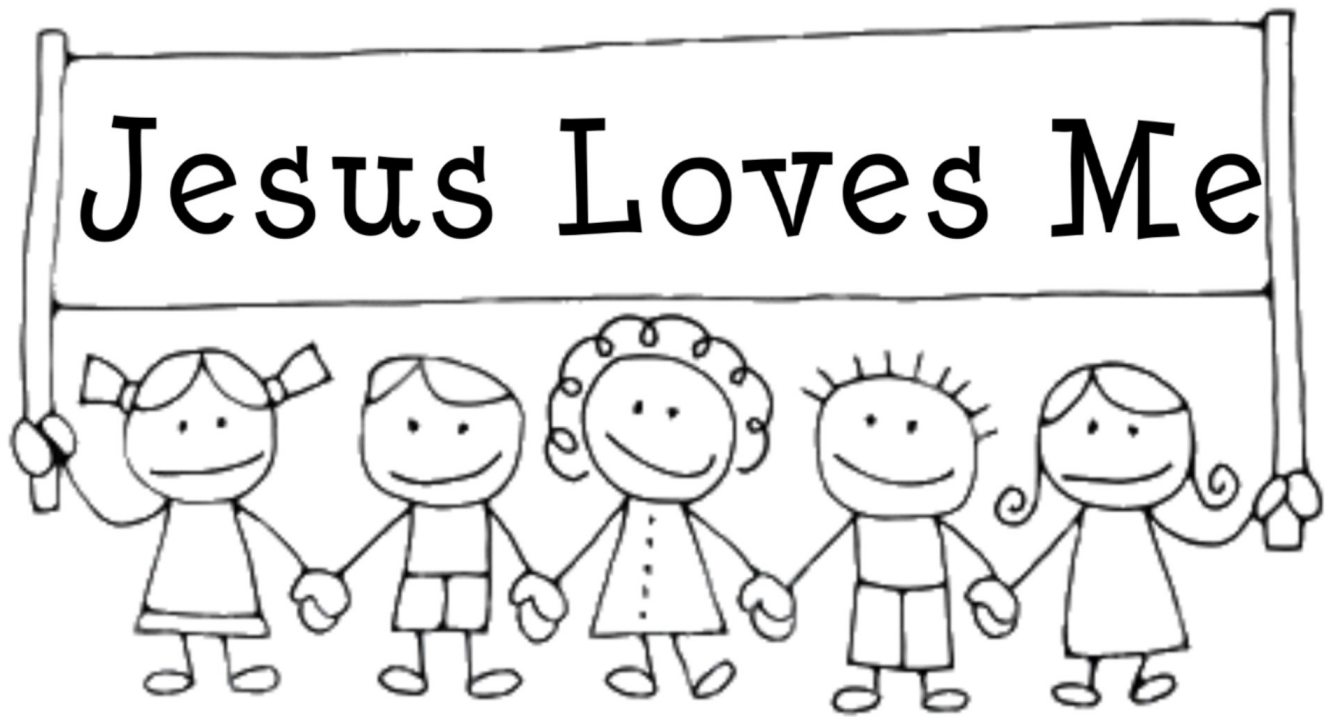
Student Name \_\_\_\_\_ (Please Print)

Father/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

- End -

# Reformation



4K/TK





Lutheran Church & School