

# Family Handbook

## Our Verse:

"Walk as children of light"  
Ephesians 5:8

## Our Motto:

Where Jesus is our friend,  
and learning never ends!

## Our Colors:

Yellow for light  
Green for growing

## Our School Song:

"This Little Light of Mine"

## Welcome

In a time of stress and anxiety, you have found a place of refuge. We are investing in an environment of quality over quantity in a world that often sees bigger as better. Our vision is to provide a safe, friendly, Christ honoring preschool. Supported in prayer by the El Camino Christian Fellowship, the Lighthouse Christian Preschool goal is to illuminate your child's future with a balanced program of education and fun.

Onward and Upward,

Niki Tellechea, Director



## Programs

### **Half Day A.M.**

8 A.M. to noon

Classroom and outdoors activities  
Enrichment mixed with academics  
and fun.

Morning Snack and Lunch Bunch

### **Half Day P.M.**

12:00 p.m.- 4:30 p.m.

Classroom and outdoors activities  
Enrichment mixed with academics  
and fun.

Afternoon Snack and Nap Attack

### **Full Day**

7:30 a.m. to 5:30 p.m.

Classroom and outside activities  
Enrichment and academics,  
A.M & P.M. snacks, Lunch Bunch,  
Nap Attack and Fun Afternoon  
Enrichment.

### **Drop-Ins**

7:30-5:30

Must have required paper work and  
advanced approval. A charge of  
\$7.50 per hour-to nearest ½ hour.  
As space allows registered  
students may add hrs/day at the  
rate of \$5.00.

### **Extended Hours**

As needed, if enrollment allows

Lighthouse is open from 7:30 until 5:30. Half day is 4 hours. All students should be at school by 9 A.M. when structured activities begin. No drop offs will be allowed between noon and 2:30 for full day students in order not to disturb rest time. It is difficult for the staff and children to have interruptions.

## **Days Closed**

<b>September</b>	Labor Day
<b>November</b>	Veteran's Day Thanksgiving & Day After
<b>December</b>	Christmas - 1 week
<b>January</b>	New Year's Day Martin L. King Day

<b>February</b>	President's Day
<b>April</b>	Easter Break
<b>May</b>	Memorial Day
<b>June</b>	Teacher In-Service
<b>July</b>	4 <sup>th</sup> of July (1 Week)
<b>August</b>	Teacher In-Service

We reserve the right to close if an emergency situation dictates.

*Jesus said, "Let the little children come to me, and do not hinder them for the kingdom of heaven belongs to such as these." Matthew 19:14*

## Sample Daily Schedule (RM#2)

7:30 -- 8:30	Greeting & Free choice of centers
8:30 -- 9:00	Outside Fun
9:00 -- 9:30	Wash up, potty and have our morning snack
9:30 --9:45	Welcome Circle, Good Morning Song, Bible verse, Concept of the Day, and Bible
9:45--10:30	Outside Play Activities (tricycles, parachute, sand & water tables and more)
10:30 – 11:15	Circle Time & Project Time (sharing, centers are open, art activities, cooking, and more)
11:15--11:30	Clean up, potty time, music & movement
11:30--noon	Lunch Bunch
12:00-12:30	Time to make our beds, go potty and listen to a story
12:30--2:30	Bedtime prayers and the Nap Attack
2:30--3:00	Rise and shine, Circle Time Fun
3:00--3:15	Afternoon Snack
3:15--Closing	P.M projects, Centers, and Outside fun

### Special Event Days

Wednesday	Sharing Day/Chapel Time
Thursday	Sharing Day
Friday	Special Theme Days (occasional)

(see monthly calendar for special events)

**We are a member of the Association of  
Christian School International**



## Monthly Tuition

Full Days	First Child	Second	Half Days	First Child	Second
5	\$756	\$716	5	\$578	\$544
4	\$670	\$636	4	\$516	\$493
3	\$522	\$493	3	\$407	\$390
2	\$384	\$361	2	\$287	\$275

When it comes to finances, we all want to know in advance exactly what is expected of us. Our tuition costs are formulated using a 49 week school calendar year: one week is designated for your personal vacation time; the other 2 weeks cover our scheduled time off at Christmas and 3-5 in-service days over July 4<sup>th</sup> holiday for church facility maintenance (other scheduled teacher in-service days not included –see calendar). Any additional time out of class for extra vacations (including the summer months) or sick days are ***not reimbursable***. Spots for fall cannot be reserved if you opt to disenroll your student for the summer months. We pro-rate tuition fees if applicable based on a 4.5 week average month.

There will be a \$25 charge applied to any account for a returned check. Any non-sufficient funds checks will be run through the bank twice. If there should be a second tuition payment returned, we will only accept money orders or cash payments thereafter.

***Credit is not given for days absent.*** Make up days may be given if enrollment and classroom situation permits, at the Director’s discretion.

### ***TUITION***

Tuition payments are **due** on the 1<sup>st</sup> day of every month, **without exception**. It will be considered late as of the 2<sup>nd</sup> day of the month. We expect payment for the upcoming month during the last week of the current month, or earlier. Payment is due by the 1<sup>st</sup> whether your child attends that day or not. You may mail your tuition to the school office or drop it in to the office personally. Checks are to be made out to Lighthouse Christian Preschool or LCP. A late fee of \$20 will be applied to overdue tuition accounts on the 2<sup>nd</sup> of the month, and the student(s) will not be admitted to class until the tuition is paid. Any account still unpaid by the 3<sup>rd</sup> of the month will be liable for and may result in disenrollment. The student(s) spot will become available for others on the waiting list. We will keep integrity with all school families equally, and will not allow accounts to become delinquent. There are presently no scholarships available.

## ***REGISTRATION***

There is a \$150 non-refundable registration fee to enroll. This fee covers the admission processing, ACSI Membership, supplies and benefits. Each spring there will be opportunity to secure your child's spot for the upcoming fall by paying an early registration fee. If your early registration fee is not paid before the deadline, your student(s)' spot for fall will be available for others on our waiting list.

## ***SUMMER PROGRAM***

Summer only registration is \$75. Students enrolled for the academic year do not need to pay the summer registration costs.

## ***DROP IN CARE***

Drop In Care may or may not be available as needed. All Drop Ins must be *pre-arranged* through the office to ensure that space is available. The Drop In rate is \$5.00 per hour. Invoices for Drop In Care are generated and sent home every two weeks to show current activity and any additional prepayment credit needed. All Drop In accounts must be kept current for continued use, and overdue balances may affect regular enrollment.

*Prepayment* is required for ALL students who may wish to use Drop In Care. This includes students enrolled in both our half-day and full-day programs, in addition to those only enrolled for Drop In Care. Accounts will be adjusted accordingly as care is provided, and the next additional installment will be required when the credit amount is used.

The minimum *prepayment* fees are:

Drop In Care only = \$150

Half & Full Day = \$100

## ***LATE PICK UP – HALF DAY***

Due to the limited number of students we are licensed to provide care for at any one time, it is **EXTREMELY** important that students are picked up on time. Late pick up is considered anytime after 12:00pm for Half Day students. Leaving your child after 12:00pm affects our afternoon program, and may result in an illegal number of students in our care. We **must** be very sensitive to maintaining our compliance with the legal amount of students we may have on our campus at one time, or our license may be revoked. Therefore, it is imperative that parents make every effort to establish a “back up plan” ahead of time, so that a friend, neighbor or other family member is available to pick your child up in the case of tardiness or emergency. It is also the responsibility of parents to call the school **before 12:00pm** to communicate the nature of the emergency situation, so the staff on duty is informed and knows when to expect pickup. As a courtesy, LCP *chooses* in most cases to financially penalize for students not picked up by 12:06pm instead of contacting Child Protection Services, as is our legal right. An additional late fee of **\$5.00 PER MINUTE** will be assessed starting at 12:06pm. No student will be readmitted to class until this late fee has been paid. Two (2) late pick-ups in one calendar year become liable for disenrollment.

## ***LATE PICK UP – FULL DAY***

Lighthouse is closed **PROMPTLY** at 5:30pm. As a courtesy, LCP *chooses* in most cases to financially penalize for students not picked up by closing instead of contacting Child Protection Services, as is our legal right. An additional late fee of **\$5.00 PER MINUTE** will be assessed starting at 5:31pm. No student will be readmitted to class until this late fee has been paid. Two (2) late pick-ups in one calendar year become liable for disenrollment. We understand that on occasion emergency situations are unavoidable; however, it the responsibility of parents to have a “back up plan” in place so that a friend, neighbor or other family member is available to pick your child up. It is also the responsibility of parents to call the school **before closing** to communicate the nature of the emergency situation, so the staff on duty is informed and knows when to expect pickup. Leaving children after hours demands not only that the teacher on duty stay beyond normal working hours, but also other employees of the church whose presence on campus is required to ensure the safety of our preschool until everyone has left.

*Lighthouse will not be responsible for any situations that may occur as a result of false information given at the time of enrollment.*

## **Admission Policies/Requirements**

Lighthouse Christian Preschool accepts all children: 2 through kindergarten and potty trained, within enrollment limits, regardless of race, sex, color, religion or national origin. Enrollment is a privilege, not a right. The school is not equipped to meet the needs of children who cannot benefit from a group experience. If we are unable to enhance your child's developmental situation or there are behavior challenges that adversely affect the other children, we will regretfully give you notice. If as parents you simply cannot comply with our policies and procedures, you may cause your child to be removed from our class list. Be sure you are in agreement with our policies before you make this commitment to your child's future.

Children, except those exempt by religious beliefs or medical situations, must have a copy of their up-to-date **immunization records** at their time of admittance. A **physician's report** and **T.B. test** must be completed to show your child is well enough to attend preschool. Preschoolers require **(4) DTaP, (3) Polio, (3) Hep B, (1) Hib (1) MMR and (1) Varicella.**

## **Earthquake Kits and Emergency Information**

California requires all schools to have a plan in case of an emergency. The suggested span to prepare for is 72 hours. We need to be ready with food, water, clothes and bedding. Be aware that we cannot re-enter the building until it has been inspected and deemed safe. That could mean camping under the stars day as well as night. We would really be surprised if anyone would leave their most wonderful gift, his or her child, at school for 3 days, but we want to be prepared. Please provide some of the following items for your child:

1/2 oz. Fruit Cups, 5 oz. Vienna Sausages, Food Bars, 6 oz. Pork and Beans, 1/2 oz Tuna or Chicken, Plastic spoon, 7 oz. Ravioli, Mac and Cheese or Lasagna Dinners, (3) 9 oz. bottles of water.

All food must have pull tops. Put the food in a 1-gallon zip lock bag with your child's name and the date on it. An emergency blanket, like the ones bought in sporting good stores, a picture and a short letter from the family would be great.

### **Please don't send:**

- ❖ Food your child will refuse to eat
- ❖ Breakable containers
- ❖ Items that will spoil
- ❖ Cans that need to be opened with a can opener

We would like the kits completed by your child's first day at the Lighthouse. Fire and earthquake drills are conducted monthly. **Our off-campus evacuation site is Cardiff Sport Park located at 1661 Lake Drive.**

## Partners

We believe that the school is an extension of the home. Our role is to support the family in the parenting process. You are the primary providers. You are responsible for the foundational growth of your child. Thank you for the privilege of joining you in this awesome partnership. Our **Mission Statement, Vision Statement and Statement of Faith** are included in this handbook so there can be complete harmony between the lifestyle you practice at home and the values we encourage at school. There is wisdom in the concept of "**United We Stand.**"

Prepare and prevent instead of repair and repent

## Mission Statement

At the Lighthouse Christian Preschool, our goal is to meet the spiritual, academic, emotional, physical and social needs of the children through a Biblically integrated curriculum. We work to provide a safe and loving environment where each child is encouraged to know and experience God's love personally. LCP's staff is committed to develop, nurture and equip children to positively impact their world for Jesus Christ.



## Vision Statement

The vision statement for LCP, a ministry of El Camino Christian Fellowship, is to

### Invite

A person to Christ, as in 2 Timothy 4:5  
"...to do the work of an evangelist, fulfill your ministry."

### Equip

A person in Christ, as in Ephesians 4:11-12  
"And He Himself gave some to be apostles, some prophets, some evangelists, some pastors and some teachers, for the equipping of the saints for the work of the ministry, for the edifying of the body of Christ."

### Empower

A person for Christ, as in Matthew 28:18-19  
"And Jesus came and spoke to them, saying 'All authority has been given to me in heaven and earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and of the Holy Spirit.'"

## **Statement of Faith**

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16, II Peter 1:21)
2. **We believe** there is one God, eternally existent in three persons-Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. **We believe** in the deity of Jesus Christ. (John 10:33)
  - ❖ His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35)
  - ❖ His sinless life (Hebrews 7:26)
  - ❖ His miracles (John 2:11)
  - ❖ His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9)
  - ❖ His resurrection (John 11:25; Matthew 27:53; Romans 1:4)
  - ❖ His ascension to the right hand of the Father (Mark 16:19)
  - ❖ His personal return in power and glory (Acts 1:11; Revelation 4:11)
4. **We believe** in the absolute necessity of the regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of the 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 alone are we saved. (John 3:16-19; John 5:24; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is able to live a godly life. (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18).

**" And your children shall be taught by the Lord, and great shall be the peace of your children." Isaiah 54:13**

## **Two Weeks Withdrawal Notice**

Since tuition is due in advance, expect to pay your last **two-week** tuition when you give your notice. This enables the director to enroll another student and your child's teacher time to gather all the exiting student's belongings. It is important to us that we allow the children opportunity to say goodbye to their friends and to be encouraged to accept change. We would like to have a "See ya later Alligator Party" before they leave. Please note: Earthquake Kits that are not picked up within 30 days of withdrawal will be donated.

## **Sign In and Sign Out**

Be sure to **sign in and out** every day. It must be an adult signature. We will not release a student without authorization in writing or, in an emergency, by phone, without proper identification. The school will not assume responsibility for a child who is not signed in when he/she arrives. Please look for notices and information on the top of the cubbies. This is how we notify you of events, holidays, contagious illness and other pertinent information.

## **Medication**

Sick children may not come to school. Most children's medications are some form of antibiotic. Every effort will be made to administer medications in a timely manner. We are a school first and simply cannot guarantee this. Medication should have the child's name, the prescribing physician and instructions. Medicine has to be in its original container. Fill out our form each day and include when the last dosage was given. With medication that is "as needed" in nature, we will contact you each time before doing so. Inhalers require a special form and instructions.

## **Health**

- ❖ If your child has had a fever, diarrhea or displays other symptoms while at school the parent will be notified. The child should then be taken home.
- ❖ Your child needs to stay home if he/she has vomited during the night.
- ❖ Children must be free of a fever for 24 hours without the help of medicine before returning. Many diseases are contagious when a fever is present.
- ❖ Remember, parents like to be informed if their child has been exposed to anything communicable.
- ❖ Please contact the school by 9:00 a.m. to report any absences. We are concerned when our students are absent. The class likes to pray for their sick friends.
- ❖ If your child is limited by allergies, remind us.

**Treat each other the way you would like to be treated. Matthew 7:12**

## Snacks

The school will provide a healthy snack at 9:00 a.m. and 3:00 p.m. The breakfast will consist of grains such as bagels, muffins or nutri-grain bars along with water. The afternoon yummy snack will include two major food groups. A menu is posted in the Parent Area.

## Clothes

- ❖ All clothes should be labeled.
- ❖ School is a place for questioning and learning about many things. Some investigations become quite messy and wet. We do use aprons. The staff and your child will be more relaxed if we don't have to worry about getting "in to trouble" if something were to soil their clothes.
- ❖ We appreciate clothing that is easily manipulated for 'toileting'.
- ❖ Please keep a current change of clothes in the cubbies.

## Nap Attack

Our full day program includes "rest time". We ask that you supply a small blanket, a fitted twin sheet and a bag or pillowcase to store them in. Naptime is between 12:30 p.m. and 2:30 p.m. A rest period is required by the State of California. Even children who do not take naps at home will take one at school because the "play is such hard work." Please encourage your child to try to rest. The mats are cleaned each week. The bedding should be too.

**"To reach a child's mind, a teacher must capture his heart. Only if a child feels right can he think right." Haim Ginnott**

## Court Orders

The preschool must have on file all current orders that make reference to school-related enforcement. For the welfare of the students, all school staff must adhere to the 'neutral policy' in conjunction with all custody suits, whether settled or in progress. At no time will The Lighthouse or its staff provide supporting information unless subpoenaed by the court. We will not act as liaison between parents. Our responsibility is to maintain a safe, loving, learning environment for all children in all circumstances. We will not take sides and jeopardize the integrity of our purpose.

## Child Abuse Reporting

The State of California requires all childcare providers to report any suspected incidents of possible child abuse or neglect. We are legally obligated to comply with these guidelines.

## Communication

- ❖ A newsletter is published each month informing you of current events, birthdays and the topics for the month. It will also cover areas where we need your input and help. If you would like the newsletter e-mailed to your home, please supply us with your e-mail address.
- ❖ Our files must be kept current. If your name, address, phone number or place of work changes, please notify us. It is also important to us that the people listed to contact in case of emergency are kept up-to-date.

In the event of an emergency, if our files are inaccurate and we cannot reach you-it could be considered negligence. Please take this responsibility seriously.

## Discipline

We never outgrow our need to be encouraged to do the right thing and preschool children seem to require a consistent effort. The values we establish at this age will provide the foundation for future decisions. We will be positive, reasonable and consistent. Discipline comes from the word disciple. It does not mean punishment.

**No corporal punishment or verbal abuse will be administered.**

Children will be taught values so if a questionable situation occurs, they can make right choices. We do not demand a student say, "sorry." In some cases it would be teaching them to lie. If they are insincere, it is only creating a bad habit. Children are asked to ask for forgiveness and to make amends for their questionable actions.

Progressive steps of our discipline policy are as follows:

- ❖ The teacher gives verbal guidance and encouragement to the child.
- ❖ Redirection to another area or activity
- ❖ "Quiet time" in order to gain self-control
- ❖ The child is taken to the office and you may be called to speak to your child. In some cases you may be asked to come pick up your child.
- ❖ A conference may be scheduled to establish a behavioral plan.
- ❖ Yes, even at preschool a child may be denied the privilege of attending school for the day. (No tuition reimbursement)
- ❖ If the needs of the individual child cannot be met in our program and the student is not benefiting from our group experience, then you will need to find an alternative childcare provider.
- ❖ Anyone can have a bad day. Sometimes it can be a sign of oncoming illness or they may be developing an unacceptable behavior pattern. The school is an extension of the home and we are here to assist you as you train and build character in your child. You are the first and the primary teacher. We are here to encourage you.

**“He who ignores discipline despises himself, but whoever heeds correction gains understanding.” Proverbs 15:32**

## Sun

Sunshine is both friend and foe. Due to our many outdoor activities, please apply **sunscreen** before dropping off your child.

## Pictures

Even though we are a small school, we will have our pictures taken. This year *Forever Yours Photography* will be our photographer. Our preschoolers are so cute. Parents are continuously taking private photos of our birthday parties and special events. However, should the Lighthouse desire to use still or video pictures for anything connected with our school program, you will be given a waiver to sign before any photos are taken.

## Parties

**Birthdays** are just about the most important thing in the whole world when you are in preschool. With advance notice the teacher will plan time for a great party. As parents, you are encouraged to provide the cupcakes or low sugar treats along with the paper goods. Milk colored with food coloring or 100% juice is best for the drink. Before we eat, someone is asked to lay their hands on the birthday student's shoulders and pray for an awesome birthday year.

**Holidays** are also celebrated. Please do not bring such things as witches, ghosts, Santa or Easter Bunnies that may be offensive to others. We will make every effort not to undermine any of your traditions. The primary focus of all our school celebrations is to glorify our Lord and Savior Jesus.

## Toys

Our school equipment includes a wide range of toys carefully selected to encourage the total development of your preschooler. Children are requested to leave personal toys at home. Sharing day is Thursday. Children are to bring items that enhance the topic of the week. Remember it's called "sharing" not gag and brag time.

## Field Trips

We have no field trips planned. Our state laws require a car seat for each student. We will have on-site adventures and explorations.

**“The Lord bless you and keep you; the Lord make His face shine upon you and be gracious to you; the Lord turn His face toward you and give you peace.  
Numbers 6:24-26**