

Shepherd of the Valley Lutheran Preschool

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Parent/Student Handbook 2017 - 2018

We Are Children of God

*See what love the Father has given us,
that we should be called children of God;
and that is what we are.*

1 John 3:1

Welcome

Welcome to Shepherd of the Valley Lutheran Preschool, an outreach ministry of Shepherd of the Valley Lutheran Church. We provide an environment in which students are given the opportunity to use their God-given gifts and talents to the best of their ability and potential. At Shepherd of the Valley, standards of conduct are encouraged that reflect Christian attitudes and behavior.

This handbook, together with the Enrollment Contract, serves as the contract between Shepherd of the Valley Lutheran Preschool and its students and their parents/guardians. It outlines our policies and procedures, so that families are aware of their responsibilities and of the school's expectations. Attendance at this school is viewed as agreement to the terms and conditions stated in this handbook.

I. STATEMENT OF PURPOSE

A. Mission Statement of Shepherd of the Valley (SOV) Lutheran Preschool

The mission of Shepherd of the Valley Lutheran Preschool is to provide a program that encourages children to explore, learn, and grow in the love of Christ.

B. Philosophy of Shepherd of the Valley Lutheran Preschool

Shepherd of the Valley Preschool is a community that respects the individual qualities of each child. Each student is viewed as a child of God with uniquely individual developmental needs and abilities. We help each child to grow in faith and recognize the love and forgiveness revealed through Jesus Christ and the power of the Holy Spirit. We recognize that parents have the primary responsibility to educate their children, and we strive to work together in mutual trust and cooperation to enhance the development of each child. Our nurturing staff works closely with the family to ensure a smooth transition from home to school.

Our staff is highly trained in early childhood development and sensitive to children's needs. It is our goal to provide a developmentally and age-appropriate program which allows children to learn at their own pace in a safe and healthy setting. Through structured and developmentally appropriate activities and a wide variety of learning materials, children gain knowledge through exposure and experiences. Children will be given time to explore their world, empowering them to reach their highest potential. By asking open ended questions, our staff encourages problem solving skills and critical thinking. We are committed to helping children grow socially, emotionally, cognitively, and physically in a warm and caring atmosphere.

SOV is a non-profit, church-related school and does not discriminate on the basis of race, color, gender, nationality or ethnicity. It is open to children from two to five years of age.

C. Philosophy of Shepherd of the Valley Lutheran Church

It is the intent of the Congregation, in meeting its responsibilities and opportunities of mission and ministry, to provide a Christian preschool education through Shepherd of the Valley Lutheran Preschool. The Preschool serves to bring to the community our Christian faith.

D. Student Expectations

It is important that students look upon each school day as a new opportunity to grow in knowledge and abilities. That growth also includes further development of personal relationships with peers and teachers within the school's Christian environment. Foundations of those relationships include love, tolerance, and respect for each other. Students are expected to display respectful and appropriate behavior inside as well as outside the classroom at all times.

If a child bites another individual or becomes, through his or her behavior, a danger to self or others, he or she will be taken to the Director's office and the parent will be called to pick them up. If the inappropriate behavior becomes chronic, the parent may be asked to get professional help for their child, or the child may be asked to leave the program.

II. PROGRAM

A. Curriculum

Shepherd of the Valley Lutheran Preschool offers a program that stresses social relationships and spiritual, physical, emotional, and cognitive development. Our curriculum focuses on Christ-centered education developed for the whole child. Each classroom has planned activities geared to the interest level of that particular age group. Some of the activities and areas of focus include:

Art	Language Arts
Chapel	Manipulative Play
Cooking	Music
Creative Play	Pre-Math Skills
Fine & Large Motor Skills	Science

In addition to the above, we include in our curriculum celebration of special days.

Children may be enrolled two days (Tuesday and Thursday), three days (Monday, Wednesday, Friday), or all five days. Our hours are 7:30 a.m. to 6:00 p.m. The preschool closes at 6:00 p.m. sharp. There is a \$1.00 per minute charge for any student remaining after 6:00 p.m. If you are unavoidably delayed, please contact the office.

B. Clothing

Children should arrive at school wearing comfortable, washable, ready-to-get-messy clothes. Please label all articles of clothing with your child's name. Each student is required to leave a complete change of clothes at school. Parents are expected to check daily for soiled clothing and replace the next day. Please dress your child appropriately for the weather. Shoes should be sturdy, safe, and have rubber soles. Open toe shoes and Crocs are not permitted.

C. Holiday Celebrations

We will have classroom parties to celebrate Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, and Christmas.

D. Birthdays

Birthdays are special times for the children. Parents who wish to provide a simple treat and/or gift to the classroom in honor of their child should make arrangements with the child's teacher in advance. For children whose birthdays fall in the summer months, an "un-birthday" party can be pre-arranged with the teacher.

E. Share Days

Show and tell has many positive aspects, but takes a long time to learn and understand. It is difficult sometimes for young children to organize and sequence their thoughts, to recall the recently learned information, to make use of unfamiliar words, and to speak before their friends. Listening and waiting for a turn are also challenging aspects of this activity. Teachers help children focus on what other children are discussing. The teacher will help the parents and children understand the activity and appropriate items for sharing. Items that are valuable, fragile, or that have tiny pieces should be left at home.

F. Snacks

The school will provide morning and afternoon nutritious snacks for the children every day. A simple prayer will be sung or said prior to the children eating their snack. It is important to notify the school and your child's classroom teacher immediately about any food allergies.

G. Parent Participation

Parents as partners in education are an integral aspect of our school community. Parental involvement in the classroom is encouraged. Numerous opportunities for meaningful involvement include, but are not limited to:

- Attending parent conferences and gatherings
- Classroom volunteer
- Donating to and/or volunteering at special events
- Purchasing Scrip

I. Chapel Service

Chapel services are offered weekly in the sanctuary. This time of stories and songs, led by the pastor, gives children an opportunity to learn about a loving God. Parents are always welcome to attend.

III. ADMINISTRATIVE POLICY

A. Enrollment and Admission

1. New Students
 - a. Children of parents or guardians who have been active/contributing members of Shepherd of the Valley Lutheran Church for one year receive first preference for admission.
 - b. SOV congregation members received by Letter of Transfer may be exempt from the one-year waiting requirement.
 - c. Siblings of present students have second preference as space permits. Siblings of present students are defined as siblings of a student who has been enrolled in the school for one year or more.
 - d. Children of non-member parents or guardians who have satisfactorily met the requirements of the school will be enrolled as space permits.
 - e. To be eligible to attend preschool, the child must be at least two years old. The child's maturity must be such that they are able to separate willingly from the parent. The Director or teacher will have an interview with all prospective parents and children prior to admission. The child must be self-sufficient in toilet use (be able to manage all aspects of bathroom use regularly in order to enroll in the three-year old class).

- f. If a child is not self-sufficient in toilet use (be able to manage all aspects of bathroom use regularly and not wear pull-ups or diapers), potty training is available for a fee. In the event of an “accident,” parents will be called to pick up their child. The child may enroll in the two-year old class (potty training fee is applied).
- g. Completion of an enrollment contract, payment in full of all fees owed to that date, and attendance on opening day are expected as confirmation of enrollment.
- h. Every student entering Shepherd of the Valley Lutheran Preschool must have a physical examination before being admitted, as well as other tests or immunizations as required by California state health laws. Verification is required by a Physician’s Report—Child Care Centers form signed by a physician. All students must be immunized.
- i. All mandatory health forms must be completed before a child may attend preschool.

2. Returning Students

- a. The Enrollment Contract is submitted annually. All fees must be current before the enrollment contract is accepted.
- b. Attendance on opening day and payment in full of all fees are required as confirmation of enrollment.

B. Cancellation of Enrollment

- 1. If the Director is notified prior to July 1 that the child will not be enrolling in Shepherd of the Valley Lutheran Preschool, the tuition payment only shall be reimbursed. Enrollment, as specified within the Enrollment Contract, may be canceled by the parents or guardians in writing, without penalty (except forfeit of the initial tuition payment) by July 1. If enrollment is canceled after July 1, parents or guardians financially responsible for the student are obligated to pay the full annual charges.

C. Finances

- 1. The registration fee for each child must accompany any enrollment or re-enrollment form. The amount will be determined by the School Board and is non-refundable.
- 2. Yearly tuition is paid in ten equal payments. The first payment is due in June prior to the upcoming school year. The remaining nine payments are due on the first of the month September through May and must be paid through automatic withdrawal from a checking account.

For new students, one tenth of the annual tuition payment is due within 30 days following notification of acceptance. Failure to pay within the time allotted will forfeit the child’s place in the class.

For all students, if the director is notified prior to July 1 that a child will not be enrolling in SOV, the tuition payment only will be reimbursed. If notification is made on or after July 1, the tuition payment becomes non-refundable and payment of the full annual charges is required. Tuition paid in June for the upcoming school year is non-refundable after July.

3. Tuition payments are due on the first of the month and delinquent after the 15th, with a \$30 late charge added for each month the payment is late.
 - a. The School Board will be notified of the failure to pay tuition in a timely manner and the child will not be allowed to attend school and all school programs until the tuition is paid in full.
 - b. The School Board maintains the right to review each past due payment situation on an individual basis and to determine individual repayment plans.
4. All checks should be made payable to “Shepherd of the Valley Lutheran School” or “SOVLS.”
5. A \$30 late fee will be added to the check amount if returned by the bank for further handling.

IV. GENERAL INFORMATION

A. Child Abuse Reporting Obligations Policy

In accordance with California law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

B. Federal Asbestos Management Compliance

Asbestos regulations for schools found in the Asbestos Hazard Emergency Response Act and as promulgated by the Environmental Protection Agency are followed at Shepherd of the Valley Lutheran School and monitored by Shepherd of the Valley Lutheran Church. The Shepherd of the Valley management plan is complete according to AHERA (Asbestos Hazard Emergency Response Act) and the report indicates that our facilities are free of asbestos.

C. Student Insurance

As a part of the Registration Fee, students are extended insurance coverage. Most benefits are based upon partial coverage for medical and surgical services. It is the responsibility of the parent to request from the office an Insurance Claim Accident Form and submit it to the appropriate claims office. This insurance is intended to be supplemental (secondary to your personal insurance coverage). The school is not responsible for expenses that are not covered under your personal or school insurance.

D. Parent Responsibilities

1. Shepherd of the Valley abides by the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act of 1975) with respect to the rights of non-custodial parents. We will provide the non-custodial parent with access to the records and to other school-related information regarding the child as long as there is no court order to the contrary. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
2. No appeal, solicitations, or representations of any nature, requesting the support of students or their families, teachers, and/or preschool director, are permitted without the express permission of the preschool director and/or school board. The preschool directory is not to be used for any type of solicitation.
3. Any complaint from a parent should first be directed to the appropriate staff member, then to the preschool director, then to the chairperson of the school board.
4. Any parent/visitors entering the school grounds for any reason during school hours must first check in with office personnel.
5. All written communications should be directed to the teacher first.
6. Tuition and all other fees are to be paid in a timely manner.

E. Miscellaneous Information

1. Class and individual pictures are taken in the fall and spring. It is your option to purchase these.
2. Animals and pets, properly caged or carried, may be brought to school only if arrangements have been made with the teacher.
3. The school is not responsible for lost or unclaimed items. Items left after an extended period will be donated to a charitable organization.

V. ARRIVAL/DISMISSAL AND ATTENDANCE

A. Arrival/Dismissal

1. School begins at 9:00 a.m. and ends at noon, 2:45 p.m. or 6:00 p.m., depending on the schedule for which the child is enrolled. Early care beginning at 7:30 a.m. is available on a pre-arranged basis. Please be on time. Children should go directly to their classroom in the morning. Your child will benefit from starting the day with friends and knowing about the activities being offered that day. Please make your time in the classroom brief. If you arrive past 9:00 a.m., please enter through the office and quietly enter your child's classroom.
2. Children must be accompanied from the parking lot by a parent or responsible adult at least 18 years of age. **State regulations require that adult to sign the child in. Full names should be used when signing in. When entering or leaving the classroom, please stay until the teacher welcomes or dismisses your child.** Children may be dropped off at 8:50 a.m. and pick-up must be within 15 minutes of your scheduled pickup, otherwise you will be charged a fee.

3. Departure time is important. No child should feel forgotten when all the other children are leaving. If you are unavoidably delayed, please notify the office. A late fee of \$1.00 per minute will be assessed for pick up after 6:00 p.m.
4. If a child is to be picked up by someone other than his or her parent, please notify the teacher in writing. The adult picking up the child at the end of the school day must sign the child out. Parents may be charged a \$25 fee for each day a signature and/or time out is missing from the sign in/out sheet.

B. Drop-off/Pick-up Procedures

1. Use extreme caution at all times.
2. Enter from KITTRIDGE STREET (east entrance) only.
3. Park in the small parking lot, and enter and exit the small gate next to Shay Center.
4. Leave by way of the KITTRIDGE STREET exit only.
5. Do not park in the large parking lot.
6. For the safety of the children, the entrance gate will be locked from 9:00 a.m. to 2:30 p.m. If you arrive after 9:00 a.m., please bring your child through the office to his or her classroom.
7. An adult must escort all children exiting or entering parked cars.
5. Please inform everyone dropping off or picking up your child of these rules and regulations.

C. Attendance

1. Your child is an important member of the group. If your child is to be absent, please telephone the office so that the teacher may be informed. We would appreciate advance notice if the absence will be one week or longer. Monthly tuition is due as scheduled.

VI. SCHOOL POLICIES

A. Discipline

1. Disciplinary problems will be prevented by:
 - a. Providing positive reinforcement for good behavior
 - b. Setting realistic expectations for what the child can do
 - c. Looking for and taking care of possible problems before they occur, and redirecting the child.
2. If a rule is broken, the teacher will talk to the child about the rule and what he or she has done wrong. If corrections are not made, the consequences for unacceptable behavior may include:
 - a. Redirection – the child is asked to play in another area or alone for a time.
 - b. Loss of privileges.

- c. If necessary, notification of the parents by the teacher or director (by phone, note, or special conference).
3. Corporal punishment is never used, and the personal rights of the child will not be violated.
4. If a child's behavior is such that the safety of the other children is jeopardized, the child may be asked not to return.

B. Health and Safety

1. Teachers are required by the state of California to do a visual assessment of each child. If your child shows obvious signs of illness upon arrival, they will not be accepted into preschool. If your child becomes ill at preschool, you will be contacted by the preschool office and required to pick him or her up immediately. Children must be fever-free without fever reducing medication for 24 hours before returning to school. Children may return when they have been free of symptoms for 24 hours.

The following communicable diseases require a doctor's release for readmission:

- Pink eye/conjunctivitis
- Impetigo
- Chickenpox
- Ringworm
- Scabies

Notify the office immediately if your child has an infectious or communicable disease.

2. In the event of an emergency, the daily sign-in/out sheets will be used to determine if everyone has been evacuated. SOV Preschool has regular fire and earthquake drills, and we are prepared to take care of your children for several days. The staff is committed to stay with the children until they are reunited with their parents or a person designated on their emergency cards. All faculty are certified in CPR and First Aid.
3. It is our policy to provide a safe environment for food-allergic students, to promote an understanding of their needs to the greater school community, and to allow teachers and staff to respond and provide treatment in the event of an adverse reaction. A copy of the complete policy is available in the school office.
4. These procedures are designed to protect our children. We realize there will be some inconvenience, but if one accident or illness is prevented, it will more than compensate for your efforts.
 - a. The completion of a Child's Preadmission Health History—Parent's Report form is required for each child upon registration. It is a California State law that all children have DPT, polio, hepatitis B, and measles inoculations (or have had measles) to enter school. Every child must have a physical examination before being admitted, as well as a current Mantoux TB test as required by California State health laws.

- b. Verification is required by a Physician's Report—Child Care Centers form signed by a physician. Any special health consideration for any child must be in writing from the child's physician and must be presented to the director and to the child's teacher.
- 5. The Los Angeles County Health Office acts in a consulting capacity to our school.
- 6. Head lice checks are conducted if deemed necessary. Please see the Shepherd of the Valley Preschool Lice Policy in the office for detailed information.
- 7. Children are instructed in emergency procedures, including earthquake, according to California State regulations.
- 8. Emergency Cards will be on file for each student.
 - a. Parents are required to complete emergency/disaster cards. It is the parents' responsibility to keep information current.
 - b. Card information includes:
 - (1) How to contact parents or guardians
 - (2) Any adults who would assume temporary care if parents or guardians cannot be reached. The names on the emergency cards are for emergency pickup (illness, etc.) only. It is not an authorization for regular pickup unless a note is sent to that effect.
- 9. The school will coordinate its program of civilian defense and first aid procedures with that of the City of Los Angeles. In case of an emergency, children will be kept at the school until picked up by a parent, guardian, or authorized person. In case of evacuation, every attempt will be made to communicate with the parent, guardian, or authorized person.
- 10. Notify the school in writing whenever you desire your child to leave the campus with an adult other than their parent or guardian, even for an after-school play date. This is necessary for both individuals named on the emergency cards and those for whom we do not have written authorization. Please date the note. Understand that even though you may be on someone's emergency card, you still cannot take the child off campus until that child's parent notifies the school.
- 11. Fighting or inflicting bodily injury (such as biting, hitting, and kicking) on school grounds is prohibited. Throwing rocks, dirt, sand, or other objects that might injure others is prohibited. Spitting is prohibited.
- 12. No younger siblings or children who attend another school will be permitted to remain unattended without the child's parent, guardian, or responsible adult in any school area or on the playground from 7:30 a.m. to 6:00 p.m. on school days.
- 13. Biting Policy

At Shepherd of the Valley, we want to ensure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative play, respect for others, and non-aggressive problem

solving between children. Biting is a normal stage of development for young children who are teething and are still developing language skills. It is usually a temporary condition that is most common in children under the age of three. For health and safety reasons, we take biting seriously. When it happens, it can be scary, frustrating, and stressful for children, parents, and teachers. Children bite for a variety of reasons: sensory exploration, panic, crowding, seeking attention or an intense desire for a toy. The SOV teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when a teacher cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

- a. The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area is washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.
- b. Parents of all children involved are notified either in writing or verbally when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- c. Teachers will look at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- d. Teachers will work with each biting child on resolving conflict or frustration in an appropriate manner.
- e. Teachers will try to adapt the environment and work with parents to reduce any child stress and protect potential victims.

Teachers at SOV will make every effort to stop a biting behavior quickly and to balance our commitment to the family of the biting child to that of other families.

14. Medication Policy

- a. Before any medication can be administered by our staff, the parent must complete a “Parent’s Medicine Consent Form”, the Director shall designate which school personnel are to give medication to a student. We require that all medicine be in the original container. All prescription and over-the-counter medication must have the pharmaceutical label specifying the child’s name and prescribed dosage by a physician. Parents must sign the “Parent’s Medicine Consent Form” and submit it, along with the medication in its original container. The Preschool Director or trained staff member will document and accept medications and follow the “Caregiver Medicine Check” form. We will only accept the medication if we can answer “Yes” to all the questions on the “Caregiver Medicine Check” form.
- b. Incidental Medical Services (IMS)

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

1. Inhaled Medications

Notwithstanding any other provision of law, Shepherd of the Valley will administer inhaled medication to a child if all of the following requirements are met:

- a. Shepherd of the Valley has been provided with written authorization from the minor's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the minor's parent or legal guardian.
- b. Shepherd of the Valley complies with specific written instructions from the child's physician to which all of the following shall apply:
 - (1) The instructions shall contain all of the following information:
 - (i) Specific indications for administering the medication pursuant to the physician's prescription.
 - (ii) Potential side effects and expected response.
 - (iii) Dose-form and amount to be administered pursuant to the physician's prescription.
 - (iv) Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
 - (v) Instructions for proper storage of the medication.
 - (vi) The telephone number and address of the child's physician.
 - (2) The instructions shall be updated annually.
- c. The staff person that administers the inhaled medication to the child shall record each instance and provide a record to the minor's parent or legal guardian on a daily basis.
- d. The staff person that administers the inhaled medication to the child shall record each instance and provide a record to the minor's parent or legal guardian on a daily basis.
- e. Staff will complete formal training designed to provide instruction in administering inhaled medication to children with respiratory needs. This training shall include, but not be limited to, training in the general use of nebulizer equipment and inhalers, how to clean the equipment, proper storage of inhaled medication, how a child should respond to inhaled medication, what to do in cases of emergency, how to identify side effects of the medication, and when to notify a parent or legal guardian or physician. This training shall be a component in the pediatric first aid certificate requirement as provided in Section 1596.8661.
- f. For a specified child, the licensee or staff person who administers inhaled medication has been instructed to administer inhaled medication by the child's parent or guardian. Training materials pertaining to nebulizer care that licensees or staff receive in the process of obtaining or renewing a pediatric first aid certificate will be kept on file. The materials shall be made available to a licensee or staff person who administers inhaled medication. This requirement shall only apply to the extent that training materials are made available to licensees or staff who obtain or renew a pediatric first aid certificate.
- g. For purposes of this section, inhaled medication shall refer to medication prescribed for the child to control lung-related illness,

including, but not limited to, local held nebulizers.

2. EpiPen Jr. and EpiPen

- a. Shepherd of The Valley will handle and administer both of these devices as specified in California Code of Regulations, Title 22, Section 101226 (e). However, whenever these devices are used, we will still obtain emergency medical treatment for the child as specified in California Code of Regulations, Title 22, Section 101226
- b. The use of these devices are emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.

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

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

3. "Medications"

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

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

15. Bathroom Accident Policy

- a. To be able to attend preschool, your child must be self-sufficient in toilet use (be able to manage all aspects of bathroom use regularly and not wear pull ups or diapers). We can work together as a team to make sure that your child is self-sufficient in toilet use and to make this experience a pleasant one. (Please see page 4-5, E & F for details)
- b. You will receive a notice if your child had an accident indicating if it was the first, second or third time.
- c. In the event of a "BM accident," you will be contacted immediately to come

and change your child. For urine accidents, we will help change your child into the extra clothes that you have provided (after the third accident you will need to continue the effort at home to make sure that your child is potty-trained). Once you are confident that your child will not have an accident at school and has successfully had no accident for at least three consecutive days, your child may return to school.

16. For the health and safety of our children, smoking is not permitted on campus.

17. First Aid Procedure

- a. All students receive prompt and proper first aid attention as follows:
 - (1) For simple scratches/scrapes, the wound is washed with soap and water and following the first aid standard of care, a bandage may be applied if necessary. Parent/guardian is not notified.
 - (2) For a bump or bruise (other than a head injury), an ice pack is given. Parent/guardian is not notified.
 - (3) In the case of a head injury, serious accident or illness, parents are always notified and every effort is made to reach the parent/guardian. As authorized on our "Emergency Information" card, if the school is unable to reach the parent/guardian, the school is authorized to call the physician indicated on the card and to follow his/her instructions. If it is impossible to contact the physician, the school may make whatever arrangements seem necessary.
- b. If a student complains of feeling ill, one of the office staff will take the child's temperature and talk to the child to further determine the nature of the problem. If there is a temperature and/or the child does not seem able to stay in school, the parent/guardian is called.
- c. Staff members are Red Cross certified in First Aid/CPR. This is renewed as required.

18. Earthquake and Disaster Procedures

- a. In the event of a major disaster, we are prepared to take care of your children for several days. The staff is committed to stay with the children until all children are reunited with their parents or a person designated on their emergency cards.
- b. We are well equipped with water, food, and necessary safety equipment and supplies. Parents will also be notified in the beginning of the school year to provide an earthquake kit in a storage bag for your child. Drills are conducted regularly with an assigned duty for each staff member.
- c. In the event of a major earthquake or disaster while the children are at school, we would like you to be familiar with the following procedures:
 - (1) REMEMBER: While your child is at school, the school, by law, acts in LOCO PARENTIS, meaning that we serve in the capacity of parent in the absence of the legal guardian or parent. We cannot release any student in this situation to a brother, sister, friend, or relative without WRITTEN permission from the parent.
 - (2) In the case of any earthquake or disaster which dictates that the children must leave the classroom area, all students will be on the

- parking lot or grassy area closest to Haynes Street side of the campus.
- (3) All parents who wish to take their child from the school grounds MUST follow these guidelines:
 - (a) Check in at the Emergency Operations Center (EOC). It will be located at the northwest area of the parking lot entrance on Kittridge Street. All of the gates into the school will be locked. Tell the person in charge the name of your student and his or her grade and teacher.
 - (b) The person in charge of the EOC will send a runner to get your child and bring him or her to the EOC. Parents must remain outside of school gates.
 - (c) You will be asked to sign out your child and take him or her with you.
 - (d) Please do not send anyone (including an older sibling) who does not have proper WRITTEN authority for pickup.
 - (4) We all know that during an emergency of this type, everyone will be very upset. It is important that as adults, we follow the proper procedure so that the children will feel as comfortable and calm as possible. It is imperative that we avoid chaos.
 - (5) Patience will be the most important ingredient in this process so that we can unite families as soon as possible. Please contact the school office if you have questions.

C. Conferences

1. Parent-teacher conferences are encouraged and may be scheduled with the teacher.
2. The teacher will notify parents of behavioral problems. Details of such notification are the responsibility of the teacher and the preschool director.

