

## **PHILOSOPHY**

At Our Redeemer Lutheran School, we believe that Christianity should be at the basis of all education. With this in mind, we recognize the children's emotional, social, spiritual, mental and physical needs. We believe that children learn best by working with hands-on, creative materials. We acknowledge the parents as the primary educators and dedicate ourselves to cooperate with the parents in the shared responsibility for the education of their child. Recognizing the uniqueness of each child, we encourage our children to pursue a divergent approach to the academic process by providing various positive, creative, stimulating materials in an orderly environment. We feel, by providing a well-rounded education, your child will be ready for a successful academic life with confidence.

Our Redeemer Lutheran School is open to all children who may benefit from a Christ-centered program, regardless of race, nationality, or creed.

## **PURPOSE AND VALUES OF OUR REDEEMER LUTHERAN SCHOOL**

The value of early childhood training is indicated in Solomon's words, Proverbs 22:6 "Train up a child in the way he should go and when he is old, he will not depart from it." Likewise, in Ephesians 6:4 "Bring them (your children) up in the discipline and instruction of the Lord." A Christian home gives a child his first Christian instruction and training. The church shares the responsibility of providing a loving, warm, secure environment where your children receive Christian instruction and training. It also strengthens and supports the parents in their efforts.

The Lutheran School can best accomplish this by...

Providing an opportunity for a thorough early Christian training.

Promoting learning through work and play in a Christ-centered environment, under the guidance of a trained Christian teacher.

Aiding in understanding life situations in terms of God's Word and will.

Assisting in a gradual adjustment from home to school life.

Helping a child learn to cope with life situations at his own level of maturity.

Developing creative and academic abilities by providing materials and experiences for such activities.

Broadening the child's interests and opening many "doors of learning" for him/her.

Preparing a child with skills for future schoolwork.

Providing a safe, loving, healthy, clean environment.

## **SCHOOL BOARD**

The governing and policy-making body of Our Redeemer Lutheran School is the School Board. This board determines all general policy for the School. The Board is made up of members elected from Our Redeemer Lutheran Church congregation.

## **ADMINISTRATION**

The administrative officer of Our Redeemer Lutheran School is the director, whose function is to interpret and administer the policies established by the board. It is the responsibility of the director to administer the curriculum to all the staff of Our Redeemer Lutheran School. Our school is licensed by the State of California Fire, Health and Social Service Departments.

## **FACULTY AND STAFF**

Our teachers at Our Redeemer Lutheran are dedicated to sharing Christian education with students and their families. Our full-time teachers are all Christian and experienced early childhood educators. They are Christians who provide exemplary leadership for their pupils and have a sincere concern for each of their students.

The teachers and Director participate in a continuous program of in-service education, regular regional workshops, conferences and studies for professional growth in order to remain alert to the ever changing needs of extended day care programs of today's families and to the findings of current research.

## **AIDES**

Our morning aides work under the direct supervision of the teacher. They have experience working with children and college units in early childhood education. They receive guidance in all areas of curriculum development and are trained to implement the teachers' lesson plans.

## **EXTENDED DAY PROGRAM STAFF**

Our Extended Day Program (EDP) Supervisor and her assistants are warm, loving people who provide a nurturing environment for our children in the afternoon. The EDP staffing is made up of the teachers from our morning staff and others who are training for careers in early childhood education.

## **THE SCHOOL**

The school is open to all children, regardless of race, nationality or creed, who may benefit from a Christ-centered program.

What we expect of the parents is that they read the operating procedures in this handbook, the monthly newsletters and the supplemental notices that we may send home from time to time; and that they feel free to be part of the school, our weekly chapel services, and Sunday Worship service. We ask for your continued support, suggestions, and comments. You are welcome to drop in at any time to observe our fine staff teaching your children. Any comments or suggestions you may have about a teacher or his/her class should first be made to him/her. Then, if you are still not comfortable with the answers you receive, please feel free to ask for an appointment to meet with both our Director and the teacher.

Our Redeemer Lutheran School is located at, 8520 Winnetka Avenue, Winnetka, CA 91306. The school office phone is 818-700-0390, Fax 818-772-2788.

## **HOURS**

Our school day begins at 9:00AM and ends at 12:30PM. Children may arrive as early as 8:45AM, and begin their day on the playground and enter the classroom at around 9:00AM. Children who attend half-days will be dismissed at 12:30PM. No child will be admitted after 9:00Am unless previously arranged by the Director. Our school is closed at 6:00 PM and stiff penalties are imposed for late pick up.

## **EXTENDED DAY PROGRAM (E.D.P.)**

We welcome the opportunity to serve your family in our extended day program. Your child will be supervised with loving care. We provide extended day care from 7:00 to 9:00AM and from 12:30 to 6:00PM.

A few guidelines:

- All children who arrive at school between 7:00AM and 8:45AM, or stay after 12:30PM will be included in, and billed for day care unless they are enrolled as flex-time or full-time students.

- Interim weeks: E.D.P. will be provided for children enrolled in full day programs only at no additional charge. (This fee is already included in your child's yearly tuition if they are enrolled for flex-time or full-time. Days) Your child will need to be signed up for E.D. P. during interim weeks in order to staff our school accordingly. We will only be able to accept other children, at an additional daily charge , if we have adequate staffing.
- Extended Day program is actually a part of the regular school day and children will not be allowed to return once they have left school unless prior arrangements are made by parents and the Director.

The center is open for students from 7:00AM until 6:00PM. **The children may NOT stay after 6:00PM. It is simply not permitted.** If the child remains on the campus after 6:00PM, there will be an overtime charge of \$1.00/minute until 6:05PM; \$2.00/minute until 6:20PM; and \$3.00/minute after 6:20PM. The late fee is strictly enforced and applies for each child left after hours. This is necessary for the consideration of our staff and children. We are not equipped to feed supper to the children, and any delay by parents after 6:00PM would create a hardship. A phone call would be appreciated in case of an emergency; however, this does not negate your overtime charges. These overtime charges will be billed by the school and payable to the school.

## **PROCEDURES FOR ENROLLMENT**

### **AGE:**

The child must be 2 years of age to enter the TWO'S POTTY TRAINING Class.

To enter the preschool program the child must be two years six months at the time of enrollment. Age groupings are generally based on the child's birthday.

Registration Fees will be paid at the time of pre-registration in the Spring for returning students. New enrollees will pay this fee at the time their applications are accepted. This registration fee is non-refundable and must be paid at the time of application.

Completed application Forms include:

- Application
- Physician's Report
- Pre-admission health evaluation – Parents report
- Admissions Agreement
- Identification & Emergency Information Form
- Parents Rights Form
- Personal Rights Form
- Emergency Transportation Permission
- Consent for Medical Treatment
- Authorization to Treat A Minor
- Earthquake Form
- Playground Rules
- For grade school children-a placement test is needed

PARENTS MEET WITH DIRECTOR

The parents meet with the Director, at which time the goals, purpose philosophy, and policies of the school and general information concerning the child and his/her family will be discussed.

Completion of these procedures and fee constitute registration and admission.

**FEES**

- A **non-refundable** registration fee is required at the time of enrollment.

- Tuition is due the first day of each month and will be considered delinquent if not received by the 10<sup>th</sup> of the month. Tuition payments received after the first of the month will be assessed an additional late charge of \$10.00, after the 15<sup>th</sup>, \$20.00, after the 20<sup>th</sup> ---\$30.00 - unless prior arrangements have been made with the office. Students whose tuition is not paid within thirty (30) days may be removed from school.
- A one-time non-refundable earthquake fee of \$25.00
- All payments should be made by check, cash or money order.
- All checks returned due to insufficient funds will be charged \$20.00 handling fees; and, in addition, late fees will be added. The check must be replaced with a cashier's check. A check to include the returned check fee must be made out separately to the school.
- Each family enrolled with more than one child will receive a 10% discount on the lower tuition.

### **CALENDAR**

Each child will receive a school calendar upon enrollment. Since the tuition fee is based on a full year, the monthly tuition charge is the same for each month, whether that month contains a holiday or not.

All national holidays, as listed on our calendar, will be observed; and the school, along with daycare, will be closed unless there is a sufficient need for daycare at which time we will offer it at additional charge.

Parent/Teacher Conferences may be arranged by either the parents or teacher. If you have any questions concerning your child's adjustment, development and progress, do not hesitate to call and make an appointment to discuss them with your child's teacher and/or the Director.

## **SCHOOL VISITS**

Parents are encouraged to visit our school at any time. You must remember, however, that the teacher needs to be with her children during school hours and will be unable to discuss your child's progress with you. However, a conference can be arranged.

Parents are also invited to assist with holiday parties, cooking experiences, act as "Room Mother," or share professions, hobbies or interests in the classroom.

## **DISCIPLINE**

Our Redeemer Lutheran School maintains a Christian attitude in regard to discipline, that being one of loving concern. Unchristian-like behavior, attitudes, gestures, words or acts will not be tolerated, and the child may be removed from the school for such acts. Matthew 18:15-17 is used as the basis for disciplinary action. In the event of a discipline problem, it will be handled in the following manner:

- The problem is discussed between the child and the teacher.
- If this does not solve the problem, it will be discussed with the child, teacher and Director. The parent will be informed.
- Should the problem still persist, the parents will be asked to come to school for a conference with the Director and teacher.
- If the problem is still unresolved, then the child may be removed from the school.

## **ARRIVAL AND DEPARTURE PROCEDURES**

Parents must sign the child in on the sign-in/out sheet each day using their LEGAL name. The full last name needs to be spelled out each day on the sign-in/out sheet. The time must be recorded upon arrival and departure. The only persons allowed to pick up a child are those listed on the information sheet.

If for some reason the parent would like someone else to pick up their child, they must send a note or see the Director in person.

## **HEALTH AND SAFETY**

Your child's health is a matter of major importance to all of us. A daily health inspection is given upon each child's arrival at school.

Your child may be sent home if she/he appears to have symptoms of illness during the day. In such cases, she/he is immediately isolated from the others and a parent is contacted.

If your child has contacted a communicable disease, **please contact the school** so that notices may be sent to the other parents.

If your child has an allergy, but is well enough to attend school, please bring a physician's statement to that effect.

Minor injuries will be cared for by the Director or teachers. Soap, water, ice, and Band-Aids will be the extent of the first aid treatment. The parent will be notified in case of severe bumps, cuts, etc.

In case of an emergency, the parent will be called.

A medical release must be filled out before we may administer any medication. We can only give drugs that are given by prescription with directions from the attending doctor. These medications must be brought in the original container that is labeled with the pharmaceutical description of the drug and directions for administering the medication.

No over the counter medications are allowed except with a doctor's note. Please do not send your child with cough drops to self-administer. This could pose a very dangerous situation. Medication Policy

- a. Before any medication can be administered by our staff, the parent must complete a "Parent's Medicine Consent Form", the Director shall designate which school personnel are to give medication to a student. We require that all medicine be in the original container. All prescription and over-the-counter medication must have the pharmaceutical label specifying the child's name and prescribed dosage by a physician. All medication will be stored in a childproof

container in the school office. Parents must sign the “Parent’s Medicine Consent Form” and submit it, along with the medication in its original container.

b. Incidental Medical Services (IMS)

Any child with Incidental Medical Services will be evaluated prior to acceptance to determine whether we will be able to provide such needed services. We will accept children with the following IMS needs:

c. Inhaled Medications

Notwithstanding any other provision of law, Our Redeemer Lutheran Preschool will administer inhaled medication to a child if all of the following requirements are met:

- (1) Our Redeemer Lutheran Preschool has been provided with written authorization from the minor’s parent or legal guardian to administer inhaled medication and authorization to contact the child’s health care provider. The authorization shall include the telephone number and address of the minor’s parent or legal guardian.
- (2) Our Redeemer Lutheran Preschool complies with specific written instructions from the child’s physician to which all of the following shall apply:
  - (A) The instructions shall contain all of the following information:
    - (i) Specific indications for administering the medication pursuant to the physician’s prescription.
    - (ii) Potential side effects and expected response.
    - (iii) Dose-form and amount to be administered pursuant to the physician’s prescription.
  - (iv) Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician’s prescription.
    - (v) Instructions for proper storage of the medication.
    - (vi) The telephone number and address of the child’s physician.

(B) The instructions shall be updated annually.

- (3) The staff person that administers the inhaled medication to the child shall record each instance and provide a record to the child's parent or legal guardian on a daily basis.
- (4) Staff will complete training designed to provide instruction in administering inhaled medication to children with respiratory needs. This training shall include, but not be limited to, training in the general use of nebulizer equipment and inhalers, how to clean the equipment, proper storage of inhaled medication, how a child should respond to inhaled medication, what to do in cases of emergency, how to identify side effects of the medication, and when to notify a parent or legal guardian or physician. This training shall be a component in the pediatric first aid certificate requirement as provided in Section 1596.8661.
- (5) For a specified child, the licensee or staff person who administers inhaled medication has been instructed to administer inhaled medication by the child's parent or guardian. Training materials pertaining to nebulizer care that licensees or staff receives in the process of obtaining or renewing a pediatric first aid certificate will be kept on file. The materials shall be made available to a licensee or staff person who administers inhaled medication. This requirement shall only apply to the extent that training materials are made available to licensees or staff who obtain or renew a pediatric first aid certificate.
- (b) For purposes of this section, inhaled medication shall refer to medication prescribed for the child to control lung-related illness, including, but not limited to, local held nebulizers.

d. EpiPenJr. and EpiPen

will handle and administer both of these devices as specified in California Code of Regulations, Title 22, Section 101226

(e). However, whenever these devices are used, we will still obtain emergency medical treatment for the child as specified in California Code of Regulations, Title 22, Section 101226

- (c). The use of these devices are emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.

In addition to the requirements in California Code of Regulations, Title 22, Section 101226(e), the following applies to the use of the EpiPen Jr. or the EpiPen:

1. Use in accordance with the directions and as prescribed by a physician.
2. Keep ready for use at all times.
3. Protect from exposure to light and extreme heat.
4. Note the expiration date on the unit and replace the unit prior to that date.
5. Replace any auto-injector if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and the EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)
6. Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

- e. "Medications"

"Medication" includes prescribed as well as over-the-counter medicines. Parents must sign the liability release section of the medication form for over-the-counter medicines. We will not dispense medication without a doctor's signature. All medication will be stored in a childproof tight closing container, in the school office.

- f. The Director and trained staff will follow physician's instructions and accommodations will be based on individualized assessments of the child's needs and the program's ability to make the necessary modifications.

- g. All medication will be stored in the school office in a labeled locked storage container. Office personnel will be notified of any child needing medication once we have accepted the medication from Parent or Guardian. In the Directors absence staff members can administer the medication. The Director will bring medicine out in a fire drill or earthquake when exiting the building. In an emergency trained staff can easily access the locked storage container and transport it safely out of the building.

### **TOYS AND SHARING TOYS**

Except for those toys that are needed in the very opening days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car. If an item of this sort is brought to school, we can not be responsible for it.

Except for specific items that your child's teacher may suggest, we do not have general sharing days. If your child has a book or cassette which may be of interest to the whole class, they may bring this item in. Please clearly print your child's name on their belongings.

No guns, war toys, or other toys for destruction will be allowed at school at any time. "War is no game."

### **MILK**

Milk is provided by the school for the morning and afternoon snack. Parents may purchase milk for lunchtime or pack a drink in their child's lunch. The monthly milk fee will be added to you child's tuition if you choose to purchase it.

### **SNACK**

Each child should provide their own snack for morning and afternoon time. Morning snack should be fresh fruit or vegetable. On Hot Lunch days, the children should still bring their snack. Candy is not a appropriate snack for children. Please do not send it to school with them.

### **LUNCH**

All students are responsible for bringing their own lunch to school. We do offer Hot Lunch on a daily basis and can be purchased at the beginning of each month. We ask that you stress good nutrition in preparing a young child's lunch. Avoid gum and candy. Absolutely **NO carbonated drinks** are allowed at any time. We can not allow a child's lunch to be refrigerated by the school. We ask that if you do send something to school, which needs to be kept cold, that you use 'blue ice' in their lunchbox. Blue Ice or other types of ice packs can be purchased inexpensively at Pic 'N Save or Target.

### **CLOTHING**

Think of your child's comfort and provide **clothing that is free of complicated fastening**. Because of messy art projects (glue, paint, etc.) children should wear clothing that is easy to wash. Our Redeemer Lutheran School can not be responsible for children's clothing. Children should wear clothing, which they can play in. In accordance with California State Law, **open toed shoes, sandals or thongs are not permitted**. We suggest rubber-soled shoes for safety. Boots are not acceptable for running or climbing activities. Socks must always be worn. A supply list can be found on the last page of this handbook with instructions on extra clothes. All clothing sent to school **MUST** be marked with your child's name.

### **SAMPLES**

Throughout the school year, your child may receive free samples that were sent to the school. Our Redeemer Lutheran School does not endorse these products and is not liable for the effectiveness or safety. If you do not want to receive any samples, they may be returned to the school office.

### **INSURANCE**

Each student is covered for medical insurance as part of the registration fee. The school's insurance is in excess over any valid and collectible insurance available to the injured person.

### **CHAPEL**

A Chapel service is conducted once weekly by our Pastor or teachers. Parents are always welcome to attend these services and are encouraged to

be present when possible. Offerings received are used whenever possible to support children's missions in our community and the world.

### **SUNDAY WORSHIP**

It is hoped that parents will want to accompany their children to worship regularly. For those families without a church home, we invite you to consider our congregation as your place of worship.

#### **OUR REDEEMER LUTHERAN CHURCH**

Missouri-Synod

8520 Winnetka Ave.

Canoga Park, California 91306

Worship Services: 8:00AM, 9:30AM contemporary and 10:45AM

Sunday School: 9:30AM

### **SUPPLY LIST**

Below is a list of supplies that your child will need to bring with him/her on their first day of school. Please be sure to take your child's sheets (for the rest time) home on Friday of each week to be laundered. Please send the suggested supplies as well as extra clothes on Monday with your child.

#### **Preschool Children:**

2 pairs of underwear

- 1 pair of shorts or pants
- 1 extra T-shirt
- 1 pair of socks
- 1 box Kleenex
- 1 plastic smock, the kind that opens in the back

For Full Day Students:

- 1 twin size sheet in a plastic bag (Make sure to mark with child's name)
- 1 pillow (crib size) or cozy for your child if she/he likes them

All items should be clearly marked with your child's name. We cannot be responsible for lost items if they were not marked.

Also, please do not send toys to school with your child. So often the toys are lost and the children really feel bad.

Be sure- to check your child's extra clothes often. Children grow so fast she/ he may outgrow the extras before they are worn.