



## CHRISTIAN SCHOOL

- A Quality Education
- A Christian Environment
- Serving Ages Two through Five

Principal: Pastor Steve Bland

Director: Zsalene Lovetere

License#: 300600560

# La Palma Christian School Preschool Information

Date of Registration: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Birthdate and Age: \_\_\_\_\_

## **ATTENTION PARENTS:**

ALL FORMS in this packet must be completed in their entirety before your child may start school. The aforementioned forms are listed below.

⇒ **IDENTIFICATION AND EMERGENCY INFORMATION**

⇒ **ENROLLMENT AGREEMENT**

⇒ **CHILD'S PRE-ADMISSION HEALTH HISTORY – PARENT'S REPORT**

⇒ **PHYSICIAN'S REPORT - IMMUNIZATIONS**

⇒ **PARENT'S RIGHTS**

⇒ **CONSENT FOR EMERGENCY AND MEDICAL ATTENTION**

⇒ **PERSONAL RIGHTS**

Please complete and return your Preschool forms. If you have any questions, you can reach me at the following:

Email address: [zsalene@lpcschoo.org](mailto:zsalene@lpcschoo.org)

Office Phone: 714-527-3231

Cell Phone: 714-732-9503

Thank you,

Mrs. Zsalene Lovetere  
Preschool Director

## La Palma Christian Preschool Statement of Purpose

WE BELIEVE...God has established the family as the basic unit of our society, and therefore pledge ourselves to support the family's positive growth and development.

WE BELIEVE...parents have the primary responsibility for the upbringing of their children, and therefore, pledge ourselves to support parents in every way, in raising their children.

WE BELIEVE...the school should have a strong moral environment and therefore pledge ourselves to provide positive, Godly direction and discipline.

WE BELIEVE... the Bible is the Word of God, and therefore pledge ourselves to operate the school according to its teaching and precepts.

WE BELIEVE...that every student has unique strengths and talents, and therefore pledge ourselves to help each student develop to his or her maximum potential.

WE BELIEVE...that every person must be "born-again" to have eternal life, and therefore pledge ourselves to challenge each student with his or her need to have a personal relationship with Jesus Christ as Savior and Lord and develop a life that is glorifying to God.

## La Palma Christian Preschool Fee Schedule

Registration..... \$100.00

Alumni Registration..... \$50.00

### **REGISTRATIONS FEES ARE NON-REFUNDABLE**

Book & Material Fee..... \$200.00

### **Tuition Full Day: 7:00 am – 5:00 pm**

#### FULL DAY WEEK

#### MONTH

1<sup>ST</sup> Child      \$170.00

\$675.00

2<sup>ND</sup> Child      \$155.00

\$615.00

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### **Tuition Half Day: 8:30 am – 12:00 pm**

#### HALF DAY WEEK

#### MONTH

1<sup>ST</sup> Child      \$125.00

\$495.00

2<sup>nd</sup> Child      \$115.00

\$455.00

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A **Late Pickup Fee** is charged when students are picked up after 5:00 PM (regular school day), and 12:15 PM on minimum day (in-service/early dismissal). The Fee is **\$5 per minute, per child, payable at the time the student is picked up. IF YOU ARE LATE THREE TIMES, THE FEE BECOMES \$10 PER MINUTE.** An additional \$5 Fee is charged for each school day that the late fee has not been paid.

# La Palma Christian Preschool Program

Our daily program is devoted to both the needs and interests of the individual and the group. We feel that the children should have a relaxed program, with as much freedom as possible in his or her daily schedule. Our program is purposely flexible so that each child works and plays at his or her own pace and ability. Each child has many choices of activities within the environment planned for their age group.

## **ARRIVAL AND PICK UP**

1. The only person permitted to pick up a child are those indicated on the child's records.
2. If for any reason you need someone other than those previously authorized to pick up your child, please leave a written note with the Director when you drop off your child in the morning. This person will be asked to show proper identification for pick up. Please notify the school by telephone or text if an authorized person other than yourself will be picking up your child.
3. Each child must be signed in and out each day by the person authorized to do so. The school is not responsible for your child until a teacher acknowledges the child's presence. Sign in sheets are located in the office. Initials or "mom" or "dad" are not legal. Please sign your legal name.

Our daily scheduled learning activities start promptly at 9:00 am. When your child is late, they are unable to fully participate in our scheduled activities. It is very important for each child to begin each school day on time. This will assist in promoting a healthy attitude concerning school. If you are late for any reason, please notify the school. The school does reserve the right to deny acceptance on days that your child is late.

## **ILLNESS AND ACCIDENT**

For the health of your child and others, do not send your child to school if they are sick. If your child is going to be absent from school for any reason, it is necessary that you notify the school before 8:30 am. If your child is out of school for more than two weeks due to illness, the school must have a note from the physician stating that the child may return to school. One third of our school program is conducted outside, so child that is not well enough to be outside should not attend. **A fever must be gone for twenty-four (24) hours before a child may return to school.**

## **AFFILIATION**

La Palma Christian Preschool is an extension of the educational program of La Palma Christian Center, 8082 Walker Street, La Palma, CA. The school serves as a non-denominational institution and shall teach the basic doctrines of the Bible. The school operates on a self-sustaining basis and operates as a separate department of the church, with a director to oversee its operation. La Palma Christian Preschool is licensed by the State of California Department of Social Services.

## **HOURS OF OPERATION**

The school is open from 7:00 am until 5:00 pm, Monday through Friday.

## **POLICIES AND PROCEDURES**

LUNCH: Sack lunch only.

SNACKS: La Palma Christian Preschool provides two snacks a day, one in the morning, and one in the afternoon. Snack menu will be posted on the parent information board.

HAND WASHING: La Palma Christian School understands the importance of washing hands. Children was their hands before snack time and lunch time. Children are also required to wash their hands after every bathroom visit as well as when the staff advises.

DAILY SCHEDULE: Each class, according to age, has a structured learning time, creative expression time, as well as free time. Every classroom has a daily schedule posted outside their classroom door.

NAPTIME: Each day there is a rest time from 12:30 pm until 2:30 pm. Every child is required to bring a sleeping bag and a pillowcase to store it. Please mark both items with your child's name. Every Friday the bedding must go home to be washed and returned back to school on Monday. The preschool will provide the sleep mat.

SCHOOL DISCIPLINE: Inappropriate behavior results in the child being removed from group activities and placed in time out. This is our only form of discipline. Please be aware that if our correction process is ineffective, the school reserves the right to end enrollment at that time. Some reasons for disenrollment include continued and deliberate defiance or disobedience and aggressive behavior toward another student or school staff member.

MEDICATION POLICY/PLAN: The only medication that La Palma Christian Preschool is permitted to administer to students is asthma medication. The proper form must be completed in order for the school to administer the medicine. No over the counter medication will be given to any student at any time.

EARTHQUAKE/DISASTER: La Palma Christian Preschool conducts routine fire and earthquake drills on a monthly basis. The school also has a lock down drill every semester. In the event of the school being evacuated, signs will be posted notifying you of the evacuation location.

EVALUATION OF INJURY OR ILLNESS: Although La Palma Christian Preschool has had years of experience dealing with accidents, illness, and communicable disease, we are not medical practitioners. Any attempted diagnosis by the school is an educated guess pending examination by the child's doctors. If the school suspects that your child's injury, illness, or disease needs more attention than we can provide, you will be notified, and your child will need to be picked up from the school office as soon as possible. When a child has a minor injury, the wound will be cleaned and bandaged. The parent will receive a detailed Ouch Report.

POTTY TRAINING: The school offers potty training for children that are two (2) years of age. There is an extra weekly \$20.00 potty training fee paid directly to the Two-year old teacher. Children **must** be potty trained at three (3) years of age.

## La Palma Christian Preschool Payment Policy

In order to maintain a high quality of education for your child, it is necessary that tuition be paid for the days that your child is enrolled. Our teachers are hired on the assumption that your child will be in attendance. Absences and non-payment upset our financial structure. Fairness to the parent and protection of our financial structure require the following policies:

REGISTRATION: Registration fees apply to one year only. Returning students are given a discounted registration fee.

TUITION: All tuition fees are to be paid in advance.

WEEKLY TUITION: Weekly tuition is due on the first day of each week that your child attends school. Tuition that is not paid by 12:00 pm on Friday will be considered delinquent and subject to a late fee.

VACATION: With each annual Registration fee paid, two weeks' vacation is allotted at no charge during each academic school year provided the following conditions are met:

⇒ All tuition and any other fees must be paid and up to date.

⇒ If your child will be taking a leave of absence during the summer months, June or July, and plan on returning in the academic school year you must pay for one-half (1/2) of the months tuition you will not be attending. This will secure your child's spot when your child returns.

⇒ Vacation policies also apply to Christmas and Spring vacations.

SICKNESS: If a child should miss a portion of the week due to illness, tuition must be paid for the entire week. Tuition is not prorated.

SERVICE FEE: A service fee of \$30.00 will be charged for each issued check that is returned by the bank for any reason. If there is more than one



occurrence of insufficient funds, you will be required to pay with cash or a cashier's check.

LATE CHARGE: There is a \$5.00 per minute charge for every minute after 5:00 pm. This is payable immediately. **If this becomes a continual problem, it could lead to removal from the school.** Our state license does not permit us to care for children past 5:00 pm on a regular school day and 12:00 pm on a half-day of school.

DISCOUNTS: There are discounts for second and third child. Children of members of La Palma Christian Center are also eligible for a discount. These discounts will be administered by the Director.

**I have read, understand, and agree to the Payment Policy of La Palma Christian Preschool.**

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Parent/Guardian's Name

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Parent/Guardian's Signature

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Date

## La Palma Christian Preschool Enrollment Agreement

- ☐ I have read and understand all the Preschool policies and procedures.
- ☐ I agree to comply with these policies and procedures.
- ☐ I understand and agree to the Tuition payment policy. All tuition fees are due each week in advance, payable on the first day of your child's school week. All tuition fees must be kept current. In the event that tuition becomes overdue your child may not return to school until tuition is paid in full.
- ☐ I understand that I must give two weeks written advance notice to the Director before withdrawing my child from school. If no advance is given, I will be required to pay an amount equal to the two weeks tuition.
- ☐ I agree to pay any legal costs that might occur due to non-payment of monies owed to the school.

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Parent/Guardian's Signature

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Date

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Parent/Guardian's Signature

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Date

## EMPLOYMENT INFORMATION

Father's Name: \_\_\_\_\_

Employer's Name & Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer's Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Employer's Name & Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer's Phone: \_\_\_\_\_

## La Palma Christian Preschool Observed Holidays

1. New Year's Eve
2. New Year's Day
3. President's Day
4. Martin Luther King, Jr. Day
5. Good Friday
6. Easter Monday
7. Memorial Day
8. Juneteenth
9. Independence Day (Fourth of July)
10. Labor Day
11. Indigenous People's Day
12. Veteran's Day
13. Thanksgiving Day and Day after
14. Christmas Eve
15. Christmas Day



# EMERGENCY CALL LIST

## This is a Mandatory List

Complete this form and list the person to be called first in case of an emergency.

**Please make sure the list is current at all times.**

Child's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Home Number: \_\_\_\_\_

Email: \_\_\_\_\_

**In case we are unable to reach you at the information given above, please list a secondary contact person and number.**

Name: \_\_\_\_\_

Emergency Number: \_\_\_\_\_

Relationship to student: \_\_\_\_\_



## Supply List

- Rollee Pollee Nap Mat
- Pillow Case
- Backpack with name on it
- Extra change of clothes
- Lunch box with name on it
- Water bottle with name on it
- Large bottle of hand sanitizer
- Three (3) boxes of Kleenex
- Three (3) containers of Clorox Clean Up Wipes