

2026/2027

PRESCHOOL HANDBOOK

Oakhurst Lutheran Preschool Enrichment Program

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Facility # 203808295

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(BOLD # FORMS 1-10 NEED TO BE FILLED OUT AND RETURNED TO PRESCHOOL)

Welcome to the Preschool of Oakhurst Lutheran Church. We have tried to assemble information that will answer many of your questions and help to make our year together a positive experience for all involved. We suggest you read this handbook thoroughly now and then and keep it handy to check on information as the year progresses. Please contact the school office or the teachers for additional information and clarification.

PHILOSOPHY

Our Preschool's philosophy is based on the knowledge that children learn through experience--they learn by doing. We work towards enhancing the development of the "whole child." We strive to provide a program that nurtures their social, emotional, cognitive, physical and spiritual development. We provide an environment that is as child-centered and with as many hands-on projects as possible.

Preschool is the beginning of the child's school experience, and we try to make the transition from home to school a positive one through careful planning by experienced teachers.

A child's happy experiences in preschool build a positive attitude which can be the foundation for life-long learning.

We work toward the goal of:

- Developing healthy habits and attitudes which will make the child comfortable and safe while learning social skills in a classroom setting
- Growing in understanding of self and attaining a good foundation of social and emotional skills.
- Developing a background of experiences which will serve as a basis for future learning and a continued love for learning.

We offer an integrated theme-based curriculum with daily learning stations in art, science, cognitive, and motor skills or creative play.

We believe that every child goes through developmental stages of growth and that it is the responsibility of our staff to foster that development and to consider each child's individual needs.

ADMINISTRATION

Oakhurst Lutheran Preschool is operated as a non-profit community service organization under the Articles of Incorporation of Oakhurst Lutheran Church. The Preschool Enrichment Program was founded in 1984.

The affairs of the Preschool Enrichment Program are governed by the Church Council of Oakhurst Lutheran Church. The Council consists of nine non-salaried members derived from the membership of Oakhurst Lutheran Church. The Church Council establishes the policies and practices of the Preschool Enrichment Program. The Church Council, together with the Director and Teacher, plans the Preschool Enrichment Program, supervises the curriculum, staffs the School, oversees the finances and maintains good relationships between the Church, the Preschool Enrichment Program, and the community.

The Director and Teacher are responsible to the Church Council for the administration and interpretation of the established policies and are further charged with implementing the Preschool Enrichment Program curriculum and managing the day-to-day affairs of the Program.

STAFF

Staff members are all sensitive, mature Christians. Our Preschool Enrichment Program teachers all meet the California State education requirements for preschool teachers.

LICENSE

Oakhurst Lutheran Preschool Enrichment Program is licensed by the State of California Department of Social Services. Our policies and procedures are in compliance with Child Care Center Regulations as set forth in the Community Care Licensing Division Manual of Policies and Procedures.

NONDISCRIMINATION POLICY

Oakhurst Lutheran Preschool Enrichment Program admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the

school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PROGRAM

Our Oakhurst Lutheran Preschool Enrichment Program offers classes for 3 year old children on Tuesday and Thursday from 9-12:30PM. It offers classes for 4 and 5 year old children on Monday, Wednesday and Friday from 9-12:30PM.

At all times we maintain student/teacher ratios required by the state of California.

CHAPEL

All students will participate in chapel every week, learning new songs about Jesus.

ADMISSION POLICY

Our Oakhurst Lutheran Preschool Enrichment Program operates from mid-August through Memorial Day. Children must be three years old by September 2, of the academic year for the three-year-old program and four years old by September 1, of the academic year for the four and five-year-old program.

Registration forms must be filled out and returned before a child can attend Oakhurst Lutheran Preschool Enrichment Program, including a signed Parental Agreement and the physician's report that must be completed by the child's doctor. State law requires the school to have documentation of immunizations for Diphtheria-Tetanus-Pertussis (DTP/DT), Polio (OPV/IPV), Measles, Mumps, Rubella (MMR), Hepatitis B, TB skin test, Hib Meningitis, and Varicella (Chicken Pox).

MEDICATION

Due to the short length of time we are in class, we have chosen to not administer any medications.

FACILITY OPERATION

Children are admitted to the classroom at the designated starting time for each class and must have an authorized adult pick them up at the end of class. Children must be signed-in upon arrival and signed-out upon departing the school. The authorized adult must sign their full name. This is a California State law.

TRANSPORTATION

All transportation will be the responsibility of the parents. We do not do field trips in the preschool program. If your child is transported to or from school by someone other than the parents, the school requires them to be on the emergency card, and for the person picking your child up to provide identification.

PARENTAL AGREEMENT

The Oakhurst Lutheran Preschool Enrichment Program Admission Agreement must be read, signed and returned to the Preschool Director. A copy of this signed document will be returned to the Parent or Child's Representative. A complete copy of this agreement can be found in this handbook.

See document **#1 Admission Agreement** on pages 4 & 5

See document **#2 Permission to Participate** on page 9

See document **#3 Permission to Receive Emergency Medical Care** on page 10

See document **#4 Preschool Parental Agreement** on page 11

See document **#5 Personal Rights for Child Care Facilities (LIC 613A)** on page 12

See document **#6 Child Care Center Notification of Parent's Rights (LIC 995)** on page 13

See document **#7 Physician's Report – Child Care Centers (LIC 701)** on page 14

See document **#8 Child's Preadmission Health History (LIC 702)** on page 15

See document **#9 Consent for Emergency Medical Treatment (LIC 627)** on page 16

See document **#10 Identification and Emergency Information (LIC 700)** on page 17

Oakhurst LUTHERAN Preschool Enrichment Program
2026/2027 ADMISSION AGREEMENT
Facility Number: 203808295

ADMINISTRATION: Oakhurst Lutheran Preschool Enrichment Program is sponsored by Oakhurst Lutheran Church as a community service and is administered by a non-salaried Board. The Preschool Enrichment Program is a Christian, nonsectarian, nonprofit organization and welcomes children of all races, religious and ethnic origins. The Preschool Experience Program was founded in September 1984.

PHILOSOPHY: Our Preschool's philosophy is based on the knowledge that children learn through experience; they learn by doing. We work towards enhancing the development of the "whole child." We provide a program to nurture their social, emotional, cognitive, physical and spiritual development.

We offer an integrated theme-based curriculum with daily learning stations in art, science, cognitive and motor skills or creative play.

We believe that every child goes through developmental stages of growth, and that it is the responsibility of our staff to foster that development and to consider each child's individual needs.

LICENSE: Oakhurst Lutheran's Preschool Enrichment Program is licensed by the State of California Department of Social Services. Our policies and procedures are in compliance with Child Care Center Regulations as set forth in the Community Care Licensing Division Manual of Policies and Procedures.

All teachers are required to be qualified for teaching preschool education as determined by the State of California, Department of Social Services.

PRESCHOOL ENRICHMENT PROGRAM:

The daily schedule includes small group sharing time, learning centers, circle time, a snack consisting of food from two food groups, and outside play. Due to Covid-19, each student will bring their own snack/lunch.

Our facility is licensed to a capacity of 21 children. At all times, we maintain the student/teacher ratios required by the state of California.

FINANCIAL OBLIGATIONS: There is an annual non-refundable registration fee of \$50.00 per family, which is applied to the first month.

\$225.00/month for 4 & 5 year old program

\$150.00/month for 3 year old program

The monthly price will remain the same for the school year. Any change will begin at the beginning of each school year.

Oakhurst Lutheran Church is a non-profit organization. Operating expenses of the Preschool Experience Program will be met by Oakhurst Lutheran Church.

A two-week written notice is to be presented to the school when withdrawing a child.

FACILITY OPERATION: Children are admitted to the classroom at the designated starting time for each class and must have an authorized adult pick them up at the end of class. Children must be signed-in upon arrival and signed-out upon departing the school by an authorized adult. Sign-in/sign-out must include your full signature and the time. This is California state law.

Oakhurst Preschool Enrichment Program makes every effort to work closely with parents to maintain a mutually supportive relationship. We will communicate with you regarding your child's developmental progress.

Oakhurst Lutheran Preschool Enrichment Program reserves the right to engage the services of professional Early Childhood Specialists to assist our staff in handling certain behavioral or developmental issues.

All students are accepted on a trial basis. The school reserves the right to dismiss children who, in the eyes of our staff, are not making a positive adjustment to our school environment. Children who exhibit patterns of behavior that endanger others may be dismissed.

INSPECTION AUTHORITY: The State of California Department of Social Services shall have the authority to interview clients, including children or staff, and to inspect and audit client or facility records without prior consent.

The Department of Social Services shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physician examine the client.

The staff is obligated under California State law to report any suspected child abuse to the authorities.

COMPLAINT PROCEDURE: Parents understand they have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child. Write or call:

Community Care Licensing
1310 E. Shaw Ave., MS 29-01
Fresno, California 93710-7902
(559) 243-4588

PARENT'S RIGHTS: The parents understand that they have the right to visit and observe the school anytime their child is in care.

I/We the undersigned, agree to the conditions of this "Admission Agreement" and to the admission of _____ to Oakhurst Lutheran Preschool Enrichment Program.
Child's name

I/We also agree to the additional policies and Admission Agreement as stated in the Preschool Experience Program Parent Handbook for Oakhurst Lutheran Preschool Enrichment Program.

Parent or Child's Representative

Date

Preschool Director, Oakhurst Lutheran Preschool Enrichment Program

GENERAL INFORMATION

REGISTRATION PRIORITIES FOR 2026/2027

Enrolling in Preschool: Priority is given to Members of Oakhurst Lutheran Church and currently enrolled families.

REGISTRATION AND TUITION FEES

Oakhurst Lutheran Church runs its Preschool Enrichment Program as part of its Christian Education Program. Our intent is to provide a Preschool experience for the student and as a parent cooperative to provide learning experiences in parenting for parents. The Preschool Enrichment Program is not an income-generating program. In fact from its inception Oakhurst Lutheran has invested in and donated facilities and overhead expenses. The tuition goes to the teacher to maintain consistency and quality of program and curriculum. We have never excluded a student because the family was unable to pay the monthly price. Parents or a parent representative are expected to spend time in the classroom, typically two days every month. Tuition is due by the 10th every month.

The first month's tuition is paid at registration to hold the child's place in the Preschool program. Rates are good for the 2024/2025 school year. There is a late fee of \$25 if tuition is not received by the 10th each month. The child is moved to a wait list after one week of non-payment.

Volunteering is a required part of admission in the Oakhurst Lutheran Preschool program from each family enrolled, and helps keep tuition costs down. A volunteer needs to have a packet complete before volunteering can take place. The contracted days are as follows: 1 day per month for the Tuesday/Thursday class, and two days per month for the Monday/Wednesday/Friday class. Should volunteering not happen for a child in a month, the child will be moved to the waitlist and no tuition will be reimbursed for the remaining month.

	<u>3 YEAR OLD</u>	<u>4 YEAR OLD</u>
TUITION	2-day \$150	3-day \$225

CUBBIES AND PARENT BOXES

Please check child's cubbie each day for work and correspondence.

LUNCHES

We encourage parents to provide healthy and nutritious food choices for their children. The children are encouraged to eat the food their parents provide; however, in a stimulating environment such as school, many children do not eat their normal quantities of food.

Any uneaten food will be sent home in your child's lunch box. We do not allow children to share their lunches with other children. In addition, candy, soda and glass bottles are not allowed at school. We have hot water available for "cup of soup" types of food. Please include any required eating utensils.

MISCELLANEOUS PARENT INFORMATION

ILLNESS

A child who shows signs of illness should be kept home. A child who becomes ill during school will be sent home. The staff will not administer any medicine. We appreciate a phone call notifying us when your child will be absent. If your child should contract a contagious disease such as head lice or chicken pox, please notify the school right away so we can notify parents of possible exposure.

ILLNESS EXCLUSION GUIDELINES,
EXCLUDE CHILD FROM SCHOOL IF ANY OF THE FOLLOWING EXIST:

1. Elevated temperature:
Oral above 99.6 degrees F.

2. Thick, foul-smelling, bloody, or purulent drainage from wounds, nose, eyes, or ears.
3. Coughs interfering with sleep, causing vomiting or spitting up of mucous.
4. Persistent pain, including earaches, stomach pain, pain on urination, or injured limbs.
5. Parasitic infections such as lice, pinworms, or scabies.
6. Vomiting or nausea within the last 24 hours.
7. Diarrhea within the last 24 hours.
8. Fever within the last 24 hours.
9. Sore throat.
10. Rashes that itch, are blister-like, weeping, and/or accompanied by a stiff neck, enlarged glands, or any of the above.

EMERGENCY, INCLEMENT WEATHER AND NATURAL DISASTER POLICY

Parents are notified immediately of serious injury or sudden illness that occurs during school hours. For this reason, it is necessary that you notify the school office when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at Oakhurst Lutheran Preschool Enrichment Program confers upon the School the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision when the parents cannot be reached.

In the event of a natural disaster or inclement weather, we will follow the direction of the Bass Lake Union School District as to the opening or closing of the School. This information can also be found on the Oakhurst Lutheran Church web site at www.oakhurstlutheran church.org.

Oakhurst Lutheran Preschool Enrichment Program has developed a disaster preparedness plan to be used in the event of a major emergency. Our staff has been trained in first-aid, CPR, and emergency procedures. Our buildings are all up to code and inspected annually to maintain a safe environment. The welfare of your child is our primary concern. In all emergency situations children will be kept at school under staff supervision until they are released to an authorized person, unless evacuation is ordered to an evacuation area.

CHILD ABUSE REPORTING OBLIGATIONS

In accord with California law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. Oakhurst Lutheran Preschool Enrichment Program staff will make such reports in the best interest of the child and, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

PARENT-TEACHER COMMUNICATION

Parents are welcome to visit and observe the classroom; however, the visit cannot be used as a parent/teacher conference time since the teacher has responsibilities to other children as well. A parent may make arrangements for a conference with the teacher outside of class time.

The school year begins in August and ends just before Memorial Day. Christmas and Easter vacations coincide with those of the Bass Lake Union School District. A school year calendar which lists all the vacations and holidays is published in the fall of each year and is sent home to each family.

UPDATED CONTACT INFORMATION

Parents must inform the school at once of any changes to the information contained on the Emergency Information Form completed at registration. Families with custody orders: both parents will be notified of any changes made.

CALENDAR/NEWSLETTER

Notice of observed holidays and recesses will be printed in a school calendar/newsletter and given to parents. Calendar/newsletters will keep parents informed of classroom activities, themes, special days and events. Additional notes will be sent home as needed.

LUNCH

Lunch time is included as part of our program. Parents will be responsible for providing a nutritious lunch and drink for their child.

BIRTHDAYS AND SPECIAL DAYS

The Director will schedule a special day for each child. If a child's birthday falls during the school year, the special day will be scheduled near his/her birthday. For children who have a birthday during vacation time, their special day will be scheduled throughout the year. On this day, you may wish to provide a special snack to share with the class.

SHARE ITEMS

We have share time once a week as part of our language arts program. We encourage the children to bring items from home that they would like to talk about; (We have had new brothers and sisters, kittens, puppies, and even an older brother home on leave from the service!). We do ask the children to leave at home guns, swords and any other toys that encourage aggression.

CLOTHING

Because our program involves a wide variety of experiences each day, we ask that children come to school dressed in comfortable play clothes. Children can enjoy themselves much more if they do not have to worry about spoiling their good clothes. (We push up sleeves and do provide aprons.) Please label any article of clothing your child might remove during the course of the day. Unclaimed items will be donated throughout the year.

TELEPHONE CALLS

Phone calls to the school during class sessions will be screened by the school secretary. Only emergency calls will be accepted by the teaching staff. For other matters a message will be taken, and a call will be returned after school hours.

DISCIPLINE

The preschool staff uses positive techniques of guidance which includes redirection, anticipation of and elimination of potential problems, positive reinforcement, and encouragement rather than competition, comparison, or criticism. Consistent, clear rules are explained to the children. The practice of "time outs" is used only when redirection is not successful.

The staff does not invoke corporal punishment. We believe in positive redirection. Oakhurst Lutheran Pre-school Enrichment Program makes every effort to work closely with parents to maintain a mutually supportive relationship. We will communicate with you regarding your child's developmental progress. All students are accepted on a trial basis. The school reserves the right to dismiss children who, in the eyes of our staff, are not making a positive adjustment to our school environment. A child who exhibits patterns of behavior that endanger others may be dismissed.

The preschool staff strives to help children to be comfortable, relaxed, happy and involved in all of their activities.

Oakhurst Lutheran Preschool Enrichment Program

Permission to Participate in School Activities

I hereby grant permission for my child, _____ ,
to use all of the play equipment and participate in all of the activities of the School.

I hereby grant permission for my child to leave the School premises under the supervision of a staff member for neighborhood walks, nature walks, program practices at chapel, and special events on the church campus. YES _____ NO _____

I hereby grant permission for my child to be included in evaluations and pictures connected with the School program. YES _____ NO _____

Do you give permission to include your child's:

Address in a class list/school directory? YES _____ NO _____

Telephone number in a class list/school directory? YES _____ NO _____

Photograph or video in the classroom, emails, bulletin board or brochures? YES _____ NO _____

Photograph or video on Oakhurst Lutheran's website or Facebook, or any organization who visits our classroom? YES _____ NO _____

When any pictures of students do appear on the website or FaceBook page, there will not be any personal identification (students' names) included Parents may update or make changes to this form at any time.

Signed by Parent or legal guardian

Date

Oakhurst Lutheran Preschool Enrichment Program

Permission to Receive Emergency Medical Care

Child's Name: _____
Parents/guardian (Print) _____
Address _____
Telephone: Home _____ Work _____

I hereby grant permission for the staff members to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian. If unable to do so directly, will call persons listed on the Emergency Information Form .
2. Attempt to contact the child's physician as listed on the Emergency Information Form.
3. If the School cannot contact a parent/guardian or the child's physician, the staff will do any or all of the following:
 - Call another physician.
 - Take the child to a physician's office, urgent care center or hospital.
 - Call an ambulance to have the child taken to an emergency medical facility in the company of a school staff member.

I hereby give consent to Oakhurst Lutheran School to provide all emergency dental or medical care prescribed by a duly licensed physician (M.D.) or dentist (D.D.S.) for the child named above. This care may be given under whatever conditions are necessary to preserve the life, limb or well being of my dependent. I agree to accept financial responsibility for any expenses incurred in such treatment.

Does this child have a permanent medical condition? Yes _____ No _____
Condition _____

Is this child currently taking a long term prescribed medication? Yes _____ No _____
Medication _____ Dosage _____

This child has the following life threatening allergies: _____

The School will not be responsible for anything that may happen as a result of incorrect information given by the parent on the Emergency Information Form.

The School will not assume responsibility for a child who has not been registered for the current school year.

Signed _____ (Parent or legal guardian) Date _____

Preschool Parental Agreement
Oakhurst Lutheran Preschool Enrichment Program
Facility Number: 203808295

Preschool Parental Agreement:

I/We hereby enroll my/our child _____, for the 2026/2027 school year with unreserved commitment to the policies and Admission Agreement described in the handbook and have read, signed and submitted a copy of:

- Personal Rights for Child Care Facilities (LIC 613A)
- Child Care Center Notification of Parent's Rights (LIC 995)
- Physician's Report – Child Care Centers (LIC 701)
- Child's Preadmission Health History (LIC 702)
- Consent for Emergency Medical Treatment (LIC 627)
- Identification and Emergency Information (LIC 700)
- Permission to Participate in School Activities
- Permission to Receive Emergency Medical Care
- Parent Contract Summary (completed at registration)
- Admission Agreement

I/We are aware that I/we must keep a copy of the Oakhurst Lutheran Preschool Enrichment Program handbook as a reference for the remainder of the school year.

I/We the undersigned, agree to the policies stated in the Oakhurst Lutheran Preschool Enrichment Program Parent Handbook .

Signature of guardian

Date

Students Last Name _____

PRESCHOOL	Initial
1. I/We understand that the \$50.00 preschool registration fee is not refundable.	_____
2. I/We understand that withdrawal of a child for any reason requires a <u>two week advance notice in writing</u> . Tuition is required during the notification period whether or not the child attends school. Students who withdraw prior to the first day of school will be charged for September.	_____
3. I/We understand that preschool students not picked up after 10 minutes past the ending of class will be charged a late fee of \$5.50 for each additional 10 minutes.	

Parent (Guardian) Signature _____	_____ Date
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SPECIAL NOTE: PAGES 12-17 ARE UPDATED BY THE LICENSING DEPT. AND TEACHER AND CHECKED EACH YEAR SO PERMISSIONS ARE CURRENT.

Preschool Handbook-Page 14a

Preschool Handbook-Page 15

Preschool Handbook-Page 14b

Preschool Handbook-Page 16

Preschool Handbook-Page 17

Preschool Handbook-Page 18
