

LCS Preschool Parent Handbook



LAKWOOD CHRISTIAN SCHOOLS

Long Beach California

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus...”
Colossians 3:17

Lakewood Christian Preschool
5336 E. Arbor Road
Long Beach, CA 90808
562-420-2833

Office Hours 8:00am-4:00pm
Facility Hours 7:00am-5:00pm
Facility License Number
191603200



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INTRODUCTION

We are pleased that you have chosen to partner with us in the very important area of your child's education. We trust that Jesus Christ will be honored in all that we say and do as we work with you during the coming year. Please commit to reading through this handbook. It will introduce you to our policies, procedures, and expectations. Praying for a fabulous year of growth.

– *The LCS School Board & Administration Team*

NEW PARENT WELCOME LETTER

Dear Parents,

Welcome to Lakewood Christian Preschool. We're so glad to have you as a part of our school family. A love for children and the desire to serve the families in our community led to the establishment of our preschool in 1978 by Mary Graves-Neufeld. Our program was developed to provide a safe, nurturing environment where children learn that they are loved by God, that school is an exciting place to be, and where they can develop confidence in their abilities.

Care and perception have gone into making your child's early school experience positive, well balanced and Christ centered. Our program provides learning experience in an atmosphere of play to encourage your child's spiritual, social, physical, and cognitive growth. Our teachers are well trained in early childhood education and continue to keep current and challenged in the field. We are certified in CPR and pediatric first aid and committed to providing a secure, supportive and loving environment.

Clear communication is one of the keys to a successful school program. This Handbook contains specific information and requirements set forth by Lakewood Christian Preschool and the State of California. After reading it, please sign the Program Handbook Acknowledgement Form stating that you have received, read, and understood this information. This verification will be kept in your child's file and must be completed at the time of his/her enrollment at the school. Signature of receipt of the information contained in this Handbook is required by the State of California. You are your child's first and most important teacher and we're looking forward to a wonderful year as we work together to meet the educational and spiritual needs of your child. The Information in this handbook will help you throughout our school year. Please read it and keep it as a reference.

Thank you for entrusting us with your child. It is a privilege to work alongside you as we watch them grow and learn.

Serving Him,

Melissa Clayton
Preschool Director



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PURPOSE AND MISSION STATEMENTS

The purpose of Lakewood Christian Preschool (LCPS) is the same as Arbor Road Church; To know God and make Him known. The mission of Lakewood Christian Schools is to assist parents in the maturing of their children by providing a Christ-centered education. Emphasizing academic excellence, responsible citizens at home, at church and in our community. The Preschool, Elementary, Middle School and Academy will work together to provide a distinct experience for each developmental stage while remaining cohesive to serve families with children from two years nine months to 12th grade.

LCS NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

LCPS 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 of the school. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship or athletic and other school-administered programs.

SCHOOL VERSE

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus...”
Colossians 3:17a

LCPS PHILOSOPHY AND FOUNDATIONS

For over 40 years our schools have stood for academic and spiritual excellence. LCPS is a ministry of First Baptist Church of Lakewood (now called Arbor Road Church). Our preschool was established in 1978, and the elementary school in 1979. Our middle school was added in 2003.

We are a Christian School. Everything we say and everything we do we do is for Jesus. We are an evangelical school. That means we will accept students into our program who still need to learn about our Savior, Jesus Christ. We expect that all students (and their families) regardless of their personal beliefs, respect our statement of faith and the beliefs of this school and church while attending LCPS. Specifically, we expect conduct to be exemplary and that our students not participate in behavior contrary to the Biblical principles including, but not limited to, cheating; stealing; profanity; obscenity in word or action; the use of illegal substances; sex outside of legal marriage; bisexuality; homosexuality; clothing, identifying as (or restroom use) outside of biological gender; gang membership; or the public support of these or any other behaviors not clearly affirmed by Scripture.



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OUR EDUCATIONAL PHILOSOPHY

To sum up the complex phenomena of learning and development in a few words is a difficult task. Simply put, we believe that children learn best in an environment that is safe and loving, where they can initiate meaningful activities that are age appropriate and teacher supported, in an atmosphere of play. This is the “developmental” perspective of early childhood education. It is an individual process that follows each child’s own timetable within a predictable age range.

THE DEVELOPMENTAL PROCESS ENCOMPASSES THE WHOLE CHILD

Physical Development:

We provide activities that help develop both large (legs, arms, back) and small (hands, eyes) muscle control. These physical activities build neurological pathways in the brain that are necessary before the child can successfully proceed to the higher levels of formal education.

Social Development:

We plan activities (dramatic play, conversation, creative story dictation) that help children make sense of the world around them while they learn to care for others and develop the important skills of cooperation and problem solving.

Emotional Development:

Guiding and encouraging children through activities and situations that help develop confidence, self-help skills and a better understanding of themselves, family and culture.

Intellectual Development:

Working with each individual child’s strengths and needs, we strive to provide activities that promote a life-long love of learning and promote creativity, curiosity, and the growth of the child’s emerging skills in literacy, language, investigation and math.

Spiritual Development:

In simple age appropriate ways, through Bible stories, prayer, and the Christian example of teachers, we provide opportunities for each child to grow in their understanding of God and His love for us and encourage positive character traits (wisdom, kindness, obedience, forgiveness).

ACSI MEMBERSHIP

LCS Preschool is a continuing member of the Association of Christian Schools International.

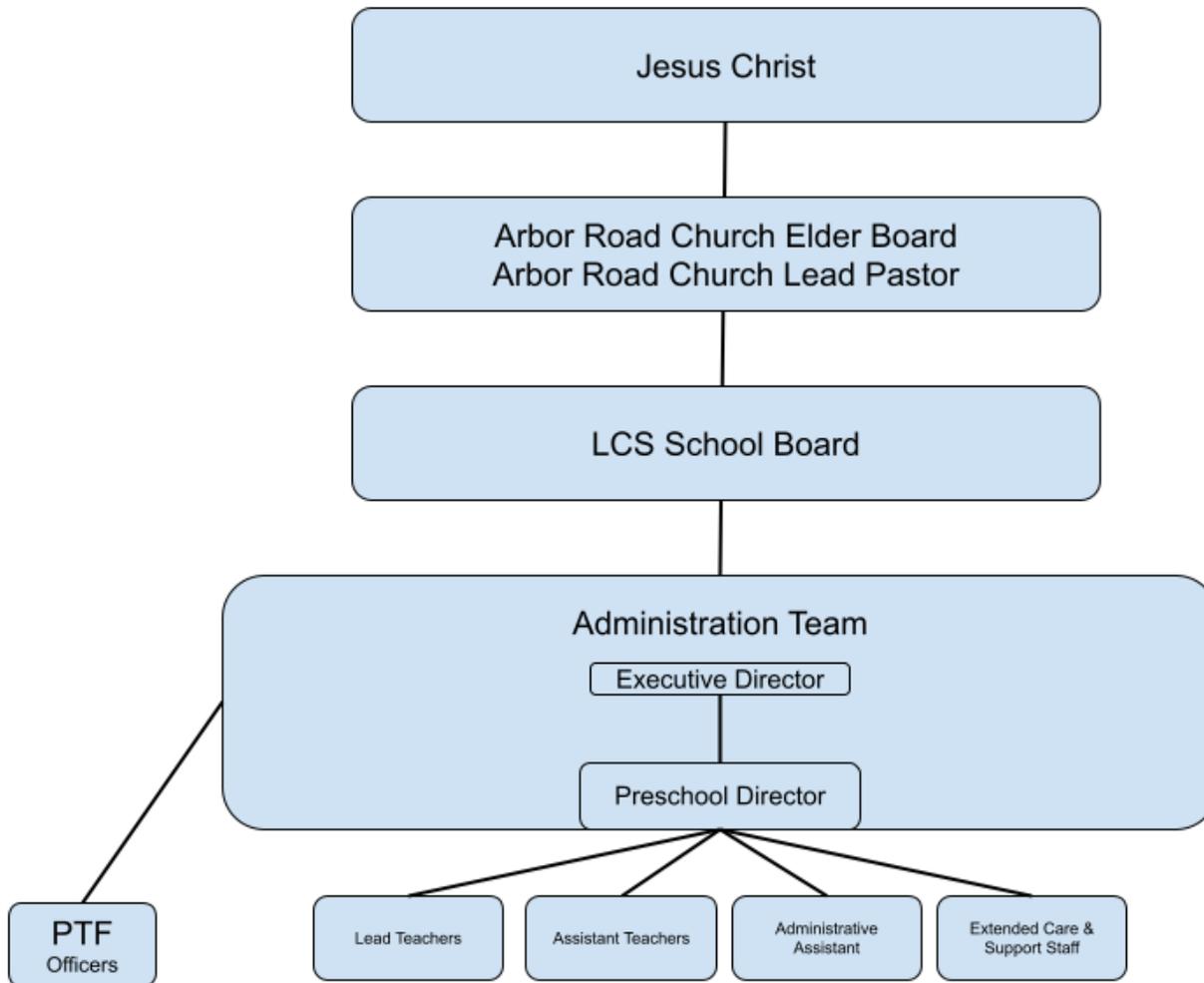


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STATEMENT OF FAITH

As a ministry of Arbor Road Church, the Statement of Faith is contained in the church constitution and bylaws. Please go to <https://arborroad.com> to review the statement of faith. Parents enrolling their child in LCPS understand that the curriculum and teaching will be from a biblical perspective as determined by our statement of faith and interpreted by our lead pastor and elder board.

ORGANIZATIONAL CHART



FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The statement of faith and other philosophies of LCPS do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of LCPS faith, doctrine, practice, policy, and discipline, our Church Elder Board serves as LCPS final interpretive authority on the Bible's meaning and application.



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ADMISSIONS POLICY, LICENSING & CLASSROOM SIZES

Lakewood Christian Preschool is open to all children regardless of nationality, race, or religion. The Preschool is licensed through the California Department of Social Services for 75 children per day. Our ratio is 1 teacher to 12 students. Students will be accepted into the preschool on a two-week trial basis, in which we will evaluate and determine if the child will benefit from our program. Children must be 2 years 9 months old by **September 1**, fully toilet trained, and able to manage their own clothing for bathroom needs.

Children enrolled earliest are accepted first. Families of currently enrolled children shall have preference. A meeting with at least one parent and the Director may be required before admission for all new families.

FINANCIAL AGREEMENTS

1. A registration fee is due within 10 days of receiving the invoice. This fee is paid yearly at registration and is non-refundable.
2. We use Curacubby, an online payment software company, to process our invoices. We require that all payments be submitted through Curacubby. If you have not already received communication from them, please reach out to our school bookkeeper.
3. You will be able to select if you would like your invoices to come on the 5th or the 15th of each month. A 10% late fee will be charged ten days after the 5th or the 15th of the month depending on when you chose to be billed.
4. School tuition is based on 10 or 12 monthly payments and remains the same regardless of school holidays or absences.
5. If you decide to withdraw your child and want to receive a refund for the prorated days your child did not attend, you must give us two weeks' notice of their termination date.
6. If we do not receive a two-week notice, parents will be charged the current month's full tuition if they choose to terminate enrollment mid-year.
7. Without communication from their parents, Lakewood Christian Preschool will assume that enrollment has been terminated if a child is absent from school for more than one month.
8. Substitution and/or make-up days are not available.

LATE PICK UP

LCS Preschool ends promptly at 12:30pm for half day, 3:00pm for School Day and 5pm for full day. Children must be picked up at or before their enrolled program time. Any child remaining past their pick up time will result in a charge of \$1.00 for each minute at that time. Please contact school if you know you're going to be late and the fee may be waived depending on the situation.



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HOLIDAYS

Lakewood Christian Schools observes the following holidays:

New Years Day	Presidents Day	Memorial Day	Labor Day	Thanksgiving Vacation
Martin Luther King Jr. Day	Easter Vacation	Fourth of July	Columbus Day	Christmas Vacation

DROP-OFF/PICK-UP PROCEDURES

It is a licensing requirement that students are signed in and out daily. If it becomes a recurring issue of not signing in and out a \$5 charge per missing signature will be billed to your account.

Drop off:

The parent, or person designated by the parent, will sign-in the child at the appropriate class cart. Once signed in please place the child's lunch (if applicable), water bottle, and jacket on the class cart.

Pick up:

At the close of each school day, please sign-out your child on the class list at the appropriate class cart. Children may only be released to their parents or persons 18 years of age or older, designated by the parent and recorded on a permission sheet filed in the preschool office.

Avoid Late Arrival:

It is important to be on time to prevent your child from missing important activities each morning or from becoming anxious when he or she sees other children leaving at the end of the day.

Authorization Changes:

Please notify us in writing of any changes in your address, phone number(s), emergency contacts, pick-up authorizations, etc. You may notify us at preschool@lcsbears.org of any changes. We will ask for picture identification from anyone we do not recognize who comes to pick-up a preschool child. Please be sure we have the necessary information each day to reach you in case of an emergency.

PARKING

Please park in the Main parking lot off Arbor/Montair. Enter through the first driveway off Montair and Arbor and park all the way on the right. Walk your student to double doors off Arbor Road to be signed in. Parents must monitor their children in the parking lot, as well as in the Arbor Plaza and Front Steps area of the campus (between the preschool entrance and the main parking lot).



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DRESS CODE

Clothes– Please dress your child in comfortable play clothes. Preschoolers will be painting, climbing, jumping, running, and playing in the sand and our outdoor play area. We hope they will be completely engaged in these activities without concerns about their clothing. Please dress your child in clothing that promotes positive role models and healthy play. Jackets, sweaters, lunch boxes and water bottles should all have your child’s name on them.

Shoes–It is important that your preschooler wears shoes that are safe and will not inhibit active outdoor play. Closed-toe, rubber-soled shoes are necessary. Flip flops and open toed sandals are not allowed.

Extra Clothes– Accidents at the preschool age are inevitable. We ask that you please provide your child’s teacher with a change of clothes (2 shorts, 2 shirts, 2 underpants, and 2 socks) folded in a gallon Ziploc bag with your child’s name on it.

SAMPLE DAILY CLASSROOM SCHEDULE

7:00–8:30 Morning Daycare (Learning activities and outdoor play for early arrivers)

8:30–12:30 Classroom Time Morning Development Program

This includes:	
Table Time	Centers & Small Groups
Bible Time	Outdoor Play/Gross Motor
Morning Snack	Lunchtime
Circle Time Learning	Music & Movement

12:30 Half-Day Dismissal

12:30–12:50 Post Lunch Playtime

1:00–2:30 Storytime & Rest Time

2:30–3:00 Wake up

Bathrooms/Handwashing/Afternoon Snack

3:00 School Day Dismissal

3:10–5:00 Afternoon Daycare

Outdoor Play, Free Centers, Indoor Games, Free Art and Reading



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SNACK & LUNCH

Our preschool will provide a morning and afternoon snack. Snacks will consist of a wide variety of food experiences. Nutritious food will be served with 1% milk, water or 100% fruit juice. Our school does not serve breakfast. However, if your child comes to school before 7:45am they may bring breakfast with them and they may sit at the table and eat. The breakfast must come ready to eat and not need any preparation. Breakfast time will be over by 8:00am.

Lunch time is 11:45 daily. If you pack your child a lunch from home, please be aware that we do not refrigerate or heat the lunches. If you are interested in a hot lunch, please speak to the office about our hot lunch program.

Preschoolers do not usually eat big lunches. A half sandwich or a small yogurt, fruit, one cookie and a drink are plenty. Candy, sodas, and toys will be sent home. Lunchables look SO yummy but are rarely as good as they look. Also, children absolutely LOVE getting notes in their lunch from you! Send ONLY food your child can easily open and clean up by themselves. We will be there to assist and encourage!

HEALTH & WELLNESS INFORMATION

The physical health and welfare of each student is of the highest priority at Lakewood Christian Preschool. We realize that our effectiveness in teaching spiritual, academic, or emotional truth is largely dependent on the physical well being of the child. Please use these guidelines for your consideration.

MEDICINE AND FOOD ALLERGIES

Lakewood Christian Preschool requires that all children who need medication must do the following:

1. Complete the 'Parent Consent for Administration of Medications and Medication Chart' form detailing the specifics of dispensing the medication. The form can be obtained from the Preschool office.
2. Bring the medication in the *original* bottle or package, properly labeled with the pharmacy label.
3. All Medications & Medication Forms MUST be turned in to Preschool on or before the child's first day of school. Medications need to be picked up from the Preschool office at the end of the school year. Medications not picked up within one month of the last day of school will be properly disposed of. If your child has any food limitations, please notify the Preschool office.



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ILLNESS

If your child has a known medical condition (allergies, asthma, diabetes, seizure disorders, etc.) please be sure to advise the Preschool office what to do if a problem should occur during the program hours. Please make sure that medication is available and that the “Medication Form” is completed. In the event of an illness, families must have alternative plans for care. Children not well enough to follow the day’s routine (including outside play), must not attend our facility.

This includes children with the following: contagious diseases, fever, vomiting or diarrhea, unusual rashes, lice, scabies, strep throat and pink eye. Your child must be free of the following symptoms without fever reducing medicine for 24 hours before returning to Preschool:

- Fever
- Diarrhea
- Vomiting

If, while at our facility, a child displays symptoms of illness or fever, the child will be isolated and kept comfortable while the family is notified. If removal from the center is warranted, the family will be contacted and asked to come promptly for the child. If the family cannot be reached, emergency contacts will be called. The child should not wait longer than 45 minutes in the office. If fever or vomiting occurs, you will need to keep the child home for 24 hours before returning to Lakewood Christian Preschool.

If your child is exposed to a communicable disease (see page 10), you MUST inform the office immediately so that the incubation dates may be verified and the health of all the children can be protected.

Upon having one of the following diseases, a child must have written consent to readmit to school from a physician or the health department: measles, mumps, whooping cough, scarlet fever, strep throat, chickenpox, pneumonia, pink eye, skin diseases (scabies, ringworm, impetigo, lice).

OUCH/ACCIDENT REPORT

In the event of a non-serious injury or accident on campus, first aid will be administered, followed up by an ouch/accident report which will be sent home to parents to inform them of the details of the incident. Ouch/incidents may include: minor cuts, scratches, scrapes, bumps, bloody noses and other non-serious injuries. Forms will be placed in child’s file box.



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COMMON DISEASES IN PRESCHOOLERS

The following is a breakdown of many common disease's preschoolers may come in contact with and general guidelines. If you have further questions, please contact your child's pediatrician.

Disease	Symptoms	Incubation Period	Contagious Period	Exclusion from School
Chicken Pox (Varicella)	Slight fever, crops of red, raised type eruptions that change into vesicles and then form scabs	11-20 Days	Up to 5 days before rash appears until all skin lesions have crusted (5-7 days)	5-7 days after the first vesicles become dry and scabbed over.
Measles (Rubella)	3-4 days of cough, varying degrees of fever, red raised rash that becomes blotchy, conjunctivitis and sensitivity to light	10-14 Days	4 Days before and 4 Days after rash	4 Days after onset of rash
Measles (Rubella/German)	Fine Pink Rash, Enlarged Glands behind ears, back of neck, and slight fever	14-23 Days	1 week before and 4 days after onset of rash	7 days after onset of rash
Hand, Foot, and Mouth Disease (Coxsackie Virus)	Fever, sore throat, sores inside the mouth. Rash on hands, feet, face, or buttocks. Generally, Not a Serious Illness	2-5 Days	During the acute stage of illness. Virus may remain in stool for 2-3 weeks	While symptoms are present
Fifths Disease (Erythema Infectiosum)	Bright red rash on cheeks, May spread to arms, legs, and chest. Rash may get brighter. Achy Joints	4-20 Days	Greatest before onset of rash	While symptoms are present
Impetigo	Bacterial skin infection	5-10 Days, longer in some cases	24-48 Hours after appropriate treatment starts	48 Hours after appropriate treatment starts
Ringworm (of the scalp or body)	Fungal infection, small red, scaly circles on the body or scalp that may spread. On scalp may cause hair loss and mild to severe redness and scaling.	Scalp:10-14 Days Body: 4-10 Days	During Course of active infection	After appropriate treatment starts. Active lesions should be covered with clothing when possible
Strep Throat/Scarlet Fever	Fever, Sore Throat, and swollen, sore neck glands. Sandpaper type rash with Scarlet Fever	1-3 Days	From onset of illness until 24-48 hours after appropriate treatment starts. 21 Days without treatment	48 Hours after appropriate antibiotic therapy started until fever is gone
Pink Eye	Irritated, Watery eyes, swollen eyelids, clear or yellow discharge that makes eyelashes sticky. One or both eyes may be affected	Viral: 12 hours-12 Days Bacterial: 24-72 Hours	Viral: While symptoms are present Bacterial: until 24 Hours after appropriate treatment is started	While symptoms are present
Whooping Cough (Pertussis)	Cold like symptoms for 1-2 Weeks with a cough gradually becoming more severe. Spasms of vomiting after coughing spells. Cough spells can last 1-6 weeks longer	7-10 Days	4-5 Weeks, during initial cold symptoms and up to 3 weeks after coughing spells began	5 days after appropriate antibiotics are given.
Roseola	Abrupt Onset of high fever for 3-7 days. Fever abates followed by the appearance of a rose-colored rash on the chest, abdomen, face and extremities that lasts from a few hours-48 hours	5-15 Days	Unknown	While symptoms are present
Head Lice	Severe itching; small lice eggs closer than 1/4" to nits on hair. Bumpy rash on nape of neck, behind ears and/or crown of head may appear after persistent infestation.	Eggs hatch in 7 days/1 week (can multiply in 8-10 days, lives 20-30 days).	As long as live lice remain on an infected person, or until eggs are 1/4" away from scalp	Until after the child and household is treated.



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EARTHQUAKE PREPARATION

We are making additional preparation for earthquake, and disaster safety by asking each family to bring the following items:

- 2- 4 ½ oz pull-top can of tuna, fruit, beans, meat, or similar items.
- 2- 6 or 8 oz. can of juice or bottled water
- 2-Granola or breakfast type bar (please no chocolate)
- 2-Small pkg. of tissue or hand wipes.
- 2- Plastic spoons or forks.
- 1-Sweatshirt or Solar Blanket (available at sporting good stores)
- 1-A picture of your family.
- 1-A note from Mom or Dad to comfort and reassure your child.

Please adjust the kit items according to personal considerations. The items must have a shelf life of 9 months. All kits will be returned to parents in June. Our storage is limited and prohibits anything larger than a one-gallon Ziploc bag. Please put items in a tightly sealed Ziploc bag to prevent ants and label with your child's name.

CELEBRATING BIRTHDAYS AT PRESCHOOL

Birthdays are very important to Preschoolers. We celebrate every child's birthday by singing to the birthday child and saying a prayer of thanks to God for His loving care of our birthday friend.

If you choose to, you may celebrate your child's birthday at preschool by providing a small, prepackaged (not homemade) birthday snack for your class (15-18 children, 2 teachers).

IMPORTANT GUIDELINES:

- Not every child will celebrate with a snack brought from home. This is not an obligation.
- Cups and napkins are provided by the school but you may bring birthday cups and napkins if you choose.
- If your child's birthday is during the summer, you may choose another date to celebrate during the school year.
- We will acknowledge every child's birthday throughout the year as we eat together during our daily snack time.
- Invitations to birthday parties may be passed out at Preschool only if the whole class or all the girls or all the boys are invited.



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PTF- PARENT TEACHER FELLOWSHIP

Parents are encouraged to take an active part in our Parent Teacher Fellowship (PTF). The PTF is a strong and supportive base of parent volunteers working together, supporting teachers, students, parents, administrators, staff, and school board members. PTF recognizes the authority of the School Board and the Administration Team in all things pertaining to the school and its programs. Membership is free and shall consist of parents and guardians of currently enrolled students, teachers, and administrators associated with Lakewood Christian Preschools as well as Lakewood Christian Elementary & Middle Schools.

If you would like to serve your school as a PTF Board Member or volunteer worker, please inform one of the PTF officers through the school office.

CONCLUSION

We are grateful that your family is choosing Lakewood Christian Preschool. Thank you for taking the time to read this handbook. We appreciate you submitting materials and necessary forms in a timely manner. We value the partnership and if you have any questions please contact our staff.

*Current School Board Policies and LCS Business Policies are available upon request.
The Preschool Parent Handbook does not serve to contractually bind the school in any way. It is subject to change without notice by the school board. Changes will be sent to parents via email.*