

# **CIRCLE OF LOVE PRESCHOOL**

*A Ministry of First Lutheran Church*



## **PARENT HANDBOOK**

**2025 – 2026**

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## **WELCOME**

Welcome to First Lutheran Circle of Love Preschool, a ministry of First Lutheran Church. First Lutheran Church is committed to offering the families of our community an opportunity for meaningful Christian worship, education, prayer and care support. We are "A Caring Community of Faith in Action."

In a world plagued with misinformation about God, we stand on the truth revealed in His Word, the Bible. We share the precious information of who God is as well as why and how much He loves us all. We also share lessons that teach us how to treat one another and help form moral character so it is very necessary to live a full, rich life.

Circle of Love was founded in 1986. What we offer is just one small part of our larger effort to "bring up children in the way they should go" (Proverbs 22:6).

## **MISSION AND PHILOSOPHY**

### **Our Shared Mission**

#### ***"Connecting Hearts, Discovering Purpose in Christ"***

We live out this mission by:

- Promoting a learning environment for all that is loving and Christ centered.
- Providing a play-based preschool experience, using a developmental, hands-on curriculum.
- Encouraging creativity, self-confidence, the joy of discovery, and a lifelong love of learning.
- Modeling God's love by teaching respect for others, social skills, and purpose-filled service to others.
- Connecting the message of God's abiding love to our families and community.

### **Our School Philosophy**

"When we play, we learn!" Play is a developmentally appropriate way for children to make sense of their world and holds a crucial role in the development of the whole child. Our goal is to connect closely with each child and meet their diverse needs; spiritually, cognitively, physically, emotionally, and socially, supporting them in discovering who God has made them to be. To meet these needs, our curriculum provides opportunities for children to develop and express themselves creatively in our play-based, hands-on, Christ-centered environment. Train up children in the way they should go, even when they are old, they will not depart from it (Proverbs 22:6)

### **A (Very) Brief History of Lutheran Education**

The focus on education has deep roots in the Lutheran Church. Over 500 years ago, the Bible was not accessible. There was the obstacle of extremely low literacy, a general lack of access to education, and at that time, Bibles were both rare and written almost exclusively in Latin, not in the languages of the common people. Martin Luther addressed his various concerns with the church in Europe and in response to those concerns, Luther translated the Bible into German, all of which sparked what would be known as the "Protestant Reformation."

The Lutheran Church was founded on the belief that it is the shared duty of churches, parents, and teachers to share the Good News of Jesus Christ and that all people are entitled to read and study the Bible. At First Lutheran Church and Circle of Love Preschool, we proudly hold early childhood education in the highest regard as it sets the foundation for all future learning. Circle of Love trusts deeply in the tradition of Lutheran education because we believe it is essential to "train up children in the way they should go, even when they are old, they will not depart from it." (Proverbs 22:6) - *Making Jesus Real (Pacific Southwest District LCMS)*

## PURPOSE OF THIS HANDBOOK

This handbook is meant to be a guide to understand our basic philosophy, principles and goals. We hope to communicate our standards, rules and procedures of operation. It is designed to foster mutual understanding. We encourage you to read it in its entirety. Any questions or need for clarification may be brought to the school office.

**\*\*Please sign and return the handbook form in your intake paperwork so that we will know you have read and accept our policies and procedures.**

## CURRICULUM, GOALS, PLANS TO ACHIEVE GOALS

### About Curriculum

The educational curriculum has been designed to be exceptional in all ways. Our program is full of exciting, well-designed challenges to inspire and motivate each child. Our Pre-Kindergarten and Transitional Kindergarten programs have been designed to prepare each child for kindergarten – filling each child with reading and math readiness skills, confidence, and a love for learning.

The activities for children are developmentally appropriate and promote success for the child because they are geared to their developmental stage and individual ability and interest.

Children need years of play with real objects and in different situations before they are ready to understand the abstract meaning of symbols such as letters and numbers. Learning takes place as children touch, manipulate, and experiment with things and interact with people. They need to see it, touch it, feel it, taste it, or hear it before it has meaning. During play, when they are actively involved, they become motivated to experiment and discover. Through play, your child will develop problem solving, social and communication skills as well as baseline skills that are needed to build a foundation for complex conceptual and abstract learning later in life.

At Circle of Love Preschool, children's play is considered essential to their learning and as such is the major component of our curriculum. The curriculum considers this process of learning as entirely necessary before "products" of learning may be expected.

### Goals

Developmentally appropriate goals for young children are:

1. To build a healthy and positive self-concept
2. To provide opportunities to enhance social skills
3. To encourage children to think, reason, question, and experiment
4. To promote language development
5. To encourage and demonstrate sound health, safety and nutrition habits
6. To respect cultural diversity
7. To develop initiative and decision-making skills
8. To provide opportunities for physical development

"Without play - without that child still alive in all of us - we will always be incomplete.  
And not only physically, but creatively, intellectually, and spiritually as well"

George Sheehan, world-famous cardiologist, best-selling author, and athlete

## **Plan to Achieve Program Goals**

The Circle of Love curriculum is based on the assumption that the development of a positive self-image, and of academic and social skills are essential for a child to live an effective, creative and contributing life.

The program is built around a web framework of developmental themes that follow the children's interest or are a part of their daily world (Dinosaurs, Construction, Community Helpers, Gardening, etc.) and daily Christian learning. From this point, experiences emerge from the development and the interests of the individual children in the group. Our belief is that what happens to the child, as a result of their experiences, is what is significant rather than the experience itself. We also believe that when children have some control over their own activities and experience, a sense of trust, autonomy and initiative can grow. This philosophy is based on the theory of Erik Erikson. Our curriculum is also based on the theory of Jean Piaget, which supports and strengthens concept formation and symbolization as the basis for academic proficiency.

The program offerings are free flowing with areas of planned activities available for the children to choose. We base our curriculum on the need to explore, experiment, make choices, problem-solve and think independently.

Our overall goals for language are to help children learn to speak spontaneously and with fluency, and to help children learn to listen and then make use of what they hear. Language is always an integral part of the program - part of every action and function. It is supported by encouraging self-initiated play and informal spontaneous conversations, giving children something real to think and talk about, and using questions to generate language. For language minority children, all teachers make a special effort to use gestures and body language to help them understand, to speak clearly and simply, to respect the child's language, and to help the child to preserve their language and culture.

Basic concepts of good nutrition are interwoven into the lesson planning throughout the year. The children participate in food preparation activities that include good nutritional information as well as other educational concepts.

## **OUR PROGRAMS**

Circle of Love offers classes for children who are two years and 6 months (2.5 years), three years old, four years old and five years old. Placement is determined by the child's age as of September 30th.

**Rainbow** is for children who are 2 years by September 30<sup>th</sup>. This program is offered in the morning with the option of adding on daycare to make a full day schedule. *Children do NOT need to be fully potty trained. Our teachers (or families) will initiate a conversation with parents when a child shows signs of being ready to start the process. Together, teachers and families design a potty-training support plan that is tailored to each child.*

**Red** is for children who are 2 years and 6 months by September 30<sup>th</sup>. This program is offered in the morning with the option of adding on daycare to make a full day schedule. *Children do NOT need to be fully potty trained. Our teachers (or families) will initiate a conversation with parents when a child shows signs of being ready to start the process. Together, teachers and families design a potty-training support plan that is tailored to each child.*

**Yellow and Blue** are for children who are 3 years of age by September 30<sup>th</sup>. This program is offered in the morning with the option of adding on daycare to make a full day schedule. *Children must be fully potty trained.*

**Pre-K** is for children who are 4 years of age by September 30<sup>th</sup>. This program is offered in the morning with the option of adding on daycare to make a full day schedule. *Children must be fully potty trained.*

**Transitional Kindergarten** is for children who turn 5 in August, September, October, or November. This program is offered in the morning with the option of adding on daycare to make a full day schedule. Transitional Kindergarten is not meant to replace kindergarten, but rather to support 5-year-olds on their developmental journey as they prepare for kindergarten. *Children must be fully potty trained.*

## PROGRAM HOURS / SCHEDULE AVAILABILITY

We offer flexible scheduling and combination schedules to meet the needs of our families. See table below for our programs, hours, and schedule availability. We are open from **7:30 a.m. to 5:30 p.m.** Monday through Friday. If these hours/schedule should change due to any reason, COL will notify families.

	<b>Hours:</b>	<b>Schedule Availability (per week)*</b>
<b>Full</b> day students:	7:30 a.m. to 5:30 p.m.	2, 3, 4, <b>or</b> 5 days
<b>Half</b> day students:	9:00 a.m. to 12:30 p.m.	2, 3, 4, <b>or</b> 5 days
Transitional Kindergarten:	9:00 a.m. to 12:30 p.m. <b>Or</b> 7:30 a.m. to 5:30p.m.	5 Half days  5 Half days with daycare

## OPTIONAL PROGRAMS

### Hot Lunch

A hot lunch consisting of cheese pizza, fruit/veggies, and yogurt is offered on **Fridays** at Circle of Love (except for July and August). The hot lunch menu for the month is placed in each student's folder one week in advance. Parents need to indicate which Fridays their child needs hot lunch from the school in the space provided. Lunch purchased in advance (at least the day before) will be **\$4.00** each; lunch purchased the day of will be **\$5.00**. The order form and fee need to be brought to the school office. The cost of lunch is handled separately from tuition. Please do not include lunch fees in with your tuition check. Hot lunch is not available the first week of school.

Our hot lunch service is not required. Children may bring their own lunch from home in a lunch box/bag with their name on it and the date the lunch was brought to school. (Lunchbox date stickers are available in all the classrooms.) There are microwave ovens in each classroom. The teachers will warm up your child's lunch if requested. Food must be sent in a microwave safe container!

## EXTENDED CARE

You are to observe the expected drop-off time and pick-up time unless you make other arrangements. Occasional extended care is available for \$10.00 per hour or any portion thereof. If you are in need of this service, please make prior arrangements with the



Director. The charges for extended care will appear on a separate invoice and be put in the student folder at the end of the month.

**Early Drop-Off** is not available before 7:30 a.m. If your Half Day student requires drop off before 9:00 a.m., contact the office about adding this service.

**Regular Drop-Off** for Half Day students begins no earlier than 9:00am. For Full Day students, no earlier than 7:30 a.m. (Half Day students drop off before 9:00am will incur a fee for the extended care.)

**Late Pick-Up** Children become anxious when left beyond their normal pick-up time. Please call if you are going to be late so we can tell your child what to expect. If you pick up your child(ren) after closing (5:30 p.m.), you will be charged a fee of \$10.00 per five-minute increments, or any portion thereof.

## ENRICHMENT PROGRAMS

**Chapel -- Chapel Calendar:** <https://www.circleoflovemb.org/chapel-calendar>

School chapel is held alternating Mondays & Tuesdays at 9:40am in-person and via Facebook Live. If your child does not attend school on Chapel days, you can join us virtually via the Circle of Love Facebook page! (You do not need to have a Facebook account to watch our Facebook Live Chapel.) COL Facebook Page: <https://tinyurl.com/y68uup49>.

An offering is taken during chapel. We support the Grantparent Program each year with our chapel offerings. We provide offerings envelopes at the beginning of the school year to help teach your child about giving. PSD Grantparent Program: <https://www.psd-schools.org/give>.

### Music

Circle of Love's curriculum includes a half hour music lesson each week. This program is included in the tuition. Our Music Teacher is Mrs. Karla Devine. Her bio is on our website.

### Church Mouse Choir & Family Sundays

All students enrolled in Circle of Love are members of the Church Mouse Choir. Student participation in Sunday morning worship services at First Lutheran promotes a closer partnership between church, school, and family. The children are strongly encouraged to sing when their class is scheduled. **The school calendar notes when the Church Mouse Choir is scheduled to sing.** Each class will sing one time during the school year, and you will also be reminded of it ahead of time. The children look forward to singing and feel excluded when they cannot participate as they have practiced their songs for so long.

**School Calendar of Events:** <https://ficol.org/calendar>

## EXTRA-CURRICULAR ACTIVITIES

### Gymstars, Webby Dance

As a service to our school families, extra-curricular activities are available on campus for an additional fee, paid directly to the class provider. Applications for all activities may be found in the school office. Gymstars is on campus on Monday and Tuesday afternoons. Webby Dance is on campus on Wednesday afternoons and Thursday mornings.

## ADMISSION AND ENROLLMENT

### Admission Requirements

Our school is open to all who desire a Christian preschool education for their children. There is no discrimination based on race, color, national or ethnic origin, or religion or any protected category. The school enrolls children 2 to 6 years of age.

**Potty Training** – All children must be fully potty trained prior to the first day of school. Fully potty-trained means that children are consistently able to care for their own bathroom needs. This means children can tell teachers when they need to use the potty. They should be able to get onto/off the potty by themselves and pull their pants/underwear off and back on by themselves. They should be able to wipe themselves or be able to try and wipe themselves. Also, when a teacher takes a child to the bathroom, more often than not, they have multiple children to assist and help keep focused, so children should be nearly self-sufficient in the bathroom. All our teachers regularly take their classes to the bathroom and frequently ask "if anyone needs to use the potty?" Potty training occurs when a child is ready; every child is different. We are here to support your children on their developmental journey! When children can take care of their own needs, this not only boosts self-confidence but also their independence. **[Children enrolled in the 2-year-old Rainbow and Red Room do NOT need to be potty trained.]**

**Children with Special Needs** – Should it be determined that your child's needs are not fully met by our program, then you, our teachers, or the preschool director can request a meeting to determine how best to meet your child's needs so that they can reach their full developmental potential.

### Enrollment Period and Process

Our enrollment period starts in January for each new school year. The school year begins the day after Labor Day. Generally new students are admitted in September. Based on availability, students may be admitted throughout the school year. Here are the steps of the enrollment process:

1. **Contact List** is how we keep track of our prospective students. This is **not** a waiting list. It is for informational purposes only and does not give enrollment priority. We use this list to send emails notifying prospective parents when the enrollment period begins and give information on group tours. There is no charge to add your child's name. Parents may call or stop by the office to add their child's name to our database at any time.
2. **Postcards/Emails** are sent out in December or January notifying prospective parents that our enrollment period has begun. It also includes an invitation to visit our campus for scheduled group tours.
3. **Group Tours** are scheduled bi-weekly monthly and are about 1 to 1.5 hours in length. Space is limited; therefore, reservations are required. We provide detailed information on the various types of preschool environments so that our prospective parents can make an informed decision on what would be the best fit for their child. We also include an extensive tour of our campus and answer any questions you may have. At the end of the Group Tours, enrollment packets are available.

4. The **Application Form** along with a tuition deposit (1/2 first month's tuition) and registration fee initiates the enrollment process. All forms will be stamped in the order they are received and will be processed accordingly. **Enrollment Packets** are now online and submitted digitally via Procure. These packets include information about Circle of Love and all the necessary forms needed for enrollment. Current Circle of Love families receive their new enrollment forms (also digitally via Procure) prior to this.
5. **Offer Letter/Acceptance Forms** will be mailed out in early Spring or at the time of enrollment. You will have an opportunity to accept the placement offer by completing the **Acceptance Form**. If the offer is accepted, your tuition deposit and registration fee is non-refundable.

Enrollment is for one school year and is to be renewed annually.

### **Class Admission and Assignment**

The Director makes the final decision concerning each child's admission and class assignment. Factors concerning the admission of a child include the date of the application and payment of fees. Specific class placement considers the teachers' recommendations, the balance of the number of boys and girls in a class, and the number of half day vs. full day children.

Circle of Love has a priority enrollment process. Registration priority is based on the following criteria:

1. First Lutheran Church members and staff
2. Current students
3. Siblings who will enroll in the same school year
4. Siblings of former students
5. Community at large

**Paperwork Prior to Admission** – Once your child is accepted, the following forms need to be turned in before your child may start in our program:

- Payment & Attendance Policies (includes Sign In / Out Policy)
- I.D. & Emergency Form
- Physician's Report-Child Care Centers Form
- Health History-Parent's Report
- Personal Rights Form
- Parent's Rights Form
- COL Consent and Authorization Form
- Consent for Emergency Medical Treatment
- Spiritual Life Form
- Permission for Directory Form

### **Class Transfer**

"Student transfers" from one class to another during the school year is dependent upon the approval of the Director. A **Schedule Change Request Form** must be submitted to the school office. Class transfers will not be made during the first weeks of school.

### **Schedule Changes**

A **Schedule Change Request Form (or email)** must be submitted to the school office for any change to your child's original schedule. You will be notified regarding whether and when the change may be made.

## EDUCATIONAL ENVIRONMENT

### Staff

The teaching staff consists of Christ-centered, mature adults who have been trained in Early Childhood Education and Child Development. They must possess a full awareness of the needs of the young child, and exhibit positive behavioral standards and ethics based on the Word of God.

### Teacher-Child Ratio

Our teacher-child ratios surpass the state mandated ratios of one teacher to 12 children to provide children with more quality time with adults. Our goal is to have one teacher per 10 children. Our Transitional Kindergarten program is 1 teacher to 12 children.

### First Day of School

Most children look forward with pleasant anticipation to the beginning of school. However, some are accepting but not enthusiastic about it. At the other extreme, some children may be fearful.

Tell your child what they may expect and give them accurate information concerning familiar factors, such as other children for playmates, and toys and equipment that they will enjoy. Be casual, not too superlative; high expectations may be followed by disillusionment and disappointment.

On the first day, allow plenty of time for dressing, eating and other morning routines to permit you and your child to arrive at school feeling relaxed and secure. Be sure to tell them you will return. They tend to feel more secure about your absence with your promise of return at a given time. Please refrain from telling your child they "must be good". If your child shows fear in any way, let them know that you understand and then follow the teacher's suggestions for your situation.

### Arrival and Departure

When arriving on campus, please do not leave unattended siblings in vehicles at any time. We are a locked campus, but we need your help to ensure all gates are closed behind you. For the safety of our campus, **never give the gate code to your children or their siblings.** Only Circle of Love Staff and parents/guardians should know the gate code.

**Sign-in** at arrival with your full signature and time of arrival on your child's classroom via Procare. You may scan the QR code and sign your child in via the free Procare app, or utilize the classroom's iPad. In the event of a WiFi outage, Circle of Love will utilize paper sign in sheets. The State is very specific about sign-in and sign-out requirements. Do not let your child write on the sign in sheet or sign themselves in on the electronic sign-in on the classroom iPad. Be sure your child is left in the care of their teacher(s). Before you leave, be certain that a teacher acknowledges your child's presence. Never leave your child on the playground or in a classroom unattended.

**Sign-out** every day using your full signature and the time of departure. If for some reason you are unable to pick your child up, be sure to inform the school office; you will need to inform them who will be picking up your child.

### Helpful Procare Articles:

- **Signing In/Out with a QR Code:** <https://www.procaresupport.com/procare-online/docs/parents-using-qr-codes-for-sign-inout-1>

- **Signing In/Out with your PIN & Signature:**  
<https://www.procaresupport.com/procare-online/docs/parents-sign-in-out-with-a-pin-1>

**Visitors/Classroom Helpers:** Please remember to sign in at the school office to receive a Visitor Badge. Due to a law that was passed in 2016 (SB 792), we are now required to have immunization records including measles, pertussis, and flu on file for anyone who volunteers at Circle of Love and who engages with the children. You may date and sign a note waving the flu shot each year. In addition, volunteers must provide proof of a clear tuberculosis test (taken within 1 year prior to volunteering or within 7 days) and must fill out and sign the Volunteer Health & Immunization Form which is available in the office.

Circle of Love strongly recommends that any volunteers also be fully vaccinated for COVID-19. We welcome your involvement and time as a volunteer, but please help us to remain a safe campus and open to serve the community by taking every precaution, including vaccination.

### **Requirements of a drop-off and pick up person**

- Persons other than the child's parent must be 18 years of age or older to sign children in or out of the preschool.
- The designees must be listed on the **Identification and Emergency Information Form**. If someone other than those listed on the **Identification and Emergency Information Form** is to pick up your child, you will need to call the school office or send a note. Persons other than parents will be asked to show picture I.D.
- You must notify us in writing if someone is **NOT** allowed to pick up your child so we will be sure to be aware of it. Only a legal restraining order on file at our school can legally prevent a non-custodial parent pick up.

While we understand that emergencies do arise, we request that parents keep in mind the pick-up and closing times. Frequent tardiness to pick up a child may necessitate that the child be withdrawn from the preschool.

California's Department of Social Services, Community Care Licensing Division forbids the mixture of students who have been signed out with those who remain in our charge. It is a safety issue. As much as we want you to consider Circle of Love your "home away from home", we must request that you and your child leave directly after signing out. **This includes not remaining on campus/playing on the playground once the child has been signed out.**

### **Snacks**

Circle of Love Preschool no longer provides a morning or afternoon snack. Families are required to bring a morning snack (for Half and Full Day children) and an afternoon snack (for Full Day children). Please pack snacks (ideally consisting of two food groups) with your child in a disposable bag with their name written on it.

The preschool does incorporate the preparation and cooking of food into the curriculum when appropriate. (These activities have been curtailed during the COVID-19 pandemic.) Food preparation activities provide learning opportunities in nutrition, health, self-help, math, science, sensory, language and large/small motor skills. **If your child has any food allergies, please make sure we are made aware of them.**

## Parties

Your child's birthday is an important day. Parents who choose to provide food to celebrate a birthday are encouraged to bring a healthy snack and drink. Some ideas include muffins, yogurt, fruit, veggies with dip, or nut-free granola bars. Please check with the teacher(s) in advance so that the class can allow time for the celebration.

Room parents or teachers will provide snack sign-up sheets for special occasions and holidays periodically throughout the year. Here, again, **healthy snacks are encouraged.**

## Clothing - **Label all personal items!** (*jackets, sweaters, hats, lunchbox, etc.*) \*

Children should wear appropriate clothing, keeping safety and comfort in mind. Remember that they are coming to **play!** It is far more difficult to explore and enjoy our program if they are concerned about getting their clothes messy or dirty. Fancy dresses and slacks are not conducive to active play. It is a good idea to purchase a few inexpensive outfits that are just for play at school.

Avoid long skirts that can be dangerous when a child is going up and down steps, climbing or using playground equipment! Please no open-toed shoes or flip flops.

**Closed-toed shoes are required.** Sneakers are preferred. Open-toed sandals can cause children to trip and stub their toes. They can also cause accidents when your child is climbing ladders on the playground equipment. Students wearing open-toed shoes will not be allowed to play on the playground.

Please choose shoes that are not difficult to put on! If you struggle to get your child's shoes on in the morning, imagine a teacher helping 12 or more children with their shoes!

The cords on jacket hoods need to be removed to avoid neck injury or choking.

Provide a complete set of spare clothes for your child. It will be stored in your child's cubby. Label **all** articles of clothing and place inside a gallon size zip lock baggie. Include socks, underwear, pants, shirt, and sweatshirt. If used, be sure to replace it in the cubby.

## Lost and Found

Lost clothing and property will be placed in a large plastic container outside the school office. Again, it is a good idea to label **all** items.

## Nap and Resting Policy

Children who will be at Circle of Love all day will be required to nap (or at least rest) every afternoon after lunch. This is a requirement of state Licensing. Nap time is from 12:30 p.m. to 2:15 p.m. Those who have not fallen asleep by 1:30 will be offered quiet activities such as reading books quietly. Children still asleep at 1:30 will be allowed to continue sleeping until they wake up naturally. Normally most children are awake before 2:15 p.m. Children who stay for occasional **extended care** will be part of our napping routine – please provide bedding if your child will nap and contact the School Office/Billing about adding extended care or changing your child's schedule.

You need to bring a blanket and a crib sheet for nap time. A small pillow is permitted but it must be able to fit into the small bedding containers we use to hold their belongings. A favorite stuffed animal may also be included. It is important to label everything. **To help save space in the classrooms, you are required to take nap bedding home every night. We recommend that nap bedding is washed at least once per week.**

### **Cubby and File**

Teachers will regularly hand you your child's file folder contents upon pick up or drop off. If clothing has been soiled, it will be put in a plastic bag for you to take home. Class projects and various notices are placed in the file folder. If someone else picks your child up from school, be sure to have them ask if there is anything in the cubby and file folder to bring home.

## **PAYMENT AND ATTENDANCE POLICIES**

### **Tuition/Registration Fees**

Updated tuition can always be found on our website. The registration fee covers the cost of the registration process, accident insurance, earthquake kits, classroom materials and supplies. The initial registration fee is payable at the time of application. Once a placement offer has been made by Circle of Love and is accepted in writing by the family, the registration fee and September deposit becomes **non-refundable**. (A deadline for acceptance is included in the offer letter). Families to whom we are unable to offer enrollment because classes are full or the space available is not acceptable to them will receive a refund of the Registration Fee and deposit minus a \$50.00 non-refundable processing fee. One-half of the first month's tuition is due at the time of completing the **Application Form**. Acceptance requires signing the **Acceptance Form** or replying with your decision in writing via email to the Director.

A registration fee is also required when re-enrolling for each **subsequent** school year. Please refer to the Tuition Schedule for the current amount. Subsequent registration fees are also **non-refundable** if you accept placement.

The tuition fee for the 12-month school year is broken into 12 equal parts and is paid monthly. Therefore, every month's tuition is the same regardless of how many weeks there are in the month. The tuition fee generally increases a modest amount at the beginning of each school year to keep up with inflation and increased costs.

Tuition is due on the first day of each month. **If the tuition payment is not received by the 10<sup>th</sup> of the month, a 10% late fee will be charged.** If a tuition payment is more than three weeks late, the child's place in the school cannot be guaranteed. All checks are made payable to: Circle of Love Preschool with your child's first and last name in the memo.

**Procure Online Payments:** TBD, Circle of Love will begin accepting online payments via Procure. Families will have the option of paying tuition and fees through their Procure parent account via credit, debit, or ACH transfer. If you choose to pay with credit/debit or ACH, Circle of Love Preschool will charge a processing fee. If families choose to pay by check or cash, there is no processing fee. Contact the school office with any questions. **Procure Help Site:** <https://help.procureconnect.com/en/collections/31996-parents-help-articles>

Parents who do not elect to send their child to preschool during July and/or August will pay one-half their June tuition rate during those months in order to keep their status as a currently enrolled student. The **Summer Enrollment Form** is given to each family in the spring, requesting commitment to summer attendance plans. Notification in writing must be received in the school office by the date on the form. Without timely receipt of that written notice in the school office, full tuition will be required for the summer months. Non-payment of July and/or August tuition will result in automatic termination of enrollment.

Students who graduate in June are not obligated to attend in the summer unless they are attending TK the following year.

Absences of three weeks or more during any period of the school year may be paid at one-half the normal rate of tuition provided a written request is received no less than 30 days before the event takes place. Because our program and the Department of Social Services, Community Care Licensing Division requires us to engage staff based on the number of children enrolled, **tuition dollars will not be refunded for: holidays, natural disasters, emergency closures (due to loss of power, etc.), emergencies, pandemics, illness or absences** (other than special arrangements as noted above).

### **Tuition Discounts**

**Sibling Discount:** Families receive a 10% discount for the second or third child when two or more are enrolled at the same time. Discounts go toward the lesser tuition amount.

### **Other Fees**

**Failure to sign in or out** results in a fee of \$25.00 per occurrence. It is an important safety issue. The Department of Social Services and Community Care Licensing Division is very firm about the procedures required to be followed by school staff and guardians.

**Returned Checks** will result in any bank processing fees that were incurred. For subsequent occurrences, in addition to the bank processing fees, you will be asked to make tuition payments via cash or cashier's check for the ensuing 6 months.

**Occasional Extended Care** (care beyond their normal class time) for students may be arranged with the school office. We are happy to offer this service as a convenience to our school families. The charge is the current hourly rate for any hour or portion thereof.

### **Late Pick-Ups**

- **Late Half Day Pick Up Fine** will be assessed if you pick up your **child after 12:30 p.m.** You will be charged a fee of \$10.00 for any part of an hour after the designated pick-up time of 12:30pm.
- **After Closing Pick Up Fine** will be assessed if you pick up your child **after 5:30 p.m.** You will be charged a fee of \$10.00 per five-minute increment, or any portion thereof.

**Late Tuition Payment** will be incurred if the tuition payment is not received by the 10<sup>th</sup> of the month; a 10% late fee will be charged.

### **Withdrawal/Termination of Enrollment**

A child enrolls for a full term (September through August). **Notice of Withdrawal** (or email to the Director) must be submitted to the school office 30 days prior to the date of withdrawal. Without the 30-day notice, tuition for the entire last month of attendance will be expected.

Circle of Love reserves sole discretion to terminate the enrollment of any student due to frequent late pick-up, non-payment of tuition or other fees, or when the school cannot adequately meet the needs of the child.



### **Holidays/Vacation Closures**

Circle of Love is closed for the following days: Labor Day, Veterans' Day, Thanksgiving week, two weeks at Christmas, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Easter Monday, Memorial Day, June Teacher Prep, Independence Day and the day after, and two days for Parent/Teacher Conferences November and March. Circle of Love is also closed for one week after the regular School Year ends in June AND at the end of Summer Session so teachers can prepare for the session. There is one half day dismissal per month on the school calendar; these half days provide the staff with important professional development and staff meeting time. Additional closures may be added. You will be notified of any changes to the calendar.

## **HEALTH ISSUES**

### **Health Policy (Illness Policy)**

It is the parents' responsibility to keep the school's emergency information up to date. This includes parent contact information as well as any new health information for your child. Please contact the school office if your child is absent due to illness.

All children should be in good mental and physical health to attend preschool. A child with psychological or physical disabilities requiring undue individual time spent by the teacher will not be allowed to continue at Circle of Love.

Sometimes you may be uncertain as to whether your child should attend school because they are not feeling well. For the sake of your child and classmates, you must keep your child at home if any of the following symptoms are present:

- Runny nose (green/yellow mucous) or cough
- Swollen neck or glands
- Fever of 99.0 or more (within 24 hours)
- Nausea or vomiting (within 24 hours)
- Diarrhea (within 24 hours)
- Red or discharging eyes
- Acts listless, drowsy, has a flushed face, lack of appetite, or shows any behavior that is noticeably out of the ordinary
- A rash

Any communicable disease should be reported to the Director **immediately** so that the other parents can be informed. After an illness, your child should be without fever for 24 hours (without the aid of medication, i.e. Tylenol) before returning to school. Check with your physician for specific recommendations.

Should your child have allergies, please have the physician certify the fact. Please notify the teacher in writing about any known allergies and any precautions that need to be taken to protect the child. Space is provided to state known allergies on the **Emergency Consent Form**.

A child who has had a virus with symptoms of vomiting/diarrhea should not return to school until all symptoms have been absent for at least 24 hours. A child with a temperature of 99.0 degrees or higher must stay home until fever-free without the help of any medication for a minimum of 24 hours. Once fever free without the help of medication after this time period, they may return to school. **No tuition refunds will be given due absences related to quarantine and/or illness.** Any child who has had a communicable disease must be cleared in writing by the doctor in order to be readmitted to school. This would

include diseases such as chicken pox, measles, mumps, conjunctivitis, strep infections, impetigo, and pinworms, etc.

It is the parent's responsibility, for the good of their own child as well as the other students, to keep their child home should any unusual symptoms occur. When your child returns, they must be able to function in the normal classroom environment. If a child becomes ill during the school day, they will be placed away from the other children and the parents requested to take their child home.

Any child with lice must be kept at home until they are completely free of the infestation. The child must be inspected by the teacher or the Director prior to readmission. If there is an outbreak of lice all children in every classroom will be checked daily for 7 to 10 days.

### **Immunizations**

All immunizations must be complete and up to date before entering preschool. Children two years of age and older must have 3 polio, 4 DTP/DTaP/DT/Td doses and a 3-dose series of Hepatitis B. Children need 1 MMR (measles, mumps, and rubella) on or after the first birthday, 3 Hib given on or after the first birthday, regardless of any doses given before the first birthday, and 1 Varicella (chickenpox).

Under a new California Law, SB 277, beginning on January 1, 2016, personal beliefs exemptions will no longer be an option for the vaccines that are currently required for entry into childcare or school in CA. For more information go to [www.shotsforschool.org/](http://www.shotsforschool.org/).

Circle of Love will abide by any federal, state, or local mandates with regard to COVID-19 prevention or any future vaccines for children.

### **Tuberculosis Screening**

All students and staff are required by the State of California to undergo a tuberculosis screening. An exception will be made only if the child's physician indicates that there's no risk factor. Please refer to the **Physician's Report-Child Care Centers Form**.

### **Sunscreen**

California Childcare Licensing strongly recommends parents apply sunscreen on their children in the mornings BEFORE attending preschool; it is in fact "best practices." However, the preschool is permitted to reapply sunscreen during the preschool day with the following guidelines:

1. MUST: a written request
2. MUST: Sunscreen bottles NEED to be labeled with your child's name
3. Specify the time/s sunscreen needs to be reapply ex. Before going outdoors.

Because sunscreen is regulated by the FDA as an over-the-counter drug, it must be treated like other medications. As such, the preschool REQUIRES parents to fill a parental consent form, which can be picked up from the office.

### **Injuries**

The teacher or Director will handle minor injuries sustained at the preschool. Soap, water, bandages, and ice will be the extent of first aid rendered. Minor injuries such as scrapes, small cuts, bruises, and bumps are not regularly reported to parents. An **Ouch Report** will be filled out in duplicate (one for the student file and one for the parent) to notify the

parents of any injury that requires attention and care at home. Parents will be notified in the case of severe bumps, cuts, bites, etc.

In the case of a serious injury to a child, the parent will be notified immediately and/or the paramedics will be called. If the parent cannot be located, the responsible relative or friend listed on the **Emergency Contact Form** will be called. Each child **must** have an up-to-date **Emergency Consent Form** signed by the parent on file in the office. Your authorization for Circle of Love to contact your family physician and to take whatever emergency medical procedures are deemed necessary is a part of this agreement. It is included on the yellow **Emergency Contact Form**.

### **Administration of Medication at School**

Circle of Love's broad view is that if a child is sick enough to require medication (prescription or non-prescription), they need to be at home. The school allows two exceptions: medication for a severe allergic reaction (Benadryl or an Epi-pen) or for asthma (inhaled medication) will be administered at school. A **Parent Consent for Administration of Medications Form** may be obtained from your child's teacher or from the school office. The parent must also fill out & sign an **Incidental Medical Service Plan** form available in the office and you will receive a copy of a two-page **Incidental Medical Services Plan** (see addendum). No other medications will be given.

## **COMMUNICATIONS**

### **Dissemination of Information - From the School**

Communications from the school in the event of an emergency will come via Procure. Contact the School Office if you need any assistance with your Procure account.

Additionally, the teachers from each class put out a newsletter at the beginning of each month which describes the educational theme planned for each week as well as any other news specific to your child's class. The office also sends out periodic emails on upcoming events, activities, and school announcements. Each classroom has a file box with a folder for each student in the class. Be sure and check it regularly.

### **Dissemination of Information - From You to the School**

Written notes are necessary if anything out of the ordinary happens regarding your child. If someone who is not already authorized will be picking up your child (or dropping them off), **write a note**. If you change your address, work, cell or home phone number, complete an **Address Change Form** or **notify the School Office so we can make note of the change in your Procure family profile**. It is vital that we can reach you in case of emergency.

### **Class Directory**

A class directory will be sent out within the first couple of months of school. It lists the classes families' names, addresses, e-mail addresses, and phone numbers. A letter is sent out requesting you to verify the information we have on file and requests permission to publish your contact information. You received a **Directory Permission Form** in your paperwork which gives us permission to publish the contact information you allow.

The class directory is not for business use. Families should not be approached for promotional or sales presentation using the directory.

### **Distribution of Promotional Literature**

No one is permitted to distribute to classmates or other students any promotional literature, advertising, pamphlets, invitations, or other materials without the direct knowledge and consent of the Director.

### **Information Bulletin Board**

The bulletin board located near the entrance of the school office is for the purpose of providing information that may be of interest to the school families. Please contact the school office for assistance in posting information on that board.

### **Photographs and Publicity**

Photographs of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, Circle of Love's official social media/website, or other publicity materials. Your permission for photographs, including your child to be used without compensation is a part of the **Consent and Authorization Form**. The name of your child will not be used in connection with their picture.

### **Harassment and Discrimination Policy**

Circle of Love Preschool is committed to providing a work and developmentally appropriate school environment that is free of harassment and discrimination. Circle of Love strictly prohibits and does not tolerate harassment, discrimination, or any inappropriate or unprofessional conduct based on race, color, sex (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition, family care status, veteran status, marital status, sexual orientation or identity, or any other status protected by federal, state, or local law.

Circle of Love requires that all parents, guardians, guests, and employees refrain from conduct that is, or could be perceived as, harassing or discriminatory. As a result, this policy against sexual and other harassment, discrimination, and other inappropriate or unprofessional conduct applies to conduct by employees (including supervisors) toward their co-workers, as well as conduct by or toward Circle of Love Preschool's parents, guardians, guests, suppliers, vendors, or third parties.

Circle of Love abides by all applicable federal, state, and local laws regarding its employment policies.

Circle of Love holds the staff to these standards and to protect them from potential harassment, Circle of Love requires that parents/guardians follow appropriate procedure for bringing concerns. Please see this section (*How to Bring a Concern*) of the Parent Handbook.

### **How to Bring a Concern**

During the school year, there may be times when a parent wishes to register a concern about a particular topic or happening. It is important that any concern be heard. If a parent has a concern about a teacher, staff member, or other person, we ask that you speak to that individual first. *Bring concerns to those who are involved and can resolve them (Matthew 18:15-17)*. This method of communication is meant to encourage a positive, caring environment within our school community. If, after that conference, an understanding is not reached, a conference may be needed with the Director who may be able to propose a solution.

Discussing concerns in an “open forum” will not promote a solution, but does promote misunderstanding, misrepresentation, and gossip. For example, bringing concerns to a teacher while they are supervising children during class time is not an appropriate way to open a dialogue. Teachers are typically available to speak with parents/guardians by appointment. Staff emails are listed on the school website and here in the Parent Handbook on page 27.

## **POSITIVE DISCIPLINE**

### **Student Discipline**

Teachers and Administration at Circle of Love Preschool view discipline as a plan involving a combination of alternatives that will teach a child how to live usefully and happily with themselves and others. The goal is to help children discipline their own lives through the good decisions they learn to make. The school staff guides the child to understand appropriate limits and boundaries, and the importance of taking responsibility for one’s own actions. By using a positive approach, we focus on the development of the child’s self-esteem to help your child feel successful and appreciated in a non-anxious and non-judgmental environment.

We facilitate the development of self-control in children, using techniques such as:

1. Guiding children by setting clear, consistent, fair limits
2. Valuing mistakes as learning opportunities
3. Redirecting children to a more acceptable behavior or activity
4. Listening to children talk about their feelings and frustrations
5. Guiding children to resolve conflicts and modeling skills that help children to solve their own problems
6. Patiently, and in a soft voice, reminding children of rules and limits and their rationale as needed

### **Biting**

We realize that children may bite others when they become frustrated or angry. Our staff will try to help the child find other means of releasing tension through activities or feedback. Our staff will use the following procedures when handling a biting situation at school.

1. Use voice and facial expression to show that biting is NOT acceptable behavior.
2. The child who was bitten will be helped first. Staff will clean the wound with soap and water. If the skin is broken, the parent will be notified immediately. An **Ouch Report** must be completed.
3. Staff will remove the child who bites away from the area where the biting took place. A short time out will be enforced to allow the biting child to compose themselves. After a few minutes, the teacher will talk with the child about other ways to handle anger, how to express their needs verbally, and the feelings of pain and hurt experienced by the other child.
4. If a child’s biting continues, a conference will be held with the child’s parents.

### **Other Behavioral Concerns**

A new child will sometimes have difficulty adjusting. This reaction to a new situation can take many forms such as increased dependency, wetting, aggressive or shy behavior, tiredness, etc. These are anticipated, and we can usually see a child overcome their fears within a week to a month. This time is allowed for adjusting. Having a favorite small blanket for naptime or other object on sharing days might help. It is best to start a child in school before a change in their life is made (mother starting work, new sibling, etc.) so that unfavorable connotations are not blamed on "having to go to school". Typically, (during non-COVID circumstances) we encourage parents or someone the child trusts to make one or two visits here and stay at least part of the first day the child attends. However, if it becomes evident that the child cannot adjust well or is a danger to the other children or themselves (such as hitting, biting, or running out of the room continually), the school will not be able to keep the child.

Our Lord does have expectations regarding our behavior. He uses love and firmness in guiding our lives. His will is always for a reconciliation and personal relationship. These truths provide a model for our dealing with disciplinary matters. Our primary method of discipline is outlined above under student discipline. If that does not work, we will separate the child from group activities and let them sit next to the teacher until they calm down. We want the children to understand they cannot misbehave and still be part of the group. It is our intention to help them regulate their own action and attitudes with love and a firm, consistent standard based on Christian principles so they can learn self-control and Jesus' forgiveness.

1. Children are expected to obey teachers and staff members. All parties are encouraged to treat each other with respect.
2. Children are expected to respect the property of others and school property.
3. Children are not allowed to injure others in any physical or verbal way.
4. Offensive language and behavior are not allowed.
5. It is expected that parents will show respect and support for the Circle of Love staff and cooperate with them to promote the welfare of the child. Any questions, concerns, or complaints should be referred to the staff person concerned. Contact the staff person concerned to make an appointment to meet and discuss the issue. You may receive a **Notice of Concern Form** from your child's teacher(s) to begin a dialogue of how best to address an issue. If a resolution is not reached, please speak to the Director.
6. Each teacher will develop their own discipline plan for the teaching situation in that class. The teacher will work directly with the student and, if necessary, the parents, to resolve any matter of conflict seeking understanding, problem solving, and cooperation. The Director will be apprised of the situation as needed.
7. If the conflict remains unresolved, the student will then be referred to the Director, who will also work with the parents toward a solution. Failing this, the student may be suspended from class at the Director's discretion. A conference will take place with the parents, teacher(s), student, and Director before the student is allowed to return to class.

8. If the conflict cannot be resolved, the students' situation will be referred to the School Board to decide upon the conditions of continued enrollment for the student. We cannot allow a child to remain in school if lack of self-control makes the child dangerous to themselves or to others.

### **Conscious Discipline**

Beginning in Fall 2022, Circle of Love began incorporating a new social emotional learning program called [Conscious Discipline](#). Conscious Discipline is a comprehensive, multidisciplinary self-regulation program that integrates social-emotional learning, school culture and discipline. It is based on brain research that indicates our internal states dictate our behavior. Its goal is to provide systemic changes in schools by fostering the emotional intelligence of teachers first and children second. Simply put, as we become more emotionally intelligent, we are better equipped to create positive, healthy educational climates that help create and maintain optimal learning states.

## **EMERGENCY/MEDICAL/SAFETY PROCEDURES**

### **Security/Gate Code**

The security gate code will be changed prior to the beginning of the school year and may be changed at other times during the year as well. You will be notified of the new code. Enter the code in the keypad, wait for the lock to beep 3 times. You may then open the gate by pulling the string and pushing the door handle down simultaneously. For your information, the latch at the top of the gate is to keep the children safe inside the gate, as fire regulations require an easy open handle. No child is ever left on campus alone, so there is always someone to open the gate for you when necessary.

The importance of making sure the gate is **closed** and **securely latched** when you leave the school cannot be understated. It can be easy to be distracted by your child, conversation with friends, or whatever and not close the gate completely. An open gate could lead to a child in the parking lot unattended. **For the safety of our campus, DO NOT give the gate code to your child or siblings under the age of 18. Only Circle of Love Staff and school parents/guardians should know the gate code. Students should NOT know the gate code.**

NO guns (or toy guns), knives/swords, small metal cars, gum/mints/small candies, marbles, coins, or ANY items with parts small enough to be swallowed are allowed to be brought to school.

### **Student Health Care**

The preschool must have on file for each child a signed "Permission for Health Care" authorizing emergency care and transfer of medical records to the local hospital. Emergency numbers for reaching the parent or guardian and another authorized person shall also be on file.

Circle of Love has employed the School Messenger system to easily enable immediate communication with parents and guardians via text, phone, and email. It will be the parents' responsibility to keep the school's emergency information up to date. We must know if there is a change in physician, business telephone, authorized emergency contacts, or other related information.

If a child is ill, he/she must be cared for at home. If he/she becomes ill at school, the parents will be notified. The child must be isolated from the other children. Please arrange to pick up your child within an hour of being notified. Arrangements must then be made for

at-home care. The child must not return to school unless he/she has been without a fever for at least one day (24 hours fever-free without Tylenol or other fever reducing medication).

If the child has contracted a communicable disease, we must have written notification from a physician that the child is no longer contagious before he/she may return to school. If the physician states that the child may return to school, but that he/she still needs to take medication, the parents must assume responsibility for administering the medication. Under no circumstances will the medication be administered by the school.

If a child has a minor accident at school that produces a very minor injury (small bump, bruise, or cut) that obviously does not require emergency attention (such as stitches), the staff will take action to comfort the child by applying ice, washing the injury, and/or applying an adhesive bandage (as needed). A written "Ouch Report" is sent home with a copy placed in the child's file.

If a more serious injury occurs, the parent or guardian will be notified and instructed to take the child to their personal physician. If the injury is an emergency, the Manhattan Beach Paramedics will be called for ambulance service (911). A staff member will call a parent, guardian, or authorized emergency contact and the child's personal physician. Unless otherwise specified on the emergency information sheet, a seriously injured or ill child will be sent to Little Company of Mary Hospital in Torrance.

This emergency action will be taken for broken bones, unconsciousness, extreme fever, large or deep cuts, head injuries followed by vomiting and dizziness.

In the event that a child is transported to the hospital, his/her health summary and signed **"Consent to Treatment"** shall be sent along. A staff member shall accompany the child until the arrival of the parents, guardian, or authorized person.

An "Accident Report" shall be completed for each accident, except for minor scratches and abrasions. The report shall be made as soon as possible following the accident and no later than the same day. The original report shall be filed in the child's file, one copy sent to the Department of Social Services (See Title XXII) and one copy shall be given to the parents.

## **Earthquake Procedures**

A written earthquake plan is posted on campus. **Safety drills are held monthly.**

Each parent must provide an earthquake kit for their child following guidelines from a supply list provided by the school. These kits and all earthquake emergency supplies will be stored by the school.

In the event of an earthquake and the children are indoors, the staff will follow the steps below. Note that if the children are outside, they will be kept outside in the open away from buildings and utility wires and continue with step 5.

1. Teacher or staff member present will shout the command **"Earthquake. Drop, Cover, and Hold On!"** Stay down for 45 seconds or until the shaking stops.
2. When the shaking has stopped, **IMMEDIATELY and before exiting the room**, take ten seconds to look around, make a mental note of damage and dangers, check to



see if any students are injured. If immediate help can be given to open airway, stop serious bleeding, or put out a small fire, do so.

3. **Use the BUDDY SYSTEM.** Take a few seconds to check briefly with the teacher(s) in the classroom next door. In the absence of a co-teacher, be prepared to take a class of a colleague while that teacher assists with any injuries or in the duties assigned to them.
4. Have one teacher lead the class to the designated outdoor meeting place and the other teacher is at the end of the line, following the class. Use the suggested routes on the evacuation map or alternate route if it is blocked or unsafe. Everyone is to stay together and to quickly and quietly evacuate. Children should cover their heads with their bag or book. Take **classroom sign-in sheets (clipboard)**, the **First Aid Kit, and the classroom ID & Emergency Information Binder**. Make sure these stay with the person escorting the class to the Emergency Assembly Area. Always remember to leave classroom doors unlocked.
5. Take a seat in the assigned outdoor area, keeping classes separate and take roll. Check again for injuries. If any students were present in class, but are now absent, inform the Director or Administrator of the names of any absent students.
  - All teachers who do not have a class are to report immediately to the assembly area to assist with the supervision of students.
  - Teachers are to ALWAYS remain with their class. Students must remain together as a class throughout the duration of the event. Keep students quiet so that they can hear information from the bull horn which will be used for announcements.
6. Listen for announcements to signal that it is safe to re-enter the building. This will be done after a staff member has inspected the campus for damage.

## **Fire Procedures**

- **Safety drills are held monthly.**
- The facility conforms to all fire regulations as designated by the State Fire Marshall.
- A fire evacuation plan and alternate is drawn and posted in the school.
- The 911 emergency number and the exact address of the building are posted by telephone.
- The fire alarm system, emergency power pack lights, and fire extinguishers are inspected annually. All staff members have received instructions on how to use the fire extinguishers.
- In the event of a fire, the building shall be immediately evacuated. The staff member in charge should phone the fire department from within the building, if it is safe, or from another phone. A designated staff member may attempt to extinguish the fire while the building is being evacuated. All other staff members are to remain with the children and see them safely at the designated emergency shelter.

## **Lockdown Procedures**

Lockdown drills are held twice a year as part of our monthly safety drill schedule. Lockdown procedures are to be used in the event it becomes necessary to secure the campus and

keep students in their classrooms. For example, lockdown procedures would go into effect if there is a stranger on campus or if there was police activity in the area. The following Lockdown procedures will be used:

1. The Director will initiate a Lockdown alert under these circumstances including, but not limited to: Firearms, imitation firearms, knives, campus unrest, armed intruders, explosives and/or other dangerous objects, or any other situation that negatively impacts safety and security unless advised by law enforcement not to call a Lockdown.
2. Upon the decision to Lockdown the campus, a call to the classrooms shall be made immediately. Following the call to the classrooms, a 911 call shall be placed. All staff and students must be moved into the classrooms or other areas designated by site administrators (as per emergency plan map).
3. If a lockdown occurs during school hours, the following procedures will be followed:
  - All classroom **DOORS SHOULD BE CLOSED AND LOCKED IMMEDIATELY.**
  - **NO STUDENTS** are to be released from the room for any reason.
  - If you have any missing students **NOTIFY THE OFFICE IMMEDIATELY.**
  - If students are out on the playground, office or school staff will come around to notify the teachers of the lockdown. Students and teachers on the yard are to go to the nearest inside area (classroom, office, Church or Fellowship Hall).
  - The office will contact each classroom using the phone and be asked if everything is ok.
  - If everything is ok, teacher will say **"ALL CLEAR"**
  - If there is a problem, teacher will say **"LOCK DOWN"**
  - Appropriate measures will be taken to check room and provide help as soon as possible
  - During a lockdown, you are not to open the classroom door for any reason.
  - Classrooms will receive a phone call when the lockdown is over.
4. If possible, the school office will become a site command area.
  - Close and secure doors.
  - Only allow law enforcement access.
5. In the event an intruder enters the classroom and takes hostages, and the office contacts the classroom and there is no response, appropriate measures will be taken to check the room and provide help as soon as possible.
6. In the event an intruder enters the classroom and begins shooting, the teacher should instruct students to leave the room. They should further be instructed to leave the building or run to another location that can be locked. Appropriate measures will be taken to check the room and provide help as soon as possible.
7. Only law enforcement may end a Lockdown. A police officer must contact every room and ensure there is no threat inside. After the police officer has deemed the room safe, students and staff must remain in the classroom until the Director or designee announces by phone to resume normal class schedule.
8. **H.E.R.O. Program:** As of 2020, Circle of Love utilizes a lockdown procedure specifically created for Early Childhood Education settings from Safe Kids Inc. The H.E.R.O. Program kit includes a story narrative, feelings wheel, character pages, etc. The program is designed to make children empowered and confident. Please contact

the school office if you any questions about the H.E.R.O. Program.

## **General Safety Procedures**

The staff is informed of safety rules, special hazards, and commonly occurring accidents. They receive detailed instruction on evacuation procedures, use of fire extinguishers, and how to report an accident.

- The children are always under direct adult supervision. Fighting is not allowed, running (when not on the playground) and throwing objects are not allowed, except as a supervised part of the curriculum.
- Any time the children leave the building as a group, they are required to walk in an orderly fashion and are accompanied by the staff, and other adults if deemed necessary. Parents are required to bring their children into the building and pick them up inside each day. No child is to go out to a car or out to the gate alone.
- The locations of the fuse box, the main electrical power switch and the main gas and water valves are known to each staff member. The electricity shall be cut off at the main switch in the event of electrical fire or earthquake. Following an earthquake, gas, electrical, and water lines are checked carefully for breaks or leaks.
- All poisonous substances are stored in a child-locked cupboard up out of the reach of children.
- Stairways and exits are kept clear at all times.
- Extension cords are never to be exposed. Outlet covers are on all electrical outlets.

## **FUNDRAISING**

### **Quick and Easy**

1. **Box Tops for Education** – download the free app, create an account and link it to “First Lutheran Circle of Love Preschool.” Buy General Mills products, scan your receipt within 14 days and earn money for Circle of Love!
2. **Office Depot** - When you purchase office supplies at Office Depot, give our school name or ID #70116660. Credits are accumulated and we get free supplies.
3. **Ralphs** – Go to Ralphs.com and click on “Ralphs Community Contribution Program”. Follow the Website Registration instructions. Start earning money for Circle of Love!

### **Trike-A-Thon and Silent Auction**

The Trike-A-Thon and Silent Auction is our annual fundraiser. The events are scheduled each Spring. See the schedule dates on our school calendar. While we do participate in multiple charitable fundraisers throughout the school year, the only fundraiser that directly benefits Circle of Love is our annual Trike-A-Thon/Silent Auction. We do not participate in any other fundraising such as selling cookie dough, wrapping paper, etc. This is our only fundraiser for the entire school year; therefore, we request a high participation from our Circle of Love families. All money (minus expenses) raised will enhance the learning environment for our children.

All students will be given a pledge form in the weeks prior to the Trike-A-Thon. We encourage parents to help their child get pledges for riding. Tracks are set up in the front parking lot. Children are encouraged to bring their trikes, bikes, or scooters AND a helmet on their scheduled riding day. Parents are welcome to come and cheer their child and classmates on.

The Silent Auction/Finale Event is another way to get involved in our annual fundraising. Parents are encouraged to participate in getting items for the silent auction and/or bidding on items at the event. It's a fun way to help Circle of Love and your contributions are tax deductible too!

## OTHER

### Pastoral Care

- ♥ **Rev. Bart Loos** – Pastor Bart is the pastor for First Lutheran Church & Circle of Love. The Church Office is by the upper parking lot next to the Purple Room (Transitional Kindergarten). Stop by and say hi! Church Office: (310) 545-5653.

- ♥ **Baptism** - <https://www.circleoflovemb.org/baptism>

- ♥ **First Lutheran Church Membership** - <https://www.flcmb.org/next-steps>.

### Licensing

All class areas, restrooms, play areas, hallways and meeting areas in the preschool meet the requirements of the Department of Social Services of the State of California. Annual inspections include fire and health. Our license number is 191600684.

### Reporting

The State of California requires that all members of childcare institutions be on the lookout for and report to the State any and all causes of suspected abuse of a child. First Lutheran Circle of Love Preschool is, therefore, mandated to report to the state any suspected cases of child abuse and or neglect.

### References

Circle of Love will only give out references on a child when the request is received in written form and the request contains a signature of the child's parent or guardian, giving Circle of Love permission to release information on the child.

## SCHOOL CONTACT INFORMATION

1100 Poinsettia Avenue  
Manhattan Beach, CA 90266  
Phone: 310-545-5653  
Fax: 310-546-2318

School/Church Website: <https://flcol.org/>

### Administration

Name:		Extension	E-mail:
Rev. Bart Loos	Pastor	x 237	<a href="mailto:pastor@first-lutheran.com">pastor@first-lutheran.com</a>
Carolina Noguera	Director	x 221	<a href="mailto:director@first-lutheran.com">director@first-lutheran.com</a>
Carmen Ferradas	Billing/Accounting	x 226	<a href="mailto:cferradas@first-lutheran.com">cferradas@first-lutheran.com</a>
April Lang	Staff/Office Support & Website	x 225	<a href="mailto:alang@first-lutheran.com">alang@first-lutheran.com</a>

Classroom	Classroom Extension	Teacher	Email
Rainbow (2s)	x 228	Julie Fellows Esme Madrid	<a href="mailto:jfellows@first-lutheran.com">jfellows@first-lutheran.com</a> <a href="mailto:emadrid@first-lutheran.com">emadrid@first-lutheran.com</a>

Red (2s)	x 227	Karen Lewer Vikki Monrow	klewer@first-lutheran.com vmonroe@first-lutheran.com
Blue (3s)	x 230	Nicole Potvin Rita Perez	npotvin@first-lutheran.com rperez@first-lutheran.com
Yellow (3s)	x 233	Erin Lewis Maria Go	elewis@first-lutheran.com mgo@first-lutheran.com
Pre-K Green (4s)	x 234	Peggy Tierney Lynn Imamoto	ptierney@first-lutheran.com limamoto@first-lutheran.com
Transitional Kindergarten (TK)	x 235	Tracy Morgan	tmorgan@first-lutheran.com
Music Teacher	--	Karla Devine	kdevine@first-lutheran.com

## Addendum

### Circle of Love Preschool

100 N. Poinsettia Ave  
Manhattan Beach, CA 90266  
(310) 545-5653

## Incidental Medical Service Plan

**Facility Name:** Circle of Love Preschool

**Facility Number #** 191600684

**Type of IMS to be provided:** Breathing inhalers/nebulizers and epi-pens

### Training requirements:

- All staff have been trained in how to administer an Epi-pen in our first aid class
- Parents will train staff when an inhaler is needed
- Directions are clearly written on prescriptions and equipment
- We have a school wide emergency plan posted in every classroom, etc.
- All teachers are CPR certified, and first aid trained
- All teachers have been trained in their positions if an emergency occurs

**Staffing requirements:** Medications will be administered by: Director, Teachers, or office staff.

**Records to be obtained and maintained:**

- Medical release signed by parents
- Current physician prescription with instructions
- Verification of training, administered by the parents
- Log chart of who gave medications
- Date and time of when medications were given

**Policies for maintaining records:** Medical release forms and records of given medications will be kept in children's files. Files will be kept for three years after they exit the school.

**Storage:** Medications will be stored on an upper shelf out of reach of students in the classroom.

**Safety Precautions:**

- Staff will wash their hands and wear gloves before administering
- Expiration dates will be checked on the first of every month by teachers.
- Medications that are unused or expired will be given back to their parents for proper disposal.

**Transportation:** In an emergency 911 will be called, and parents will be notified immediately. Our emergency relocation destinations are First Lutheran Church or Pacific Elementary School, 1214 Pacific Avenue, Manhattan Beach (310) 548-3488.

**Reporting policies:**

- If an epi-pen is used Community Care Licensing will be notified within 24 hours, and a report will be sent within 7 days.
- If an inhaler is used and is not effective, Community Care Licensing will be informed within 24 hours and a report will be sent within 7 days.
- Parents will be notified if there are any issues with equipment, and when their child's prescription is going to expire.

Circle of Love Preschool  
1100 N. Poinsettia Ave  
Manhattan Beach, CA 90266  
(310) 545-5653

## Incidental Medical Service Plan

Student's name \_\_\_\_\_ Date \_\_\_\_\_

Type of IMS provided: \_\_\_\_\_

Medication with prescription checked by: \_\_\_\_\_

How to administer medication:

\_\_\_\_\_

Time of day: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Training provided by: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's best phone number \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_



## Circle of Love Preschool Volunteer Health & Immunization Policy

### New California Law:

Any parent wishing to stay beyond dropping their child off or picking them up would now be considered a volunteer. If you wish to participate in our preschool program longer than dropping off or picking up your child, please complete the opposite side of this form.

*Using the 'cupcake analogy', if a parent is dropping cupcakes off to their child's classroom, they would not be considered a volunteer. However, if a parent stays in the classroom and assists in handing out the cupcakes, the parent then would be considered a volunteer and would need proof of immunization.*

If parents, grandparents and others are 'observers' of an event (chapel services, special programs, etc.), they would not be considered volunteers. However, if parents are *engaged and interacting* with the children (assisting with costumes, assisting in lining up, serving snack, etc.), they would be classified as volunteers.





# PARENT VOLUNTEER HEALTH STATEMENT

## Parent or Guardian Name

First Middle Last

Birthdate Email

Home Phone Cell

Street Address City Zip Code

How is your General Health Condition? \_\_\_\_\_

Vaccine Evidence Required: (Please submit copies of your immunizations.)

TB Skin Test \_\_\_Yes \_\_\_No

Influenza\* \_\_\_Yes \_\_\_No

Pertussis \_\_\_Yes \_\_\_No

Measles \_\_\_Yes \_\_\_No

\_\_\_ Exemption: Vaccines are not safe for me because of my physical condition or medical circumstances. (Physician's letter required)

\*In regard to the influenza vaccine **only**, please sign the Declination of Influenza form available in the office if you are not planning on getting the Influenza Vaccine. (Health and Safety Code sections 1596.7995(b)(3) and 1597.622(b)(3)).

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Circle of Love Preschool is licensed by the State of California,  
Department of Social Services, Culver City, California  
License #191600684

Circle of Love Preschool welcomes all applicants and is operated on a non-discriminatory basis, according equal treatment and access to service without regard to race, color, national origin or ancestry.

## **School IPM (Integrated Pest Management) Form**

Dear Circle of Love Families,

As a licensed childcare facility, we are required to notify you of our Integrated Pest Management Plan. Please visit our website, [www.circleoflovemb.org](http://www.circleoflovemb.org) to download a PDF of this plan.

School IPM Form: <https://www.circleoflovemb.org/required-notice>

Thank you,

First Lutheran Church Circle of Love Preschool

# Circle of Love Preschool

## COVID-19 Guidelines – 2025-2026 School year

Dear COL Families, Teachers, and Staff,

First Lutheran Circle of Love Preschool (COL) is required to follow Community Care Licensing and the County of Los Angeles Department of Public Health. We do not report to the Centers for Disease Control. The following guidelines reflect the requirements and the recommendations of Community Care Licensing Division Child Care and to the County of Los Angeles Department of Public Health.

Please note that these guidelines are intended for students and staff of Circle of Love Preschool. Any reference to “you”, “your child”, or “case” should be understood as directions for both students of Circle of Love and staff/faculty.

By implementing these procedures and remaining proactive, we can all continue to work together to keep Circle of Love Preschool in a safe and healthy school environment. Please contact the School Office with questions.

Blessings,  
Circle of Love Preschool

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### Updated COVID-19 Guidelines

Revised: August 2024

#### **COL ILLNESS POLICY:**

Per Circle of Love’s Illness Policy, children who arrive at school with symptoms consistent with any illness (including symptoms of COVID-19) will be sent home. Circle of Love Preschool is not licensed or equipped to care for ill children. If notified, you must pick up your child within an hour of Circle of Love calling. Failure to pick up your child within the hour of being notified may result in termination from the program. If you would like a copy of the COL Illness Policy, please contact the School Office.

#### **California Department of Public Health Guidance (rev. July 11, 2024):**

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Schools/TK-12-Guidance-2024-25-School-Year.aspx>

#### **SYMPTOMS:** <http://publichealth.lacounty.gov/acd/ncorona2019/covidcare/>

- Please continue to monitor your health and the health of your children each day before coming to school.
- If you have any COVID-19 symptoms (as listed below), you must stay home:
  - Fever over 99.0° F
  - Feeling feverish/chills
  - Cough
  - Shortness of breath/difficulty breathing
  - New loss of taste or smell
  - Fatigue
  - Runny or stuffy nose
  - Headache
  - Sore throat
  - Nausea or vomiting
  - Diarrhea
- You will be sent home or instructed to stay home if you have any of the above symptoms.
- You should consult your Medical Provider for further evaluation and possible COVID-19 testing.
- Stay home until fever-free without the help of any fever-reducing medicines for at least 24 hours and your other symptoms have improved.

**If YOU HAVE QUESTIONS:**

- Contact the Circle of Love office at (310)545-5653 x221 or [ndurkovic@first-lutheran.com](mailto:ndurkovic@first-lutheran.com)
- Call the COVID Info Hotline at 1-833-540-0473, which is available in multiple languages.
- For additional information about Coronavirus in Los Angeles County, please visit the LA County Department of Public Health coronavirus webpage at [ph.lacounty.gov/Coronavirus](http://ph.lacounty.gov/Coronavirus)
- Early Childhood Guidelines from Public Health:  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Schools/TK-12-Guidance-2024-25-School-Year.aspx>
- LA Country Department of Public Health, current Early Childhood Education order July 30, 2024:  
<http://ph.lacounty.gov/acd/ncorona2019/docs/covidguidanceeducation.pdf>
- COVID-19 Vaccination Information:  
<http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup/>