Parent Information Handbook
2017-2018

Mt. Calvary Lutheran Kid's Corner
Preschool and Child Care Center

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Philosophy

So that the children may... "Grow in the grace and knowledge of our Lord and Savior Jesus Christ."
11 Peter 3:18

WE BELIEVE

- ✞ Early Childhood Education is a significant path for Christian outreach in the community.
- ✞ Early Childhood Education is a ministry to the families of young children.
- ✞ The young child is a gift from God (Psalms. 127:3) and learns best about God's world through supervised experimentation and exploration.
- ✞ Each child is unique and a special child of God and we promote positive self-esteem and individuality.
- ✞ Early Childhood Education provides a warm and loving Christ-centered environment where children can develop to their fullest potential physically, emotionally, socially, creatively, intellectually and spiritually.
- ✞ Early Childhood Education involves the church, the community, the staff, the family and the child.

MISSION STATEMENT

The mission of Mt. Calvary Kid's Lutheran Corner is to connect children to Jesus Christ, to glorify our Lord through the teachings and nurturing of our students. We are dedicated to instilling a quality education based on a solid foundation of Christian values supported by biblical truths. Ultimately providing our students the tools to become leaders who serve God, their families and their communities.

PURPOSE AND GOALS

The purpose of Mt. Calvary Lutheran Kid's Corner is to provide a Christian environment where the whole child can be nurtured.

Our program is Christ-centered. Mt. Calvary students are given the opportunity to experience intellectual, spiritual, physical, emotional and social growth.

Our staff is committed to aiding parents with development of their child during these formative years.

STAFF

The staff at Mt. Calvary Lutheran Kid's Corner has been trained in Early Childhood Education. They are Christians who provide a warm and loving environment and have *a* sincere concern for each student. The staff participates in a continuous program of in-service training, regional workshops, conferences and *seeks* to remain alert in current Early Childhood Educational needs to support and serve families. Our school is licensed by the State of California Department of Social Services.

ADMISSION AND REGISTRATION

Our school is operated on a nondiscriminatory basis, equal treatment and access to services without regard to race, color, religion, national origin or ancestry.

- The parents and child will have an interview/tour with the Director/Staff at which time they will tour the school and discuss the purpose, goals, philosophy and policies of the school and general information concerning the child and their family. You will receive a rate sheet and registration packet.
- The registration packet plus registration fee is turned into the Director or Asst. Director before the child starts.
- Registration fees are $80.00 per child per year or $125 per family per year.
- The registration packet must be filled out completely and returned prior to the child's first day of school.
- Completion of these procedures and payment of registration fees constitutes registration and admission.

PRESCHOOL & SCHOOL BOARD

The governing board and policy making body of Mt. Calvary Lutheran Kids Comer is the School Board. The School Board determines all general policies for the schools. The Board is made up of voting members of Mt. Calvary Lutheran Church and school parents. School Board President is Denise Brotherton.

TUITION POLICIES

1. Tuition is due and payable in advance on the first day of each calendar month.
2. Any payment made after the 10th of the month is subject to a 10% late fee.
3. There is a 15% discount for 2nd child, 25% for the 3rd child and 40% for the 4th child on the lesser tuition.
4. If an account becomes 30 days overdue, the students involved will not be readmitted to class.
5. No student will be permitted to be re-enrolled if the family has unpaid tuition from previous year.
6. There will be a charge of $30.00 on all returned checks.
7. There is NO credit or make up for missed days

WITHDRAWAL

TWO WEEKS WRITTEN notice shall be required if you want to withdraw your child, except in the case of serious illness or accident. Two weeks tuition must be paid if no written notice is given.

PROGRAM DESCRIPTION

At Mt. Calvary Lutheran Kid's Corner, we seek to promote self-direction in learning, working toward self-confidence and competence in making choices. Learning centers in the classroom offer the child an opportunity to make their own choices and experience manipulative materials at their own rate of interest during free choice time. All programs are broken down into a variety of activities before, after and during classroom time.

The preschool classroom time is from 8:30 a.m. to 12:30 p. m. Extended day is 8:30 to 2:30 and includes naptime. Lunch is at 11:30. Parents are responsible for bringing a nutritious lunch each day, no soda or candy. A nutritious snack will be served each morning around 8:45 a.m. and afternoon around 2:45 p.m.

Naptime is from 12:30-2:30 each day. Each family is responsible for bringing a blanket and small pillow for their child to rest with.

CHILD CARE-PRESCHOOL/SCHOOL AGE

Our school is open year-round. The days we are closed are posted in this handbook. Our school year is from September to June and 2 months in the summer. Our center is open from 6:30 a.m. to 6:30 p.m. Child Care for school-age children from kindergarten through 12 years old is available before and after school. Your child will be taken to and from the bus stop located near the corner at the end of our playground. School age child care includes a time for the children to do their home-work. We offer an interesting and fun summer program for all age children.

Preschool and School age children may be commingled during the hours of 6:30am to 7:30 am and 5:30pm to 6:30pm.

ARRIVAL AND DEPARTURE PROCEDURES

Your child MUST be signed in and out each day (complete signature) by the parent or guardian. If your child comes directly from Rim School District Transportation, we will sign your child in. (**Manual of Policies and Procedures, State of California: Article 6, Section 101229.1 (a) (1) The person who signs the child in/out shall use his/her full legal signatures and shall record the time of day**.)
No child will be released to a person not authorized by the parent. Only those people listed on the child's emergency card will be allowed to pick up the child. People who are unfamiliar to the staff will be asked for identification.

A late fee will be charged for any child picked up after 6:30p.m. There is a late pick up fee of $25.00 per 15 minutes or any portion thereof. This fee is per child. In the event your child is not picked up on time the following steps will be taken:

- *We will attempt to reach you at home, work or school.*
- *We will call anyone authorized by you to pick-up your child.*
- *At* 7:00 *p.m. we will have to call the sheriff.*

We ask that child not arrive earlier than their scheduled arrival time but as promptly as possible. Teachers need to prepare and set up for the day's program but it is also important that you bring your child on-time. When children arrive late they miss a part of their play and learning activities and interrupt the flow of the classroom.. Parents might also plan to arrive a few minutes earlier than dismissal time so the child will not have to wait. School starts at 9:00am. If your child will not be in at their regular time, please call by 9:00am to let us know. We would appreciate a call if for some reason the parent picking up the student is going to be late. We can then reassure and explain to the child that someone is on the way. Repeated late pick up can result in dismissal from the program.

VOLUNTEERS

Volunteer assistance may be needed to implement field trips, assist in classroom projects and carry out special family functions. Your participation and interaction are greatly appreciated. It means a great deal to a child to have their parent participate. Please see the director to find out how your talents and gifts can be enrichment to our program. Any parent that stays for parties or events during school hours, MUST have a TB test, flu shot, measles shot and a whooping cough shot on file.

BIRTHDAY CELEBRATIONS

Birthdays are very special occasions for young children. We help them celebrate by making a special hat for them, singing to them, and giving extra hugs! We encourage parents to bring a nutritious snack, special napkins, cups and milk (1%) if they desire. Please let us know in advance so we can be prepared to honor your child's special day. If your child has a summer birthday, we encourage you to celebrate their ½ birthday at preschool. Please mail birthday invitations from home. This will avoid lost invitations and hurt feelings of uninvited children.

HEALTH

Your child's health is important to us. Your child will be sent home if he/she appears to have symptoms of illness during the school day. If the parents cannot be reached, we will call one of the emergency references to pick up your child. Please do not put us in the position of having to send your child home when it could have been avoided. This not only violates our community care licensing guidelines; it can be very upsetting to your child.

KEEP YOUR CHILD AT HOME IF HE/SHE:
Has a fever, or had one during the previous 24 *hours.*
Just came down with a cold and is sneezing.
Has a nasal discharge.
Has a constant cough.
Has had diarrhea or vomiting in the past 24 hours.

Has a rash or spots.
Has pink eye.
Has lice
Have symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, sore throat. headache. abdominal pain, fever. rash or spots.) Please notify the school at once if your child does have a communicable disease.
If your child had a communicable disease they may return to school when the appropriate incubation period has been satisfied and/or a doctor's release is presented

FIRST AID

Minor cuts, bruises, bumps, etc. will be treated by simple first aid, ice packs, soap & water, bandages and tender loving care. In the event of a more serious injury, and if we cannot reach the parent, we will call the child's physician. If necessary, we will call an ambulance or the paramedics. Until the arrival of the parents, physician, ambulance or paramedics, the school director or person in charge will make decisions about the care.

PARENTS RESPONSIBILITIES

Your child must be brought to his/her classroom and signed *in and out* each day: Be sure to check your child's work folder and cubby daily for notices, communications and your child's work.

Parents will be expected to assume responsibility for any expense not covered by the school insurance.

Please feel free to consult with your child's teacher or the school director whenever a problem arises or you have questions. As parents, we like to think of you as a vital part of our school and your help will make our programs successful. It is better to make an appointment to talk to the teacher, as class time is not an appropriate time and it takes away from your child and the other children.

- *Please call school office by* 9:00 *a.m. if your child will not be attending for the day.*
- *Read carefully all supplemental notes and notices that will be sent home from time to time.*
- *IT IS YOUR RESPONSIBILITY AND TO YOUR CHILD'S BENEFIT THAT YOU KEEP THE BUSINESS TELEPHONE NUMBERS; EMERGENCY NUMBERS AND OTHER PERTINENT INFORMATION CURRENT:*
- Ask questions about items that need clarification.
- Watch carefully for days that the school will be closed.
- Offer suggestions to help us improve our programs.
- Discuss the daily curriculum with your child.
- Give our programs your prayer support, because apart from God, we can do nothing.

DISCIPLINE

The staff at Mt. Calvary Kid's Corner handles discipline from the Christian attitude of loving concern. We strive to help the children have a positive self-image, to understand limits and take responsibility for their own actions. When a child seems to be having a problem or to be out of control, after a warning is given, the child is removed from the immediate situation. A place is found within full view of the teacher for the child to sit quietly for a few moments. The teacher will then talk with the child so an understanding is reached as to the problem and the reason for the teacher's actions. Under no circumstance will corporal punishment be used.

Parents will be informed of any major behavioral problems that the child might be experiencing. If the problems can't be solved, the school has the right to dismiss a child after having a meeting with the parents, director and a member of the school board.

PREPAREDNESS

Mt. Calvary Kid's Corner has initiated a disaster preparedness plan. We practice fire and earthquake drills on a regular basis. We have emergency water and food.

In the event that we would be required to evacuate the building the children will be taken to the safest possible distance from the immediate threat. A message will be left on the Kid's Corner voice mail or Facebook page indicating where the children have been evacuated to.

In the event of a major evacuation the parents may call Twin Peaks Station at (909) 336-0600 to be advised of their children's locations or Mt. Calvary Lutheran Church at (909) 337-1412.

FIELD TRIPS

Preschool field trips may be taken periodically when the program requires one. These trips are not possible without parental help. Parents may be asked to drive. Parents that drive will need to have a seat belt for each child they carry in the car. We will need to have a photocopy of proof of a valid license and insurance on file. Notification and details will be sent home prior to each trip. Parents will be asked to sign a consent form for these trips.

PRESCHOOL SHARING DAYS

Children are encouraged to bring something from home to share with their class. Teachers will choose a "sharing day" for their classroom, usually at the end of the school week. Please check with your child's teacher for more information. No toys may be brought to school unless it is share day.

PRESCHOOL PROGRAM

CHAPEL TIME

Bible stories, songs, prayer, finger plays and weekly chapel visits with the Pastor.

ART

Experience with many different types of materials which allow the children to explore and discover, create and develop new motor skills.

MUSIC

Songs, playing instruments, rhythm activities and creative movement.

LITERATURE and LANGUAGE

Introduction to a variety of stories, books, finger plays, listening skills, verbal expression, creative thinking and the creative use of writing tools.

MATH and READING READINESS

Experiences that build foundation skills for math will be introduced -such as sequencing, classifying, comparing, patterning, visual discrimination, eye tracking, sorting, etc.

PERCEPTUAL MOTOR DEVELOPMENT

Provide activities that help the child to develop coordination and strength in both their small and large muscles.

DRAMATIC PLAY

Role-playing, puppets, pantomimes, acting out a story. The dramatic play area is change throughout the year.

COOKING

Children experience making their own snack, following a recipe, assembling ingredients, and enjoy the eating of something the class created.

SCIENCE and NATURE

Learning about God's world and His creation. The children will be encouraged to explore, question and discover. They will observe and experiment with hands-on materials.

GYM TIME

Children will learn to play games and activities that challenge their physical development and gross motor skills. During gym, children will jump, hop, skip, dance and climb.

STUDENT DRESS

Please, send your child in comfortable and washable play clothes. The children will be working with paints, play-dough, glue, etc. Smocks will be worn, but accidents do happen. Tennis shoes or other types of good running and climbing shoes are required. **For your child's safety sandals, cowboy boots, roller shoes, or party shoes are not recommended.**

EXTRA CHANGE OF CLOTHES

On the first day of school we request that you provide your preschooler with an extra set of clothes and a pair of shoes in case of an accident. These clothes should include a complete change of pants, shirt, underwear, socks and shoes. All items should be clearly labeled with your child's name and placed in a zip lock bag with the child's name. When it becomes necessary to wear sweaters, jackets and coats, we will use the coat racks to accommodate these garments. We will assist your child in being responsible for his/her own garments. *Please label all coats, jackets and sweaters.*

PARENT/TEACHER CONFERENCES

This is an opportunity for the classroom teacher to share observations concerning the child's development. The child always benefits when there is close communication between the school and the family. The teachers will make each parent aware of the availability of a conference. Please take note of the day on the calendar and plan accordingly.

SNOW DAYS

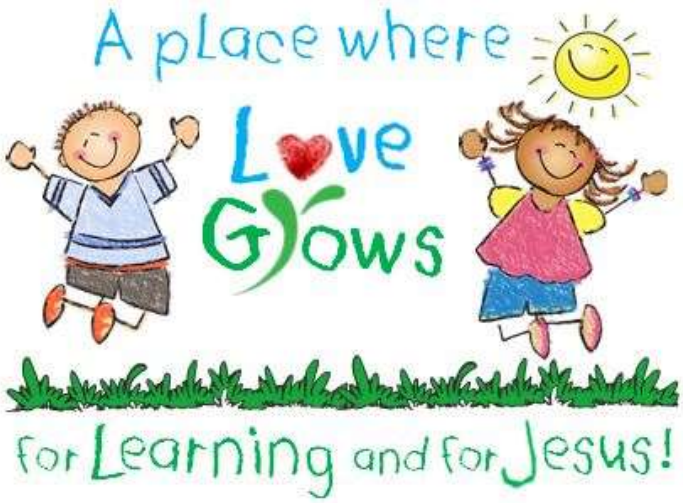
When Rim of the World Unified School District (ROWUSD) calls a snow day, Mt. Calvary Lutheran Kid's Corner will go on a modified schedule of the hours of 8:00am to 4:00pm. When emergency agencies advise against road travel, Mt. Calvary Kid's Corner will close.

IN-SERVICE AND STAFF DAYS

Mt. Calvary Lutheran Kid's Corner reserves the right to close the school for staff in-service training.

SCHOOL CLOSURES FOR 2017-2018

Monday September 4, 2017	Labor Day
Friday November 10, 2017	Veteran's Day
Thursday November 23, 2017	Thanksgiving
Friday November 24, 2017	Thanksgiving
Monday December 25, 2017	Christmas Holiday
Tuesday December 26, 2017	Christmas Holiday
Monday January 1, 2018	New Year's Holiday
Tuesday January 2, 2018	New Year's Holiday
Monday February 19, 2018	President's Day
Monday May 28, 2018	Memorial Day
Wednesday July 4, 2018	4th of July



MT. CALVARY LUTHERAN CHURCH

Mt. Calvary Lutheran Church of Lake Arrowhead extends a warm greeting to you and invites you to worship with us. The church is located at 27415 School Road in Lake Arrowhead (behind Rim High School).

We offer a variety of worship services on Sunday *mornings.*

8 AM Informal

A traditional service with hymns on the organ and songs on the piano that is a little less formal than our 11 AM service. The congregation gets to pick the first three songs most Sundays.

9:30 AM Contemporary

Worship with music led by the Praise Team with songs of Praise and Worship. Sunday School and a Nursery are available for children up to second grade in the Early Education wing. Children third to sixth grade meet in the front left pew and participate in the first part of worship before leaving for their Sunday school classes.

11 AM Traditional

Our most traditional service with liturgy and hymns on the organ. A small choir leads hymns every week. Children's Church is available for young children in the Early Education wing.

Mt. Calvary Lutheran Church offers areas to grow in the Body of Christ. Bible Studies, Small Groups, Youth Groups, Awana, dinners, and special activities allow us to grow in God's Word and fellowship.

For more information about Mt. Calvary Lutheran Church, call our office at 337-1412.