

LITTLE STEPS OF FAITH PRESCHOOL  
HANDBOOK  
FOR  
PARENTS AND STUDENTS



**14021 Sayre Street Sylmar California 91342**

**818-362-5049**

**[www.littlestepsofffaith.preschool@gmail.com](mailto:www.littlestepsofffaith.preschool@gmail.com)**

# **STATEMENT**

## **PHILOSOPHY**

THE PHILOSOPHY of Little Steps of Faith Preschool is based on Christian values. We are committed to providing a safe, loving, and nurturing environment where children can learn and are able to grow into unique individuals knowing that God's unfailing love endures forever.

Teachers and staff members are equally invested in our school's commitment to develop a partnership with parents, to foster trust, and instill respect for one another.

## **GOALS**

By providing a foundation of developmentally appropriate experience and instilling good moral values, children will recognize the importance of becoming responsible and respectful members of their church and community.

Our curriculum provides a balanced program that will promote the academic, social, and spiritual development of each child.

We believe having your child in our program is a privilege and we strive to use the Word of God through our actions and attitudes to ensure a safe and happy environment for all children.

## **ABSENCES**

The school office must be notified of all absences before **9:00 a.m.** on the first day of the absence. You may leave a message on the answering system if you call before **6:30 a.m.** The school number is **818-362-5049**

**Make-up-** There are no make-up days. If your child misses a day he/she cannot come to class on another day to make up the absence. There are no exceptions to this policy.

## **TARDINESS**

Your child's structured learning experience begins at 08:00 a.m., children arriving after that time lose their learning time and disturbs others. Please have your child at school on time.

**SCHOOL CLOSURE:** A reminder with specific dates will be sent out prior to each holiday

The school will be **closed** on the following holidays:

PRESIDENTS DAY

MARTIN LUTRHER KING JR. DAY

HOLY THURSDAY & GOOD FRIDAY

MEMORIAL DAY

PROFESSIONAL DEVELOPMENT

INDEPENDENCE DAY

AUGUST -SEMESTER BREAK ( 1<sup>ST</sup> WEEK OF AUGUST IS PROFESSIONAL DEVELOPMENT WEEK)

LABOR DAY

PROFESSIONAL DEVELOPMENT

VETERANS DAY

THANKSGIVING WEEK (WEDNESDAY – FRIDAY)

CHRISTMAS BREAK (ONE WEEK) the 24<sup>th</sup> thru the 1st

## **HEALTHY CHILD CARE**

Our goal is to provide a safe and healthy environment for each child. If your child is sick please keep him/her home, or find an alternative day care for that day. Children who have had a fever should be “fever free” for at least 24 hours before returning to school. This keeps children from infecting other children or staff.

## **ARRIVAL AND DISMISSAL PROCEDURES**

Parents should take their children to the classroom upon arrival and sign in. Children should be picked up at the end of the day from the classroom and sign out daily.

## **SIGN IN/OUT**

All children must be signed in by the person bringing them to school. All children must be signed out by the person picking them up from school. The time of arrival and pick up must be indicated. The person signing a child in or out must use their names and not “mom or dad”. The person picking up a child must be **18** years of age and must be listed on the emergency form under the section, “Names of Persons Authorized to take my child from Facility”. Children will be allowed to leave with a person not on the list only if the teacher has **written authorization** from the parent or guardian. No child will be allowed to leave the school grounds with anyone other than a parent or guardian until proper identification is obtained (driver license or state identification). This person must be on the emergency list, or the parent must leave a signed note with the teacher stating the name of the person picking up the child. Parent must inform the teacher in advance if the child must leave school during the morning preschool time. We are in class from 08:00 a.m. until 12:30 p.m. A child missing this part of the day misses our instructional learning program.

**PARKING:** The main gate will remain open during the hours of 6:30 a.m. and 5:30 p.m. Please do not block the driveway entrance. For parents arriving after 5:30 p.m. please park on the street and walk through the gate opening.

## **FULL DAY PRESCHOOL GUIDELINES**

1. Children attending full day may be dropped off anytime between the hours of 6:30 a.m. and 8:00 a.m. They may be picked up any time after 03:15 p.m. but before 6:00 p.m. Our academic classes are scheduled between 8:00 a.m. and 12:00 p.m.
2. Children need to bring a lunch in a sack or lunchbox, a hot lunch can be heated up if needed. If a lunch needs to be kept cold please provide an ice pack in the lunch box. Please label all containers and lunch boxes.
3. A crib sheet and small blanket must be kept at the school for nap time. Sheets and blankets will be sent home on Fridays to be washed; they must be returned on Monday. **No Toys** from home are allowed, but one (1) small stuffed animal may be brought for nap time.
4. Nap Mats will be available for each child on the site and will be assigned to your child for their exclusive use.

## **FINANCES**

Little Steps of Faith Preschool is financially independent or self-supporting. Registration and tuition fees cover only general operating expenses. The overhead expenses (heat, lights, custodial services and maintenance) are assumed by the preschool.

1. **Annual Registration:** fee is due at the time the application is submitted. For returning student the registration fee is due by August 5<sup>th</sup>.
2. **Tuition:** Is based on an annual charge. Parents may choose to enroll their child for ten (10) months or twelve (12) months. A 5% discount will be given if the entire year is paid in full in advance. Payments not received by Wednesday of the same week will be considered delinquent; a late fee of \$2.00 per day late will be added at that time. Tuition will not be pro-rated

for absences or vacations. For specific tuition information, please call the school office.

3. A **two week notice** is required prior to removing your child from our program.
4. **Overdue Payments:** Students whose tuition is delinquent for more than 30 days **will not** be permitted to return to school until tuition is paid in full or arrangements made.
5. **Returned Checks:** If your check is returned by your bank for any reason, there will be an additional **\$35.00** service charge added to your account. If any payment is made with a dishonored check, you may be required to make all future payments in cash or with a money order. Credit Cards also are accepted.

## **LATE FEES**

Children must be picked up promptly. Children picked up after 6:00 p.m. will be charged \$1.00 per minute for the first 5 min. then the rate will be \$2.00 per min. thereafter.

## **ENROLLMENT PROCEDURES**

Little Steps of Faith Preschool is not a ministry of Light and Life Christian Fellowship, but mirrors the teachings and values. Our policy of non-discrimination is in accordance with Section 312231 Chapter 4, of the Title 22: California Administrative Code. Children of all races, creeds, and color are encouraged to apply for admission. Preschool admits students of any race, color, national origin and ethnicity, to all the rights and privileges, programs, and activities generally accorded or made available to the student at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

## **TODDLER COMPONENT**

Children in the toddler component are between the ages of 18 months to 30 month and are physically separated from the preschool age children. Toddlers have exclusive use of the preschool house with different play times, meal times, lunch times, as well as nap times.

## **PRESCHOOL PROGRAM**

To enter Preschool, a child must be 3 years old and toilet trained. However, if not completely toilet trained, there will be an additional fee for those children. The Preschool Board approved a monthly fee of \$60. It will be decided by the teachers, when the fee can be removed. Our goal is to assist parents in the process of toilet training.

The following items are required to be given to the Director on or before the first day of school:

- 1. Application form**
- 2. Tuition agreement**
- 3. Identification and Emergency Forms**
- 4. Medical Consent Form**
- 5. Copy of Birth Certificate**
- 6. Copy of updated Immunization Records**

Additional items must be submitted within 7 days of starting school:

- 1. Admission Agreement and signed Handbook Page**
- 2. Signed Handbook Page**
- 3. Health History (asthma, diabetes, epilepsy, etc.)**
- 4. Parents Rights Receipt**
- 5. Photo Release Form**

**Registration fee should be included with the application.**

Parents or legal guardians must inform the school of a child's medical condition. It may be necessary for the Director or Teacher to administer the child's medication. Therefore parents or legal guardians must provide the Director with appropriate medication and instructions.

The physician's report must be received within 30 days after starting school.

**Failure to turn in these forms may result in the child's removal from the class until the forms are submitted.**

## **GOVERNING BOARD**

The governing and policy making body of Little Steps of Faith Preschool is the Governing Board. The Board determines all general policies for the school. The Board is made up of three to five appointed members.

## **ADMINISTRATION**

The administrative officer is the Executive Director whose function is to interpret and carry out the policies established by the Governing Board, to administer the curriculum and oversee all staff persons, teaching and non-teaching, who are on the school's payroll. The Executive Director is responsible to the Governing Board.

The Executive Director is the administrative officer directly relating to the preschool. The Executive Director's function is to interpret and carry out policies established by Title 22 regarding the preschool program.

## **INSTRUCTIONAL STAFF**

Our teachers and staff members are equally invested in our commitment to developing a partnership with parents and respect for one another.

Our teachers dedicate their working lives to sharing Christian education with students and their families. Our teachers are Christians who provide exemplary leadership for their pupils and have a sincere concern for each student.

## **DISCIPLINE**

A Christian attitude of love and concern is maintained with regards to discipline. Un-Christian like attitudes, gestures, words, or actions will not be tolerated. Children who misbehave in the classroom or on the playground will discuss their behavior with the teacher or the Director. **NO CHILD WILL BE**



## **PERMITTED TO DEPRIVE OTHERS OF A PEACEFULL, LEARNING ENVIRONMENT.**

### **Disciplinary matters will be handled in the following manner:**

1. The child will be redirected to an acceptable behavior.
2. The child and teacher will discuss the problem.
3. The child will have a “Time Out” – sitting at a table with their head down until they can get their body back under control.
4. Short verbal comment to parent, note or telephone call home.
5. Parent conference.
6. If the problem persist after the parent-teacher conference and cannot be resolved, and if the child is disrupting the class and /or becoming a danger to himself/herself and others, the child will be dismissed from school (expelled).

## **COMMUNICATIONS**

### **Monthly Calendars and Newsletters**

A monthly newsletter will go out highlighting important information for that month. Please place the newsletter somewhere visible for you and your family to see. We don't want you to miss out on anything. The newsletter contains information for parents. It is vital communication link between the school and home. Many problems can be avoided if communication channels are known and kept open, and used. When questions arise regarding the preschool, its teachers, its director, or its programs, the Board recommends that the parent, at the first moment of concern, do one of the following:

### **The Classroom:**

A parent with a concern regarding their child's classroom activities should first contact the teacher and arrange for a conference if necessary. If after the conference, the parent's concern is still unresolved, a conference with the preschool Director should follow. If further questions result, the parent should contact the Chairman of the Board.

## **Preschool and Toddler Programs:**

If a parent has a concern regarding general program or activities, please contact the preschool Director.

We invite parent comments regarding school policies, procedures and curriculum. Parents are welcome to address the Governing Board briefly at the beginning of each meeting. Board meetings are held quarterly at Light and Life Christian Fellowship. Contact the office for meeting dates and time to address the Board.

## **CURRICULUM:**

The curriculum of Little Steps of Faith Preschool is designed to give a well-rounded and quality Christian education to each child. Our basic curriculum includes the following:

### **Religion:**

Our curriculum provides age appropriate study of Bible stories for all our preschool students throughout the year.

### **Toddler Curriculum:**

Activities for our toddlers include:

1. Mimicking what they see at home such as playing with dolls, preparing pretend food, and using dishes.
2. More interest in books and labeling pictures they see.
3. Playing with car and trains.
4. Sand and water play.
5. Finger painting, modeling with playdough.
6. Climbing over things to build muscles and coordination.
7. Building language, developing friendships with peers, and sharing stories.

## **Preschool Curriculum:**

Our preschool curriculum covers the following areas:

1. Language – Books finger plays, name recognition, flash cards, alphabet, rhyming, and opposites.
2. Mathematics – Calendar, number recognition, finger plays, flannel graph, stories, and books.
3. Science – Health, nutrition, simple experiments, pets and their care, things to touch and see.
4. Arts and Crafts – Paint using various mediums and utensils, glue scissors, paper, crayons, markers, clay and play dough.
5. Music and Movement – Songs (religious and secular), movement to recorded instructions and free dance.

## **Pre-Kindergarten Curriculums:**

Our pre-Kindergarten program addresses the many aspects of early childhood education, integrating social, person and emotional development; oral language development, early literacy skills and love of literature, physical development and movement, health and safety, math, science, and social studies, technology and the fine arts.

## **RETENTION**

It is sometimes determined that a particular child is not ready to be promoted to the next grade. These are two chief reasons for retention.

1. The student is either not socially or emotionally ready.
2. The student is not academically prepared for the promotion.

Retention is never a punishment, but is intended to aid the total development of the child.

## **FIELD TRIPS**

Field trips are made by each class to various places of interest and educational value. Parents are notified of the date, place and cost of each trip. Transportation is usually by bus or parent's automobile. **NO CHILD WILL BE TAKEN ON A FIELD TRIP WITHOUT A PERMISSION SLIP SIGNED BY THE PARENT OR GUARDIAN.**

Field trips are part of the school curriculum, and all children are expected to participate. There may be a charge for the trips. The amount varies according to the nature of the trip. We are careful to select trips economically feasible.

Parents may be needed to help supervise children on some field trips. Parents volunteering will watch children assigned to them, not just their own child. Brothers and sisters may not accompany the parent. Children must stay with their own class and supervisor. Parents may also be asked to volunteer to drive for a field trip. Children riding in a parent's automobile are required to wear a seat belt, and if they are under 8 years of age or under 80 pounds must have a car seat. Children riding on a school bus are not required to wear a seat belt.

## **WORSHIP**

Worship is a lifelong activity not to be restricted to a particular time, place or method. Christians, because we are united in Christ, gather to worship God. Worship happens in the classroom whenever the class prays together or listens to God speak through His Word. It occurs each week in our chapel services. It also happens at special school services such as Opening and Closing of school, Christmas services and Easter week.

A one-half hour chapel service is conducted once a week in the church sanctuary. Parents are always welcome to attend these services and are urged to be present whenever possible.

It is hoped that parents will want to bring their children to Sunday worship service regularly. We invite those of you without a church home to attend

service at Light and Life Christian Fellowship, and to make our church your regular place of worship.

Sunday Morning Worship Service 10:00 a.m.

Coffee at 11:30 a.m.

## **DRESS CODE**

Our dress code should reflect Christian qualities and should be appropriate for the occasion. One's appearance has a great effect on one's attitude, conduct, and seriousness of purpose. We expect clothing worn by students to be modest, clean, neat, and in good repair. Here are specific rules that must be followed:

1. No open shoes, sandals or thongs may be worn. Cowboy boots and dress shoes may not be worn because the slick bottoms can be unsafe on climbing toys. Shoes must have heels and soles which allow for freedom of play and safety during outside playtime.
2. Socks or stocking (tights) must be worn at all times.
3. Shorts are permitted provided they are of appropriate length: cutoffs are not permitted. Tops that expose the "tummy" when arms are raised may not be worn to school or school functions.
4. Shirts advertising products, rock musicians, or violent or unacceptable cartoons will not be permitted.
5. Dresses will be long enough to cover the child's panties when they sit crossed-legged. This prevents other children from teasing them about seeing their underwear. Shorts are recommended to be worn under dresses as children do tend to sit in the sand. Children are active at preschool and will get messy. Before leaving the house, please look at your child and ask yourself "will I be upset if my child gets dirt, mud, paint food, glue, or other marks on their clothes?" If the answer is "yes" please change the child's clothes so the answer becomes "no".

## **PERSONAL ITEMS**

The school strongly recommends that everything a child wears or brings to school have his or her name on it (clothing, lunch pails, supplies, money envelopes, etc.). Lost items will be placed in a lost and found box. Items remaining unclaimed for 30 days will be donated to a worthy charity.

Students may not bring I-pods, MP3 players to school without first talking to the teacher. These items will be confiscated and returned directly to the parent. Jewelry and other items of particular value should not be brought to school. The school and teachers cannot be held responsible for items of personal property lost by children.

No outside toys from home are allowed at school. One small stuffed animal may be brought for naptime only. If the teacher plans a “share” day, a note will go home with guidelines.

## **EMERGENCY PROCEDURES**

The school has been completely inspected and approved in regards to facilities and fire prevention measures. A fire drill is conducted without warning once a month.

Earthquake drills are also conducted on a regular basis. The school has an established disaster procedure. In case of an earthquake or natural disaster, your child will be kept at the school under supervision of the teachers until called for by an authorized adult.

In the event we need to evacuate the school, teachers and students will be at:

**Sylmar Park  
13109 Borden Avenue  
Sylmar Ca 91342**

Parents are required to provide an earthquake survival kit for each child enrolled in our school. Children must also bring extra clothes which will be kept at the school with their earthquake kits. Earthquake clothes are used only in the case of an earthquake or natural disaster. These kits are kept in a specific place on our campus.

## **EMERGENCY CARDS**

Each child must have an emergency card (form) properly completed and on file in the school office by the first day of school. These forms provide the office with phone numbers where a parent can be reached in case of an emergency and also provides a medical release should emergency medical treatment be deemed necessary. In case of an emergency, such as sudden illness or serious injury, every attempt will be made to immediately notify parents. Be sure to update your card with the office if there is a change in contact information (numbers).

## **INSURANCE**

Your child is automatically covered by student accident insurance as part of the registration fee. The group coverage includes travel to and from school as well as all school sponsored activities whether at school or away.

## **SNACK TIMES**

Preschool:

Morning snack time is at 10:00 a.m. and afternoon snack time is at 3:30p.m.

Toddler:

Snack 8:45AM & 10:35 AM and 3:35

## **LUNCH**

Children should bring their lunches to school each day. Please do not send candy or carbonated drinks with children in their lunches.

Preschool Lunch is from 12:00 to 12:30

Toddler Lunch is from 12:15 to 12:45

## **REST TIME**

**Toddlers** rest every day from 1:00PM to 3:15PM

**Preschoolers** rest time is every day from 12:45 p.m.to 03:00 p.m. Nap mats are provided for the exclusive use of your child. Your child will receive a new mat labeled with their name.

## **CHILD ABUSE**

Teachers and day care workers are obligated under the California Penal Code to report suspected child abuse to proper authorities. Failure to report suspected abuse within 24 hours is a misdemeanor punishable by up to six months in jail, a fine of not more than \$1,000.00 or both.

Therefore, if a staff member (director, teacher, daycare worker) has reason to suspect that a child in our care has been abused physically, sexually, or emotionally, we must report it to the proper authorities.

## **Medication**

If your child needs to take medication at school for chronic illness or upon returning to school after a short-term illness, please be advised of the following:

1. All medication will be kept in the director's office, or in the kitchen refrigerator in a locked container.
2. Before dispensing medication to a child, a medical release form must be received from the parent/guardian indicating the need for medication and the proper dosage. It must be dated for every day the child is to take the medication.
3. Medication must be prescribed by a physician.
4. Medication must be in the original container and have the child's name on it.
5. Do not place medication in your child's lunch box or backpack. Give it to the teacher or it will not be dispensed to your child.

***We, the staff at Little Steps of Faith Preschool want to provide a positive experience for each child enrolled in our program.***



# LITTLE STEPS OF FAITH PRESCHOOL

## HANDBOOK

### FOR

### PARENTS AND STUDENTS

I \_\_\_\_\_ have read the preschool Handbook for Parents and Students. I will, to the best of my abilities, abide by and enforce the printed policies. I have read and am aware of the additional charge(s) for toilet training and late pick up of my child.

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**Signature**

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**DATE**

**Please return this page of the handbook to L.S.O.F. office**