



# Parent Handbook

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**The Lighthouse Christian Preschool**  
**1511 20<sup>th</sup> Street**  
**Santa Monica, CA 90404**

Welcome to Lighthouse Christian Preschool (LCP). Choosing a preschool for your child is a very important decision. We are pleased that you have chosen the LCP and look forward to participating with you and your child. We are confident that your child's experience will be rewarding, educational and fun.

### **Our Mission and Goal**

- To develop a relationship with our Lord Jesus Christ. (John 15:4-5)
- To create an atmosphere of worship and praise. (Matthew 2:2)
- To minister to the needs of the children and parents. (1 Tim.4: 6)
- To teach truth to the children according to their experiences. (John 8:32)
- To develop the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. (Galatians 5:22)
- To train up a child in the way he/she should go, and when he/she is old he/she will not depart from it. (Proverbs 22:6)
- To ensure the home and church work together to accomplish these goals. (Psalm 133:1)

### **Our Staff and Affiliation**

The LCP is affiliated with the Lighthouse Christian Church located at 1220 20<sup>th</sup> Street in Santa Monica. We are believers in Jesus Christ as our personal Lord and Savior and that the Holy Bible is the Word of God. We believe in the vision of this church, which is discipleship, evangelism, and church planting.

We believe that as parents, you are responsible for the training of your child. Our desire is to partner with you. Each staff member has a desire to participate in the spiritual, physical, and educational development of your child. All staff members have completed Early Childhood Education requirements as well as state licensing requirements and are categorized as a teacher. Each are dedicated to providing a safe, loving and nurturing environment for your child. All our staff members have CPR certification and First Aid training.

## Admission Procedures

The following information is the procedures and guidelines set forth for the safety and successful operation of our program. Please read the information, familiarize yourself with our policies and please adhere to the LCP policies.

Upon admission to the center, you must read the parent handbook, sign, date and return all appropriate forms to the director. All forms must be completed and the physician's report clearly filled out with the child's immunization record and with the physician's signature. For your child's first day, please bring a blanket, a lunch, a water bottle and an extra change of clothing clearly marked with child's first and last name.

## Notice of Nondiscrimination as to Students

The Lighthouse Church Preschool 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, loan programs, athletic, and other school administered programs.

## Disciplinary Procedures

There is absolutely no physical discipline of any kind. The staff is trained to redirect, pray and help children with problem solving skills; however, if a disciplinary challenge arises with a child, the LCP policy is to inform the parent(s) promptly. We believe discipline is primarily the responsibility of the parent and we expect the parent to cooperate with the school in this matter. This may involve the parent speaking to the child by phone or coming to school that day to resolve the situation. Possible disciplinary actions: Prayer, redirection to another activity, time-out, or a request for parent(s) to pick up their child early that day. At no time are parents permitted to physically discipline their child on the premises. Also, parents are **not** permitted to verbally correct **any child** other than their own at anytime. If you see a child misbehaving, allow our teachers to take care of the situation or you may bring the incident to a teacher's attention. Please be careful what you say to a child (including your own) not to embarrass or make comparisons with other children.

## Tuition and Fees

Payments may be made by: check, cash or credit card. **\*Note a 3% fee will be applied to all credit card charges.**

There is a registration fee of \$200.00 (non-refundable). Registration includes the enrollment packet and earthquake kit. Enrollment is month to month; you are not “locked” in for six months to a year, however, your child may stay until they enter kindergarten or up to the last day of their sixth year of age.

**A One month deposit is required at the time of registration and will be applied to your child’s last month with a written 30 day notice.** Tuition is due on the 1<sup>st</sup> and/or the 15<sup>th</sup> of every month. Full or bi-weekly payments may be made and there is a five-day grace period. There will be a \$25.00 late charge added if not paid within that grace period. There is also a \$25.00 service charge for all returned checks. Please discuss payment arrangements with the director.

**Full tuition payment is due each month regardless of absences, personal or school vacations.**

**Please add \$50.00 to selected program for any child that is not potty trained.**

### Tuition is based on monthly payments

Full Time	7:00am - 6:00pm	Monday - Friday	\$1,450.00/mo
3-Day Week	7:00am - 6:00pm	Mon., Wed., Fri.	\$1,200.00/mo
Part Time	7:00am - 1:00pm	Monday - Friday	\$1,100.00/mo
2-Day Week	7:00am - 6:00pm	Tuesday, Thursday	\$1,000.00/mo
Daily Flat Rate	7:00am - 6:00pm	Based on Availability	\$70.00/day

**Full time** is any time after 1:00pm. Full time consists of 7 or more hours and cannot exceed eleven hours in a day. **Part time** consists of five consecutive days of no more than 6 hours per day or three days up to eleven hours or two days up to eleven hours per day.

**Subsidized families** are required to pay a co-payment if the subsidy does not pay the entire fee for monthly tuition, regardless of the enrolled program.

### All families are required to pay the following fees:

**T-Shirt Fee** - \$20.00 – Must be worn on field trips. **Group Birthday Fee** - \$60.00 – to be paid during child’s birthday month each year and an **Enrichment Program Fee** - \$200.00 every year. Enrichment Program includes weekly classes with Do Re Mi Music School.

## Termination of Enrollment

The Lighthouse Christian Preschool reserves the right to terminate a child's enrollment at any time for the following, but not limited to the possible reasons: If the director and staff feel the center is not a good fit for the child and/or family, failure to pay tuition, or any fees, delinquent payments, several non-sufficient funds, habitual late pick-up of your child and/or habitual late fees, are all grounds for termination. The director for termination does not require notice, however, parents will have received an explanation. Parents must give a written 30-day notice of termination of their child's enrollment for any reason.

## Hours of Operation

The center opens at 7:00 a.m. and closes at 6:00 p.m. Monday through Friday. Dropping off your child before, or picking them up after hours is not permitted. However, we do require that your child be here before 9:30 a.m. If your child is going to be late we request that you call ahead of time and let us know. No child will be allowed into the center after 10:00 a.m. without prior notice. This will ensure that your child receives the full benefit of our program and will also help the center run smoothly. You may pick your child up at any time prior to 6:00 p.m. You will be charged an additional \$10.00 for every 10 minutes or a portion thereof, after 1:00 p.m. or 6:00 p.m. depending on your selected program.

If the parent is not able to pay the late fee at that time, the fee will be due the following day. Our center is affiliated with The Lighthouse School in Santa Monica; therefore, we will observe the same holiday schedule unless otherwise posted. The school will be closed the following days:

- New Years Day
- Martin Luther King, Jr. Birthday
- Presidents Day
- Good Friday
- Easter Week
- Memorial Day
- June Bible Conference Week
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day and the day after
- Christmas Vacation (Last 2 weeks of December)

## Vacations

Vacations are a very important time for your family. If you take a vacation at a different time other than scheduled school vacations, the space for your child is still reserved. Please understand that the **full tuition is to be paid regardless of absences, personal or school closings.**

## Your Child's First Day

Your child's first day is filled with much excitement, anticipation, and is at times fearful. If the parent(s) feel comfortable and secure in the center, the child will most likely feel safe and happy as well. Your feelings and intuitions will transfer to your child. If you feel uncomfortable or lack a trust in us, then this probably is not the school for you. Sometimes, children have greater difficulty separating from a loved one; therefore we encourage you to tell your child beforehand about their new school and how much fun it will be. Always say goodbye to your child, never sneak out, this will only hinder the trust that your child needs to feel secure. Once you have said goodbye, it is best to leave even if your child has a hard transition adjusting. Generally, children stop crying within minutes and become involved in an activity.

This is a very important time for your child to make attachments to the teachers thus developing the foundation of a trusting relationship. If your child is unable to stop crying within 20 minutes, we will call you.

## Open Door Policy

We maintain an open door policy at all times. If at any time you would like to come observe your child at the center we invite you to do so. Please be sure your child has adjusted to their new environment and friends and observe unobtrusively as not to disrupt the teachers with the children.

## Sign in and out

All parent's or authorized persons are required by state law to accompany their child in the center and pick them up. Please make sure that a staff member is aware of your entrance and exit from the premises. State law also requires that you or any authorized person (18 years or older) sign your child in and out of the center. This must be done with a legal signature. **No initials, please.** If you have more than one child attending preschool, you may sign both child's first names and their last name on one line. These steps are necessary for the protection of our children. Please remember to follow this daily. If you are adding someone new to your pick-up list, please notify the director. If someone other than the persons listed on your release card is to pick up your child, it must be done in writing. Any person authorized must verify their identity to a staff member before the child is released to them. Please be sure to keep home and work phone numbers and addresses up to date so that we can locate you at any time.

## Absences

It would be greatly appreciated to call and notify us if your child is ill and unable to attend. Any child absent three consecutive days must have a doctor's note stating the child is okay to return to the center. Your fees pay for the direct cost of operations; i.e., staff, snacks, materials, etc... These items must be available for your child when he or she is here. When you enroll your child in the school, you are reserving the time, space, staff, and materials for your child. Therefore, it is not our policy to reimburse or otherwise provide credit for absences.

## Birthday Celebrations

Birthdays are very special days. Children will have an opportunity to celebrate their birthday at the school. We encourage parents to participate in their child's birthday celebration if possible. A separate sheet will be given to each parent to outline the birthday schedule of activities and suggested snacks/treats. ***The LCP does not supply any utensils, condiments or party goods.***

The \$60.00 Group Birthday Fee covers costs for our Seasonal Birthday Parties. Pizza lunches with fruit & veggies, cupcakes, interactive bounce house, goody bags, and lots of fun!

## Clothing

Children need to be dressed appropriately for active play and weather. It gets cool in the late afternoon when we go outside to play, therefore, bring a jacket or sweater/sweatshirt. Remember we encourage children to engage in many activities including paint, water, sand etc... so please dress your child accordingly. Also, if your child is being potty trained, clothing that is easy for him/her to put on will aid in his/her mastery of using the toilet and enhance their sense of accomplishment. To ensure your child's clothing does not get mixed with another child's, please be sure to ***label all clothing***. Also, please provide a complete extra change of clothing clearly labeled with your child's name and place in a plastic bag to be kept in your child's cubby. Strapless and/or "heeled" shoes are not allowed. We recommend tennis shoes. **Every family will need to purchase a LCP T-shirt upon enrolling. T-shirts will be worn on field trips and preschool events.**

## Toilet Training

We welcome children who are not potty trained and we encourage children to use the toilet when they are developmentally ready. The staff will ***not*** push a child to use the toilet, however, we will watch for signs of readiness and work with the parent to best support this process. Parents are to provide diapers and the LCP will provide wipes. ***An additional charge of \$50.00 per month will be applied to the program for children that are not potty trained.***

## Toys

Please do not allow your child to bring toys to the preschool. We are not responsible for lost or broken items. We have designated Thursdays and Fridays as share days where your child may bring ***one*** item to share during the share circle.



## Nap and Rest Time

We provide cots for your child to nap or rest on between the hours of 1:00 p.m. and 3:00 p.m. Please provide a standard size crib sheet and a blanket to provide comfort for your child, however, ***pillows are not allowed***. Your child's cot sheet and blanket are to be taken home on Friday, washed and returned on Monday of the following week. ***There will be a \$5.00 charge if no sheet is provided.***

## Lunch

Lunchtime is very important and a fun part of your child's day. You are responsible to provide a lunch. Please label your child's lunch container (first and last name) for easy identification. Select foods for your child considering nutritional benefits. Please avoid food and drinks with high sugar contents. No glass bottles/jars of any kind are permitted and **you need to supply your child with the proper utensils needed for their lunch, i.e. Spoon, fork, napkin etc...**

\*PLEASE NOTE: NO NUTS OF ANY KIND, SODA OR POPCORN IS ALLOWED

## Snacks

We provide two snacks a day, a morning and an afternoon snack. Morning snack is served between 9:15 a.m. and 9:45 a.m. as a self-selected nutrition center and sometimes as a group snack. The self-selected nutrition center is one of the morning concept centers where the children help prepare and often times will be involved in the cooking of the food. The afternoon snack is served after nap time and is always a group snack. We try to provide a variety of fresh healthy foods to the children and introduce them to different kinds of food. We only serve 1% milk and water to drink. The following is a sample menu for a week.

### Sample Weekly Nutrition Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Applesauce with Graham Crackers	Bagels and Cream Cheese	Scrambled Eggs and Wheat Toast	Vanilla Yogurt with Fruit	Bananas, Raisins, and Goldfish Crackers
Afternoon	Edamames, Wheat Thin Crackers	Peanut Butter with Apples and Milk	Celery, Carrots, and Cucumbers with Ranch Dressing and Crackers	Cheese Quesadillas	Turkey Breast Rolls with Cream Cheese

## Medications

**Please READ and complete the Medication Administration Authorization and Sunscreen, Lotions and Ointment Forms that must be signed and completed with Registration Packet.**

We will not administer any medication of any kind (over the counter or prescription) **without** the **Medication Administration Authorization Form** completed, signed and dated by the parent(s) / guardian(s). All prescription medication must be in its original bottle, package or container with the prescription clearly labeled with the child's name and the dosage. Parents must give all medications to the director or a teacher. **Do not leave medication in a child's lunch container or cubby.**

## Health Check

A health check will be done upon each child's arrival. This health check is to ensure that each child is healthy and ready for the day's activities. If any illness is recognized at that time or after, to ensure the health and safety of all the children, the parent will need to retrieve their child from the school.

## Sick Children

If a child shows **any** signs of oncoming illness (fever of 100, diarrhea, persistent cough, nausea or vomiting, green or yellow discharge from his/her nose, a moist open cold sore, conjunctivitis, skin rash etc...) the child will be sent home. We require this per licensing requirements and on behalf of your child, the other children and the staff.

Please note that if a child has a fever or diarrhea that child may not return to the center for 24 hours after the condition has subsided. If your child is absent for more than three days, he/she must have a doctor's note stating that the child is free from any communicable diseases.

Please notify the center if your child is exposed to a contagious disease. Please be sure that all phone numbers on identification and emergency forms are current. If we cannot contact a parent we will call the persons listed on the identification and emergency list in the order in which they appear.

## Babysitting Policy

We have a **no babysitting policy** for staff members with families currently enrolled at our school. However, during the "weeks" we are closed, the teachers may be asked to take care of your child if they we do provide a list of Lighthouse Christian Academy students and alumni that may watch your children at your arrangement.

## **The Rights of the Licensing Agency**

The Department of Social Services, Community Care Licensing Division according to Title 22, Division 12, Chapter i Regulation 101200, states, "The department has the authority to interview children, staff and to inspect and audit child or child care center records, without consent. The school shall make provisions for private interviews with any child(ren) or staff member, and for the examination of all records relating to the operation of the child care center. The department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement."

## **High School Student Course Elective Opportunity**

A student who is enrolled and in good standing at an accredited educational institution, such as, The Lighthouse Christian Academy, is eligible for participation in a course elective of Early Childhood Education at the Lighthouse Christian Preschool.

The following requirements are outlined for every student participating, according to: The Department of Social Services, Community Care Licensing Division according to Title 22, Division 12, Chapter i Regulation 101170 – Criminal Record Clearance Section 4 (A) The student is directly supervised by the licensee or facility employee with a criminal record clearance or exemption. (B) The facility has an agreement with the educational institution concerning the placement of the student. (C) The student spends no more than 16 hours per week at the facility. (D) The student is not left alone with the children in care.

## Items to bring to Preschool

- Child's lunch (be sure to supply spoons, forks, and napkins) - **Daily**.
- A water bottle or sippy cup with child's name clearly marked - **Daily**.
- A blanket and cot or standard size crib sheet - **Weekly**.
- A complete change of clothing clearly marked with child's name on all items, to be kept at school.
- Diapers (According to child's need)

## Start Up Payments

Registration - \$200.00

One month deposit - (Based on program enrolled)

Tuition - (Based on program enrolled)

Enrichment fee - \$200.00

**Please label, label, label *everything* with your child's name! Clothing, eating utensils, lunch boxes, sheets, blankets, water bottles....everything, please. We are not responsible for children's items. We do our best to keep children's belongings in their cubbies, and items can be misplaced, but generally show up the next day.**

## Drop Off and Pick Up Procedures

### PROCEDURES FOR DROP OFF:

**\*ALWAYS enter alley off of Broadway (heading South). To exit, the alley drives all the way through and curves right to 20<sup>th</sup> Street.**

1. **From 7:00 – 8:00am** - Parents will enter alley and pull as close to the chain-linked fence as possible and up to the **white line**. There is room for TWO cars. Exit car and walk your child to the gate. PRESS BUTTON AND WAIT FOR BUZZ SOUND to enter Preschool. **SIGN YOUR CHILD IN** at the daily attendance station just to your left. Then walk your child inside the Morning room and promptly leave.
2. If you are the third car, please **WAIT** in your car behind the driveway of the large grey building before the preschool. DO NOT BLOCK the driveway of the grey building. STAY IN YOUR CAR until a car moves forward to exit alley.
3. **From 8:00 – 9:30am** - One teacher will be at the gate to let families in and to escort your child to the Morning room or outdoors with all their belongings. (Lunch, water bottle, sheet & blanket –first of the week). You must **SIGN YOUR CHILD IN** at the daily attendance station just to your left, and promptly leave.

### PROCEDURES FOR PICK UP:

1. Enter the alley exactly the same way as you did to bring your child to preschool. **SIGN YOUR CHILD OUT** on the daily attendance sheet. Full names, no initials please – licensing rules.
2. If the two spaces for parking are taken, please drive around one time (the alley goes through to 20<sup>th</sup> St.) and /or give us a call and we will gladly come for or bring your child to you.
3. If you need to pick up your child at a “different” time than usual. Please call 5 minutes before arriving, so we may get your child and belongings ready and we will bring them to the gate.

### **ALWAYS EXIT ALLEY DRIVING THROUGH TO 20<sup>th</sup> STREET**

The preschool only has **two** spaces available for drop off & pick up in the alley. These spaces are not “legally” allowed, however the city doesn’t have a problem with us as long as we do not “OVER STAY” in the alley. Therefore, please park at a meter if you need to speak with the director or a teacher. The two spaces are directly **behind** our green trash bin at the white line and next to the chain linked fence. Please, please **do not park in any other spaces, in front of the trash bin or blocking our (North neighbor’s driveway)**. The only exception is that after 5pm, you may park in the last 3 spaces directly across from the chain-linked fence. Please follow these procedures carefully as our “neighbors” need to get to their parking spots, driveways and just “pass through” the alley as well. St. Anne’s School has carpool at the same time in the morning, so please use great caution, as this is a very busy alley.

**DO NOT LEAVE YOUR CAR. OTHERWISE THE CITY PARKING ENFORCEMENT WILL GIVE YOU A TICKET.**

## **EMERGENCY DISASTER PLAN**

### **CALL 911**

In the event of an emergency that requires the removal of all students and teachers, assistants and personnel from the facility, the following will take place.

### **Contacts and Relocation Center**

**Director, Lori Ayala** - Preschool (310) 829-2828 - Cell (310) 721-0490

**The Lighthouse Church and School (LCS)** (310) 829-2767 or (310) 829-1741  
1220 20<sup>th</sup> Street Santa Monica, CA 90404 (Near Wilshire Blvd. on 20<sup>th</sup> St. next to Walgreens)  
Senior Pastor, Rob Scribner - Church Office (310) 829-2767 - Cell (310) 874-8872  
Assistant Pastor, Pastor Josh Young - Cell (310) 699-2920

**Lighthouse Center for Infants (LCI) and Lighthouse Christian Academy (High School)**  
1424 Yale Street Santa Monica, CA 90404  
Anita Guerechit (424) 280-4447 or Principal, Josh Young (310) 829-2522

Account for all students and staff taking roll using Sign-in sheet and take Emergency/Contact Information Notebook with you to the relocation center. All persons must leave 1511 20<sup>th</sup> Street facility and go directly to the relocation center. Upon arrival of the center, be sure the following agencies are notified:

**Fire Department: (310) 458-8660 and Police Department: (310) 395-9931**

If the disaster or emergency does ***not*** require removal of the students and personnel then the following is applicable:

**In case of Fire:** Contact Fire Department (310) 458-8660

- Remove all students from the classroom with the Emergency Notebook.
- Line up on Playground away from the building (against brick wall) & take roll.
- Determine safety and health of the student(s).
- Contact entity necessary to handle emergency.
- Wait for instructions from the respective entity's point of contact.

**In case of earthquake:**

- Stop, drop, and hold onto a table leg.
- Get out of building if possible.
- Bring Emergency Notebook and Sign-In Sheet.
- Line up on playground away from the building.
- Contact Fire Department in case of gas and/or water leaks.