



**Courageous Faith.
Inspired Learners.**

St. John's Lutheran Preschool

Parent Handbook

2026- 2027

151 S. Center Street, Orange, CA 92866
Mailing Address: 154 S. Shaffer Street, Orange, CA 92866

Preschool office: 714-288-4409 fax: 714-997-1885
www.sjls.org/preschool

St. John's Lamb's Lot Preschool - State of California Facility #: 300606158

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Foreword

This handbook serves as a contract and it communicates the philosophy and goals of our Christ-centered preschool. It also sets forth standards, rules and procedures that will foster self discovery and facilitate a positive learning environment. It will change and grow as our school changes and grows. This handbook/contract is designed to foster mutual understanding between the school and the parents. Our board members, administrators, faculty and staff are intent on providing a program that is purposeful and effective. As parents, you are our partners. Our handbook assists us in accepting the responsibility of ministering to children. It is dedicated to the glory and honor of the Lord as we work together for His kingdom.

Ministry and Mission Statement

St. John's Lutheran Preschool is a ministry of St. John's Lutheran Church and School that seeks to partner with parents to nurture young children in the Lord, as they connect to God and his people in worship. It is to be a place and program that will provide lessons and activities that bring Jesus Christ into the lives of children through loving, Christian teaching. Jesus is our Lord and Savior, the Lamb of God and our preschool is built on Him. Just as He took children into His arms and blessed them, so does the preschool. Our preschool personnel stand in His place as they as they share Christ with their words, service, and resources and encourage families to grow together in God's word. Our preschool is an additional way in which St. John's shepherds the young of our parish and local families in the community. It is a building and program with structure and care that is designed to meet the needs of today's children and their families.

The Mission of St. John's Lutheran Church and School is to deliver the restorative hope of Jesus. The Discipleship Pathway to accomplish this is: Create disciples of Jesus Christ who CONNECT to God, GROW together and SHARE Christ

All who have a faith relationship of trust in Jesus Christ are commissioned by Him to preserve and extend the Kingdom of God. This becomes the whole church's responsibility when Christians gather as a congregation. Following the Great Commission, "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit." (Matthew 28:19 ESV.) St. John's Lutheran Church and School strives to meet the challenge of the Great Commission, reaching out to the community and the world with the Gospel of the Lord Jesus Christ, and will provide a center for spiritual growth for its entire people. Empowered by the Holy Spirit, we will follow Jesus' command to love one another, showing care and concern to each other, and will encourage each other to grow in faith through worship, the study of God's Word, and prayer.

Worship Opportunities

We encourage our families to take part in weekly worship, Sunday school and Adult Bible Studies. If you are seeking a church home, we invite you to consider joining the St. John's Lutheran family. Information regarding worship times, childcare, Sunday School, bible studies, baptism and new member classes can be found on our website www.stjohnsorange.org or by calling the church office at (714) 288-4400 or the preschool office at (714) 288-4409.

Purpose Statement

St. John's Lutheran Preschool has been established to assist parents in their task of parenting. We seek to serve the parents of the congregation and community by offering a wide variety of growth experiences in an atmosphere of acceptance and Christian love regardless of race or creed. We offer preschool part-time and full-time 2's and 3's and Pre-Kindergarten (4's) programs, as well as after school care for working parents.

St. John's Lutheran Church is committed to a Christ-centered, developmentally based preschool as the best preparation for kindergarten and elementary school. Our efforts focus on the whole child with emphasis on the spiritual, physical, social, emotional and cognitive development of young children in a safe and nurturing environment. St. John's Lutheran Preschool is an available arm of a Bible-based congregation that equips and reaches out to all people in our community and does so in an atmosphere of healing and care.

Philosophy Statement



As an important childhood and family ministry of the congregation of St. John's Lutheran Church, the preschool is an integral part of St. John's ministry and mission and helps fulfill each of the Church's main functions: faith education, worship, evangelism, fellowship and service. The Preschool's classrooms and play areas also serve as spiritual growth centers. St. John's Lutheran Preschool desires gives children a faith-based start to their school experience whether they continue at St. John's Lutheran School or not. *"Train up a child in the way he should go, even when is old he will not depart from it" (Proverbs 22:6 ESV.)*

The goal of the program is to work with each and every child's natural development and to help them meet their developmental and academic milestones. We believe that curriculum is all that happens to the child while he/she is at preschool and every moment of the day, as well as each child's interaction with staff, parents, and other children. Play with a purpose is the primary vehicle of curriculum, as we feel that play is a young child's most valuable learning tool and is the way in which children gain self-awareness, learn to handle peer interactions, solve problems, and master all types of skills.

We also believe that:

- Learning happens in relationships and that this happens best in relationships which are characterized by personal respect and caring responsiveness in a Christian environment. This respect is carried throughout interactions between staff and children, staff and parents, and staff relationships with each other.
- Children learn best in an environment that motivates them and gives them the desire to learn. Each child is a valued, accepted and respected part of the school community.

- Each child will develop and grow at their own pace and the Preschool's job is to encourage and help them in their spiritual, social, emotional, cognitive, and physical development.
- Faith develops through worship opportunities and learning to pray privately and corporately whenever needs or opportunities arise.
- Children develop social and problem-solving skills through positive peer interactions.
- Through teacher-led activities, group activities, language arts, and self-directed play, that children learn academic concepts such as numbers, letters, patterns, word-recognition, problems solving, and life skills.
- By encouraging children to make good choices about growing healthy bodies through good nutrition and exercise, that they will develop good life-long health habits.
- By providing ample opportunities for creative expression through art, drama, roleplaying, home centers, books & stories, that children will be better able to express their thoughts and feelings to those around them.

In addition, the preschool strives to help strengthen parents in their faith and parenting skills and supports them in their desire to have strong Christian families.

I. ST. JOHN'S LUTHERAN SCHOOL ORGANIZATION

Council of Trustees (Church Council)

The Church Council is the governing body of the school. This board is comprised of members of St. John's Lutheran Church and selected by the voters' assembly to facilitate the operation of the church and its ministries.

Council of School Ministries (School Board)

The School Board is the governing body of the school. This board is comprised of members of St. John's Lutheran Church and selected by the voters' assembly to facilitate the operation of the school.

Administration

The Preschool Director is responsible for the day-to-day operation of St. John's Preschool. As one of our church's school programs for children, the preschool is also under the general supervision of the Principal of the St. John's School.

School Principal:	Dr. Jake Hollatz	JHollatz@stjohnsorange.org
Preschool Director:	Mrs. Trisha Frazier	TFrazier@stjohnsorange.org
Preschool Nutritionist/Admin:	Mrs. Kelli Kinley	KKinley@stjohnsorange.org

Faculty

The preschool teachers are employed by St. John's Lutheran Church and accountable to the Council of School Ministries. They are teaching ministers of the church. All faculty members have earned or are working toward either Bachelor of Arts degrees with early childhood units, Associate of Arts degrees or certificates in Human Development Early Childhood Education. They strive to continue their knowledge of early childhood education through workshops, seminars, and other hands-on training. Our teachers are the main strength of the school. Their Christian instruction and guidance is a ministry to children and parents. They teach and evaluate, plan and prepare, relate and counsel, pray and care. We pray for them, support their decisions and give them our respect, love and encouragement.



Auxiliary

Parents or guardians of St. John's students are automatically members of the school auxiliary. Many hours are donated by volunteer auxiliary members toward making St. John's Lutheran School and Preschool the best possible school for our children. The auxiliary is extensively involved in raising funds for school needs. Through their well-organized fundraising efforts, they have provided the school and preschool with much-needed equipment, furnishings, supplies, and technology. For more information regarding St. John's Auxiliary, please visit our website at www.sjls.org/parent-auxiliary.

II. ADMISSION AND FINANCIAL REQUIREMENTS

St. John's Preschool Admission Requirements

Our school is open to all who desire a Christian preschool education for their children. There is no discrimination on the basis of race, color, national or ethnic origin or religion. During enrollment time, there is a priority of admissions which gives priority to children of staff members, returning students, siblings of current students, & St. John's church members. **Registration forms and registration fees must be received by the due date(s) in order to secure your child's space in our program.** Children are placed into classes with their peers based primarily upon their birthdate and secondarily upon their developmental and academic level. Class sizes are limited by teacher-to child ratios (1:12 or better) and the capacity based upon square footage of our facility.

St. John's Lamb's Lot preschool serves children ages 2 – 6 years old.

- Children entering our 2-year old programs should be at least 2 years old prior to July 31st, and do not need to be potty trained.
- Children entering our 3-year old programs should be at least 3 years old prior to July 31st of the applying school year and should be fully potty independent. A limited number of students with August and September birthdays may be admitted if space allows (these students will be on the 3's-> Pre-K -> TK -> Kindergarten track).

- Children entering our 4-year old programs should be at least 4 years old prior to July 31st of the applying school year. A limited number of students with August and September birthdays may be admitted if space allows. (these students will be on the Pre-K ->TK -> Kindergarten track).
- Also, children who will turn 6 years old before May 15th of the enrolling school year are too old and therefore not eligible to enroll or to attend the preschool.

Students who apply for kindergarten at St. John's Lutheran school and do not meet the entrance requirements will not be automatically enrolled into St. John's Lutheran Preschool, but they are welcome to apply for admission as long as they are age eligible and there is space is available.

Requests for information about admission into the Preschool should be addressed to the Preschool Director, Trisha Frazier, at TFrazier@stjohnsorange.org. Applications for admission are accepted during two enrollment periods which is usually January for re-enrolling students and February for new students. During open enrollment, admissions priority is given to students who already have siblings attending St. John's Lutheran School or preschool, as well as to members of St. John's Lutheran Church who have age-eligible children, but this priority ends when the open enrollment period ends. St. John's reserves the right to stop the application process and deny any further applications or place applicants on a "wait list" once our classrooms reach capacity. St. John's also reserves the right to create combo classes or otherwise adjust our programs from year-to-year to best accommodate the pool of applicants.

When a split family begins the admissions process, St. Johns will require registration information and application information from both parties. Based on each family's individual situation and referring to court-ordered documents, St. Johns will enforce or follow the visitation or child custody agreement that is mandated by the court system. This will include calling the custodial parent in the event of an illness or non-emergency. If an emergency situation arises with the child or if there is a severe behavioral issue, both parties will be notified.

Every student admitted into St. John's Lutheran Preschool is given a grace period until the end of the first quarter or the first parent/teacher conference opportunity (approximately 9 weeks). If at any point during the school year we observe that your child is emotionally distressed and is not transitioning well into school, and/or we document atypical behavior or a lack of developmental progress, it will be brought to the parent's attention. Depending upon the situation, we may recommend additional assessments, outside services, or direct families to the appropriate resources or programs. The preschool reserves the right to deny acceptance or remove a student from our program if the Director determines that we cannot meet the child's academic, developmental or social emotional needs, or if the student's family has not followed through on our recommendations or procured the necessary services required to provide the child enough support to be successful in our classroom environment. The parent and child will be expected to peaceably abide by the decision of the school in this regard.

Assessment/School Readiness

The preschool may request an assessment prior to enrollment in any class in order to determine the best class placement and to set students up for a successful school experience. Based upon the assessment results, children may or may not be accepted into a specific program or accepted into the school. For Kindergarten applicants, a formal assessment for Kindergarten readiness may be recommended.

St. John's Preschool Priority Re-enrollment

Students who are enrolled in the Preschool have an opportunity for priority enrollment for the following year. Priority registration for returning students begins in Jan of the current school year for the following fall. **If the student's tuition payments are not current, they are not eligible to re-enroll for the subsequent year until the account is brought up to date.** To reenroll, parents need to complete an application for the new school year and turn it in by the priority registration deadline. Not all programs may be available, and classes are filled on a first come-first served basis. Once we determine that we have a space for your student, you will then receive information on how to access and complete the online enrollment packet of registration materials that must be completed along with a non-refundable registration fee by the due date(s). We are not responsible for holding spots for current preschool students who did not go through the priority re-enrollment process, whose tuition is not current, or who do not respond or follow the appropriate timeline/application/payment processes. Once the priority re-enrollment period has ended, we will open up the remaining class spots to the public during open enrollment.

Program Changes

Changes of program are allowed under certain circumstances and if space allows, but these changes may involve administrative fees if they occur after May 31st. If the program change happens after the first EFT of the school year is processed, then tuition may be charged at the daily rate.

Withdrawals

Student are enrolled for the full term. If he/she withdraws, we require two week written notice and tuition continues to be paid during any absence. Registration fees are non-refundable. **If applicable, tuition is refunded on a pro-rated daily basis and is determined by the number of days the student is enrolled.** Because our program and licensing requirements require us to staff based upon the number of children enrolled, tuition dollars will not be refunded for holidays, illness, vacations or any other absences (including school hours when the child is absent from class in order to receive additional services.) Following withdrawal of a student, that parent and/or student will no longer be allowed access to St. John's sponsored websites (such as FACTS, Brightwheel, etc.). Subsequent re-enrollment after withdrawal will require a new application and payment of application & registration fees.

Tuition Refund/Forgiveness Policy

St. John's is committed to providing a Christ-centered learning environment where students can grow academically, spiritually, and socially. Careful stewardship of our resources allows us to offer exceptional programs, support our teachers, and maintain the high-quality experiences that families expect.

Because our school makes staffing, classroom, and program decisions based on annual enrollment commitments, tuition serves as the primary financial support for these educational services. This Tuition Refund Policy exists to provide clarity and transparency for families while ensuring the school can responsibly plan for the full academic year.

The guidelines that follow outline how tuition obligations are managed in the event of withdrawal, extended absence, or other unforeseen circumstances. Our goal is to balance compassion for families with the fiscal responsibility needed to sustain the ministry entrusted to us.

Should a student withdraw or be dismissed from St. John's for any reason, parents are responsible for tuition payments for the entire academic year in the percentages noted below. Exceptions or variations to this policy are at the Administration's discretion.

1. Withdrawal on or before **July 14** for the upcoming school year, 100% of tuition paid for the upcoming school year will be refunded, less any registration fee.
2. Withdrawal on or after **July 15** for the upcoming school year, the family is responsible for 12.5% of total tuition and fees, less any registration fee.
3. Withdrawal on or after **August 1** for the upcoming school year, the family is responsible for 25% of total tuition and fees, less any registration fee.
4. Withdrawal on or **after the first day of school** for the current school year, the family is responsible for 50% of tuition and fees, less any registration fee.
5. Withdrawal on or after **October 15** for the current school year, the family is responsible for 62.5% of total tuition and fees, less any registration fee.
6. Withdrawal on or after **January 1** for the current school year, the family is responsible for 75% of total tuition and fees, less any registration fee.
7. Withdrawal on or after **February 1** for the current school year, the family is responsible for 100% of tuition and all fees. No refunds will be provided.

Application and Registration Fees

A \$80 application fee is due upon receipt of a new student's application. Re-enrolling students are not charged an application fee.

St. John's Lutheran preschool also has the following non-refundable annual registration fees:

- For Returning students: \$400 per student in preschool
- For New students: \$425 per student in preschool (includes \$400 registration fee + \$25 one-time earthquake kit fee)

These fees cover the cost of registration, maintenance materials, classroom set up costs, and administrative fees. **These fees are non-refundable.** Your child's space in our program will be forfeited if these fees are not paid by the due dates.

Tuition – Tuition for the school year is paid through FACTS, either by credit card or electronic funds transfer (eft) from a bank account, depending on how you set up your payment plan. Tuition payments for all three payment plan choices begin in **July** of the enrolling year.

THREE (3) PAYMENT PLAN CHOICES ARE AVAILABLE:

- 1. ANNUAL PAYMENT PLAN.** Full payment of yearly tuition.
- 2. SEMI-ANNUAL PAYMENT PLAN.** Payment of tuition paid twice a year in two equal payments.
- 3. MONTHLY EFT PAYMENT PLAN.** Tuition is divided into 10 equal monthly payments or 20 equal bi-monthly payments

Preschool Materials & Supply Fee

During the school year the children will participate in several different functions including on campus field trips, special art projects, and enrichment opportunities. These activities involve costs that are in addition to your current tuition. **The Classroom Materials Fee charge is \$80 per student. This nonrefundable fee will be billed through FACTS as an “incidental charge” in the month of September, and is due no later than September 30th.**

After School Care (ASC) Program

St. Johns Preschool offers an after school care program for children from 3:15-6:00 p.m. The cost of the program is charged as a flat monthly rate regardless of the number of days/hours used. This enables us to staff appropriately for the number of students enrolled in the program. Students may not attend after school care on days that they do not normally have school. “Drop-in” after school care may be allowed, if space permits, on a case-by-case basis.

Tuition Referral Credit

If a new family is accepted, enrolls, and attends during the school year and names one of our currently enrolled families as the referring family on the Application for Admission, that family will receive a tuition referral credit equal to the registration fee of the new student. The newly enrolled family must have no affiliation with St. John’s Lutheran School, Preschool, or Church. The referral credit will be issued directly to a family’s FACTS account after school begins in the Fall. The amount will not exceed the registration fees paid by the referring family.

Summer Program/Summer Tuition

The Preschool’s summer program is for returning preschool students (ages 3+ and potty trained), new students who are enrolling in our Pre-K, TK, or Kindergarten programs for the next school year that need summer care, and select students from our surrounding community. Priority is given to returning preschool students and any remaining spots are made available to incoming students as space allows. This sign-up information is made available to families by April 1 of each year.

If the student’s tuition payments for the current school year are not current as of May 31st, they will not be eligible to sign-up for or attend the summer program. No refunds will be given for absences due to illness, since we have to staff based upon the number of students enrolled in the program. If the student’s summer tuition payments are not current as of August 5th, St. John’s Preschool reserves the right to withdraw your student(s) from our Fall school program, and any EFT withdrawal done in July/August will then be applied to the oldest (summer) balance.

St. John's Elementary School Admission



Enrollment in the preschool does not guarantee admission into St. John's TK or Kindergarten, but **students who are enrolled in the Preschool have an opportunity for priority enrollment into the elementary school.** During the priority enrollment period, applications for admission to TK or Kindergarten may be submitted to the elementary school office. Applications will be processed and students placed into classes based upon the priority of admissions guidelines. Following the priority enrollment period, applications will then be accepted from those who were not previously enrolled in St. John's Lutheran Preschool or who are not members of St. John's Lutheran Church during the open enrollment period.

For Kindergarten applicants coming from St. John's Lutheran Preschool, Kindergarten readiness screening may or may not be requested.

For Kindergarten applicants not coming from St. John's Lutheran Preschool, parents will be notified regarding Kindergarten-readiness screening opportunities, which must be completed before they are accepted into the Kindergarten program. There is usually a \$50 fee for Kinder screening.

We do not automatically hold spots at the preschool for those who do not pass Kindergarten assessment, but age-eligible children are welcome to apply for TK or Pre-Kindergarten if space allows.

III. PARENT PARTICIPATION, CONFERENCES, SCHOOL CALENDAR, & PLANNING

Parent Participation

St. John's Lutheran Preschool is here to partner with parents. Each parent is encouraged to become involved in our school and to take part in school-sponsored activities. The preschool offers the opportunity for parents to volunteer in several different areas. Major volunteer opportunities include:

- Assisting with fundraising efforts
- Serving as teacher appreciation parent for your class
- Coordinating your class auction item for the annual Gala
- Coordinating monthly Scholastic book orders for the Preschool.

You may also talk to your child's teachers to see if they have any tracing/cutting/prep projects that you can take home to help them prepare for future classroom activities.

PIP (Parent Involvement Program) hours are NOT required for parents of preschoolers, but parents with both elementary/middle school-aged children and preschool children may earn their PIP hours by serving in the above listed areas at the preschool.

Please keep in close communication with your child's teacher, read the flyers and e-mails sent home, peruse the monthly newsletter and watch for notices posted by the sign-in sheets. In this way you will be aware of upcoming events and additional opportunities for participation.

Volunteers in the classrooms

As a licensed Child Care Facility in the state of California, we are required to maintain full compliance with all laws and regulations set forth by the Department of Social Services, Child Care Licensing Division and several other state agencies, including the Health and Safety Code. Senate Bill 792 has changed the immunization requirements for volunteers in a child care facility. For the purpose of this law, a volunteer is defined as any non-employee who provides care and supervision for children. Licensing has determined that 'care and supervision' will be defined as anyone who is engaging and interacting with children. **For these reasons, only St. John's Lutheran Preschool faculty and staff are permitted in our preschool classrooms during normal operating hours, unless providing services or observing.** (please see the Classroom Visitors & Observations section below).

Service providers (speech therapists, ABA therapists, OT therapists, etc.) will also be required to be background checked in affiliation with the Preschool's license before being granted access. Parents who wish to be cleared as volunteers may be permitted on a case-by-case basis at the discretion of the preschool director. This volunteer clearance process involves a Livescan background check at your own expense, proof of a negative TB test, providing a copy of your immunization records, and proof of receipt of an annual flu shot (which may be waived by signed statement).

Classroom Visitors & Observations

For the safety of each and every child, and to comply with state regulations and St. John's policies, we closely monitor on-campus visitors. If you plan to observe in your child's classroom, we ask that you please follow the following protocol:

- 1) Please schedule the day and time for the visit or observation in advance with your child's teacher and the preschool director.
- 2) Check in at the front desk upon arrival (unknown visitors will be asked to show ID).
- 3) Sign in our "Visitor Log" (include: name, reason for visit, time arrived, time departed).
- 4) Wear the provided name badge while on the premises.
- 5) Please do not interact with any children other than your own.
- 6) Please respect the teacher and class by not disrupting or distracting (talking on cell phone, chatting with the teacher, etc.)
- 7) Please do not stay longer than is necessary for the observation/issue at hand.



Specialists who need to do classroom observations in order to assist a child or family are welcome to visit and observe in our classrooms, however we do request that these visits be scheduled in advance with the Preschool Director, that the parent(s)/guardian(s) of the student provide written permission for the specialist to observe and for us to share information with them, and that the visitor follow the above protocol.

Parent and Child Open House/Meet & Greet

Students and their parent(s) will receive an e-mail from their teacher in August, introducing themselves and inviting the parent and child to attend an Open House opportunity prior to the first day of school. We have found that these early visits help children adjust to school by familiarizing them with their teacher and their classroom environment. Information such as class schedules, updated yearly calendars, etc. will be distributed and preschool staff members will be available to answer any questions you may have.

Parent Orientation/Back to School Night

Back to School Night is a **parent-only** evening event held in early September. Parents are invited to come to their child's classroom for a short presentation from the teacher(s). This presentation will cover general classroom information, what the classroom goals are for the school year and the plan to achieve those goals, curriculum information, developmental assessments, an overview of class progression, and the opportunity for parents to ask questions.

School Calendar

The preschool enrolls for a traditional school year track which usually begins in late August and ends in early June. The preschool calendar is published and distributed by June 30th annually. We closely align our calendar with the elementary/middle school (i.e holidays, parent/teacher conference days, staff development days, and vacations), but **please be sure to check the PRESCHOOL calendar for preschool-specific events, class-specific days off and exact dates the school is closed**. Printed copies of the preschool calendar are available on the parent information board in the lobby and the pdf version is e-mailed to families of all enrolled students at the start of the school year and is also available on our school website at www.sjls.org/preschool.

Parent/Teacher Conferences

Conferencing is an ideal way for parents and teachers to communicate and work together for the good of the child. **Parents will be invited to privately conference with their child's teacher regarding their child's developmental progress twice during the academic year, usually October and March**. Children are assessed for developmental milestones at the preschool level. The teachers will observe and document the progress and development of each child through observational notes, authentic assessment and portfolios.

IV. HEALTH & SAFETY

Health Policy:

Good health is important. Your child should be in good mental and physical health to attend preschool. You should keep your child home from school if any unusual symptoms of illness occur. In general, your child should/will be asked to stay home from school if he/she has:

- A green runny nose or severe cough
- Swollen neck glands
- A fever (99.5 degrees Fahrenheit or above)
- Nausea or vomiting
- Diarrhea
- Red eyes or a discharge from the eyes
- Been acting listless, drowsy, has a flushed face, or a lack of appetite
- Any behavior that is noticeably out of the ordinary
- A rash
- Vomited within 24 hours prior to school attendance

If your child will not be in school due to illness, please call the preschool front desk or email the administration. If a child becomes ill during the school day, he/she will be removed from the classroom and the parents will be contacted to take the child home. **After any illness, your child needs to be without fever or symptoms for 24 hours before returning to school.** When your child returns to school, they must be able to function normally in the classroom environment.

Any communicable disease should be reported to the preschool office immediately so that we can track illness in our classrooms and parents of other students in the class can be informed (when necessary). This includes colds, flu, and Covid, and such common, but serious, childhood diseases as chicken pox, measles, mumps, conjunctivitis (commonly known as “Pink Eye”), strep infections, impetigo, “hand, foot, & mouth disease”, mollescum, lice infestation, or pinworms. If your child has contracted one of these serious or contagious diseases, we may ask you to provide proof from a nurse, physician or other specialist (i.e. a lice removal specialist), stating that child is now cleared to return to school. This doctor’s note must include: the child’s name, what the child was treated for, that the child is now healthy (if the child was ill), when the child may return to school, list any restrictions that the child may have while at school (if applicable), and the doctor’s name and contact information.

Injuries

The teacher, office staff, or director will handle minor injuries sustained at the preschool. Application of pressure, washing with water, and application of Band-Aids or ice packs will be the extent of first aid generally rendered while at school. Minor injuries such as scrapes, cuts, bruises and bumps are regularly reported to parents using our injury report form known as an “Ouch Report”. The “Ouch Report” is filled out in duplicate. One copy is for the child’s preschool file and one copy is sent home to the parent. Parents will be notified immediately if their child sustains a head bump, groin injury, or a severe injury needing further medical attention. The parent will also

be contacted if the administrator feels the child's injury may require additional attention and care at home (such as watching for signs of concussion from a head bump).

Each child must have an "Emergency Consent/Authorization to Treat Form" signed by the parent on file in the office. Your authorization for the preschool to contact your family physician and to "take whatever emergency medical procedures are deemed necessary" is part of that agreement. In the case of a serious injury to a child, the parent will be notified immediately and/or the paramedics will be called. In addition, St. John's Lutheran School has a registered nurse on duty whose services can be utilized by the preschool if necessary.

Broken Bones/ Severe Injuries:

The preschool understands that injuries and broken bones occur during childhood. **If a child has been treated for a broken bone or other serious injury or illness, the attending physician will need to provide you with a doctor's note prior to your child returning to school.** This doctor's note must clearly state: the child's name, what the child was treated for, when the child may return to school, list any restrictions that the child may have while at school (if applicable), and the doctor's name and contact information.

In some cases, a child may have an injury that has restrictions that the school cannot accommodate. If this should happen, the preschool director will coordinate with the parents to determine a plan of action. This plan may include but is not limited to; a modified school schedule or a restriction of class time or recess activities. If the injury is severe or involves a "hard cast", the student will be asked to remain home from school until the restrictions have been lifted and the student has been cleared by a doctor to return to school. (tuition is not waived during this time)

Health office and Medications

According to California Educational Code and state licensing regulations, medication can be given at school only under the following conditions:

- 1) The medication must be prescribed by a physician
- 2) A written statement from the physician must be on file at the school stating the dosage, method of administration, and time schedule for administration.
- 3) Written permission from the parent or guardian requesting the preschool's assistance in administering prescription medications either per doctor's orders or during an episode of an allergic reaction

St. John's Lutheran Preschool will only administer medications to children in situations where medicine is necessary for prevention of severe allergic reactions (Anaphylaxis), where medication is required 3 times or more daily, or where medicine administration is prescribed for hours during which the child is at school. Antibiotics, nebulizers, inhalers, Epi-Pens (injectable Epinephrine), & antihistamines (for allergic reactions only) will be the only types of medications administered at school. All medications must be administered by an administrative staff member or other designated school personnel. Medications are kept in the medication "lockbox" in the preschool front office. **No medications of any kind will be permitted to remain in a student's possession.** Parents may administer medication to their own child at any time.

Allergy Policies:

St. John's Lutheran Preschool makes every effort to accommodate children with food allergies. For this reason, we have a nutritionist who carefully prepares all snacks for children of the center. Upon acceptance of enrollment, we require the following to take place prior to the first day of school:

1. We require all families to notify the school staff and faculty of any food allergies prior to the start of school, or when the allergy is diagnosed. Parents/Guardians of any preschool student with food allergies are asked to please meet with our Nutritionist, prior to the start of school, to determine an appropriate snack plan, create a list of unsafe foods, and/or update the child's allergy status. If the student has food allergies that are severe enough to require medication following ingestion, the parents will be asked to provide safe alternative daily snacks for their child, including special events.
2. The preschool requires all licensing and health forms to be turned in prior to the start of school. It is the responsibility of the parents/guardians of the student to provide the preschool front office with information if any allergic reaction needing medical attention is present, or when a new allergy is diagnosed or an existing allergy is cleared by a doctor.
3. Any student with allergies severe enough to require the use of injectable Epinephrine or administration of allergy medication, is required to have all medications turned in (in their original packaging) along with the appropriate paperwork before the start of school. These will be stored safely in the secure centrally located medication "lockbox" located in the preschool front office.
4. If a child with severe allergies accidentally comes in contact with an allergen, the school will follow the protocol listed below:
 - (1) The child will be removed from class, the parent will be notified immediately via phone, and an administrative staff member will administer the allergy medication (usually an antihistamine and/or injectable epinephrine) according to the doctor's instructions on the Severe Allergic Reaction Plan.
 - (2) If only Benadryl (or another over-the-counter antihistamine) is administered, the parent will then be called to pick up the child from school with the recommendation that the child be taken to their doctor for continuation of care.
 - (3) If the child's condition worsens or does not improve between the time that the Benadryl (or another over-the-counter antihistamine) is administered and the parents arrive to pick them up, then the injectable Epinephrine (Epi-Pen or AuviQ) will then be administered.
 - (4) If an Injectable Epinephrine (Epi-Pen or Auvi-Q) is administered, the paramedics will be called in addition to the parents being immediately notified by phone.

Biting Policy

Biting can and sometimes does happen in preschool. Whether the skin is broken or not, we use the term “bite” when reporting this behavior. Biting is not conducive to a safe and positive environment for children, and can spread infectious diseases; therefore, biting by a child of any age cannot be tolerated. We do, however, assess each biting situation individually and try to deal with it appropriately. Our staff will work with both the child and the family to prevent biting behaviors by assessing what led to the behavior and teaching the child alternative acceptable ways to express their anger or frustration. If the biting behavior continues, the Preschool Director will implement a policy that may include, but is not limited to, a reduction in scheduled class time, hiring an adult to “shadow” the child at an additional cost to the family, or (after reaching the 3-bite limit), removal from the school.

Immunizations

The State of California requires all students to be immunized prior to school entrance. All immunizations must be complete and up to date before entering preschool. The state of California requires the following vaccinations be given in order for a child to start preschool:

- 3 doses of Polio (OPV or IPV)
- 4 doses of Diphtheria, Tetanus, and Pertussis (DTaP, or DTP)
- 1 dose of Measles, Mumps, and Rubella (MMR) (at least one dose must be given after 1st birthday)
- 1-4 doses of Hib (at least one dose must be given on or after the child’s 1st birthday)
- 3 doses of Hepatitis B (Hep B or HBV)
- 1 dose of Varicella (Chickenpox, VAR or VZV)

Students may be conditionally admitted with a catch-up vaccination schedule, but the student **must have had received the first vaccine in each series** at the time of conditional admission and must receive subsequent doses **as soon as they are due**. The vaccination catch-up schedule must be provided on letterhead from the physician’s office and must be signed by the child’s physician. Continued attendance after conditional admission is contingent upon documentation of receipt of the remaining required immunizations.

The preschool will continue to enroll children who are unvaccinated due to medical reasons, but we must have a current medical exemption form (through CAIR-ME) on file. Medical exemptions may be either temporary or permanent.

Bathroom Policy

- A child in our 2-year old program may wear diapers or Pull-ups until they are fully toilet trained. Diapers/Pull-ups and wipes are to be provided by the parents. Our staff is competent to assist with toilet training and the Lamb’s Lot classroom is the only one equipped for diapering. Diapers are changed on a regular schedule in addition to “as needed”, and a log is kept showing the diapering schedule for each student. For students who are toilet training, it is very helpful if you dress your child in pants or shorts with elastic waistbands that can be easily pulled up and down by the child without adult assistance.

- Any student enrolled in our 3-year old program or older, must be fully toilet trained and able to manage self-care in the restroom. These children must come to school wearing underwear and are not permitted to wear “Pull-ups” or any type of diaper while at school, even while resting. While our teachers are available to help with the occasional difficult snap, button, belt, or pair of overalls, it is very helpful if you dress your child in pants or shorts with elastic waistbands that can be easily pulled up and down by the child without adult assistance. We understand that bathroom accidents do occur (especially at the beginning of the school year). Should a bathroom accident occur, the teacher will assist the child into clean clothing, by coaching them gently step-by-step. The parent will be notified using our “potty accident” form. If more than 4 bathroom accidents occur in a two week time-span, the parents may be asked to keep the child home for a 1 week period of time to toilet train the child and to incorporate bathroom independence. (tuition is not waived during this time.)

V. CURRICULUM, GOALS, PLANS TO ACHIEVE GOALS

About Curriculum

At St. John’s Lutheran Preschool, children’s growth (spiritually, emotionally, physically, and socially) is facilitated and guided through play. Play is the most essential component of our curriculum. The curriculum focuses mainly on the process of learning and not necessarily the product. The main goal of preschool activities is relationship building and skills learned through participation. The activities provided for the children are based on development and designed to promote success for each child. Curriculum is geared toward individual ability and topics interesting to children. We believe children need years of playing with real objects before they are ready to understand the meaning of symbols such as letters and numbers. Learning takes place as children touch, manipulate and experiment with objects in their environment, and interact with their teachers and peers.

Goals

Developmentally appropriate goals for young children are:

- To build healthy and positive self-concepts
- To provide opportunities to enhance social skills
- To encourage children to think, reason, question, and experiment
- To promote language development
- To encourage and demonstrate sound health, safety and nutritional habits
- To respect cultural diversity
- To develop initiative and decision-making skills
- To provide opportunities for physical development, social development, and spiritual development.

Plan to Achieve Program Goals

The preschool program is built around a framework of developmental themes that follow the children's interests or are a part of their daily world (School, Family, Fall, Jesus, Winter, Animals, Big World, Easter, Health/Community Helpers, & Summer) and also focuses on a positive Christian character trait, bible verse and bible story. Within each theme, experiences emerge from the experience and interests of the individual children in the group. Woven throughout this framework is the message of God's love, and daily modeling of Christian values by our teachers. "Jesus Time" is a time set aside daily for worshipping God through song, prayer, and learning bible stories & bible verses. The classes also attend Chapel weekly as part of our Christian Faith and Learning (CFL) Curriculum.

We base our curriculum on the knowledge that children need to explore, experiment, make choices, problem-solve and think independently. We strive for a balance between free-choice activities and teacher-directed activities. We also prompt and promote good listening skills in developmentally appropriate ways to prepare young children to do well in the elementary school environment as well as to become lifelong learners in a group setting.

We believe that children develop language through experience and exposure to words and vocabulary, therefore language is an integral part of our program and is included in every action and function. Language is used in both child-directed play and teacher directed lessons. Examples include question/answer time, sharing and reading stories, having the children describe their art or creation, making hypothesis' when conducting science experiments, role playing, group discussions, cooperative activities and dramatic play.

Basic concepts of health and nutrition are also interwoven into the lesson planning throughout the year. The children will enjoy activities that promote a healthy self-image, develop strong bodies, and include good nutritional concepts.

VI. EDUCATIONAL ENVIRONMENT

The First Days of School

Most children look forward to the beginning of school. Some are accepting but not enthusiastic about it, and other children may be fearful. We recommend explaining to your child what they can expect, i.e. other children for playmates, lots of art opportunities, new toys to play with, and fun playground equipment.

On the first day of school, be sure to allow plenty of time for dressing, eating and other regular morning routines that will permit you and your child to arrive at school feeling relaxed and secure. You are encouraged to say a quick and warm goodbye and go about your day. Remind your child that you love them and will be returning for them in a time frame that is easily understood, such as "before lunch", or "after nap".

If your child is having difficulty with the initial adjustment, let them know that you understand how they feel, and then follow the teacher's suggestions. It is usually best to keep your goodbyes short and sweet. If your child remains upset for an unusually long period of time, we will notify you.

Arrival and Departure

Parking is available on both sides of Center Street and in the City of Orange parking lot. Please be sure to follow the traffic and parking restrictions posted. School opens at 7:15 a.m. for students enrolled in our Monday-Friday all-day programs and these students can arrive between 7:15 – 8:00 a.m. Between 8:00 -8:05 a.m., the students who arrive early for before school care are transitioning into their regular classrooms. The classroom doors open between 8:10 - 8:15 for regular student arrival. Please wait outside the classroom door until it is opened by the teacher to signal that they are ready to greet their class for the day.

Upon arrival every day, please sign in your child with your full name and note the time of your arrival on the class sign-in sheet. THIS IS A STATE REQUIREMENT. You are signing over responsibility for your child's safety and welfare to us for the period of time that they are in our care. **Failure of parents to sign their child in or out daily can result in a significant fine and/or violation for the preschool, so please be sure to make this a daily habit!** Be sure your child is left in the care of his/her teachers. Do not leave your child on the playground or inside the preschool unattended without your teacher's knowledge. Siblings should not be left in vehicles at any time. Siblings must remain within arm's reach of a parent at all times and may not participate in playground or classroom activities during licensed hours because un-enrolled children of any age are not covered by our insurance.

Upon departure every day, please sign your child out with your full name and note the time of your departure on the class sign-in sheet. Please make sure the teachers know you are taking your child. Half-day students are dismissed at 11:15 a.m. All-day students are dismissed at 3:00 p.m. There is a 15-minute grace period for these pick-up times. Children enrolled in our after-school care program may be picked up anytime between 3:15 p.m. and 6:00 p.m. when the preschool closes. Please call to notify us if you are running late (i.e. family emergency, stuck in traffic, etc.).

While we understand that sometimes emergencies do arise, we request that parents please keep in mind these pick-up times and closing times when scheduling appointments. Our staff is responsible for your child's care until you arrive and repetitive tardiness by a parent is unfair to our teachers.

Our late pick-up policy is as follows:

1st late pick-up offense: We will give you Grace 😊

2nd late pick-up offense: We will charge \$1 per minute late

3rd + late pick-up offense: We will charge \$1 per minute late & reserve the right to discontinue service.

If someone other than the usual person is going to pick up your child, please notify the office and/or teacher via phone, e-mail, or a signed note so that the teacher can be aware at dismissal time. The best way to notify us is by emailing PreschoolAttendance@stjohnsorange.org and cc'ing your child's teachers. Persons other than the child's parent must be 18 years of age or older and listed on the emergency form in order to sign children in and out of the preschool. Unfamiliar persons will be asked to show a picture I.D. at the front desk **Children will be released only to those persons listed on the child's Identification and Emergency Form.** This is not only for the safety of your child, but for all parties involved. Students will not be released to anyone who appears to be under the influence of alcohol or any other controlled substance. If this occurs, the next authorized person listed on the emergency form will be contacted to pick the child up, and the police will be called at the Administrator's/Director's discretion.

Lunch

If your child will be staying for lunch, please send a healthy lunch to school with them in a lunch pail with an ice pack to keep everything fresh and cool. Please do not send food that needs to be warmed or cooked in order to be eaten (a thermos is a handy way to keep cooked food warm until lunchtime.) The students generally eat lunch at 11:30 a.m. (Jr-K eats lunch closer to 12:00 p.m.), however, we may adapt the lunch schedule slightly on rainy days, hot days, days that the elementary school dismisses early, or to schedule around special events. PLEASE BE SURE THAT YOUR STUDENT'S LUNCH PAIL, THERMOS, CONTAINERS, AND WATER BOTTLE ARE CLEARLY LABELED WITH YOUR CHILD'S NAME.



St. John's Lutheran Preschool is a "nut free facility". We ask that you please do not send food that contains peanut/or other tree nut products in your child's lunch. This is for the safety of all of our students. Please see the director, office administrators, or our nutritionist to discuss alternative options for peanut butter, as there are lots of safe and tasty choices (including soy butter or sunflower seed butter.) Please label the baggie of items such as sandwiches with the words "sunbutter" or "wow butter" so that we know what is inside.



If your child brings peanuts, peanut butter, cashews, almond butter, or any other nut products in their lunch, we will replace the item with a safe alternative if possible and will return the item containing nuts to you in a baggie with a reminder sticker.

St. Johns also provides an outside hot lunch service (www.Choicelunch.com) allowing you to order lunch for your child online by setting up an online account. **Please remember that here will be no hot lunch available on days that the elementary school has a minimum day or no school.**

If your child normally stays for lunch on Wednesdays, you may also use the Auxiliary online pizza ordering website (www.sjls pizzawednesdays.org) to order pizza lunch for your child on Wednesdays beginning in September. You have the option to sign up for pizza quarterly or for the entire year, using the online link provided. Please visit the St. John's Auxiliary webpage for the link and more information by emailing: pizzadesk@gmail.com.

If a student forgets to bring their lunch, an emergency hot lunch from the 'Choicelunch' lunch program will be provided (parents with Choicelunch accounts will be notified and billed independently per incident), or we will prepare a healthy lunch for them if you do not have an online Choicelunch account. If this happens on a regular basis, we reserve the right to no longer provide lunch and the parent will be contacted to either bring a lunch or pick up the student.

Snack

The preschool provides healthy snacks as part of our program. We offer snack in the morning between 9:30 and 10:15 a.m. (depending upon the class) for morning classes and all-day classes. If your child stays for after school care, they will receive another snack around 3:30 pm. All the snacks served in the preschool are freshly prepared daily by our staff nutritionist. If the student has food allergies that are severe enough to require medication following ingestion, the parents will be asked to provide safe alternative daily snacks for their child, including special events.

Birthday and Holiday Celebrations

The preschool celebrates student's birthdays once a month with a healthy and nutritious (allergy-free) special snack provided by the preschool for all the children. **Because we have students who may have severe food allergies, parents may not distribute food, candy, or other treats to classmates or other students.** Instead, parents who wish to send something for children's birthday celebrations may provide special paper goods for the class or a non-food item (such as stickers or small toys) to distribute to fellow classmates. We generally celebrate birthdays on the 3rd Wednesday/Thursday of each month. Summer birthdays are celebrated before the completion of the school year.

Throughout the year, the classrooms celebrate certain holidays with a healthy and nutritious (allergy-free) special snack provided by the preschool. Please note that these birthday and holiday celebrations are designed for the students and teachers in the class only.

Student Clothing & Grooming Policies

Children should wear appropriate clothing to school, keeping safety and comfort in mind. For preschool, "play clothes" are highly recommended. Uniforms are not required until TK or Kindergarten and above. Student's clothing should not inhibit their ability to participate in school activities. Students may not wear anything to school that depicts violence, is inappropriate for school, or has gang-related logos or designs. Girls will need to wear modesty



shorts underneath dresses and skirts. Please avoid long skirts, as they can be dangerous when a child is going up and down steps, climbing or using playground equipment. The cords on jacket hoods may also need to be removed so as not to cause a neck injury or choking.

Shoes and socks must be worn at all times. Open-toed or backless sandals or "Crocs" may NOT be worn to school, but sturdy sandals that completely enclose the toes are allowed during the warmer months.

Children are encouraged to, but not required to, wear smocks during art projects or messy play. **At the beginning of school, parents will be asked to provide a complete change of clothes for their child, clearly labeled with their name.** (A gallon Ziploc bag works well). This will stay at school until needed due to wet/messy play, spills, or bathroom accidents.

Student hair must be the student's natural color. Hair may not have any inscriptions or designs cut into it. Mohawk or "Fauxhawk" style haircuts are not allowed. Boys may not wear earrings. While we would prefer that girls not wear earrings to school for their own safety, they may wear modest stud-type earrings, (no dangles or hoops). Makeup may not be worn while at school.

Lost and Found

Please clearly label all of your children's clothing and accessories, including coats, sweaters, jackets, and umbrellas with their name.

Labeled items will be returned to your child's cubbie when found.

Unlabeled lost items will be placed in the lobby in the basket labeled "Lost and Found." Lost property will not be replaced by the preschool.

Any items not claimed from the "Lost and Found" at the end of the school year will be donated to local needy children.



Other

The State of California requires that all members of childcare institutions be on the lookout for any and all cases of suspected abuse to a child and report it to the State. St. John's Lutheran Preschool is, therefore, mandated to report to the State any suspected cases of child abuse and or neglect. Under the laws of the State of California, a worker from social services has to the right to interview a child without prior notification to the parent or school. Should this happen, we would require the social worker to provide identification, but we are not required to have a staff member present during the interview, nor to notify parents that this visit has taken place.

All class areas, restrooms, play areas, hallways, and meeting areas in the preschool meet the requirements of the Department of Social Services of the State of California. The preschool undergoes annual fire and safety inspections. The proper inspection documentation is posted in the preschool front office.

VII. DISCIPLINE

Teachers at St. John's Lutheran Preschool view discipline as a plan involving a combination of alternatives that will teach a child how to interact positively with others. The goal is to help children discipline their own lives through the good choices they learn to make. Following Jesus Christ as His disciples is taught as an outgrowth of faith. Our children's growth in this discipleship in Christ is the result of the Holy Spirit working through God's Word.

Teacher-Child Interaction

- A. We respond quickly and directly to children's needs, desires and messages. We adapt our responses to children's differing styles and abilities. The response should be positive.

- B. We facilitate a child's successful completion of tasks by providing support, focused attention, physical proximity, and verbal encouragement.
- C. We are aware of and alert regarding signs of undue stress in children's behavior, and aware of appropriate stress-reducing activities and techniques.
- D. We facilitate the development of healthy self-esteem by respecting, accepting and comforting children, regardless of the child's behavior.
- E. We facilitate the development of self-control in children by:
 - Setting clear, consistent, fair limits as guidelines.
 - Valuing mistakes as learning opportunities.
 - Redirecting children to a more acceptable behavior or activity
 - Listening to children talk about their feelings and frustrations.
 - Guiding children through conflict resolution and modeling skills that help children to solve their own problems; and
 - Patiently, and in a soft voice, reminding children of rules and limits and their rationale as needed.
- F. We reserve the right to remove a student from the preschool if:
 - The student's lack of self-control is dangerous to themselves or others.
 - The student exhibits defiant or unsafe behavior.
 - The student is excessively disruptive to the classroom learning environment.
 - The student willfully causes damage to school property.
 - The child is showing signs of undue stress or severe emotional breakdown.
 - The child is unable or unwilling to comply with the classroom rules or participate in classroom activities.

Our goal is to partner with our parents and provide resources and support. However, we have a "Three Strike Rule", meaning that if a student has three incidences (listed under section F above and documented on our incident report form), they may be asked to permanently leave the school.

VIII. EMERGENCY PROCEDURES

St. John's Lutheran Preschool strives to provide the best proactive care to prepare the staff and students with information on what to do in the event of an emergency or natural disaster. St. Johns conducts regular earthquake and fire drills with all students. In the preschool, this preparation includes talking with the children about what to do in this type of situation, practicing where to go for relocation, and learning how to stay safe if and when these situations occur. Please remember to talk with your children at home about having a family preparedness plan for

your own home and family. We also provide hands-on training for the staff and students throughout the year.

Emergency Drills

Fire drills are held on a monthly basis during the school year. During a fire drill, the preschool classes evacuate to the preschool playground. Earthquake drills are also held regularly throughout the school year. During an earthquake drill, the students are taught to duck and cover and stay away from windows. Once per year (usually in October), the entire school (Preschool – 8th grade) practices a relocation drill where all students walk over to the large turf field (called “Senne field”) located near the corner of Almonds St. & Shaffer St.



Teachers discuss safe exit procedures and behavior expectations during an emergency drill with their students regularly throughout the school year. The preschool’s emergency care and disaster action plan is posted in the preschool front office and a copy of it is in each classroom’s emergency red bag.

Earthquake Kits

The school provides an earthquake kit for each child. Each new student has already paid for their individual earthquake kit as part of their registration fees. The kit is designed to maintain the student on a minimal level of nutrition and safety until picked up by the parent. The earthquake kit is part of the emergency preparedness requirements for the St. John’s preschool, elementary school and church.

Disaster Information

If a major disaster occurs during preschool hours, the preschool children will be consolidated with St. John’s Lutheran elementary/middle school children in the large turf field (called “Senne Field”) located near the corner of Almond St. & Shaffer St. Mandated procedures will then be followed for dismissal of the children and students will be released to the appropriate adults (providing proper ID) listed on their emergency form.

IX. COMMUNICATION



Please keep all phone numbers, e-mail and mailing addresses current throughout the school year by immediately notifying the preschool office of any changes.

Communication

The preschool sends out regular weekly update emails every Tuesday to keep parents informed of upcoming activities. Information will also be available as newsletters and flyers. Information will be sent home as needed in parent files in order to communicate with parents regarding important preschool information, upcoming events, and other pertinent information. On Fridays, the teachers will e-mail home a copy of the lesson plan for the upcoming week (or monthly for the Three’s program). Lesson plans are also posted inside or just outside each classroom and copies are available upon request. Parents are encouraged to read and discuss the information contained in the lesson plan with their student.

Please check your e-mail regularly for news, calendar items, notices, sign-ups, etc. and be sure to add e-mails sent through www.factsmgt.com to your safe senders list. Please also notify us if you would like us to change, add, or remove an e-mail address from our distribution list.



Photographs and Publicity

Pictures may be taken by staff members during the activities at St. John's Lutheran Church, School & Preschool, or under its direction, and then presented in various church-sponsored media. These include, but are not limited to; pictures, video productions, newsletters, television programs, web casts, brochures, handbooks, programs, and internet web pages. This section serves as notification that any meetings, events, and activities (including worship) are considered public and may be video-taped and/or photographed and used in the above listed manner. Photographs taken by the preschool staff of the children at St. John's Lutheran Preschool during regular school activities may be used for student portfolios, the St. John's Lutheran School Yearbook, and preschool publications (such as the preschool newsletter.) They may also be shared with other parents of students enrolled at the school.



In order to protect the privacy of our families, **photos of students in preschool classrooms or on the preschool playground may ONLY be taken by St. John's staff members** during preschool hours of operation.

These pictures will then be made available to parents of children in that class or families of who have children enrolled in the school. Please understand that we cannot prevent everyone from taking pictures using their mobile device and that your child's picture could still potentially be taken by another parent. Parents, we ask that you please do not post pictures of our preschool children onto social media sites, such as Facebook, as this can create a potentially compromising situation for some families. **If you wish to take a picture of your own child to post on your social media site, please do so outside of the preschool building and playground areas.**

Surveillance Cameras

Video cameras are installed and used on St. John's Church and School property primarily for the purposes of establishing and maintaining a safe and orderly environment, for identifying disciplinary issues, for minimizing theft and vandalism, and for enforcing school rules. Video cameras may be used in any place on the campus where public, student, and staff have no reasonable expectation of privacy, such as, but not limited to, entrances, hallways, classrooms, and office spaces. Footage from school cameras may be reviewed by school & church leaders and other authorities to better understand the circumstances of a concern or situation. Footage is not available for public viewing.

School Directory

School directory information (i.e. child's name, parent's name(s), family's home address, phone number, e-mail information, etc.) is available under the Directory tab in your parent portal on our online Student Information database: www.factsmgt.com. If you wish to make only certain

directory information available to other families at St. John's Lutheran school, you can also go online to your Parent Portal and change your preferences regarding what information is made available there. ***Please note that the information contained in the school directory is for personal use (such as birthday party invitations) and not for business use.*** It is not the desire of our families to be approached for promotional or sales presentations using the information contained in the directory.

Distribution of Invitations/Promotional Literature

If you wish to distribute party invitations at school, please plan to include everyone in the class or simply mail or email the invitations if you wish to only invite specific class members. **No one is permitted to distribute any promotional literature, advertising, pamphlets, or any other materials to classmates or other students without the direct knowledge and consent of the director.** Thanks for understanding!

The Role of Parents

It is the role of the parents to take an active and involved interest in the education of their child by supporting the practices/policies of the school and the classroom teacher, reinforcing in the home what is taught at school, and promoting two-way communication with the teacher.

Parent Initiated Inquiries

If you have questions or concerns, teachers may be contacted privately via their work e-mail, and this is generally their preferred method of communication. Non-urgent phone messages may be left by calling (714) 288-4409, and the teacher will make every effort to return your call during their break, lunch hour, or at the end of the day.

Our teachers are happy to make themselves available to meet with parents to discuss their child's progress at any mutually agreed upon time. Parent/Teacher conference time is also set aside specifically for this purpose twice yearly. Parents wishing to drop in before or after school to talk to a teacher unannounced should realize that the teacher's time may already be spoken for with other commitments. Should this occur, the teacher may ask to schedule a different time to address your concern so that they can give both you and their class their full attention.

How to Voice a Concern

During a school year, there may be times when a parent has a concern about a particular topic, person, or event. We ask that you please bring your concerns to those who can resolve them. (Matthew 18:15-17). Discussing complaints in an "open forum" will not promote a solution but does promote misunderstanding, misrepresentation and gossip. It is important to us that all concerns be heard. A parent having a concern about a teacher, staff member or other person is asked to speak directly to that individual first. After that conversation, if an understanding is not reached, a conversation or conference with the Preschool Director and/or School Principal may be needed to bring resolution.

Parental refusal to accept school decisions regarding assessment, class placement, or teacher/school-imposed consequences for their children's actions signals a spirit of non-cooperation, breaking down the home-school partnership necessary to foster oneness of spirit and purpose and may be grounds for the student's permanent removal from the school.

How to contact us:

Preschool Director:

Mrs. Trisha Frazier

TFrazier@stjohnsorange.org

School Principal:

Dr. Jake Hollatz

JHollatz@stjohnsorange.org

We look forward to ministering alongside you and your precious children throughout the school year!

Please do not hesitate to contact us if you have any prayer needs, if are interested in getting information about St. John's Lutheran Church or its affiliated ministries, or if there is anything we can do for you or your family. **We are here to help!**



