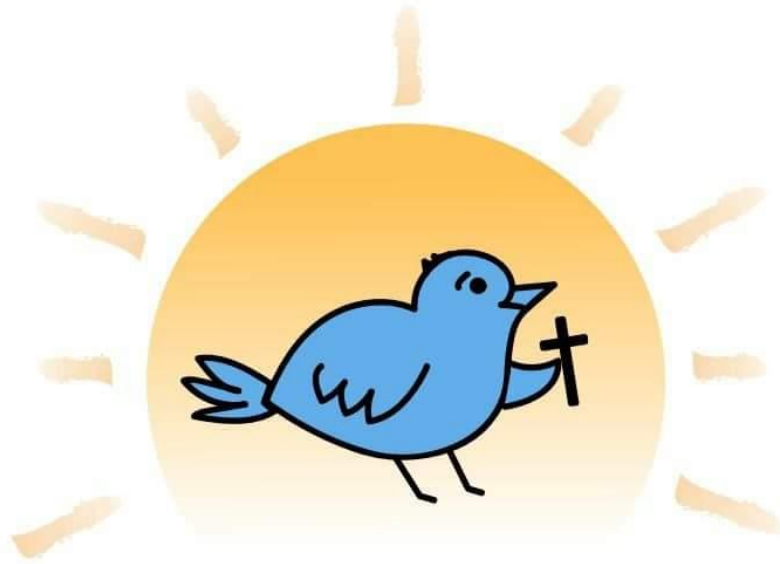


# Children of Our Savior Preschool

License # 197409567 NLSA Accredited



# COOS

**Children Of Our Savior Preschool**

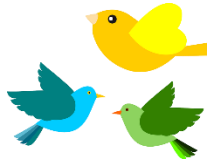
A Ministry of Our Savior Lutheran

childrenofoursavior@gmail.com

310-215-3166

## Parent Handbook

Notice of nondiscriminatory policy: Children of Our Savior Preschool admits of any race, color, or national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, grants, scholarship and loan programs, and athletic and other school-administered programs.



# Welcome!

Welcome to Children of Our Savior Preschool! We are a ministry of Our Savior Lutheran Church. We hope this parent handbook will help you understand better how our school operates, and at the same time get to know and love us personally as the year progresses! Welcome to our family!

## MISSION STATEMENT, PURPOSE & PHILOSOPHY

So that the children may . . . “Grow in the grace and knowledge of our Lord and Savior Jesus Christ.”

2 Peter 3:18

### Mission Statement

“To communicate to our community the love of Jesus and the changeless Word of God in today’s changing world.”

### Purpose

To educate and instill in the children and staff the Gospel of Jesus Christ and the changeless Word of God by way of curriculum, chapel, how we conduct ourselves and interact, as well as provide developmentally appropriate curriculum so each person will be better prepared to fulfill the various vocations the Lord provides in a God pleasing manner to the good of their neighbor.

### Philosophy

- Children are valued members of God’s family.  
*See what kind of love the Father has given to us, that we should be called children of God; and so we are. 1John 3:1*
- Children will be taught God’s loving guidance according to His Law and learn the blessings of forgiveness through His Gospel.  
*For the law was given through Moses; grace and truth came through Jesus Christ. John 1:17*
- We are a play based, developmental preschool program.

- We provide unhurried time for social interaction, communication and self-expression.
- We create carefully planned environments in classrooms and outdoors where children can feel confidence in their own choices.
- We use themes and projects as a provocation for learning, leading to investigation and reflection.
- We see documentation of the child's own original work through photographs and memory books as a vehicle for reflection and continued learning.
- We see teachers as researchers, facilitators and continual learners. We support this through ongoing professional development.
- We see parents as the child's first teacher, parenting with them in facilitating learning and natural development.

## **Intentional Outreach Plan**

### **Our Savior Lutheran Church - Children of Our Savior Preschool**

The Lord planted Our Savior Lutheran Church in 1951 to proclaim the saving Gospel of the forgiveness of sins through Jesus Christ our Savior in the community of Westchester. Today, He has blessed us with a Preschool ministry which has the trust of hundreds of families in the community. With His help, this ministry will be the primary discipling mission and entrance point into the lives of neighbors who do not yet believe.

At Children of Our Savior Preschool (COOS), the clear preaching of God's Word inspires a developmentally appropriate curriculum, and a warm culture of loving Christian interaction led by our teachers. Consequently, not only the students but their parents, siblings, and other relatives take advantage of opportunities to interact in the congregational life of Our Savior Lutheran Church. The Gospel of Christ is at work to make disciples of all nations among us.

## **Department of Social Services**

The Department of Social Services (DSS), our licensing agency, has the authority to interview children or staff, and to inspect and audit child or facility records without prior consent. DSS also has the authority to observe the physical condition of the

child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

### **Hours of Operation & Ratios**

COOS is open from 8am-5pm Monday-Friday. The preschool program is from 8:30am-12:30pm. The preschool option with an extended day is 8am-5pm. The classroom ratios for preschool is 1 teacher for every 8 children. The ratio for Pre-K is 1 teacher for every 10 children.

### **Financial Information**

#### **PAYMENT TERMS**

A **non-refundable annual** Enrollment Fee of \$175 is due for each family with completion of a new student application and a re-enrollment. A **non-refundable annual** Supply Fee of \$100 is due per child per year by our Orientation Night in August. A \$25 earthquake kit fee is due just once, upon enrollment and will last for your child's tenure. Payments are collected in the black payment box in the lobby or automatic payments through Tuition Express, **NO PAYMENTS for the Enrichment Programs are to be placed in the black 'Payment' Box. Payments are due the 1st and are late after the 10th of the month. A late fee of \$25 will be posted to your next month's statement.** Please sign up for "Tuition Express" for automatic checking or credit card payments. Tuition express is charged on the 5<sup>th</sup> of each month.

#### **ENRICHMENT CLASSES**

Enrichment classes are paid directly to the companies offering the services. Checks can be left in the payment envelope for each enrichment group. A specialized music class is included in everyone's tuition.

#### **POLICIES**

- . Children of Our Savior preschool admits students of any race, color, creed, and national or ethnic origin.
- . Payments are **due the first of the month** and are **late after the 10<sup>th</sup> of the month**. A \$35 late fee will be added to each account if not paid on time. Tuition express "runs" on the 5<sup>th</sup> of each month.
- . The student(s) is subject to the regulations and administrative policies of the school.

- . Enrolling the student(s) in any school year does not obligate the school to accept the student(s) in any succeeding year, though families will have one month to re-enroll before enrollment is open to the public.
- . Families who have more than one person (party) responsible for payment, such as shared custody arrangements, need to have completed forms from all liable parties. Any requests for split accounts must be made in writing and signed by all parties involved.
- . **If tuition, fees, and other charges are not paid in full when due, the student(s) may not be permitted to attend classes at the school unless special arrangements for payment have been agreed to with the financial coordinator or director.**
- . The Enrollment Fee, Supply Fee, and Earthquake Fee must be paid before attending class. These fees are non-refundable.
- . There is no tuition credit for illness or missed days. There is no exchange of days.
- . Families can request an extended leave of absence and pay half of the tuition for an absence over two weeks and up to 2 months a year.
- . **Students must submit all the required state paperwork prior to the first day of attendance, with an up-to-date immunization record.**
- . **Students must submit a Physician's Report, signed by your doctor.**
- . Students must be signed in and out each day with a full legal, yet legible, signature.
- . Accounts will be considered delinquent when there has been no payment for 1 month on an outstanding balance. Delinquent accounts jeopardize enrollment.
- . All unpaid or returned checks will incur a \$35 fee.
- . All students not picked up on time will incur \$1 per minute late fee.
- . The school or family has the right to withdraw or end this agreement with a two-week notice. In such a case, financial adjustments will be made according to the Early Withdrawal Policy as stated below.

**EARLY WITHDRAWAL POLICY** - To be effective, the cancellation of enrollment must be in writing to the school office. The individual signed below agrees to assume all personal and financial responsibilities stated or implied in this agreement. If withdrawal for any reason (including medical)

is necessary, or if a student is dismissed from COOS for any reason, financial adjustment shall be made according to the following method:

- Before the first day of school, 100% of tuition will be refunded, less the non-refundable fees.
- Tuition will be prorated by calculating the number of days attended for the month (or the two-week required notice) multiplied by the daily tuition rate.
- The Enrollment Fee, Supply Fee, and Earthquake Fee are non-refundable, regardless of any early withdrawal.

### **Re-Enrollment**

Once you are enrolled with COOS, you automatically have a space for the following year. However, re-enrollment papers (required by the state) are given out every February to enroll for the following year and are due by the announced date. This not only updates paperwork which is required, but it gives us your intentions for the following year. We also use re-enrollment papers to create class rosters for the following year. Please carefully fill out re-enrollment papers and return along with the yearly supply fee, in a timely manner.

### **Summer Program**

COOS Summer Fun program runs during the months of July and August during our regular school hours and days. There is a summer fun fee of \$100 per family to help with the added enrichments. We have groups such as Mad Science, The Aquarium of the Pacific, Bubble Parties and water slides!

### **Preschool Calendar**

The school calendar may be found on the school website:

<https://oursaviorwestchester.org/calendar/> We close for all major Holidays and the last week of August for our teacher in-service and cleaning. Please check the calendar regularly.

This is a list of our typical closures:

Veteran's Day  
Thanksgiving and the following Friday  
Christmas and Christmas Break  
New Year's  
Martin Luther King Day  
President's Day  
Parent-Teacher Conference Day  
Good Friday  
Easter Monday  
Memorial Day

Fourth of July  
Teacher In-Service Days

### **Communication**

The preschool newsletter is called COOS NEWS and you may subscribe on the school website: <https://oursaviorwestchester.org/coos-newsletters/> The news is emailed through an “enews” service called Constant Contact. The director will use this email service to send out quick updates or important information. Please make sure you are subscribed and [childrenofoursavior@gmail.com](mailto:childrenofoursavior@gmail.com) is saved in your addresses. The teachers send communications through email and private social media groups.

### **Wednesday Chapel**

Chapel time on Wednesdays is in the Church at 9:30am. We sing songs, hear a bible story, have puppet show, skits and really enjoy learning about Jesus in God’s house!

### **Accreditation**

COOS is not only licensed by the Department of social services using Title 22 guidelines, we are also proud to be accredited by the National Lutheran School Accreditation NLSA. Accreditation means our standards go above and beyond the baseline Title 22 legal regulations. Our teachers stay current in the field through workshops and child development classes, we have lower ratios, and our curriculum excels far above state standards. Our teachers are active in their Churches and have a faith in Jesus the love to share with children.

National Lutheran School Accreditation encourages, assists, and recognizes schools that provide quality Christian education and engage in continuous improvement. The Evidence Based Accreditation (EBA) process allows for the fulfillment this mission effectively thereby providing a valuable service to Lutheran schools.

### **Curriculum**

Our curriculum is developed through a framework called **One in Christ**. Teachers use One in Christ Curriculum to develop their weekly curriculum post on the parent board in all classrooms. Please see the chart on the following page that shows how COOS curriculum compares to the State of California Preschool framework for early domains.

**COOS: *One in Christ* early learning domains are:**

<b>Relate</b>	<b>Express</b>	<b>Explore</b>	<b>Create</b>	<b>Jesus Time</b>
(Social Emotional)	(Language & Literacy) & (English Lang)	(Science & Math)	(Arts)	(Bible Story of the Week)

**The state of California** early learning domains (from the California Preschool

Curriculum Framework, CA Department of Ed.) are:

<b>Social-emotional development</b>	<b>Language &amp; Literacy</b>	<b>English Language Development</b>	<b>Math</b>
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### **Discipline**

Our teachers at COOS are trained and experienced in using positive discipline with always starts with re-direction. We make individual plans with children and parents if a need arises. Behavior notes will be sent home if behaviors arise that are outside typical development or if they involve another child. If needs arise beyond typical, a meeting may be scheduled with the director to assess whether outside services may be necessary.

### **Biting**

Although biting is age appropriate, it is socially unacceptable and harmful for all who are involved. Biting is not conducive to a positive environment for children, therefore, biting by a child of any age cannot be tolerated. Our staff will work with the child and the family to prevent biting from occurring. We will assess what led to the biting and teach the children alternative acceptable ways to express anger or frustration. When biting continues, the parents of the child who bites will be contacted and a probationary period will be effective immediately. If biting continues outside services will be required.

### **Difficult Separations**

Many children exhibit moderate to severe concern about separating from the parent early in the school year or after a long absence from school. Some continue to show some concern at various times during the school year. Early in the year, their concerns are thought to arise from the child's



uncertainty about being reunited with the parent. Therefore, it is important for the parents to tell the child when she/he will be picked up and by whom. It is also important for the parent to be on time for pick-up. When children show signs of concern about separation after the initial adjustment period, it is more likely a bid for attention and control than a result of anxiety about reunion with the family. We recommend that parents be very matter-of-fact about school attendance, saying something like, "Today is a school day. Would you like to wear this outfit or that one?" If the child cries or says, "I don't want to go to school," the parent can simply restate calmly, "This is a school day ..." and continue with preparations. It is best to avoid lengthy discussions about how much fun the child will have or complicated explanations about the benefits of going to school. Parents are welcomed to call once their child has been dropped off to find out how their child is doing. Most children who claim to "hate" coming to school usually become involved quickly and clearly demonstrate that they enjoy the experience once they are at school.

### **Our Routine**

8am Preschool opens

9am Morning Circle time (varies by classroom)

9:30 Wednesdays Chapel

9am-10am Outside/Inside/ learning centers

10am-11am Outside/inside

9:30am Snack

12pm Lunch

12:30pm Half Day Pick Up

12:45-2:45 Nap/Rest Time (Nap time is a legal requirement by the state)

3pm Snack and quiet activities

3:30pm Outside Time

5pm-Preschool is closed

### **Naps**

Naps are taken each afternoon as needed by the child and is a required time period by the state of California Community Care Licensing. We will not interfere with a child's napping needs by keeping a child awake or waking up a child during nap time. Please send a small blanket, and fitted crib sheet marked with your child's name. Your child may also bring a small

stuffed animal if it will help him/her go to sleep. All beddings are sent home at the end of each day to be laundered. A parent may be called to pick up a child if their child is too disruptive that no one can rest during nap time.

### **Clothing**

Think of your child's comfort and provide clothing that is free of complicated buttons, snaps, and zippers. Think of messy art materials and provide clothing that is washable. Think of our outside time and provide clothing that is sturdy. Children may not wear open toe shoes, or thongs. Use care to select shoes that fit your child's feet properly as well as laces that are not slippery. Shoes should allow freedom for play and safety. For your child's protection and safety, we do not allow clothing that signifies a particular group or gang, profanity or any anti-Christian words. We are not responsible lost or damaged to clothing, jewelry or other personal items.

### **Toys & Items From Home**

One "lovie" for nap time (a stuffed animal) and a blanket are acceptable for nap. Toys from home are not allowed at school.

### **Health and Medication Policies**

It is often difficult to tell when preschoolers are ill. Please keep your child home if they:

- ◆ have a fever over 99.9°. Please be fever free (and symptom free) for 72 hours before coming back to school.
- ◆ have symptoms of a communicable disease.
- ◆ are vomiting.
- ◆ have excessive sneezing or coughing or difficulty breathing.
- ◆ have diarrhea.
- ◆ have an unidentified rash.
- ◆ have an ear infection not treated by a physician.
- ◆ have a runny nose with yellow or green mucus (a sign of an infection).

If your child has any of the above symptoms, they will be sent home.

If your child has any symptoms of illness not mentioned above (listlessness, pale, flushed, over-tired, stomach aches, etc.) the staff will contact you to

discuss whether or not your child needs to go home. **Doctor's Notes are required for re-admission when children are sent home for rashes, fever, unexplained illnesses and non-allergy related illnesses.**

If needed, physician-prescribed medication may be sent to school for the family's convenience. In such cases:

- ◆ Medication must be brought in the original pharmacy container, clearly labeled with the child's name, dosage, and time to be given.
- ◆ A complete medical release form must be signed, giving the school permission to administer the medication.
- ◆ Over-the-counter medication can also be administered if in its original container and with a medical release.

### **Incidental Medical Service Plan**

**Type of IMS to be provided:** Breathing inhalers/nebulizers and epi-pens

#### **Training requirements:**

- All staff have been trained in how to administer an Epi-pen in our first aid class
- Parents will train staff when an inhaler is needed
- Directions are clearly written on prescriptions and equipment
- We have a school wide emergency plan posted in the preschool hallway
- All teachers are CPR certified and first aid trained
- All teachers have been trained in their positions if an emergency occurs

**Staffing requirements:** Medications will be administered by: Director, Teachers.

#### **Records to be obtained and maintained:**

- Medical release signed by parent
- Current physician prescription with instructions
- Verification of training, administered by the parents

- Log chart of who gave medications
- Date and time of when medications were given

**Policies for maintaining records:** Medical release forms and records of given medications will be kept in children's files. Files will be kept for three years after they exit the school.

**Storage:** Medications will be stored in a locked medication cabinet in the school office.

**Safety Precautions:**

- Staff will wash their hands and wear gloves before administering
- Expiration dates will be checked on the first of every month by director
- Medications that are unused or expired will be given back to their parents for proper disposal

**Transportation:** In an emergency situation 911 will be called, and parents will be notified immediately. Our Emergency relocation destinations are either Cowan School 7615 Cowan Ave. or Vons Supermarket 6571 W. 80<sup>th</sup> St.

**Reporting policies:**

- In the event that an epi-pen is used Community Care Licensing will be notified within 24 hours, and a report will be sent within 7 days.
- If an inhaler is used and is not effective, Community Care Licensing will be informed within 24 hours and a report sent within 7 days.
- Parents will be notified if there are any issues with equipment, and when their child's prescription is going to expire.

**Injuries**

Minor injuries will be cared for by the staff. Soap, water, bandages will be the extent of the first aid given. Our teachers are trained in First Aid and CPR. Parents will be notified of any injuries with an "Ouch Report.," and "Incident Report". This report will be placed in your child's cubby the day the injury occurred. In case of a serious accidental injury, we will make an immediate attempt to contact a parent. If a parent cannot be reached, we will call an ambulance or the paramedics. Until the arrival of a parent, the

doctor, an ambulance, or the paramedics, the director or acting director will be in charge and make all decisions about the care of the child.

### **Personal Rights (Children's Rights)**

Every person receiving services at COOS shall have rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. To be informed and to have his/her authorized representative if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to: the address and telephone number of the licensing agency's complaint receiving unit, and of information regarding confidentiality.
5. To leave or depart the facility at any time.
6. Not be locked in any room, building, or facility premises by day or night.
7. Not to be placed in any restraining devices without advance approval by the licensing agency.

### **Antibias Statement**

Anti-bias education work in early childhood is shaped by a deep-seated belief in the importance of justice, the dream of each child being able to achieve all he or she is capable of, the knowledge that together human beings can make a difference. Listen to the voices of children who have experienced anti-bias education at school or at home. They give us hope and direction. (NAEYC)

### **Equitable Learning**

All children have the right to equitable learning opportunities that help them achieve their full potential as engaged learners and valued members of society. Early childhood educators have a professional and moral obligation to advance equity and diversity. They can do this best in early learning

settings that reflect fundamental principles of fairness and justice and that implement the goals of anti-bias education. (NAEYC)

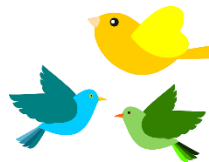
## **Sunscreen**

With parent's permission, the staff will apply a sunscreen product of SPF15 or higher when children are engaged in outdoor activities especially during the months of April through September and between the daily times of 10a.m. to 4p.m. The sunscreen may be applied to exposed skin, including but not limited to, the face, tops of ears, nose, and bare shoulders, arms, and legs. Parents will need to sign a permission form for sunscreen application and provide the necessary directives regarding the type and application of sunscreen.

## **Signing In and Out/ Visitors/ Volunteers**

All parents must sign their child in on arrival and sign out upon departure with a full legal signature. A driver's license will be required for visitors and volunteers. A driver's license will also be required when new people are added to the authorized pick up list. Only parents/ guardians and authorized persons will be allowed to remove children from the premises. Parent Volunteers and all volunteers are required to have a health screening filled out by their medical doctor. A person is considered a volunteer if staying at the preschool any amount of time beyond bringing your child to class and saying goodbye.

**Thank you for being part of our preschool! Lets all make this a great place together!!**



## **A Prayer for When I am Thankful**

God, thank You for this day! Thank You for the birds and the animals, the flowers and the trees, the lakes and the streams, and the sun that rises and sets over them each day. Thank You for creating everything we see! Thank You for the life we live, and for making each person different. Thank You for Jesus, who died for us so that we can go to heaven one day just for believing in Him. What an amazing God You are! In Jesus' Name, Amen.

