

Little Light Preschool



A Ministry of
South Valley
Church

A ministry of South Valley Church
24551 Valley Street ~ Santa Clarita, CA ~ 91321
(661) 259-1515 ~ info@littleglightpreschool.org
www.littleglightpreschool.org

Parent Handbook

Effective August 2014



Introduction

A Brief History

South Valley Church (then First Baptist Church) opened its preschool to the children of the Santa Clarita Valley in February 1986 under the name Baptist Day School. We are dedicated and committed to offering the best in Christian Early Childhood Care and Education. In February of 1993 the school's name was changed to *Little Light Preschool*, to better promote the services offered by the school.

"Together we can encourage the "Little Light" of your life to shine"
Beverly Masalonis

Affiliations and Memberships

Little Light Preschool is a ministry of South Valley Church and operates as a 501(c)(3) California non-profit corporation. We are members of The Association of Christian School International (ACSI). ACSI provides leadership seminars, teacher conferences and represents Christian schools in state and national issues concerning Christian education.

Little Light Preschool is licensed under the State of California, Department of Social Services. **Our facility number is #191200054**

Our Christian Philosophy

Our philosophy is based upon the Bible. We believe that the Bible, composed of the Old and the New Testaments, is the inspired Word of God as His unique special revelation to man as the final, infallible authority in faith and conduct.

We believe that there is only one true and living God, revealed to us as described in the Bible, as the Father, Son and Holy Spirit; that God's Son died for all men; that everlasting Life comes through a personal trust in Jesus Christ for the forgiveness of sin; that Jesus Christ gives purpose to life, to all who know Him as Savior; and that with His daily help and strength, we will better meet our goals and responsibilities to those whom we teach and administer.



Scripture Passages That Reveal God's Design for our Children

Jesus values children.	<i>Matthew 18:1–6</i> <i>Matthew 19:13–15</i> <i>Mark 10:13–16</i> <i>Luke 18: 15–17</i>
God is intimately involved in children's lives from the very beginning.	<i>Psalms 139:13–16</i> <i>Jeremiah 1:4–5</i>
Childhood is a stage of life distinct from adulthood.	<i>1 Corinthians 13:11</i>
Children's thought processes are distinct from those of adults.	<i>1 Corinthians 14:20</i>
Children are capable of having a relationship with the Lord and can grow spiritually.	<i>2 Timothy 3:15</i>
Children are heirs to God's promise of salvation.	<i>Acts 2:39</i>
Children must be taught spiritual truths, and adults must be able to answer their questions.	<i>Deuteronomy 6:20–21</i> <i>Psalms 78: 4–8</i> <i>Proverbs 22:6</i> <i>Romans 10:14</i>
Children are to be taught God's Word through all the day's activities.	<i>Deuteronomy 6:6–7</i>
Children are able to praise and worship God.	<i>Psalms 8:1–2</i> <i>Matthew 21:15–16</i> <i>1 Samuel 1:27–28</i>
A child participated in one of Jesus' miracles.	<i>John 6:9</i>
Children are a blessing.	<i>Psalms 127:3</i>
Children are to obey their parents.	<i>Ephesians 6:1–4</i>
Child guidance should be motivated by love.	<i>Proverbs 3:12</i>



Organizational Structure

Director

The Director/School Administrator reports to the School Board and is directly responsible for the day to day operations of the school, policy development and implementation, management of school finances, facilities, teacher supervision and training, student discipline, curriculum development and implementation, school programs, admissions, and such other matters as may be delegated by the Board.

Little Light Preschool School Board

The School Board is comprised of three individuals and three non-voting advisors. The Board operates under the school's adopted by-laws, vision and goal statements and issues policies to the administration of the school for implementation. The Board examines the school's policies, programs and curriculum to insure their consistency with the school's vision and goals. Because of the corporate nature of the Board, any single member, as an individual, has no authority over the school in any capacity.

Our Staff

Each member of the staff or substitute has been employed as a qualified and competent person to provide loving and understanding care for each child. All staff members are required to be an active member of a Bible-teaching, Christ-centered church and is dedicated to teaching Christian values to the children in their care. Each teacher has at least 12 Early Childhood Education units or is working towards them. All staff members are required to continue their education by attending in-service seminars and two early childhood education workshops each school year.

In addition to Early Childhood Education, all staff members are required to be First Aid and CPR certified and undergo renewal training each year to keep their certification current.

All employees of *Little Light Preschool* must undergo fingerprinting through Live Scan and must be cleared before their first day of work; clearance is done through the FBI, Department of Justice and the Child Abuse Index.



School Purpose and Educational Philosophy

School Purpose

Little Light Preschool is established as a service to the families and children in this community. We endeavor to provide a program that nurtures children in a warm, loving atmosphere, building Christian character with exposure to academics in an environment that encourages creativity. The program contains a balance of structured and free activities including free art, crafts, stories, music, creative movement, science experiences, pre-reading activities, and pre-math activities. Each child is viewed as a separate and unique creation of God. Therefore, every child is accepted and loved for who they are. Every child is an individual with his or her own rate of physical, social, emotional, cognitive, and spiritual maturation; therefore, the school environment will influence each child differently. All children will grow in all areas of development through play and interaction with the people and objects in their environment. We feel young children do not need to be forced to learn. They are motivated by their own desire to understand the world, and thus they learn experientially.

The aim of *Little Light Preschool* is to provide a loving and nurturing Christian perspective that will foster positive self-esteem and a child's acceptance of his or her role in life, at home, at school, at play, and at church.

In doing this, we aim:

- To teach that the Bible is the inspired Word of God, thus developing attitudes of love and respect toward it (2 Timothy 3:15–17; 2 Peter 1:20–21)
- To teach biblical character qualities and provide opportunities for the students to demonstrate these qualities (1 Samuel 16:7; Galatians 5:22–23)
- To teach the students respect for and submission to authority from God's perspective (Romans 13:1–5; Hebrews 13:17; Ephesians 6:1–3)
- To help students develop a Christian worldview by integrating life, and all studies with the Bible (2 Peter 1:3)
- To help students develop their identity as unique individuals created in the image of God and to attain their fullest potential (Psalm 139:13–16)
- To teach students to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1–4; Ephesians 5:21)
- To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4–7; Proverbs 22:6)



Educational Philosophy

We believe that each child is a unique creation of God made in His image (Luke 18:16). We believe one of the ways children learn about God and His purpose and plan for their lives is from the Bible.

We believe that each child learns by actively participating, exploring, and discovering (Proverbs 20:11). Children develop new knowledge and skills based on what they already know and can do, through play, the examination and manipulation of concrete materials, and the use of all their senses. Learning activities should be built around the child's current interests. Children must be encouraged to ask questions, experiment, make choices, and propose solutions. In so doing, they will learn to assume responsibility for their own actions and feelings, and they will gain confidence in acting on their knowledge of the Bible and of their physical and social worlds.

We believe that each child grows developmentally (Luke 2:52). To teach in ways that are developmentally appropriate requires knowing how children develop and learn, and matching to that knowledge the content and strategies planned for them. The *Little Light* program focuses on concepts and processes, using small group instruction, interactive learning, and active manipulation of relevant, concrete materials to build a solid foundation for academics within a context of meaningful activity.

We believe that each child learns by example (Deuteronomy 6:7). Teachers of young children should hold a biblical worldview and live a Christian lifestyle in their home, school and community. Play experiences are structured to allow an optimal mix of individual, one-to-one, small-group, and large-group experiences. Planned group activities promote more skillful levels of communication, of social interaction, and of perceptual and motor development.

Nondiscrimination Policy

Little Light Preschool admits students of any race, color, national or ethnic origin, along with all rights, privileges, programs and activities generally accorded or made available to students at the school. *Little Light Preschool* does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, or other school administered programs.



Admission Policies and Procedures

Admission is based on available space within the child's chronological age group. A child's chronological age grouping is determined by the age the child is on November 1 of the school year in which they are enrolling.

All school and State of California, Department of Social Service forms must be completely filled out and returned in order for the student to attend their first day of school.

As a condition to admission the Administration must first determine that the child will benefit from the program offered and that the program will serve the child's needs.

School Tour

A meeting will be held with the School Administration and the parents to discuss goals, purpose, philosophy, school policy and general information pertinent to both the child and the school.

Registration and Financial Agreement

Upon the decision of both parties to continue the enrollment process, a Registration and Financial Agreement will be given to the parents. Only after *Little Light Preschool* has received all Registration Fees, a signed Registration and Financial Agreement and SMART Tuition Application will a space in *Little Light Preschool* be reserved for your child.

SMART Tuition

SMART Tuition is a School Board approved tuition collection company. All families enrolled at *Little Light Preschool* must complete a SMART Tuition application. Any family choosing the monthly payment option must make their monthly tuition payments directly to SMART through Electronic Transfer ("EFT"), also known as Automatic Debit ("ACH"). Annual payments (minus the 5% discount) must be submitted to the preschool office by to August 1st.

SMART Tuition
P.O. Box 54228
Los Angeles, CA 90054
888-868-8828

All payments submitted must include your families Smart account numbers.
Account numbers change annually.



Required Enrollment Documents

Once the school office has received the Registration and Financial Agreement, Non-Refundable Registration Fee, and SMART Tuition Application, the School Administrator will give you a package of school and State of California, Department of Social Service forms that must be completely filled out and returned in order for the student to attend their first day of school.

Each child must present proof of proper immunizations as stated in the California Health and Safety Code, Section 1596.81, prior to enrollment. A "Physician's Report" will be required prior to the first day of school.

In compliance with the State of California, Department of Social Services, Community Care Licensing, *Little Light Preschool* is required to have the following information in your child's file. It is necessary to have some of the information updated on an annual basis.

Required Forms:

- **Registration and Financial Agreement (Renewed Annually)**
A parent/guardian-signed understanding of all school fees and payment requirements.
- **SMART Tuition Contract (Renewed Annually)**
A parent/guardian-signed agreement with outside tuition collection company.
- **Copy of Birth Certificate**
- **Parental Custody Information**
Signed statement of child custody.
- **Family and Social, Developmental and Health History**
The parent/guardians' assessment of the whole child
- **Consent and Release for Films, Photo & Video Tape**
A parent/guardian-signed consent for your child to be photographed or videoed shall be in the child's file.
- **Permission to Publish Contact Information**
A parent/guardian-signed consent for your families address and phone number to be distributed shall be in the child's file.
- **Identification and Emergency Information (LIC 601) (Renewed Annually)**
The parent/guardians' home and work emergency contact information.
- **Consent for Emergency Medical Treatment (LIC 627) (Renewed Annually)**
A release permitting emergency medical treatment



- Food Allergies Form (Renewed Annually)
The child's known environmental or food allergies.
- Pre-Admission Health History – Parent's Report (LIC 702)
The parent/guardians' assessment of the child's health.
- Physicians Report – Day Care Center (LIC 701) (Renewed Annually)
A dated, written statement about the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child less than seven years old, or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child's general condition indicates the need for such examination.

Information regarding all immunizations the child has had, including the month and year when each immunization was administered. Immunizations must be recorded on the certificate of immunization form supplied by the State of California Department of Health.

- Notice of Personal Rights (LIC 613A)
Outline of personal rights and contact information.
- Notice of Parents Rights (LIC 995)
Outline of parental rights and contact information

All school records are confidential and the property of *Little Light Preschool*. If a parent needs to view or request copies of their child's records, they must submit a written request to the administration. Copies will be provided within 7 days of request. Community Care Licensing has the authority to interview children and/or staff, and to inspect and audit child or childcare center records, without prior consent. Community Care Licensing has the authority to observe the physical condition of the child, including conditions that could indicate abuse, neglect, or inappropriate placement, Title 22 code 101219, section 101200, (b,c).

Enrollment Interview and Arrangements for the First Day of School

Upon completion of all enrollment paperwork, a final meeting will be set to review all forms with the parents or guardian. After all requirements have been met for enrollment, a date for your child's first day of school will be arranged.

Class Placement

It is our goal at *Little Light Preschool* that your child's time in school is a positive and rewarding experience. It is for these reasons we maintain sole discretion in placing students in classes that would best meet the needs of all the students and the overall school environment.



Child-to-Teacher Ratio

In keeping with our philosophy that small groupings promote a positive learning environment we maintain the following child-to-teacher ratios:

2-year-olds = 8/1

3-year-olds = 12/1

Pre-K = 12/1

Re-enrollment

Re-enrollment is held during the month of February at *Little Light Preschool*. During this month you will have an opportunity to re-enroll your child in a class for the following school year. After the re-enrollment period has lapsed your child will forfeit any priority enrollment privileges offered.

Re-enrollment Fee

There is an annual fee for re-enrolling for the following school year.

Waiting List

The school maintains a waiting list in general chronological order of applications received, giving preference to siblings of enrolled children. Being on the waiting list or placement in a particular order does not guarantee acceptance or enrollment for a particular school year.

Termination of Enrollment

In certain circumstances, it may be necessary for the School Administrator to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of all the parties involved. Every effort will be made to correct a problem situation before a final decision is made. Termination of enrollment may be the result of, but not limited to, the following:

- Violation of the Parent Code of Conduct (see Parent Handbook, page 25)
- Disruptive or dangerous behavior.
- Financial default – delinquent on tuition (see Parent Handbook, pages 10-12)
- The school in its sole discretion determines that it is unable to meet the needs of the student.



Financial Policies

Annual Registration Fees

Registration fees are paid at the time of enrollment and are non-refundable. All registration fees must be paid at the time of enrollment to secure a place for your child.

Pre-K Materials Fees

The Pre-K material fees cover individual workbooks used in the Pre-K classes and all incremental cost associated with the Pre-K program. The Pre-K material fee is non-refundable and payable at the time of enrollment.

Tuition Rates

Tuition rates are School Board approved every January for the following school year. Every attempt is made to keep tuitions as low as possible so that every child has the opportunity to attend *Little Light Preschool*.

Tuition is based on a yearly fee for September through June. Holidays, breaks, or absences are taken into consideration when tuition rates are established. Tuition can be paid in full on or before the 1st of August and you will receive a **5%** discount, or can be paid in **10 equal payments** August 1st through May 1st.

Each additional child enrolled per family, will receive a **10%** tuition discount, applied to the lowest tuition.

Payment Terms

Tuition is collected annually or over a 10-month period (August 1st – May 1st). **Tuition payments are due the 1st of each month.** Tuition payments are made through Electronic Transfer (“EFT”), also known as Automatic Debit (“ACH”) **ONLY** and collected through SMART Tuition Management. All payments received after the 1st of the month are considered **LATE** and a \$30.00 late fee will be assessed and automatically debited with your following month’s tuition payment. Additionally, Smart Tuition will assess a \$20.00 follow-up fee for all accounts delinquent after the 1st of the month. There is a \$20.00 service fee for each failed ACH payment or check returned to Little Light. In the case of a failed “ACH” transaction, a second attempt will be made 10 days after the failed attempt. If that attempt fails an additional \$20.00 service will be assessed. If your tuition payment is not received by 10th of the month, that month’s tuition and all fees accrued as a result must be paid by “Cashier’s Check” directly to the Little Light Preschool office with 72 hours of being notified of the failed transaction. Written notification must be received no less than 10



days before the 1st of the month regarding any change in bank information, termination of financial agreement or financial hardships. Any fees assessed due to a lack of proper notification will not be reversed.

Any outstanding balance during the year and/or for the month of June will result in non-participation in school attendance, special events, and graduation.

There is a \$25.00 charge assessed for all returned checks and a \$20.00 fee for failed ACH or electronic payments. If any family receives two or more returned checks or failed payments during a school year, a request for subsequent payments to be made by cash or cashier's check may be requested.

All fees charged as a result of the collection of tuition are the sole discretion of SMART tuition and subject to change without notice.

Absences

Your tuition pays for the direct operating cost of *Little Light Preschool*. Therefore, no tuition allowances can be made for absences of any kind. There are no make-ups or exchange in days or hours for absences. Holidays, breaks, or days when school is officially closed are taken into consideration when tuition rates are established. No credit will be given for these days.

Overtime Fees

An overtime fee of \$1.00 per minute per child will be assessed when a child has not been picked up by the end of program hours. This fee is due at the time of pick-up.

A child not picked-up at the end of school or program hours more than 3 times in the school calendar year may be asked to withdrawal from *Little Light Preschool*.

Additional Days

Additional days are available on an occasional basis and if space permits. Prior approval by the School Administrator is required and payable on the day requested.

Schedule Changes

If you would like to make a change in your child's schedule you must submit a 30-day written notice to the School Administrator, and are approved based on availability. You



may make up to one schedule change per school year. Each additional change after that will result in a charge of a \$25.00 service fee.

Withdrawal Notice

A 30-day notice must be given to withdraw your child from *Little Light Preschool*. A withdrawal form or written notice must be given to the school 30 days prior to his or her last day of school. Students who leave *Little Light Preschool* during the year are responsible for the costs of tuition up to the expiration date of the 30-day written notice whether in attendance or not. If we do not receive a written notice, your account will continue to assess tuition charges and late fees.

A refund or credit of tuition for the unused portion of a month will only be made upon receipt of a written notice. Refunds will be issued within 7 days following the 30-day notice expiration.

Collection Cost

In the event of any legal action taken by *Little Light Preschool* or SMART Tuition for the collection of tuition or other charges due, *Little Light Preschool* shall be entitled to recover all costs and expenses, including attorney fees.



School Holidays, Closures and Breaks

SEPTEMBER

- Labor Day

OCTOBER

- Goal/Standard Conferences

NOVEMBER

- Veteran's Day (annual option)
- Thanksgiving, 1 week (A.C.S.I. Teacher Conference and Thanksgiving Holiday)

DECEMBER-JANUARY

- Christmas Break, 2 weeks (including Christmas Eve, Christmas Day and New Years Day)

JANUARY

- Martin Luther King Jr. Birthday

FEBRUARY

- President's Day

MARCH-APRIL

- Good Friday
- Easter Break, 1 week

MAY

- Memorial Day

JUNE

- Last week of month – Staff In-Service

JULY

AUGUST

- Last week of month – Staff In-Service

All Families will receive a complete Holiday & Events Calendar in August.
All holidays and/or school closures are subject to change.



Curriculum Philosophy

Little Light Preschool's curriculum is a discovery based learning experience that gives each individual child the opportunity to move through specially designed learning centers at his or her own level of interest and ability. The curriculum focuses on learning basic concepts and skills through hands-on experiences and activities. Some centers are designed to develop large and small motor skills, while others are more academically oriented. Through our program, each child is given the tools needed to encourage the growth of the whole child.

Approach

Reading:

Reading starts with stories. Our teachers tell stories in many different ways such as books, puppets, and flannel boards. They will encourage your child to "help them write" stories. Your child will want you to read his or her stories back to them. You can continue this process at home by taking pictures they have created and allowing them to tell you a story to write down. You can then send his or her story picture to someone special, such as other extended family members.

Fine Motor Skills:

Fine motor skills begin to develop by playing with puzzles, pegs and boards, crayons, small blocks, and toys. We do not push a child to print, but provide paper and allow him or her access to pencils, water-soluble felt pens and other writing mediums. The more freedom a child has to "play with" printing and tracing experiences, the more opportunity for fine motor development.

Gross Motor Skills:

Gross motor skills are equally; if not more important than, fine motor skills. Research shows that boys especially need to be given the opportunity to develop gross (large) motor skills before they are able to develop fine motor skills. In fact, research has shown a direct correlation between reading ability and gross motor development. Gross motor involves the large muscle development and coordination. This is accomplished through climbing, swinging, skipping, jumping, walking on a balance beam, throwing, catching a ball, and just running around having fun. Isn't it wonderful that God has given children a "built-in desire" to do just the things that are right for them to develop?

As you can see, we use a multi-faceted approach in our school. The reason for this is simple - children are all different. Each child learns a little differently; while one child loves story time, another prefers to play with blocks or enjoys painting. Each area is important and one area overlaps with another. The preschool child's mind is like a sponge, soaking up their experiences of life. The more experiences we provide, the more the child will absorb. We believe that it is extremely important that we provide a great variety of experiences for your child.



How a Child Learns in Every Activity at School

Circle Time/Group Time

- Learns to share and be responsible to others.
- Increases self-confidence and self-image by participating in a group setting.
- Learns to take turns (patience).
- Improves listening skills.
- Learns to follow directions.
- Learns that thoughts, ideas and feelings can be expressed aloud.
- Builds vocabulary.
- Learns what others say is important.

Art Center

- Learns individual creative expression.
- Learns to express feelings about family and friends.
- Experiences colors, shapes, writing, and cutting tools.
- Learns to use small muscles.
- Learns to tell about his/her creations.
- Learns that the process and experience of his or her creation is more important than the "finished" project.

Dramatic Play

- Learns to develop socially in relating to others.
- Role-playing.
- Learn to express self in ways that he/she cannot at home.

Learning Centers (Discovery, Language, Science and Readiness)

- Learns to make choices.
- Expands learning of specific information.
- Learns to complete tasks.
- Learns to think and problem solve.
- Enlarges his/her vocabulary.
- Builds feelings of self-confidence and competence.
- Discovers and learns through direct, individual experience.

Free Play

- Learns to use and care for materials and equipment.
- Develops physical and motor skills (coordination and manipulation).
- Blocks: Learns shapes, counting, building and matching.
- Learns to share and to play with others.



Note: Different learning centers encourage different types of children, quiet areas for the child who wants to learn an experience alone and group areas for the child who wants to be with a companion.

Spiritual Growth

- Learns modeled behaviors such as patience, love, kindness, and forgiveness from adult staff members.
- Experiences God's love through stories, songs, and prayers.
- Becomes aware of the many blessings from the Lord; trees, flowers, friends, toys, family, etc.

Pre-K Workbooks

- Experience in pre-writing skills.
- Introduction to phonics.
- Practice in following directions.

Little Light Preschool has the sole authority over Curriculum and Classroom Management.

Special Event Days

Throughout the school year the center's staff plans special activity days to enhance the monthly classroom themes. Parents are encouraged to participate by helping in the classroom or by providing special snacks or activities. See Parent Handbook page 24 for our Parent Participation guidelines.



Sample Daily Schedule

Greeting Time 8:30 am – 9:00 am

Inside or Outside

Circle Time – 15 minutes

Flag Salutes, Calendar, Weather, Alphabet, Numbers, Shapes, Colors, Story Time, Flannels, Music & Movement

Snack Time – 10 minutes

Prayer, Prayer Song, Snack

Centers – 45 minutes

Science – Projects, Inventions, Cooking
Music – Instruments, Movements, Singing
Cognitive – Memory Games, Math, Science
Fine Motor – Manipulatives, Puzzles, Lego's
Math – Counting, Sorting, Matching, Measuring
Art – Stencils, Gluing, Pasting, Cutting, Coloring
Large Motor – Blocks, Transportation, Dinosaurs
Language – Library, Drawing Stories, Listening Center, Phonics
Dramatic Play – Dress-up, Kitchen, Tools, Doctor's Kit, Baby Dolls

Creative Art – 30 minutes

Easel, Marble Painting, Finger Painting, Sponge Painting, Shaving Cream, Gluing, Pasting, Drawing, Coloring, String Painting

Writing Time – 15 minutes

Salt Writing, Dotted, Lacing, Coloring, Tracing, Worksheets, Workbooks

Recess – 30 minutes

Outside Free Play, Sand Box, Slides, Games, Relay Races, Sports, Bubbles, Sidewalk Chalk, Bikes

Lunch Time – 20 minutes

Prayer – Prayer Song

Bible Time – 15 minutes

Weekly Lesson, Bible Stories, Felt Stories, Bible Art, Worship Time, Prayer Request

Closing Circle – 15 minutes

Songs, Story Time, Share Time, Farewell Song



Evaluation/Assessments

Evaluations are performed twice a year. These are done to inform parents of their child's developmental achievements. Each child is unique, and performance will vary from day to day. Your child's teacher will document general assessments of the child's abilities. Evaluations are performed during the months of October and again in May. Goal/Standard Conferences will be held in October.

Parent teacher conferences are available anytime during the school year at the request of either party. Please refer all questions regarding your child's progress to their primary teacher.

Discipline and Guidance

In accordance with our philosophy, we view "*discipline*" as a form of teaching. Jesus disciplined his friends. The word discipline comes from the same root word. To "*disciple*" is to *teach* by example, correcting in love as necessary. Our discipline will be done in the following ways:

Teachers are encouraged and expected to treat the children with love and respect. This means talking ***to*** them instead of ***at*** them. Teachers endeavor to make eye contact with children when talking with them, both in-group and individual situations. We know that children are always watching our actions as well as hearing our words. Therefore, our goal is to show Jesus' love through our actions and words.

At times, children still break rules and will need to be corrected. When this occurs, the teacher will do as follows:

Correction

The teacher talks with the child explaining what was done wrong. For example "Jan we do not throw blocks at school – that can hurt a friend. Blocks are for building". The teacher will follow this up with outlining the consequence to repeating the action and explain making wise choices. This is often all the "correction" needed. However, sometimes we need to go to the next step. This would occur if Jan continued with the negative behavior.

Redirection

The teacher would remove the child from the block area saying, "Jan, if you are having trouble remembering the rules in our block area right now, then you need to play with something else. How about coming to the playdough table. Look we have..." _____" ***This is known as "redirection"***, since the child is encouraged to move to another area. *This step usually solves the problem.* However, if the child continues, then the next step is taken.



Separation

If the child continues with the negative behavior, the teacher will request that the child accompany him or her to a quiet area. ***This is called "separation"***. The teacher would say, "Jan, you have lost the privilege to be in the block right now" The teacher would continue to discuss wise and unwise choices with the child. When the child realizes that their negative actions will result in a consequence, he/she will learn that negative actions will result in lost privileges. If the child does not respond to this level of correction or repetitively makes unwise choices, it would be necessary to go to step 4, see below.

One-on-One Consultation

If a child cannot be calmed down or is not able to stay within the classroom without taking the teacher away from the class as a whole, then a classroom aide or another teacher will bring the child to the Director in the office. ***This is known as "One-on-One Consultation."*** The Director will sit down and talk with the child about their actions. The Director will then pray with the child and discuss the ways to improve on their behavior.

It is not routine for a child to have to come to the office unless the problem is a recurring one, including but not limited to biting, hitting, kicking another child, teacher or preschool property, and using offensive language. If the problem continues to recur for an extended period of time, a conference with the parents and Director will be called to work out a solution to the problem together.

Discipline

When a child is a danger to him or herself or others, parents will be notified and the child will be placed on a probationary status. Continuous incidents of aggressive behaviors (i.e. biting, hitting, severe temper tantrums) could result in parents being asked to remove the child from the program. This is reviewed on an individual basis.

Once again, we want to reiterate that steps 1 and 2 are usually sufficient to solve a problem.

Corporal Punishment Is Never Permitted



Multi-Media Influences

Children learn by doing and talking about their experiences. Children learn through the interaction of their own thinking and experiences within their environment. They learn about their physical and social environments through direct interaction with objects and people. Therefore, children learn from TV and toys.

Recognizing the importance of parents as the primary educators of their children (Ephesians 6:4, Deuteronomy 6:4-7 and Proverbs 22:6), *Little Light Preschool* supports and intentionally encourages parent partnership in the educational and spiritual formation process. God created each of us with imaginations. Together we can teach and guide your child as they enter the world of fantasy.

At *Little Light Preschool* we feel that any toy or image that suggests that we receive power from any source other than God, encourages violence in play or that may have a non-biblical influence in the classroom should not be brought to school (Psalm 55:9, Isaiah 19:3, Leviticus 19:31). .



Health Policies

Our school is licensed for **WELL** children. We do not have facilities for sick children. Therefore, if your child has any of the following symptoms, please **DO NOT** send him or her to school:

- Fever over 100.0 degrees (fever is generally associated with illness)
- Vomiting
- Skin rash and/or eruptions of unknown origin.
- Coughing associated with respiratory infection
- Infectious rhinitis (i.e., yellowish or colored nasal discharge or nasal congestion associated with cough and/or fever.)
- If a running nose is related to allergies, a child's medical record must reflect the allergies, or we will need a note from the doctor stating that the child has allergies.
- Diarrhea - change in consistency, frequency, color or odor of stool.
- Conjunctivitis (i.e., pink eye or purulent, thick discolored drainage)
- Parasites (i.e., nits, crabs, lice)

If your child is at home with a cold, we suggest that you keep them home for one week from the onset of the symptoms. Often, if a child returns too soon, cross infection may occur. If a child is seen by a doctor and is deemed non-contagious, they may return to school with a medical note.

Your child must be free of symptoms for 24 hours prior to returning to school or possess a doctor's note, when indicated.

A child with any contagious disease may return to school after 48 hours with a doctor's release, or after being free of symptoms for 24 hours and receiving medication, for the following, but not limited to:

- Tonsillitis
- Strep Throat
- Ring Worm
- Pin Worm
- Scarlet Fever
- Hand, Foot, Mouth Disease
- Fifth Disease

If your child becomes ill at school, he or she will be separated from the general school population, and you will be notified to have your child picked-up within 30 minutes. We suggest that you have back-up care for your child in the event they get ill and cannot attend the preschool program.

If a child is not well enough to go outside, then they are not well enough to be in school.



Please let us know if your child has, or has been diagnosed by a doctor with a communicable disease (chicken pox, mumps, etc.) so we can be alert to early symptoms. We will notify all parents when a child has been diagnosed or exposed to a communicable disease in the school. To insure the privacy of the child diagnosed we will not identify the child by name or classroom.

If your child has had an outpatient surgical procedure, your child must be out of school for 48 hours following the procedure. A doctor's note is required upon returning to school.

A child's immunizations must be up to date before he or she is permitted to start at the school. Parents must provide documentation of immunization dates, including an examination for Tuberculosis consisting of a skin test.

According to the State of California, Department of Social Services students may not be permitted to enter preschool until all immunizations and Tuberculosis tests are verified and a Physician's Report is presented. Extensions will not be granted.

Re-admitting after an Extended Illness or Hospitalization

If your child is on an antibiotic for an illness such as strep, it is permissible to return to school in 48 hours with a confirmed written diagnosis from your doctor.

Following an illness involving an elevated temperature, a child must be temperature free for **at least 24 hours** before returning to school.

Dispensing Medication

According to Title 22, section 101226 Health Related Services we must adhere to the following:

- A "Medication Form" must be completely filled out and signed by a parent.
- The medication must be brought in its original pharmacy container, clearly labeled with your child's name, the doctor's name prescribing the medication, type of medication, and the dosage required.

A medicine measuring tube/cup needs to be included for exact measurement.

- All items need to be placed inside a labeled zip lock bag and given to the front office. **Teachers are not allowed to accept medications.**
- Over-the-counter medications or prescription medication without a doctor's release will not be dispensed.

Sunscreen and ChapStick is considered an over-the-counter medication. Therefore, all above policies will apply.



The child shall be administered prescription medications only upon request and authorization of the child's parent/guardian. *Little Light Preschool* shall have no responsibility of any kind whatsoever for failure to provide requested medications nor for adverse reactions which are caused by the administration of such medications.

Allergies

Any child suffering from either food or environmental allergies must have documentation on file with the school from a licensed physician noting the exact allergy and course of treatment. All emergency allergy supplies must comply with the schools policy on "Dispensing Medication" (see Parent Handbook page 22). Food preferences are not considered Food Allergies.

Any child with a food allergy documented by their Physician will be served an alternate food choice at snack time.

Information about children with allergies will be posted in all classrooms and in the kitchen.

Reporting Illness

A "Health Concern" report will be completed on any child suspected of being ill during school hours and a copy will be provided to the child's parent or guardian.

If your child becomes ill at school, he or she will be separated from the general school population, and you will be notified to have your child picked-up within 30 minutes. We suggest that you have back-up care for your child in the event they get ill and cannot attend the preschool program.

Reporting Accidents

Little Light Preschool personnel are trained to render "First Aid" only. They do not diagnose or give medical treatment. *Little Light Preschool* staff shall give first aid to a hurt child for minor injuries received (minor cuts, scratches, abrasions, etc.). When a minor injury occurs at school *Little Light Preschool* will document it immediately. One copy of the "Accident Report" is placed in the child's school file. Another copy is sent home for your information.

A parent/guardian shall be contacted if it is the judgment of the school staff that immediate medical attention is necessary. If it is the judgment of the school staff that the injury is of an emergency nature, 911 will be called and the child's parent/guardian will be notified after emergency personnel has notified.



Parent Participation and Communication

As a support and extension of the family unit, *Little Light Preschool* considers the family to be of primary importance to a child. God, through His Word, the Bible, indicates that family is one of the most important human institutions He designed. We strive to support the family and respect parental authority and responsibility in all we do. At the core of our philosophy of education is the conviction that parents are ultimately responsible for the education of their children. Therefore, we strongly encourage parental involvement in our school.

Occasionally a parent's participation in his or her own child's class creates a problem. If this occurs, we would ask for you to discontinue helping in your child's classroom. If you are unable to help out in the classroom, please feel free to talk to your child's teacher about helping out with "take-home projects."

All volunteers and visitors must check-in with the school office.

Any volunteers wishing to spend more than 16 hours per week in the classroom must fill out a Volunteer Application, have a current TB test, and are fingerprinted. All volunteers will be screened through the Megan Law Sex Offenders website. Please see the director for additional information.

As you know, we love children here at *Little Light Preschool*; however we want to maintain the integrity of the classroom environment. Therefore, we ask that siblings not currently enrolled in our program participate or be brought into the classrooms during special events, parties or when volunteering.

Parent Communication

We want to do our best to keep all our families informed about what is happening here at Little Light Preschool. Parents need to be aware of several very important forms of communication that we use.

Parent/Teacher Meetings

Your child's teacher is available throughout the year for individual meetings with parents.

Parent/Teacher Conferences

Formal parent/teacher conferences will be held in October. At this time the teachers will share classroom observations, Program Goals and Standards, and LLP Student Outcomes. Pre-Kindergarten readiness is discussed throughout the year on an individual basis. The



teachers and the School Administrator are available throughout the year for individual conferences with parents.

Monthly Newsletter

A monthly newsletter is distributed to inform families regarding activities happening at *Little Light Preschool*, Hot Lunch Menus, Book Club order forms, as well as general early childhood news.

Classroom Information

The teachers send home and/or post daily/weekly updates containing specific class information.

Parent Message Board

In the entrance to each classroom is a parent message board that contains daily memo's, daily/weekly curriculum activities, class schedule, monthly snack and lunch schedules.

Change of Address, Phone Number or Emergency Contacts

Inform the school immediately of any change of address, phone number or emergency contacts.

Authorization to Pickup

Keep your child's "Authorization to Pickup" updated. Any person other than the child's parent will be asked to show identification. It is good practice for the parent to notify the staff or school administrator when other person(s) are picking up the child on a given day. In emergency situations, parents sometimes need other person(s) not on the "Authorization for Pickup" form to pick up their child. In such cases, only written permission will be accepted. Please see the Parent Handbook page 29 for further details on "Authorization to Pick-Up".

Parent Code of Conduct

Parents are encouraged and expected to treat teachers, staff, children, and other parents with respect and to avoid all forms of intimidation, exploitation, and harassment, including sexual harassment. All forms of gossiping regarding the church, school, staff, students and their families, as well as, damaging preschool property, fighting, using threatening or offensive language, verbal abuse, etc., will not be tolerated (James 1:19-20, James 3:5-6, Proverbs 13:13, Ecclesiastes 7:8-9, Titus 2). If *Little Light Preschool* determines that the actions of a parent or school family are not in keeping with Biblical standards or the policies outlined in this handbook, the school has the right to discontinue enrollment of the student.



Operational Policies

Hours of Operation

Traditional School Year (September-June)

Preschool Hours: 8:30am – 12:30pm

Programs

2-year-olds M-W-F / T-TH / 5-day

3-year-olds M-W-F / T-TH / 5-day

Pre-K M-W-F / T-TH / 5-day (5-day is highly recommended)

All students must be completely potty trained before being accepted into the 3-year-old program.

Separation from the Parent

The first day of school is a very exciting time for both you and your child. In order to help make this a smooth transition we ask that you attend our “Meet Your Teacher Day” scheduled at the beginning of each school year.

The process of separation from the parent as the child enters and attends preschool is one of the most important accomplishments of the preschool child.

At each age level, a child will react differently. Some children are naturally adventurous; others are cautious and pessimistic about new environments. As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- To develop an interest in activities outside the home.
- To feel comfortable with others.
- To develop a sense of independence and self-confidence.

You as the parent can help impact your child’s transition into preschool by:

- Acknowledging your child’s feelings while building confidence in their abilities.
- Bringing your child to meet his/her teacher in advance of the first day of school.
- Being positive about the wonderful experiences they will have at preschool.
- Staying involved by talking with them about the day’s activities.
- Saying “Good-bye” in your own special manner. **NEVER**
LEAVE WITHOUT SAYING GOOD-BYE.
- Do not come back if your child is crying or screaming begins. Consistency builds confidence.



Remember, it takes time to adjust to any new situation. Adjustments will become less stressful as the environment becomes more familiar.

Daily Health Check

In accordance with Title 22, Section 101226.1, all children will undergo a Health Check each morning. Your child's primary teacher or the teacher in charge of health checks will take a moment to talk with and visually observe each child for any obvious signs of illness. The teacher will then clear the child to enter school for the day.

IT IS AT THIS TIME AND ONLY AFTER CLEARANCE THAT A PARENT MAY LEAVE THE FACILITY.

If a child is not cleared to enter school, a health report will be completed. A parent has the right to ask for a second opinion from the School Administrator. Only the School Administrator can authorize admittance at this time.

Sign In/Sign Out Procedure

Every student must be signed **In** and **Out** daily. **All** children must be escorted to their primary classroom **by an authorized adult (18 years or older)** and signed in daily. **ALL** children must be picked up from their assigned room and signed out **by an authorized adult (18 years or older)**. If a child is not signed in or out, the State of California, Department of Social Services has the right to charge the school up to \$50.00 for each violation. Therefore, *Little Light Preschool* will enforce this policy. The fees to be charged are as follows:

- 1st time = Warning Letter
- 2nd time = \$5.00
- 3rd time = \$15.00
- 4th Time = \$20.00

Assumed Responsibility

The school shall assume responsibility for the child after the child has passed the legally required morning health inspection and has been properly signed in by the parent/guardian, or designated representative of the child's parent/guardian. *Little Light Preschool* shall retain responsibility until the child is signed out by a parent/guardian or designed representative of the child's parent/guardian.



Authorization to Pick-Up

Please list those who will regularly pick up your child on your child's emergency card. We **CANNOT** release children to anyone other than you without **written** permission or that is under the age of 18 years. Please make sure that you have emergency people that we can contact on your list. It does not help us if you put down a person on your list that is out-of-state to call to pick up a sick child. We need someone local. However, **DO** put an out-of-state relative on your list for calling in case of an earthquake. This is in case you cannot get to us; we will try to reach your out-of-state contact to reassure them your child is okay, you can also contact that person to find out about your child. You may also leave a message with them for us in case we call after an earthquake.

In order for us to release a child to a person not listed on the Emergency Card or State "Identification and Emergency Information Form" a request by parent to authorize release of a child must be submitted in writing to the School Administrator with a parental signature. **AN EMAIL OR PHONE CALL WILL NOT BE ACCEPTED.**

Adults unfamiliar to the staff are required to present identification at the time of pick-up.

Attendance

Please notify the school office if your child will be absent on their scheduled day of attendance. We ask this for two reasons; we are concerned about you and your child, and to maintain a quality program with proper staffing. Children may only attend on days they are scheduled. We request this for maintaining proper staff to child ratios.

If your child is absent due to a communicable disease, please let us know as soon as possible. We are required to notify all parents of communicable diseases. All communication regarding communicable diseases is confidential and no student's names or classrooms are identified.

Tardiness

Our preschool class session starts promptly at 9:00 am. It is important that your child not be tardy as it is very disruptive to the class. We have also found that any child who is brought in late takes longer to adjust. We may not be able to accept a child into school after 9:30 am. If arriving after 9:30 am, please check in with the school office for classroom availability.



Potty Training

Little Light Preschool will assist in toilet training for children in our two-year-old program.

All students enrolled in our three-year-old program must be completely potty trained. In order for your child to be considered completely potty trained they must be able to use the bathroom independently and be able to stay dry in underwear during their time at school.

Should your child regress (more than 2 accidents in a month) we will put your child on enrollment probation while we work together to resolve the issue.

Proper school clothing

Washable, comfortable play clothes should be worn to school. Because play activity is such an important part of the curriculum, clothing should be practical and comfortable. The children of *Little Light Preschool* are exposed to painting, mud and water play, and other activities that might not easily wash out of your child's clothing. No open toed shoes; sandals, jellies, crocks or cowboy boots are permitted. Little toes are easily hurt and children have a difficult time with them on the playground. Jewelry of any kind is not permitted at school.

We also encourage appropriate shirts with positive messages, and ask that children not wear super hero shirts or shoes to school. Please see our Parent Handbook page 20.

Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are prevented if children can unbutton or unbuckle pants and belts without a struggle.

Children in the 2-year-old program (potty training) must wear pants with elasticized waist. No zippered and/or belted pants.

ALL jackets, sweaters, coats, hats, etc., must be clearly labeled with your child's name. We cannot be responsible for lost clothing or belongings.

In case of a bathroom accident or any other accident, we ask that you provide A COMPLETE CHANGE OF CLOTHING IN A ONE-GALLON ZIP LOCK BAG (pants, shirt, or dress, socks and underwear and shoes) to the school. Please be sure that your child's name is on each item. These items will stay at school for the entire school year. We do not maintain a supply of extra clothing. Any student without a change of clothing will have to wait in the school office for parents to bring their change of clothing.

Birthdays

Birthdays are special, and we encourage you to come celebrate your child's special day. Birthday celebrations can be held in the classroom only during snack/lunch times and must



not take up class time. Please make arrangements with your child's teacher at least 7 days in advance so we can prevent multiple parties in one week. All foods served to the children must be pre-approved by the teachers for any possible food allergies. If there is a particular food allergy in the classroom, that item will not be allowed. Also, keep our "Multi-media Influence Policy" (see Parent Handbook page 20) in mind when choosing decorations or paper goods.

Little Light Preschool will acknowledge your child's special day during the first Chapel day of their birth month.

Little Light Preschool may only serve store bought packaged foods.

Share Days

Parents will be notified regarding "Share Days" by your child's teacher. This is a time when your child is able to bring an item from home to talk about during share time. Please keep our "Multi-Media Influences" policy (see Parent Handbook page 20) in mind regarding what you allow your child to bring to school on Share Day.

Please only allow your child to bring a share item on their specific day for "Share". Share items may not go outside the classroom. Please be sure that your child's name is on all things brought to school. We cannot take responsibility for lost or broken items brought from home.

Snacks/Nutrition/Lunch

Good eating habits and positive attitudes towards food should be established at an early age. Therefore, at our school we provide a nutritionally balanced morning snack, which consists of at least two food groups (i.e. string cheese, crackers, apple juice). A copy of the current months snack menu will be posted on the parent board in each classroom. Any child diagnosed from a "Physician" documented food allergy (see "Health Policy" Allergies, page 23 of the Parent Handbook) will be served an alternate food choice.

All children must bring a nutritious sack lunch. All sack lunches should be in a self-contained lunch box, including icepack. Please do not send candy, gum or soft drinks. These items will be sent home.

Label all Personal Items

Little Light Preschool will make every attempt to help your child keep track of their belongings. However, we cannot be responsible for lost clothing or personal items that come to school.



To assure the quick return of any missing items, please clearly mark all clothing, sweaters and jackets, backpacks, lunch boxes and nap items with your child's name.

On Campus Activities/Field Trips

Little Light Preschool will provide theme oriented on campus activities, such as Harvest Day, Moon Bounces, Marine Biology, etc. throughout the normal school year. No additional fees will be required for these events.

The Pre-K year-end field trip, school T-shirts, pictures, yearbooks, etc. are done as prepaid orders and are optional.

Inclement and Excessively Hot Weather

On days of inclement or excessively hot weather, *Little Light Preschool* will use below 43 degrees or above 90 degrees as a guideline when deciding if children will be kept inside the classrooms. On warm sunny days Sunscreen should be applied to all children prior to arriving at school. According to Title 22, section 101226 Health Related Services; we are not able to apply any over-the-counter medications without a doctor's prescription and written authorization from the child's guardian.

Air quality is monitored through the South Coast Air Quality Management District ("SCAQMD") at www.aqmd.gov/. The following are the guidelines used by *Little Light Preschool* when determining outside play activity. An AQI of 101-150 equals limited outside time and 150 or above – No outside play time.

Emergency School Closures

In the event of a natural disaster or emergency we will generally follow the Newhall School District.

If a school closure occurs please call the main school phone number at 661-259-1515 ext. 3 for an updated recorded message. Local radio and TV stations may also carry our schools closure information.

Fire Drills

Fire drills are held on a monthly basis in order to familiarize children with the proper and safe procedures for exiting the building in case of an emergency. In the event of a fire, students will be evacuated according to the schools evacuation plan. The school building is inspected on a regular basis by the fire marshal. The most recent inspection information and drill schedule is located in the school office.



Book Clubs

In September, November, January, March and May parents will receive a book club newsletter and order form. These books are offered at exceptional prices and allow families to build their home libraries. When you purchase books through the book clubs, the school receives points which are used to purchase books for the classroom free of charge. We do ask that you choose your books carefully, as we cannot endorse all the materials offered. If you have a question about a particular book or would like us to make recommendations, please don't hesitate to talk with your child's teacher or the school administration. When ordering books from a particular book club, please use a check as payment and make sure your check(s) are made out to that particular club.

Supplies

Parents need to provide the following items for children enrolled in the early education center. See Parent Handbook page 30 for "Change of Clothing" requirements.

SAMPLE LIST – Actual supply list will be disturbed at the beginning of each year.

2	Large boxes of facial tissues
3	Disinfecting Wipes (Clorox or Lysol)
3	Antibacterial Hand Wipes
1	Large box 1-gallon Ziploc bags
1	Large box Quart Ziploc bags
2	4 oz. Elmers Glue Bottles
1	Set of Large, Washable basic-color Crayola markers
1	Single set of Crayola Watercolors

Pre-K Students Only:

2	Large grip Pencils
2	#2 Pencils

2-year-old Potty Training Students Only: PLEASE LABEL

	Side Velcor Pull-ups (Teachers will notify parents when supplies are needed)
	Baby Wipes (Teachers will notify parents when supplies are needed)



School Pictures

Fall, Spring and Pre-K Graduation pictures are offered at an additional cost to the parent/guardians. The school makes no guarantee to the quality or cost of such pictures. School pictures are conducted by an outside subcontractor. All school picture policies and procedures are the sole responsibility of the subcontractor and not that of *Little Light Preschool*.

Solicitation

The *Little Light Preschool* campus may not be used as a setting for any form of 3rd party solicitation.



Personal Rights

Personal Rights of Children

Little Light Preschool recognizes the rights of all children enrolled. A detailed list of the Personal Rights of Children is posted in the preschool office. In addition, all parents must receive and sign the State Form LIC 613A Personal Rights before the first day of school.

Student Harassment Policy

We are committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment (James 1:19-20, James 3:5-6, Proverbs 13:13, Ecclesiastes 7:8-9, Titus 2). The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

PROCEDURES FOR THE PERSONAL RIGHTS OF ALL CHILDREN

1. *Little Light Preschool* will complete an accident/incident report for both the victim and the offender. Documentation of phone calls are also made.
2. Parents will be contacted by letter in the event that a second offense has taken place.
3. The *Little Light Preschool* School Administrator will observe and shadow the student to attempt to identify any environmental issues that may help the child.
4. A third offense will result in a parent conference at which time the child may be put on enrollment probation.
5. Any offenses during an enrollment probation period will result in the termination of the child's enrollment at *Little Light Preschool*.

We at *Little Light Preschool* take aggressive behavior (such as hitting, biting, kicking, spitting, and name calling) very seriously; it is our purpose to provide an environment free of harm due to physical, emotional and verbal abuse. We follow these actions to ensure that the personal rights of all children in the facility are not violated.

Department of Social Services Rights

In accordance with Section 101200B of Title 22, the Department of Social Services has the authority to interview children and staff, and to inspect and audit student records or childcare centers records, without prior consent.



Law Enforcement Rights

Health & Safety Code Section 1596.876 provides:

In any case in which a child day care facility releases a minor to a peace officer pursuant to Section 305 of the Welfare and Institutions Code, the officer in charge of the facility shall provided the peace officer with the address and telephone number of the minor's parent or guardian in order to enable the peace officer to make the notification required by the Welfare and Institutions Code.

Mandated Reporter

California law **REQUIRES** all licensees or an employee at a licensed facility or child care institution to be a "Mandated Reporter". Penal Code 11165.7(a) (10)

No supervisor or administrator may impede or inhibit an individual's reporting duties or subject the mandated reporter to any sanction for making the report. Penal Code 11166(h).

Mandated Reporter must report:

- Physical Injury, Penal Code 11165.6
- Sexual Abuse, Penal Code 11165.1
- Neglect, Penal Code 11165.2
- Willful Harming or Injuring or Endangering a Child, Penal Code 11165.3
- Unlawful Corporal Punishment or Injury, Penal Code 11165.4

A mandated reporter who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail, a fine of \$1,000, or both. Penal Code 11166(b)

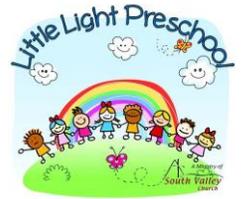
Parental Custody Rights

Little Light Preschool recognizes the rights of parents, guardians, and others, legally entitled thereof. A detailed list of Parents' Rights is posted in the preschool office. In addition, all parents must receive and sign the State Form LIC 995 Parents' Rights before the first day of school.

If a student is subject by any court order, including Family Law Courts, Probate Courts, and Juvenile Courts, *Little Light Preschool* will comply with the court order. A copy of such orders must be in student's school records.

All court orders affecting the legal or physical custody of students must be on file with the school prior to admission.

The law distinguishes legal custody from physical custody. Both parents may be jointly entitled to legal and physical custody, or one parent may be entitled to sole legal and/or sole physical custody. It is for this reason that current copies of all orders affecting the legal and/or physical custody of students must be on file with the school. It is the responsibility of the custodial parents to inform the school of any changes in court custody orders and provide the school with a complete copy of the amended or revised order.



Policy Changes

Little Light Preschool reserves that right to change, add or delete any policy during the school year. Except in the case of an emergency policy change, all changes will become effective 30 days from written notice by newsletter, parent letter, and/or other communication.



Issue Resolution Process

Overview: Occasionally, misunderstandings and disagreements may arise between teachers, administrators, parents or other employees (“Concerned Parties”) at *Little Light Preschool*. In order to provide prompt and satisfactory resolution of these matters, the Concerned Parties are encouraged to first meet with the staff member in an attempt to resolve differences or misunderstandings informally. If this fails, the next attempt at resolution is through the formal Issue Resolution Process. *Little Light Preschool* is committed to a fair and equitable process for dealing with genuine matters of concern.

Spirit of Resolution: In most situations, differences are best resolved and relationships are best preserved when all parties maintain a spirit of resolution; this approach is Biblically sound (Matthew 18:15-16), (Colossians 3:13) and strongly encouraged. In contrast, “grievance” assertions, destructive criticism, gossip, indignant complaints, “finger-pointing”, and “we vs. they” attitudes tend to escalate differences and damage relationships. These approaches are Biblically unsound (Col. 3:8), generally counterproductive, and strongly discouraged.

Basic Policy: Any staff person or parent finding fault with a school policy, an action on the part of another, the general school environment, or a specific incident that has taken place at the school is strongly encouraged to pray about the matter, then attempt to resolve it at the lowest administrative level appropriate for that matter or issue. Positive morale and a strong sense of community are generally best upheld by direct communication between those persons involved. Notwithstanding this preference, genuine issues deserve genuine resolution, and the formal process outlined below should be invoked when earnest communication between the parties directly involved is unsuccessful.

Level 1 – Informal: Parties Directly Involved (if applicable)

If a person has a problem, issue, or difference, he or she should first pray about the matter, then discuss it with the person who is directly responsible for the matter in an effort to resolve the problem informally. Problems, issues, or differences directed by "Concerned Parties" to the Director, Executive Pastor, School Board, or other staff should be re-routed to include this informal step.

Level 2 – Formal Parties Directly Involved and School Administrator

If the informal meeting fails to solve the situation, the matter should be brought to the attention of the Director by completing and submitting an Issue Resolution Form. The Director will provide copies to the affected parties, if any. Once an Issue Resolution Form has been filed, a meeting shall be scheduled within three working days. If more than one person is involved, each will be asked to participate. At the meeting, the parties should present their positions on the matter at hand. The Director will attempt to help the parties resolve the matter and, if appropriate, will render a decision and its rationale in writing to both sides within three working days of this meeting.



Level 3 – Formal: School Board

If the affected parties cannot come to terms or accept the decision of the Director or if the issue involves the Director directly, the matter shall be referred to the *Little Light Preschool* School Board, with whom Level 2 will be repeated. The resolution offered by the *Little Light Preschool* School Board shall be the final decision.

Other Provisions:

1. All meetings under this procedure shall be conducted in private.
2. Since it is important that matters of concern be resolved as rapidly as possible, every effort should be made to expedite the process. If necessary, however, the time limits specified may be extended by mutual agreement.
3. Issue Resolution Forms to facilitate the process will be available in the administrative offices of the school.
4. An Issue Resolution Form should be filed within fifteen days of the date the Concerned Party knew or should have known of the circumstances, which caused the matter of concern.
5. A copy of the Issue Resolution Form will be provided to the staff members involved in the matter.
6. All documents, communications, and records dealing with the processing of the matter of concern shall, unless prohibited by law, be filed in a separate file in the school office and made available to all involved parties for a period of one year.
7. No person shall suffer recrimination or discrimination because of participation in this Issue Resolution Process.
8. All parties directly involved may be present at Level 2 or above Issue Resolution Meetings.
9. Confidentiality will be observed pending resolution of the matter of concern.
10. Nothing contained herein shall be construed so as to limit in any way the ability of *Little Light Preschool*, and Concerned Parties to resolve any matter of concern mutually and informally.