



# HOPE LUTHERAN DAY SCHOOL

A MINISTRY OF HOPE LUTHERAN CHURCH

(CCLD #410509589)

Revised 1/6/2021

## Parent Handbook

September 1, 2021 - August 31, 2022

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STUDENT: \_\_\_\_\_

Jesus said to them,  
“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.” And he took the children in his arms, put his hands on them and blessed them. (Mark 10:14, 16)

Hope Lutheran Day School, a ministry of Hope Lutheran Church in Daly City, adheres and subscribes to the theological and doctrinal teachings and positions of The Lutheran Church—Missouri Synod. For more detailed understanding, please visit [www.LCMS.org](http://www.LCMS.org) or speak with our Pastor.

## Philosophy

Hope Lutheran Day School, also known as Hope Lutheran Preschool, is a State licensed non-profit child development center administered by Hope Lutheran Church of Daly City. Our program is designed to provide families in our community professional and nurturing care for their children. In keeping with our congregational mission statement – Helping Other People Enter the kingdom of God - Hope Lutheran Day School is dedicated

to sharing the love of Jesus Christ. We are committed to providing a loving and stimulating environment to help children develop physically, socially, emotionally, cognitively, and spiritually. Children will develop a great sense of worth and self-esteem in this Christian environment knowing that Jesus Christ loves them and wants them to come to Him.

## Goals

1. Provide a developmentally appropriate program that educates children two to five years of age; and
2. Support families in rearing and understanding their children.

## Objectives

- To help children develop a positive image as a member of the family, church, community, and God’s plan.
- To teach children to respect and appreciate cultural diversity.
- To help nurture and develop the child’s gross and fine motor abilities.
- To encourage children to care for their bodies and use their bodies in a positive manner to glorify God.
- To stimulate and challenge children to explore, discover, and learn.
- To assist children in developing their language skills.
- To prepare children for higher learning.
- To encourage parents to participate in their child’s development and education.
- To instill in children respect and love for God and others according to His Word.
- To help children develop trust in the Lord through Bible stories and prayer.

# Discipline Policy

“For whom the Lord loves, He reproves.” (Proverbs 3:12)

Discipline is a process of guiding and training that begins with love. Corporal punishment and food deprivation will not be used. In cases that necessitate elevated discipline, parents will be asked to collaborate with the Director to develop a cohesive plan to address the issue(s).

At Hope Lutheran Day School we respect each child and his or her level of development, individual personality, and family and cultural differences. We create a positive learning environment with kind and experienced teachers, creative lessons, fun activities, plenty of toys, as well as boundaries so as to foster positive behavior. We believe the purpose of discipline is to correct behaviors that do not meet age appropriate benchmarks and to encourage appropriate behaviors.

Our program has a set daily routine and provides clear guidelines to help children know what is expected of them. Limits that relate to safety and protection of self, others, and the environment are clear and are enforced consistently in a positive manner. Children are given time to respond and rise to the expectations.

Teachers may use a variety of strategies depending on the child and the situation. These strategies include: gaining a child’s attention, staying in close proximity to the child, reminding the child of acceptable behavior and giving praise for acceptable behavior, redirecting behavior, and “time out.” “Time out” is the removal of a child for a short time (approximately one minute per year of age) for the

situation in which the child is misbehaving. The technique includes:

1. Moving the child away from the activity to a quiet place within view,
2. Telling the child why he/she has been removed, and
3. Letting the child know that he/she may return to the activity when he/she chooses to behave within the stated guidelines and expectations.

If negative behavior continues and the aforementioned steps are unsuccessful, the teacher will call for a conference with the parent of the offending child to work out a solution for the benefit of their child.

If after the parent-teacher conference the negative behavior continues, the Director will call another conference with the parents to re-address the issue(s) to seek further solutions.

Parents may be required to retrieve their child for the remainder of the day if the harmful behavior continues.

Ultimately, if the general atmosphere of the classroom is continually disrupted by a particular child after all steps are taken; or the Director feels the preschool is not meeting the needs of the particular child, the Director has the authority to dismiss the child from our preschool.

Biting is common for toddler-aged children and is considered a normal developmental stage for some children. It is also a way for toddlers who do not have adequate verbal skills to

communicate their frustration. However, biting is unacceptable and steps will be taken to prevent and reduce the number of biting incidents. The teaching staff will help children work on building verbal skills and using words to express feelings and to solve conflicts. It is our goal to provide a safe environment for all children in our care.

When a child is bitten, the teaching staff will wash the area with soap and warm water. An ice pack will be applied. If the skin is broken, the cut will be cleaned, and the parents will be notified as the child may need to be taken to the doctor. First and foremost, the child will be comforted and given tender care.

## Staff and Curriculum

Our preschool staff includes a State-licensed director, trained and experienced teachers, teacher's aides, and volunteers, who are dedicated to work with preschool Children.

The teaching staff is trained to create lessons and activities to implement our developmentally appropriate curriculum. Embedded in our program are language skills, both fine and gross motor development, music

appreciation, imaginary play, science exploration, cooking, health and science, arts and crafts, cultural awareness, language development, early literacy, early math skills, and Bible stories and devotion.

All children (except the two-year-olds) will participate in a weekly chapel service on Thursday.

## Daily Schedule (3s-TK)

7:00 – 8:40	Receiving/Greeting children and free play
8:45 – 9:00	Stretching and Exercise/Story Time
9:00 – 9:30	Devotion/Prayer – children learn Bible stories and songs to praise God
9:30 – 9:50	Morning Snack
9:50 – 10:30	Circle Time – teaching of lessons, stories, finger plays, songs, games, etc.
10:30 – 11:30	Monday, Tuesday, Wednesday, Thursday Individual Class Projects Friday (Center Activities) – children rotate through arts and crafts, math, language, science, and large and small motor activities set up by teachers.
10:00 – 12:00	<i>Monday or Tuesday – Music/Body Movement with Ms. Mandy (30-minute sessions)</i> <i>Wednesday or Thursday – Science with Ms. Mandy (30-minutes sessions)</i> <i>Thursday Chapel:</i> 9:40 – 10:00 for 3s; 10:10 – 10:40 for Pre-K/TK

	<i>Friday – Mandarin class with Ms. Sisi</i>
11:30 – 12:00	Outdoor Play (Garden & Jungle Playgrounds and adjacent play areas)
12:00 – 1:00	Lunch/Getting Ready for Nap/Bedtime Story
1:00 – 3:00	Nap Time/Rest
3:00 – 3:30	Story Time & Wash Up for Afternoon Snack
3:30 – 3:50	Afternoon Snack
3:50 – 4:30	Outdoor Play (Garden & Jungle Playgrounds and adjacent play areas)
4:30 – 6:00	Center Activities & Goodbye

## Daily Schedule for Ducklings Class (2s)

7:00 – 8:50	Receiving/Greeting children and free play
8:50 – 9:10	Stretching and Exercises/Story Time
9:10 - 9:30	Return to Room 4
9:30 – 10:00	<i>Monday – Music/Body Movement with Ms. Mandy (30-minutes sessions)</i>
9:30 – 9:50	Morning Snack
9:50 – 10:30	Circle Time – Bible stories, teaching of lessons, stories, finger plays, songs, games, art projects etc.
10:30 – 10:45	Indoor Centers
10:45 – 11:25	Outdoor Play
11:25 – 12:15	Lunch
12:15 – 1:00	Quiet Indoor Play, Story Time, and Cleaning Up for Nap
1:00 – 3:00	Nap Time/Rest
3:00 – 3:30	Story Time & Wash Up for Afternoon Snack
3:30 – 3:50	Afternoon Snack
3:50 – 4:30	Outdoor Play
4:30 – 6:00	Center Activities and Goodbye

# Adjusting to the Preschool Experience

The first day of preschool is usually difficult for both child and parent(s). Prior to the first day, parent(s) can prepare the child for school by talking positively about the school and by making visits to the center. We recommend that parent(s) come visit the school with their

child 2 times in the morning from 10:00 to 11:30 one or two weeks prior to the official start date. Please also note that the first three days of the child's enrollment to the school will be his/her adjustment days.

The schedule for the first three days of school is as follows:

1st day: 8:30 am – 10:30 am

2nd day: 8:30 am – 12:30 pm (after lunch)

3rd day: 8:30 am – 3:00 pm (after nap)

## Admission

Admission requirements and enrollment procedures are as follows:

1. Children 2 to 5 years old are eligible for our program. A child must be 2 years of age or older at the time he/she is admitted to our preschool.
2. All admission forms must be completed prior to the child's first day at Hope Lutheran Day School. Parents are responsible for updating the information given on the forms. (e.g. change of address & phone numbers, new medications)
3. Children must have all required vaccinations. Parent or guardian must provide proof of immunization and a physician's report.
4. Enrollment is filled on a first-come-first-serve basis according to the date when application was received. Priority enrollment is offered to children of active members of Hope Lutheran

Church, children of our school/church staff, and siblings of currently enrolled students. A waiting list will be used after full enrollment.

5. All enrollments are on a 2-week trial basis to determine the suitability of our setting for the child. Hope Lutheran Day School reserves the right to dismiss any child at any time if that child or his/her family has an adverse effect on the classroom or the facility's operation.
6. Hope Lutheran Day School does not discriminate on the basis of sex, race, or creed.

Upon admission to our program, a file shall be kept on the child for emergency and for California State Licensing. Please notify us of any change of address, phone numbers, names of persons authorized to pick up the child, food allergies, and other important information.

# Fees and Tuition

**Application Fee:** \$100.00 due at the time application is submitted. This is non-refundable.

**Re-enrollment Fee:** \$50.00 annual fee is collected in March to update records and to

## Monthly Tuition:

Full Time	\$1,340.00	(9/1/2021 - 8/31/2022)
Part Time	\$1,171.00	(9/1/2021 - 8/31/2022)

Full monthly tuition is due on the first day of each month. A late fee of \$25 will be charged if payment is made after the 5th of each month. After the 15th of each month, \$50 will be charged for each week the tuition is late. The student will be automatically dismissed from school on the 15th of the month if tuition is not paid. There will be a service charge of \$25 on any returned check.

A 10% discount on tuition is allowed for the enrollment of each additional child from a nuclear family and members of Hope Lutheran Church. (1st child will be charged the full rate.)

Non-toilet trained children will be assessed an extra monthly fee of \$110.00 until they are

guarantee placement for the upcoming school year.

**Deposit Fee:** Half of the monthly tuition is required upon enrollment. It will be credited towards the last month's tuition upon withdrawal with 30-day notice.

fully trained. Non-toilet trained children shall be defined as youngsters who are not yet able to use the bathroom on their own or those not having the ability to let teachers know when they need to go use the bathroom. Children who are in diapers, pull-ups, requiring diaper change, and/or have frequent accidents shall be considered non-toilet trained. The \$110.00 non-toilet trained fee will be removed once the child is assessed as fully toilet-trained by preschool staff. Details of our toilet training policy can be found towards the end of this handbook.

\*\*Semi-monthly payment arrangements may be made with the Director.

# Withdrawal from the Program

A 30-day written notice on the first day of the month preceding withdrawal is required to properly withdraw from the program. Withdrawal in the middle of the month is not acceptable. Failure to notify the school will result in retention of the enrollment deposit fee (half of the monthly tuition).

Pre-K children who will attend Kindergarten in September are required to commit to a date of withdrawal by April 1st . It is further

understood that the child is committed to remain with our preschool until the specified withdrawal date. Parents/Guardians will be financially responsible for all tuition fees up to the committed withdrawal date. Withdrawal prior to stated withdrawal date will result in retention of the half-month tuition deposit fee. The 30-day notice for withdrawal will no longer apply after the withdrawal commitment has been made.

# Hours of Operation

Our hours of operation are Monday through Friday, 7:00 am to 6:00 pm. The following holidays will be observed:

- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day

- Veterans' Day
- Thanksgiving (Thursday & Friday)
- Christmas and New Year (12/23/2021 – 1/1/2022)
- Teacher's Workdays (8/18/2020–8/20/202)

**\*\* We will be closed on Friday, 3/26/2021 for staff in-service training.**

## Late Pick-Ups

We close at 6:00 pm. Children picked up after 6:00 pm will be charged late fees. Our overtime charge is one dollar for each minute after 6:00 pm.

Late fees are due in cash at the time you pick up your child. The money collected will be divided among teachers who have stayed to supervise your child

## Arrival and Departure

(As required and enforced by the California Department of Social Services)

An adult must accompany each child upon arrival into the school building. Children are strongly asked to arrive at the preschool prior to 9:00 am. **Accompanying adult must sign the child in on the "Sign-in/Sign-out" binder (AKA, the attendance binder) located in the child's classroom.** Parent/guardian must sign in using **full legal name**. Signing in is a critical step in protecting the well-being of your child, especially in a major disaster/fire. In such an emergency, we will evacuate children to the parking lot and take roll immediately after. If your child was not signed in upon their arrival, we will not

know to look for your child if he/she happened to be missing. Further, unannounced visits by the California Department of Social Services' Child Care Licensing Division result in fines to the school when children are not signed in. **Hence, families who neglect to sign their child in will be called and required to return to school immediately to sign their child into our school. Families will be fined \$50 for each missing signature. Families who do not return within 90 minutes to sign in their child will be fined \$100.**



Departure time is **prior to 6:00 pm**. Only adults listed on the LIC 700/Identification and Emergency Form will be permitted to take the child from the preschool premises. If someone other than the authorized adult is to pick up the child, it is imperative that the school be notified in writing

ahead of time by the parents. School will check the person's ID.

**Authorized adult picking up child from our program must sign out in the attendance binder. Families will be fined \$50 for each missing signature.**

## Absences/Vacation

If your child is going to be absent due to illness or family leave, please kindly notify the preschool before 9:00 am that day. **Tuition will**

**not be reduced on account of absence due to illnesses or vacations.**

## Illnesses

Health regulations require parents to notify the preschool immediately of any contagious or serious illness in the family. Likewise, if your child has been exposed to any communicable disease at school, we will notify you. For the health and well-being of all, we ask that you keep your child home if he/she is ill or running a temperature. If a child is ill upon arrival at the preschool, the staff reserves the right to refuse the child's admission into the program for that day.

**Following Center for Disease Control (CDC) recommendations, a child may only return to school when he/she has fully recovered from the fever for 24 hours without the aid of medication. With the stomach flu or other**

**gastrointestinal infections, it is 48 hours after the child is symptom free (vomiting, diarrhea, etc.).**

Absence in excess of three days will require a physician's written clearance. Any unanticipated lengthy absence due to illness must be discussed with the school.

**If a child becomes sick while in attendance, the parent(s) will be notified and required to make arrangements for the child to be taken home within 1.5 hours of the notification.** Beyond 1.5 hours, the preschool Director has the authority to send the child to the hospital for care.

## Allergy and Medical Action Plan

Action plans are needed for all children with food or environmental allergies, asthma, or medical conditions that require our attention. Please make sure your child's allergies or

medical conditions are noted on LIC 702/ Child's Preadmission Health History form and on LIC 701/Physician's Report. Aside from these forms, we also require a written action

plan should something happen while your child is in our care.

The action plans of children with allergies or medical conditions will be reviewed with the teachers and posted in the classrooms with our school-wide allergy list. The plans will also be posted in the main office. Medication will be kept in the child's classroom in the medication box located in the top cabinet above the sink. Please make sure medications are sealed in a clear zip lock bag marked with the child's first and last name and date of birth. Any medical apparatus to be used must be labeled with your child's first and last name.

## Medication

Our preschool policy does not allow our teachers to give any over-the-counter medication to the children. As such, we encourage parent(s) to give their child his/her medication before coming to school or after school.

We will administer prescription medication with the physician's clear directions. The

In addition to the parent written allergy/medical action plan you may also need to sign the following required form(s) from Child Care Licensing:

- Nebulizer care consent/verification form (LIC 9166)
- Parent consent for administration of medication (LIC 9221)

\*\*When writing an allergy/medical action plan for your child, school can provide a sample medical action plan as a reference.

medication must be in its original package and clearly dated and labeled with child's name. Parent must complete and sign "**Parent Consent for Administration of Medications LIC 9221.**" A copy of the "**Parent Consent for Administration of Medications LIC 9166**" can be picked up from the preschool office or from teachers.

## Other Incidental Medical Services

Our program employees do not provide invasive medical treatments, nor do they determine the dosage of medication. If your child requires the use of an inhaler and/or nebulizer, glucose monitoring, EpiPen Jr., etc., licensing regulations require the parent/legal guardian to provide the supervising staff with demonstration of proper use of the equipment. These medical services are to be given with a prescription and according to doctor's instructions, required parental consent and an

individual plan. A consent form (LIC 9221) must be filled out by the child's parent/legal guardian and placed in a medication binder. For ongoing medications and services, the form will be left in the medication binder.

\*\* School will provide each school family a copy of Hope's Plan of Operation for Incidental Medical Services in the beginning of the school year.

# Emergency Medical Care

If a child is injured while attending preschool, and is in need of emergency medical care, the staff will call 911 and then notify the parents.

The child will be taken to the nearest hospital. We ask that parents meet the child and staff member at the hospital.

# Emergency Pick Up/Disaster Plan

In the event of a disaster (natural or otherwise), please be assured that your child will be supervised and cared for until a parent or an authorized adult comes to pick him/her up. If we need to vacate the facilities, a staff person will remain behind or a notice will be posted informing you of the location of your child.

Should the communication system be down and you are unable to reach the center, your child will remain in the care of a staff member. If we have evacuated, a notice will be posted to that effect. It is our intent, however, to remain at the center until all children have been picked up by their parent or authorized adult.

We will close the preschool the day after a disaster (natural or otherwise), in order to assess damage to the facilities and to allow the children to regain feelings of security within the comfort of family.

Unless contacted of further closure, it is safe to assume that the preschool will reopen the day following the first day of closure. Further closures will be communicated by telephone, text, or email to each family.

To prepare for a natural disaster, the preschool has purchased a 3-day emergency survival kit for each child in our care.

Each kit includes:

- 9 4 oz. boxes of water
- 3 days food rations
- 1 solar blanket
- 15 pieces of first aid

**Special Note to Parents:** To help your child feel more comfortable during a disaster, we suggest you provide in a Ziploc bag a family picture or something that eases anxiety.

# Fire Drills

We conduct two school-wide fire drills every school year. The first one in the Fall is an announced drill (teachers are notified ahead of time to prepare the children as the fire alarm is piercing loud). The one in the Spring is

unannounced. During a fire drill we evacuate the classrooms as quickly as we can and meet in the parking lot. There in the parking lot, we take attendance using the attendance binders to account for the children.

# Earthquake Drills

Children practice earthquake drills quarterly in their classrooms. During a drill, children will

cover the bottom back of their heads with their hands and go under a table.

# Lockdown Drill

We conduct a school-wide lockdown drill once a year. As our children are very young, we

choose to handle the drill through pretend play.

# Dress Code and Hygiene

Children need to be bathed, neatly groomed, and wear clean clothes to school. Socks are required with shoes and sneakers. Open toe

shoes, oversized shoes, sandals without straps, and flip-flops are discouraged for safety reasons.

# Toilet Learning Plan

Toilet learning is a developmental process in which a child learns to use the toilet appropriately. As in many areas of child development, children must reach a certain age or be in the proper setting or situation before they are ready to learn. Children are ready to learn when they are healthy, well nourished, and not pressured to achieve at a level above their capability. Children usually show interest for potty training when they are 22 to 24 months of age. However, it is not uncommon

for children to still be in diapers at 2 ½ to 3 years of age.

The staff at Hope Lutheran Day School will closely observe the child's progress toward toilet learning readiness according to the following list. We may begin toilet training when we see a child's general trend toward independence, even if the child has not achieved all the signs.

# Physical Signs

- Is coordinated enough to walk, and even run, steadily
- Urinates a fair amount at one time
- Has regular, well-formed bowel movements at relatively predictable times
- Has "dry" periods of at least three or four hours, which shows that his

bladder muscles are developed enough to hold urine

- Can wash and dry hands independently

## Behavioral Signs

- Can sit down quietly in one position for two to five minutes
- Can pull his pants up and down
- Dislikes the feeling of wearing a wet or dirty diaper
- Shows interest in others' bathroom habits
- Wants to wear underwear instead of diaper
- Gives physical or verbal sign when he's/she's having a bowel movement

such as grunting, squatting, or telling the teacher

- Demonstrates a desire for independence
- Takes pride in his accomplishments
- Isn't resistant to learning to use the toilet
- Is in a generally cooperative stage

## Cognitive Signs

- Can follow simple instructions, such as "go get the toy"
- Knows names for most body parts
- Understands the value of putting things where they belong
- Has words for urine and stool
- Understands the physical signals that mean he has to go and can tell the teacher before it happens or even hold it until he has time to get to the toilet

We will initiate the toilet learning process by first talking to children about the toilet, allow children to ask questions such as "Where does it go?" and "Will I fall in and disappear?" We will also bring children to the bathroom to learn to flush the toilet and provide children the opportunity to sit on the toilet regularly first with their clothes on and then without their pants and diaper. Our staff will also allow children to observe the transfer of the stool from the dirty diaper to the toilet and let the child flush the toilet and watch the stool disappear down the toilet.

After the child has become comfortable with flushing the toilet, sitting on the toilet, and washing his hands, we will begin teaching your child to go the bathroom. The staff will take the child to the toilet every 1 ½ to 2 hours for urine elimination and for bowel movement within an hour after eating or taking a cue from the child or parent. We will have the child sit on the toilet no more than 5 to 7 minutes, as it is not our intent to pressure the child to learn toileting. We will praise the child when he/she goes to the bathroom in the toilet. We will not show disappointment.

We ask parents to help us with their child's toilet learning by dressing the child in simple clothes that he/she can take off himself/herself. We will ask, when the child is ready, for families to switch to training pants and underpants. Most importantly, we ask parents to work with us by following sound toilet learning strategies at home.

# Change of Clothes

An extra set of clothes (pants, undershirt, underpants, shirt, and socks) is required to be kept at school. **Please label each item of**

**clothing with a permanent marker.** The preschool will not be responsible for lost articles.

# Nap Time Needs

Parents need to provide their child with a **small** (to allow for easy storage) pillow and a blanket, which will be kept at school during the school week. Pillowcases, blankets, and cot sheets should be taken home every Friday and washed before they are brought back to

school. A cot sheet and a bag to store bedding are provided by the preschool with the t-shirt/bedding fee (\$25) collected during registration.

Please label your child's articles.

# Show and Tell

Children participate in Show and Tell every Friday. Each child is encouraged to bring something to share. This item could be a toy, book, video, CD, game, or drawing, etc. Guns, knives, or dangerous objects are not allowed.

Show and Tell is used in our program as a tool to develop the child's language and communication skills, group participation, and personal expression. We would appreciate parental cooperation in reminding the child to bring items for Show and Tell

# Chapel Offering

We encourage the children to bring a small monetary offering to weekly Chapel Time. This once-per-week offering is to teach the children thankfulness, generosity and trust that God

will use the offering to accomplish His purposes. The weekly offerings are gathered and sent to missionaries serving overseas.

# Toys & Electronic Devices

Toys and electronic devices from home are not allowed at school. Toys from home will be allowed on Show and Tell days. The school will not be responsible for lost items. Guns

(including toys), knives (including toys), and sharp objects are not allowed on school premises.

# Nutrition

We serve breakfast at 9:30 am and a mid-afternoon snack around 3:30 pm.

Lunch is included in the monthly tuition and is served for children ages 2 and 3 at 11:40am and PreK and TK at 12:00pm. The meal includes an entrée with vegetables, milk/water, fruit, and occasionally a treat. A lunch menu comes out at the end of the month for the next and can be found on our website [www.HopeDaySchool.org](http://www.HopeDaySchool.org).

Lunch may be brought from home for children who have allergies. Lunch from home must have a nutritious main dish with vegetables, fruit, and a drink (milk or water). To follow State Licensing requirements for a childcare facility, we discourage foods and drinks with high sugar content, including juice. Please provide fresh fruits and fresh vegetables instead. **Gum, Candy, and NUTS are not allowed at school.**

# Birthdays

The first Thursday of every month is designated as birthday party day. Parents who wish to celebrate their child's birthday with preschool children may collaborate with the child's teacher and other parents whose child may be celebrating his/her birthday the same month to bring in a treat for the birthday child's class.

Parents who wish to bring in party favors or goodie bags may do so, providing they bring enough for the whole class. **Please do not put any nuts, candy, chips, balloon, gum or anything with choking hazard in the goodie bags.** The giving of gifts to the birthday child is discouraged. Birthday celebrations are optional.

# Church Singing

Church singing takes place on the first Sunday throughout the months of October to June. The 2s and 3s alternate church singing with the pre-K/TK students on a monthly basis. Your child is expected to participate in the church singing. The singing can take place during 9:00

am English service or 10:30 am Cantonese worship service. The school calendar and weekly newsletter will provide details to when your child will need to participate in church singing.

# PreK/TK Rising

There is a PreK/TK celebration every year for children leaving our preschool for Kindergarten or staying for TK. All PreK & TK children will participate in the program, which is scheduled

for the last Friday in July. During the celebration children will not wear cap and gown.

# Parent-School Communication

A weekly newsletter is available every Monday to update parents of preschool happenings. If you would like to receive the newsletter via email, please email us at [Preschool@HopeDalyCity.org](mailto:Preschool@HopeDalyCity.org). Also, please check your child's cubby every day for letters and notices. Parents will be notified of all activities and information pertinent to the children and the school. If your child has been absent, please check with the teacher or school office for any notices you may have missed.

Parents are welcome to visit the classroom with prior notice. Please report to the office prior to visiting the classroom.

Because your child is important to us, it is vital that open and honest communication be established and maintained between parents and preschool staff. There will be two parent/teacher conferences during the year to discuss your child's progress.

## Parent Participation

Each family is required to contribute 10 hours each school year towards the development of our program. The Director will be communicating program needs through flyers, phone calls and personal invitation. Examples of projects to complete the 10 volunteer hours are:

Participation in the Annual Harvest Carnival, Annual Clean-up, Painting/Repair of the classrooms, and volunteering on fieldtrips and for special class or school projects. Your suggestions are always welcome.

Parents are required to attend a minimum of 2 parent workshops scheduled during the early

evenings throughout the year. We will notify you of the activities/topics and date and time as we have them. Families can also choose to participate in the monthly Family Night, which takes place every third Wednesday from 5:30 – 7:00 pm. There will be arts/crafts activities for families to partake as a family and a potluck dinner. Attending two Family Nights equate to one parent workshop. Families who attend 3 or more parent workshops will be awarded a \$25 credit towards tuition. Families who do not meet the minimum workshop requirement will be fined \$50 at the end of the school year.

## Volunteers/Parent Participants at Our Preschool

Following the measles outbreak at Disneyland in 2015, CA Senate Bill 792 was enacted with the stated purpose of providing further protection to children from infectious diseases, hence imposing changes to the immunization

requirements for volunteers in a child care facility. Under this Bill, a volunteer who provides care and supervision is defined as any non-employee who is engaged and interacting with children.



As a licensed Child Care Facility in the state of California, we are required to maintain full compliance with all laws and regulations set forth by the Department of Social Services, Child Care Licensing Division, and several other state agencies, including Health and Safety Code. Therefore, all volunteers will be required to provide proof of immunization for Influenza, Pertussis and Measles, as well as TB clearance. This policy will apply to all adults who desire to volunteer in their child's classroom and/or participate in field trips and

special events where they will be engaged and interacting with children. Proof of immunizations will be kept in specific file in the preschool office and will only be available for review by Licensing analysts. Please note – there are several provisions for medical exemptions. Please contact director for a list of these acceptable exemptions.

**THANK YOU** for your cooperation in bringing us into compliance with these new regulations.

## Luther's Morning Prayer

I thank You, Father, for the night,  
And for the pleasant morning light;  
For rest, and food, and loving care,  
And all that makes the world so fair.  
Help me to do the things I should,  
To be to others kind and good;  
In all I do, in work or play,  
To love You better day by day.

Amen.



# ACKNOWLEDGMENT:

I/We have been advised of, and have reviewed the Hope Lutheran Day School Parent Handbook for September 1, 2021 - August 31, 2022.

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(Print the name of the child)

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(Signature of the representative/parent/guardian)

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(Title of the representative/parent/guardian)

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(Date)

\*\*Throughout the school year, HOPE LUTHERAN DAY SCHOOL may generate and use photographs, voice/video recordings or other media documentations of your child for promotional and educational purposes. We may use the listed media documentation of your child in publications, newsletters, class/school projects, on our website, on social media (Facebook, Instagram) or for promotional purposes. A Media-Opt-Out Form needs to be completed and returned to school if you do not wish to give us media permission. The Media-Opt-Out form is effective for the duration of your child's attendance at HOPE LUTHERAN DAY SCHOOL. If you have any questions about this form, please call the school at 650-991-4673 x162. We appreciate your assistance.

PLACE IN CHILD'S FILE