



*Laying a Firm
Foundation*
Preschool
Parent Handbook

Updated 2019

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS:

Lincoln Christian Academy Preschool admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, and loan programs, and athletic and other school-administered programs.

WELCOME!

Thank you for considering Lincoln Christian Academy Preschool in your search to provide care and education for your children. We know there are many options to choose from and are honored to have the opportunity to serve your family. We look forward to working side-by-side with you to see your child develop intellectually and grow in the knowledge and ways of the Lord.

AFFILIATION, PURPOSE & PHILOSOPHY



AFFILIATION

Lincoln Christian Academy Preschool operates as a ministry to the community under the non-profit religious corporation of Lincoln Christian Academy School. Lincoln Christian Academy School is a member of the Association of Christian Schools, International.

Lincoln Christian Academy Preschool is licensed by the State of California, Community Care Licensing, under the non-profit corporation of Heritage Community Christian Schools, Inc.

PURPOSE

The purposes of Lincoln Christian Academy Preschool are to:

1. Help children develop self-confidence, rooted in the knowledge of God's love and care
2. Help children learn how to get along with both peers and adults
3. Encourage a love for learning.

PHILOSOPHY

We believe that each child is created by a loving God and is provided with gifts and talents to fulfill a specific purpose in life. We believe that parents have the responsibility to raise and instruct their children, and we want to support them in that very important role. That includes providing a quality Christian preschool program that lays the foundation for future academic and social success. It also means helping children understand who God is and what He is like. It is our responsibility to provide a safe, loving environment that guides preschoolers in developing Godly behavior, and gives them opportunities for learning and growth. And of course, we want them to have fun!

OUR STATEMENT OF FAITH

WE BELIEVE -

- The Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (*11 Timothy 3:16; II Peter 1:20,21*).
- There is one God, eternally existent in three persons — Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
- In the deity of Christ, His virgin birth, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, His personal return in power and glory (*John 2:11; 10:33, 11:25; Matthew 1:23; Mark 16:19; Acts 1:11; I Corinthians 15:3.4; Hebrews 2:9, 4:15, 7:26; Revelation 19:11*).
- In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (*John 3:16-19, 5:24; Romans 3:23,5:8-9; Ephesians 2:8-10; Titus 3:5*).
- That Heaven is the place of eternal blessedness for the saved, and that Hell is the place of everlasting separation from God (*Matthew 25:41; Revelation 20:14,15; 21:1-5*).
- In the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28; Ephesians 4:1-6*).
- In the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*Romans 8:9; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18*).

ENROLLING YOUR CHILD

1. Set up a time to tour Lincoln Christian Academy Preschool by calling (916) 434-0516 or emailing preschool@lcalincoln.com
2. A physical exam is required, INCLUDING IMMUNIZATION RECORDS. Any immunizations that are needed must be administered before admittance to Lincoln Christian Academy Preschool. (NOTE: This is required by the State of California Licensing Agency.)
3. Completed registration papers, (including the Emergency Form) must be submitted along with the \$100 annual registration fee (non-refundable) before admittance to the Preschool.

4. The first month's tuition is due on the first day of school.
5. All children attending Lincoln Christian Academy Preschool must be **completely toilet trained (able to use the bathroom, wipe themselves and dress themselves)**.
6. Our preschool programs are designed for children ages three until entry of Kindergarten.

PLACEMENT

1. A placement interview will be done with parents and child before enrolling in our program.
2. A pre-admission evaluation will be done during this interview to determine which class would be best for your child.
3. If at any time the child's teacher believes he/she would benefit from a different class, parents would be notified and a conference would be scheduled to discuss options.

HOURS OF OPERATION

Lincoln Christian Academy Preschool hours of operation are from 7am to 6pm. You will be able to choose the schedule that works best for you and your child. We offer two, three and five day programs based on your families needs. You can enroll your child for half day, enrichment or full day.

Half Day 8am to 12pm

Enrichment 8am to 3pm

Full Day 7am to 6pm

SUMMER SESSION

Our summer session is included in our year and designed for FUN while still maintaining academic knowledge for the upcoming school year. The same tuition requirements and rates apply during the summer as during the rest of the year.

VACATION AND SICK DAY POLICIES

PRESCHOOL VACATION DAYS

(Please refer to Preschool Calendar for specific details, as they change yearly)

Non-School Days:

Martin Luther King, Jr. Day

President's Day

Easter (see Preschool Calendar)

Memorial Day

One week between fall and summer program for cleaning and repairs

Fourth of July (Monday or Friday if it falls on a weekend)

One week between summer and fall for cleaning and repairs

Labor Day

Conference/work days (see Preschool Calendar)

Veterans Day

Thanksgiving (see Preschool Calendar)

Christmas (see Preschool Calendar)

SICK DAY POLICY AND MISSED DAYS

If a child misses a day of school because of illness, vacation or any other reason, tuition is still charged to reserve your child's space. Due to ratio restrictions, no make-up days are available.

PROGRAMS

Lincoln Christian Academy Preschool offers a Preschool, Pre-Kindergarten and Transitional Kindergarten program. In all areas of our program, Christian education is inherent as teachers demonstrate God's love. His care is communicated through Bible stories and verses of encouragement. Each day all of the classes meet for a daily chapel time, which includes worship music and interactive Bible stories.

PRESCHOOL

This program offers freedom within a structured, loving environment. Our staff will encourage your child to participate in creative and active learning. Our Preschool program is offered to both three and four year olds who are socially & emotionally ready for a structured school setting.

PRE-KINDERGARTEN AND TRANSITIONAL KINDERGARTEN

Our Programs are designed to prepare your four and five year olds for a successful Kindergarten experience. While more academic in scope than our Preschool program, learning experiences are age appropriate, enhanced with concrete manipulatives and worksheets. Students will enjoy Science, Art, Music, and Dramatic play during class time.

We do not offer any supplementary services or transportation at this time.

DISCIPLINE

Young children need clearly defined and consistent limits. They are in the process of developing self-control, learning to respect the rights of others and taking care of property. We want to guide them in that development in the most positive and helpful ways. Giving them interesting choices, positive reinforcement and timely intervention helps to prevent problems from occurring. Corporal punishment is not used as a form of discipline nor will personal rights be violated at Lincoln Christian Academy Preschool. The following guidelines are used in working with children:

1. Establish clear limits and explain reasons for them. General rules are discussed during the first week of school and procedures are practiced. The general guideline is that we do not hurt people's bodies or feelings, misuse property, or use offensive or inappropriate language.
2. Children are reminded of the rules when needed, especially during the early weeks of school.
3. Repeat offenses bring a logical consequence. For example, a child who throws sand is "redirected" to another activity.
4. Some children need to be "removed" to regain control of themselves. They sit for a few minutes apart from the group until they agree that they can remember to follow the rules.
5. Persistent negative behavior will be discussed with the parents for a mutually agreed upon course of action.

In all disciplinary action, you will receive a note or will be approached by the teacher to keep you informed of your child's learning. It is very important that we work together to maintain stability and security in your child's learning. We believe that all behavioral problems can be resolved with prayer and cooperation between parents and teachers.

Continuation in school shall be determined by periodic reviews and parent conferences with the Director and the teaching staff. The best interests of the child and the school will be the final determining factors in continued enrollment. Parents are encouraged to share their questions and concerns and to seek the advice and counsel of the staff. (Please choose an appropriate time to speak with teachers and staff—plan on making an appointment if you feel the discussion may take more than a minute or two. The first responsibility of all staff members is the supervision of our students).

In some situations, the Director and teachers may recommend that a child have a "time away" - a few days at home before returning to school. (Note: No tuition refunds are given for this time period).

UNACCEPTABLE BEHAVIOR:

1. Name calling
2. Temper tantrums
3. Throwing toys
4. Standing on the furniture
5. Rough play that causes injuries
6. Fighting
7. Chasing with intent to cause harm
8. Bullying
9. Biting
10. Hitting another student or teacher

DISMISSALS

If every reasonable effort has been made to discipline a child, and the child does not comply with our standards, the parents will be called to come and pick up the child.

The child can return to class the following day with the understanding that the following guidelines will be enforced:

1. First occurrence one day out of class
2. Second occurrence one week out of class
3. Third occurrence Parent conference with Administrator
4. Fourth occurrence of numbers 5 - 10 in our UNACCEPTABLE BEHAVIOR list above will be grounds for dismissal.

The conference will determine under what guidelines the child may return to school. The conference must be attended by the parents, teacher, Director and Administrator. If no resolution can be reached, the child will be dismissed from the school for the remainder of the school year.

SNACKS AND LUNCHES

Lincoln Christian Academy Preschool will provide a morning and an afternoon snack.

Parents provide a nutritious lunch. Lunch boxes are not refrigerated; please provide an ice pack in the lunch.

Please be sure that the staff is aware of any allergies your child may have. Children who CANNOT drink milk must have a physician's note (California State Regulation).

HEALTH POLICY

State law requires that the child be checked for signs of illness each day. Since it may be upsetting to a child to be sent home, **please keep your child home when any of the following are present: fever, vomiting or diarrhea within the past 24 hours; persistent cough, sore throat or runny nose not attributable to allergy; rash of unknown cause; or symptoms of any contagious disease.** Children taking antibiotics for bacterial infections may return **after two days** of treatment.

Please notify the school as soon as possible if your child has any communicable disease such as, but not limited to, Conjunctivitis (pink eye), Hepatitis, Lyme Disease, Measles, Mumps, Pertussis (Whooping Cough), Tetanus, etc.

MEDICAL & INCIDENTAL MEDICAL SERVICES

Our primary concern when administering medications is the safety and optimal health of every child. All medications must be signed in daily and stored in a locked area inaccessible to children. We will refrigerate those medications that require it. We will administer prescription medication as prescribed by a licensed physician or dentist, with written permission of the child's parent or guardian. Medication must be presented in its original container with label attached bearing the child's name, current date, time and dose to be given, number of days to be administered, and pharmacy name.

Parents will be given written notification of any injury incurred by the child at Lincoln Christian Academy Preschool.

Medications that have expired or are no longer being used at the facility should be returned to the child's authorized representative. If the medicine has not been picked up within one week of the request, the medication must be disposed of by trained staff.

Care and Storage; Incidental Medical Services and medications in the facility should be stored in a secure, inaccessible, clean location and under conditions as directed by the physician or pharmacist. Medications that require refrigeration should be stored in a designated area of the refrigerator separate from food and will be inaccessible to children.

The following requirements must be met before enrolling a student who requires administration of medications and/or Incidental Medical Services:

- Written Authorization from the child's physician and a valid prescription
- Written Authorization from the child's authorized representative. Parent must complete the Parent Consent for Administration of Medications Form.
- Medications, supplies and equipment must be in the original labeled container with the child's name on it and may not be expired.
- Facility will maintain documentation of medication and Incidental Medical Services on a log after every medication or service is administered.
- Proper safety precautions will be in place. Staff must wear gloves when dealing with blood or bodily fluids, properly wash their hands and properly dispose of instruments in an approved container.
- Facility will have designated trained staff for each individual child in care receiving Incidental Medical Services. The appointed staff member will be trained by the child's authorized representative; the authorized representative will be trained by the child's physician.

The child's authorized representative is responsible for providing all medications and supplies to the facility. Medications shall not be transported to and from the facility in the child's belongings: This includes medications placed in a lunch or backpack. Medications that go home daily must be delivered from the child's authorized representative to a staff member.

Transportation of medication if off-site or during a natural disaster will depend on the type of medication.

Facility employees may not deviate from written authorization from the child's physician.

MEDICAL AND/OR DENTAL EMERGENCY

In the case of a medical emergency staff will call 911 and then notify child's authorized representative.

In the case of a dental emergency staff will notify parents.

DISASTER PREPAREDNESS

Our school has an emergency plan to take care of children in the event of an earthquake or other disaster that would require them to remain at school. Water, blankets and medical supplies are available. We conduct fire drills to practice evacuating the building, and earthquake drills to teach the children to take cover. You will be instantly notified via our PARENT ALERT texting service in the case of an actual event.

BLANKETS/MATS AND COVERS

All preschool napping children must bring a small blanket and a standard size crib sheet. Each item must be clearly labeled with the child's full name. These should be brought in a backpack and will be sent home every Friday to be washed and returned with the child on Monday.

BIRTHDAYS

Parents are welcome to send cookies, cupcakes, or other special treats to share on birthdays or special occasions. Please let your child's teacher know in advance that you will be bringing a treat and to check for any allergies. Please send enough for the entire class.

CLOTHING REQUIREMENTS CLOTHING REQUIREMENTS

Children should wear comfortable, safe clothing that is appropriate for both indoor and outdoor activities. Clothing may get dirty, worn or paint streaked! Clothes should be easy for the child to undo and redo for being independent in taking care of bathroom needs.

- **No inappropriate logos or screen-printing, ie., vampires, zombies, or monsters, as this distracts students from learning.**
- Children should wear comfortable pants, shorts, or jeans. Girls may also wear skorts, skirts, or dresses. Girls must have shorts on underneath!
- Sneakers or rubber soled shoes should be worn with socks for safety and active outdoor fun. **No flip-flops, please.**
- Hair should be neat and worn out of the eyes.
- Jewelry is generally a distraction for young children and is easily lost. Please do not allow children to wear jewelry to school. Small stud pierced earrings are okay. (no dangling earrings, they are dangerous in a school setting).

EVERY CHILD SHOULD HAVE A CHANGE OF CLOTHES IN A LARGE ZIPLOCK BAG TO BE KEPT IN THEIR CUBBY AT ALL TIMES. PLEASE BE SURE TO LABEL YOUR CLOTHING BAG.

TOYS AND PERSONAL ITEMS

Please do not allow your child to bring unnecessary items to school. They often create problems at school, such as getting broken or lost, and can cause possessive behaviors.

You will be notified by your child's teacher of special share days and given special instructions on what your child can bring to share.

PREVENTING STUDENT SEXUAL HARASSMENT

While sexual harassment is not something normally associated with preschool age children, all schools are now required by law to have written policies concerning student sexual harassment. Students are to be informed in age appropriate language that peer harassment is forbidden. Parents are to be given a written copy of the policy.

Sexual harassment is considered any "unwelcome behavior of a sexual nature that interferes with the life of the target(s)"; it is "unsolicited and nonreciprocal" (Shoop & Edwards, 1994, p. 17). Harassment includes use of sexist terms, comments about body parts, sexual advances, unwanted touching, gestures, taunting, sexual graffiti, and rumor mongering about a classmate's sexual identity or activity. Generally, any behavior of a sexual nature that provokes undesirable, uncomfortable feelings in a target can be considered harassment. Repeated harassment is bullying (*Sexual Harassment Guidance*, 1997; Stein & Sjostrom, 1994).

It is the goal of Lincoln Christian Academy Preschool to promote a learning environment where all students feel safe, both emotionally and physically. Therefore, students should be informed that in the event they feel they are the targets of sexual harassment they should report their victimization promptly, to an adult. All complaints will be fully heeded, and retaliation against complainants will be not tolerated. Complainants' statements will be kept as confidential as is possible. Complainants do not have to face their harassers unless the complainant feels it would help resolve the issue. The parents of a complainant can end the school's informal practice at any time and make a formal criminal complaint. The Director should be made immediately aware of any incident of student sexual harassment.

Appropriate action will be taken against students that harass others. Parents will be informed of the behavior, and any consequences that will be given. Consequences for sexual harassment should fit the situation, and students need to understand the seriousness of their actions. Repeated or severe incidences of sexual harassment could result in suspension or expulsion.