

Parent Handbook 2024-2025

Walk as children of light. Eph 5:8

Lighthouse Christian Preschool

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Welcome!

In a time of stress and anxiety, you have found a place of refuge. We are investing in an environment of quality over quantity in a world that often sees bigger as better. Our vision is to provide a safe, friendly, Christ-honoring preschool. As a ministry of Beach Chapel, the goal of Lighthouse Christian Preschool is to illuminate your child's future with a balanced program of education and fun.

Blessings,

Niki Tellechea
Director



Schedule of Operation/School Hours

Half Day	Classroom, circle time, letter of the week, centers
8am - 12pm	Academics & enrichment Outdoor activities & group fun Morning snack and lunch
Full Day	Classroom, circle time, letter of the week, centers
8am - 4:30pm	Academics & enrichment Outdoor activities & group fun Morning snack & lunch Quiet time & afternoon snack Afternoon enrichment & outdoor activities

Lighthouse is open from 8:00am to 4:30pm. We offer a morning-only program from 8:00am to 12:00pm, as well as a full day program. We recommend all students arrive at school no later than 9am, at which time structured classroom learning and activities begin. Children will not be permitted to check in after 10:00am unless prior director approval has been obtained, as these interruptions present a hardship for the staff/students once classroom learning has begun. Children may ONLY attend the days and hours scheduled on their admission agreement.

There is no substitution of days.

Holidays and Vacations

Parents will receive a school calendar each year (last page of handbook) with notification of dates the school is closed for holidays and staff development. There are no tuition adjustments, credits or discounts for these days. In addition, there are no tuition adjustments, credits or discounts for personal family vacations and/or emergencies throughout the year.

In the event of an emergency and/or disaster in which the school needs to close unexpectedly, no tuition discount will be given. We reserve the right to close as needed if an emergency situation dictates.

Sample Daily Schedule (room #2)

8:00 - 8:30	Greeting & free choice of centers
8:30 - 9:00	Outside fun
9:00 - 9:20	Wash up and morning snack
9:25 - 9:45	Welcome circle, Good Morning song, Bible time, concept of the day
9:45 - 10:30	Circle time & project time (centers are open, art activities, reading center)
10:30 - 11:15	Outside play activities
11:15 - 11:30	Clean up, music & movement
11:30 - 12:00	Lunch
12:00 - 12:30	Outside Fun
12:30 - 1:00	Wash up, story time, quiet time prayers, rest
1:00 - 2:00	Quiet time and rest
2:00 - 2:30	Rise & shine routines, circle time fun
2:30 - 2:45	Afternoon snack
2:45 - 4:30	Afternoon projects, enrichment centers, group play and outside fun

Special Event Days

Tuesdays	Chapel Time (alternating, 2x month)
Fridays	Chapel Time (alternating, 2x month)

(See monthly newsletter for special events)

Monthly Tuition

Full Day	First Child	Second	Half Day	First Child	Second
5	\$1079	\$956	5	\$831	\$725
3	\$753	\$662	3	\$584	\$525
2	\$551	\$483	2	\$416	\$368

Tuition payments are **due** on the 1st day of every month, **without exception**. It will be considered late as of the 2nd day of the month.

- Payments for the upcoming month of school are expected to post during the last week of the current month, or earlier.
- Payment is due by the 1st whether your child attends that day or not.
- All school payments are to be made via the Brightwheel app.
- A \$20 late fee will be applied to overdue tuition accounts on the 2nd of the month, and student(s) will not be admitted to class until balance is paid.
- Any account still unpaid by the 3rd of the month will be liable for and may result in disenrollment. The student(s) spot will become available for others on the waiting list.
- We will keep integrity with all school families equally, and will not allow accounts to become delinquent.
- All outstanding late pick up charges must be paid before child is admitted to class the following month.
- There are presently no scholarships available.
- There is no credit or reimbursement for tuition upon withdrawal; tuition is non-refundable.

Registration & Enrollment

A \$200 registration fee per student (non-refundable) is due upon enrollment and covers admission processing. In addition, each springtime an annual re-enrollment fee of \$150 per student secures your classroom spot for the upcoming school year. If re-enrollment fees are not posted before the deadline, your student's spot for fall will be made available to others on our waiting list on a first come, first served basis.

All health documents, including up-to-date California immunization records, and other necessary forms must be on file in the office on or before the day your child begins school. The health evaluation, signed by your child's physician, must be completed and provided to the school within 30 days of enrollment.

Arrival and Dismissal

Late pick up is considered anytime after 12:00pm for half day students, and anytime after 4:30pm for full day students.

Due to the limited number of students we are licensed to provide care for at any one time, it is **EXTREMELY** important that students are picked up on time. We **must** be very sensitive to maintaining our compliance with the legal amount of students we may have on our campus at one time, or our license may be revoked.

Therefore, it is imperative that parents make every effort to establish a personal family “back up plan” ahead of time, so that a friend, neighbor or other family member is available to pick your child up in the case of tardiness or emergency. It is also the responsibility of parents to call the school ahead of time to communicate the nature of the emergency situation, so that the staff on duty is informed and knows when to expect pickup.

The half-day program is over at 12:00pm.

Parents of children not picked up by 12:05pm will be assessed \$5.00 for each late minute after this time.

The full-day program is over at 4:30pm.

Parents of full-day children not picked up by 4:30pm will be assessed \$5.00 for each late minute after this time.

Two (2) late pick-ups in one calendar year become liable for disenrollment.

We are licensed for healthy children only. The teacher is required by state law to do a daily health inspection before a child can be checked into school. Do not leave your child until the teacher acknowledges him/her and preforms this check.

Please look for notices, monthly calendars, or other information posted on the parent board near the sign in/out table, as well as in the Brightwheel app. In the best interest of the children and our program, students should arrive to school by 9:00am. Children will not be checked in after 10:00am unless prior approval has been given by the Director.

Admission Policies & Requirements

Lighthouse Christian Preschool accepts children 2yrs-5yrs and potty trained, within enrollment limits, regardless of race, sex, color, religion or national origin. Enrollment is a privilege, not a right. The school is not equipped to meet the needs of children who cannot benefit from a group experience. If we are unable to enhance your child's developmental situation, or there are behavioral challenges that adversely affect other children, we will regretfully give you notice. If, as parents, you cannot comply with our policies and procedures, you may cause your child to be removed. Please be sure to review all policies and financial agreements to affirm your acceptance and compliance with them before enrollment.

A copy of each student's up-to-date immunization records must be provided at the time of enrollment. A physician's report and T.B. test must be completed to show your child is well enough to attend. **Preschoolers require (4) DTaP, (3) Polio, (3) Hep B, (1) Hib (1) MMR and (1) Varicella**

Emergency Information & Kits

California law requires all schools to have a plan in case of an emergency. The suggested span to prepare for is 72 hours. We need to be ready with food, water, clothes and bedding for your student. Be aware that we cannot re-enter the building until it has been inspected and deemed safe upon a declared emergency situation. That could mean camping under the stars, day as well as night. We would really be surprised if anyone would leave their most wonderful gift, his or her child, at school for 3 days, but we aim to be prepared and have personalized emergency kits on hand for your child(ren).

Please provide the following types of items in a 1-gallon zip lock bag with your child's name and date on it:

1/2 oz. Fruit Cups	5 oz. Vienna Sausages	Food Bars
6 oz. Pork & Beans	1/2 oz Tuna or Chicken	Plastic spoon
7 oz. Ravioli, Mac-n-Cheese or Lasagna Dinners		(3) 9 oz bottles water

All food must have pull tops. An emergency blanket, like the ones bought in sporting good stores, a family picture, and a short letter from parents could also be included.

Please don't send:

- Food your child will refuse to eat
- Breakable containers
- Items that will spoil
- Cans that need to be opened with a can opener

Emergency Procedures & Preparedness Plan

We conduct fire and earthquake drills on a regular basis, and store emergency kits with food, water and emergency supplies on campus. In the event of an emergency during school hours, these are the procedures we will take to ensure the safety of all children: Director will text/email/call contacts as listed on emergency forms. Please be sure that your personnel records are kept up to date. Our off-campus evacuation site is Cardiff Sport Park, located at 1661 Lake Drive.

Emergency Medical Attention

Parent consent for medical treatment as deemed necessary is given with the enrollment of the child in our school. Emergency 911 and the child's parent and/or family physician will be called if emergency medical attention is required.

Partners with Parents

We believe that our preschool exists as an extension of the home. Our role is to support the family in the parenting process. You are the primary providers. You are responsible for the foundational growth of your child. Thank you for the privilege of joining with you in this awesome partnership. Our mission statement and Statement of Faith are included in this handbook so there can be complete harmony between the life- style you practice at home and the values we encourage at school. There is wisdom in the concept of "United we stand."

Mission Statement

Our goal is to meet the spiritual, academic, emotional, physical and social needs of the children through a Biblically integrated curriculum. We aim to provide a safe and loving environment where each child is encouraged to know and experience God's love personally. LCP's staff is committed to develop, nurture and equip children to positively impact their world for Jesus Christ.

Statement of Faith

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16, II Peter 1:21)
2. **We believe** there is one God, eternally existent in three persons - Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. **We believe** in the deity of Jesus Christ (John 10:33).
 - His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35)
 - His sinless life (Hebrews 7:26)
 - His miracles (John 2:11)
 - His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9)
 - His resurrection (John 11:25; Matthew 27:53; Romans 1:4)
 - His ascension to the right hand of the Father (Mark 16:19)
 - His personal return in power and glory (Acts 1:11; Revelation 4:11)
4. **We believe** in the absolute necessity of the regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of the human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3:16-19; John 5:24; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is able to live a godly life. (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18).

"And your children shall be taught by the Lord, and great shall be the peace of your children." Isaiah 54:13

Two Weeks Withdrawal Notice

Two weeks notice is to be given as courtesy upon withdrawal to the school office. This enables the director to enroll another student in the space, and also your child's teacher time to gather your student's belongings. Verbal notice is not considered a valid notice of withdrawal.

PLEASE NOTE: *No pro-rated tuition reimbursements are given for withdrawals mid-month. Earthquake Kits that are not picked up within 14 days of withdrawal will be donated.

Signing In & Signing Out

Be sure to check in and out every day on the Brightwheel app. By law, this must be done by an authorized adult. No person under 18 can check your child in/out, even if the parent is present. We ask that children do not touch the checkin/out iPad. We will not release a student without authorization in writing; or, in an emergency, by phone; nor without proper identification. The school will not assume responsibility for a child who has not been signed in properly, including being handed over to a staff member & acknowledged when he/she arrives.

Medication

Sick children may not come to school. Most children's medications are some form of antibiotic. Every effort will be made to administer medications in a timely manner. We are a school first, and simply cannot guarantee this. Only prescription medications will be administered by school staff. A "Permission to Medicate" form must be completed by the parent or guardian with clear instructions. These medications must be brought to school in the original containers. Medications will be stored in the preschool office. A special authorization form for nebulizers must be on file in the preschool office. No "Over the Counter" (OTC) medications will be administered by preschool staff. If your child requires OTC medication for an illness, your child needs to stay home. This will help prevent the spread of germs to other children and staff. The use of sunscreen requires a permission form before we can apply it on a child. Parent to provide sunscreen.

Sick Policy

- Any child experiencing a fever of 100F or higher must be sent home.
- If your child has diarrhea or displays other symptoms while at school, the parent will be notified to come pick up the child.
- Children must be free of a fever for 48 hours **before** returning. Many illnesses are contagious when a fever is present.
- If your child has vomited for any reason they must stay home for 48 hours after the last episode.
- Please contact the school by 9:00am to report any absences. We are concerned when our students are absent.
- Please contact the school if your child has been diagnosed with a contagious disease.

Snacks & Lunches

Children need to bring a lunch and water bottle each day. Lunch is at 11:30am. We provide a healthy morning snack and an afternoon snack. We are not staffed to heat any food in the microwave. If your child has specific allergies, please make sure to let us know.

Clothing

Dress your child simply and comfortably in washable play clothes. Although smocks are available, children do get dirty when playing and painting. Each child needs to have a change of clothes in his/her cubby. Please label your child's clothes.

Quiet Time & Nap

Our full day program includes "rest time." We ask that you supply a small blanket, a fitted twin sheet and a bag or pillowcase to store them in. Quiet time is between 1:00pm - 2:00pm. A rest period is required by law in the State of California. Even children who do not take naps at home will take one at school because the structured day and play "is such hard work." Please encourage your child to value rest. All mats are cleaned by staff each week, and we encourage student bedding to be taken home each week also to be laundered and returned on Mondays to maintain a clean environment.

Court Orders

The preschool must have on file all current orders that refer to school-related enforcement in a shared custody situation. For the welfare of the students, all school staff must adhere to the 'neutral policy' in conjunction with all custody suits, whether settled or in progress. At no time will Lighthouse or its staff provide supporting information unless subpoenaed by the court. We will not act as liaison between parents. Our responsibility is to maintain peaceful, safe, and loving learning environments for all children in all circumstances. We will not take sides and jeopardize the integrity of our purpose.

Reporting of Suspected Child Abuse

All staff members are mandated by state law to report any suspected or possible child abuse or neglect to Child Protective Services. If any staff believes that any adult (including parent) picking up a child is under the influence of any substance, legal or not, the child will not be released, and the police will be notified.

Communication

Teachers will be communicating to families using our Brightwheel app on a daily/weekly basis to encourage family interaction and open lines of communication. All teachers post pictures, daily activities and monthly newsletters.

You will receive a monthly newsletter from your child's teacher to help keep you updated as to all that is happening in your child's class. We value your feedback, so please let us know any thoughts, ideas or concerns you may have.

In the event of an emergency, if our files are inaccurate and we cannot reach you, it could be considered negligence. Please take this responsibility seriously.

Discipline

We never outgrow our need to be encouraged to do the right thing, and preschool children especially require a consistent effort. The values we establish at this age will provide the foundation for future decisions. We will be positive, reasonable and consistent. Discipline comes from the word disciple. It does not mean punishment. **No corporal punishment or verbal abuse will be administered.**

We emphasize teaching children kingdom values. If a questionable situation occurs, they gain practice in connecting their responsibility to make right choices in alignment to their values. We do not demand a student say, "sorry," as in some cases it may be encouraging them to lie. If they are insincere, it is only creating a bad habit. Children are encouraged to seek forgiveness and to make amends for questionable actions. Progressive steps of our discipline policy are as follows:

- The teacher gives verbal guidance and encouragement to the child.
- Redirection to another area or activity
- "Quiet time" in order to gain self-control
- Child referred to office, and parent may be called to speak to the child. In some cases, you may be asked to come pick up your child.
- A conference may be scheduled to establish a behavioral plan.
- Yes, even at preschool a child may be denied the privilege of attending school for the day. (No tuition reimbursement)
- If the needs of the individual child cannot be met in our program, and the student is not benefiting from our group experience, parents will need to find an alternative childcare provider.
- Anyone can have a bad day. Sometimes it can be a sign of oncoming illness, or they may be developing an unacceptable behavior pattern. The school is an extension of the home, and we are here to assist you as you train and build character in your child. You are the first and the primary teacher. We are here to encourage you.

Sun

Sunshine is both friend and foe. Due to our many outdoor activities, please apply **sunscreen before** dropping off your child.

Birthdays & Holidays

Birthdays are just about the most important thing in the whole world when you are in preschool. With advance notice, teachers will plan time to celebrate a birthday. As parents, you are encouraged to provide low sugar treats along with paper products. Before we sing and have our special snack, someone is asked to pray for an awesome birthday year!

Holidays are also celebrated. Please do not bring such things as witches, ghosts, Santa or Easter Bunnies that may be offensive to others. We will make every effort not to undermine any of your traditions. The primary focus of all our school celebrations is to Jesus at the center.

Toys

Please keep toys from home at home. **Lighthouse preschool is not responsible for lost or stolen toys and/or personal belongings.**

Field Trips

We have no field trips planned, as state law requires a car seat for each student. We will have on-site adventures and explorations.

The Lord bless you and keep you; the Lord make His face shine upon you and be gracious to you; the Lord turn His face toward you and give you peace. Num 6:24-26