



S U M M E R 2 0 2 4

Mission Lutheran School
24360 Yosemite
Laguna Niguel, CA 92677
(949) 643-8311

officestaff@missionluthेरanschool.com
www.missionluthेरanschool.com

Director: Cathy Estanislau
Interim Pastor: Karin Boye

Facility Number: 3000606456

PARENT HANDBOOK

PHILOSOPHY

1. We believe that children are heavenly gifts from God.
2. We believe that each child is unique and has special gifts and talents.
3. We know that children love to learn and learn best by "doing."
4. We know that children thrive and grow through meaningful praise.
5. We know that children like consistency and knowing what comes next.
6. We know that the children and their families who become part of our school are divinely chosen to have a mutually beneficial experience.

Our school curriculum is based on our beliefs; therefore, we commit to:

1. Cherishing each child and his or her family.
2. Getting to know each child individually and to devise a curriculum plan in which each child can "shine."
3. Giving each child lots of time to explore and discover how things work through hands-on experience.
4. Giving each child meaningful praise for "trying," for making good choices, and for being a good friend.
5. Having a consistent daily and weekly schedule to help your child feel safe and secure.
6. We know that with Christ as our "center," and through our daily communion, our relationship with Jesus will bless our lives and guide our way.



MLS PARENT VOLUNTEER COMMITTEE & STAFF

Board of Directors

Cathy Estanislau - Director
Karin Boye - Interim Pastor
Jessie Stevens - President
Kim Maag - Secretary
Jeannie Scharetg - Staff Relations
Jessica Sweeten - Staff Relations
Madison Bettis - Volunteer Coordinator
Lauren Perle - Volunteer Coordinator
Raleigh Wilson - Fundraising Coordinator
Tiffany Baird - Fundraising Coordinator
Brooke Luong - Member at Large

Staff

Cathy Estanislau - Director
Cristin Sorenson - Administrator/Student Services
Kelly Ingling - Administrator/Mentor Teacher
Summer Teaching Staff:
Cherie Crane - Chapel, Christian Character,
Music & Motor Teacher
Connie Meckel - Classroom Teacher
Emily Spencer - Teacher Assistant
Kathy Brown - Classroom Teacher
Lynn Smith - Classroom Teacher
Mary Lawson - Classroom Teacher
Patrice Bennett - Classroom Teacher
Stephanie Dodge - Classroom Teacher
Ursi Munoz - Classroom Teacher



HALF DAY / FULL DAY

Half Day:

Our half-day students should arrive between 8:45 am and 9:00 am. Half-day students are to be picked up at 12:00 pm. Please provide your child with one healthy snack and water each day.

Full Day:

Our school opens at 7:30 am and closes at 5:00 pm. Our full-day students may arrive anytime between these hours but are asked to be here by 8:45 am. All full-day children have a rest time. Please send a nutritious lunch, water and TWO snacks daily. Please bring a crib sheet, small blanket, a travel pillow and (2) sets of extra clothes (1 for nap and 1 for class). A nap sack will be provided to hold the bedding which goes home weekly. Please return laundered bedding the following week. Please arrive by 5:00 pm to pick up your child. School closes at 5:00 pm sharp. A late fee of \$1.00 for every minute late will be charged to your account.



CURRICULUM/CHAPEL THEMES

Teachers prepare their own age-appropriate curriculum for their classroom. This curriculum or lesson plan is a guide for the teachers and is based on our summer theme. The lesson plans will be on your classroom calendar and newsletter.

SUMMER THEME: TRAVELING AROUND GOD'S WONDEROUS WORLD

Week 1 - Egypt

Week 2 - America

Week 3 - Ecuador

Week 4 - Thailand

Week 5 - Canada

Week 6 - France

Christian Character Themes & Scripture:

Week 1 - LOVE - "Love each other as I love you." John 15:12

Week 2 - JOY - "The joy of the Lord is your strength." Nehemiah 8:10

Week 3 - PATIENCE - "Be strong and do not give up." 2 Chronicles 15:7

Week 4 - PEACE - "I am with you always." Matthew 28:20

Week 5 - GOODNESS - "The Lord is good to all." Psalm 145:9

Week 6 - FAITHFULNESS - "You can trust the Lord forever." Isaiah 26:4



TUITION POLICIES

Registration Fees:

Our Summer Processing and Materials fee is \$125 for the first child and \$100 for the second child. *All Processing Fees Are Non-Refundable.*

Tuition:

There will be no refunds of summer tuition after May 15, 2024.

Payment Procedure:

Summer tuition payments were due on May 15th unless other arrangements were made. A receipt will be given only upon request. There are no tuition adjustments for holidays and vacations. A 10% discount will be given on the lower tuition for the second child in the same family when attending together. A late fee of \$20.00 will be charged for any tuition that is late. Failure to pay tuition without explanation will result in termination from the program.

Returned Check Fee:

A check returned for non-payment will result in a \$25.00 charge. Payment by money order or cash will be requested if checks are returned for two consecutive payments.



TUITION RATES

SUMMER 2024:

<u>FULL DAY PROGRAM</u>	<u>Session Rate</u>	<u>Hours</u>
5 days per week (M-F)	\$1720	7:30 am - 5:00 pm
3 days per week (M/W/F)	\$1190	"
2 days per week (T/TH)	\$865	"

<u>HALF DAY PROGRAM (AM)</u>	<u>Session Rate</u>	<u>Hours</u>
5 days per week (M-F)	\$1225	9:00 am - 12:00 pm
3 days per week (M/W/F)	\$790	"
2 days per week (T/TH)	\$565	"

PROCESSING FEES (non-refundable)

Summer Processing and Materials Fee	\$125.00	1 st child
	\$100.00	2 nd child

LATE, RETURN CHECK & CHANGE FEES

Late Fee	\$20.00
Returned Check	\$25.00
Program Change Request Fee	\$25.00



POLICIES AND PROCEDURES



ADMISSION:

Mission Lutheran operates on a non-discriminatory basis, where all children are welcome without regard to race, religion, or national origin, keeping in mind the inclusion of children with special needs. Enrollment is open to children 2 years 9 months through 6 years 11 months and must be potty-trained prior to attending school. Our program begins June 24th; hence, requirements must be met by the first day of school. Potty training needs to be completed by May 24th or before. All immunizations required by the State of California must be up-to-date including a T.B. test. Children with special needs will be observed in a classroom setting for a given amount of time to determine the appropriateness of our program to meet the child's needs. Mission Lutheran Church members, current families and returning families, receive priority registration.

ATTENDANCE:

Each child will have a visual health check before they are welcomed into class. Please notify the school if your child is going to be absent. We appreciate knowing whether your child is sick or absent for another reason. Notify us **immediately** if your child has a contagious disease {Chicken Pox, Measles, Head Lice, 5th Disease, Hand Foot Mouth}. We need to inform the parents of other children who may have been exposed. Your child will not be identified. Children who are absent for four consecutive weeks *without* any school contact will be dropped from the program and their space will be filled. *A 30-day written notice must be given to the school if it is necessary to withdraw a child from the program.*

WHEN TO KEEP YOUR CHILD HOME: It is our intention to keep the school environment as healthy as possible and, therefore, have established the following guidelines:

PLEASE KEEP YOUR CHILD AT HOME IF HE/SHE EXHIBITS:

- *Elevated temperature
- *Colored discharge from nose
- *Fussy, cranky, or tired
- *Flushed cheeks
- *Reddened eyes, sore throat, headache, or abdominal pain
- *Coughing (wet productive cough)
- *Nits or head lice
- *Rash
- *Severe Allergies (colored discharge from nose, lingering cough/congestion)
- *Discharge from eyes (i.e., pink eye/Conjunctivitis)
- *Symptoms of possible communicable disease

If we observe any of these symptoms, your child will be isolated, and you will be notified. Please have your child picked up within 30 minutes. It is imperative that each family keep their emergency contact list updated and on file in the office. Children may only return to school if they are symptom free for 24-hours without fever reducing medication. Those underlined symptoms above will require a doctor's note to return after a 24-hour period if they are symptom free.

BIRTHDAYS:

Birthdays are special days at school. We will celebrate your child with a birthday crown and song in chapel.

CHAPEL:

Time is set aside for chapel each day. It is a special time for our staff and the children to share in prayer, song, and Bible stories. Chapel will be held every day in our sanctuary at 9:00am. Parents are welcome to join us in chapel for this special time together.

CLOSED CAMPUS:

Mission Lutheran School is a closed campus. Campus is open only during drop-off and pick-up times. When doors are locked, parents and visitors must check in with the school office before entering any of the classrooms. Visitors must always be accompanied by a staff member. Parent helpers are asked to please sign-in and to wear an identifying badge. The office staff is here to unlock gates and classroom for our parent helpers who are coming to school after the gates are locked.

DISCIPLINE:

When a child is disruptive or causing a problem, they will be redirected. If more encouragement is needed, time away from the group will be given. As childcare providers, we are a mandated agency for reporting any suspected child abuse.

DRESS:

School is fun and often messy! Children should wear WASHABLE PLAYCLOTHES that will not inhibit play. Each child needs to bring an extra set of clothes in a zip lock bag. Full Day students need 2 sets of clothes: (classroom & nap room) **All items brought to school need to be labeled with your child's name.** Open-toe sandals, thongs, and cowboy boots are not allowed. Rubber soled shoes are the safest. We love Velcro fasteners!

EARTHQUAKE AND DISASTER READINESS:

The school does monthly emergency drills, and all staff members are CPR, first aid, and health and safety certified.

EXTRA HOUR COUPONS:

MLS is happy to offer our students the opportunity to come for the "Lunch Bunch" (12:00pm - 1:00pm) on the days they attend school. This program starts the 1st day of Summer School. Extra hour coupons are sold in books of five for \$50.00 (\$10 each hour). Available for purchase in the school office. Please sign up in the "Extra Hour" book, located on the table outside the school office prior to your child staying for lunch or extra hour. *Please specify who will pick up your child and have them prepare to show identification when picking them up. Each student must be signed out with the lunch bunch teacher before leaving the playground!* We recommend advance notice since there is a limited number of spaces open each day for lunch. Also, you need to sign the message board located outside your child's classroom to notify the teacher that he/she will be staying for lunch. Please provide a lunch from home.

MEDICATION POLICY:

Only PRESCRIPTION medication will be given to a child during school hours. Medication needs to be provided in the original prescription box/container with written instructions along with the child's name. This includes the use of Epi Pens. We require a consent form filled out with written instructions and a parent's signature before we can dispense the medication. Forms are available in the office. Please put the completed form and medication in a plastic bag and give it to the school office. We also appreciate knowing if your child is on medication since behavior may be affected.

OUCH REPORT:

Minor injuries sustained at school will be handled by the school staff. The teacher or assistant will fill out a report explaining what happened and what treatment the child received.

In the event of a serious injury or illness, the parent will be notified immediately.

If the parent cannot be reached, the Director will determine the next step depending on the circumstances and the seriousness of the situation. The Director may do one or more of the following:

1. Contact the person authorized by the parent on the Emergency Card.
2. Contact the doctor or dentist authorized by the parent on the Emergency Card.
3. Call emergency rescue service.

SIGN IN AND OUT:

California State Law requires that your child be signed in and out each day with the following information:

*Time of day

*Signature (first and last) of guardian or authorized persons (must be 18)

*If you arrive late to drop off or early to pick up your child, you must sign in with the school office.

We will **NOT** release a child to anyone that is not authorized by the parent on the child's EMERGENCY INFORMATION CARD. Mission Lutheran School has the right to request identification of the pick-up person before releasing the child. If you would like to add additional drop-off/pick-up persons to your emergency card, please submit their full name & cell phone number to the office via email or in person. Please keep your child's file updated!

SUNSCREEN:

Please apply sunscreen in the morning **before** dropping your child off at school.

TERMINATION:

Mission Lutheran School reserves the right to terminate a child's enrollment at any time, for any reason.

TOILET TRAINED:

Our license requires all students to be fully toilet trained before they enter school. (May 24th). Parents will be called when there is a B.M. accident and are required to pick up their child. Frequent potty accidents will be discussed in a conference with the parents, teacher, and Director in attendance. A plan of action will determine the next steps taken. Pull-ups are not allowed.

YOU OUGHT TO KNOW:

These reports are filled out by staff when an "out of ordinary" behavior is exhibited from a student. These reports are to inform the parent of an "unusual behavior" and what action(s) was taken. These behaviors can be, but not limited to excessive crying, fighting with a peer, sleepy, or just "out of sorts."

LET'S TALK:

It is our belief that communication is vital for your child's success here at M.L.S. You are encouraged to take your concerns, comments, questions and/or ideas to your child's teacher or the Director, Ms. Cathy at any time. We feel truly blessed to be a part of your family's life. Thank you for selecting our school and sharing with us your most precious gift.