



Light of Christ Preschool

Parent Handbook

2025-2026

Welcome Message



Welcome to Light of Christ Preschool! We consider it an honor to have you as a part of our preschool family.

We are committed to partnering with our families to create a positive and enriching learning environment. We look forward to a wonderful year together.

I am fortunate to lead a fantastic group of caring, creative, and loving teachers and staff. We are committed to sharing God's Word and the promises of Christ with those we serve. Details about our daily schedule, policies, and other important information can be found in this handbook. Please don't hesitate to reach out with any questions or concerns; my door is always open.

In Him,

A handwritten signature in cursive script that reads "Brenda Ruehs".

**Brenda Ruehs
Director**

Meet our Staff

Teachers



Two's Class
Hannah Siekmann



Three's Class
Sierra Gwaltney



Four's Class
Kathy Vick



TK Class
Melyssa Ilten

Aides



Ms. Evangeline



Mrs. Felts



Mrs. Katia



Ms. Katie



Ms. Kayla



Ms. Kelsey



Ms. Rebecca



Mrs. Robison



Mrs. Stone



Mrs. Tina

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Policy of Non-Discrimination

Light of Christ Lutheran Preschool shares the love of Christ Jesus with the children and their families. Through a carefully planned curriculum and a dedicated staff and congregation, the Preschool serves as a center for service to God.

Mission

Light of Christ Lutheran Preschool shares the love of Christ Jesus with the children and their families. Through a carefully planned curriculum and a dedicated staff and congregation, the Preschool serves as a center for service to God.

Philosophy

The Philosophy of our School centers on Christ Jesus' words in Matthew 19:14: "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these". We believe that our Christ-centered faith and the teachings of our church provide the strongest foundation for school education. Confident in that strong foundation, we assist parents by offering developmentally appropriate religious and early childhood learning that best prepares the children for productive futures. Our curriculum is structured yet flexible, accommodating the many hands-on learning activities and spontaneous teaching opportunities. Christian education in our preschool begins with the acknowledgement that all strengths and abilities come as gifts from God's love. Therefore, we create an environment for play-based early childhood learning, looking at each child's needs.

Our staff teaches appropriate behavior through redirection and modeling Jesus' love and forgiveness to the children.

Our school offers spiritual, social, intellectual, physical, emotional, and creative growth opportunities for young children and their parents.

Admission Requirements

Our school is open to children ages 2 to 6 years without regard to race, color, nationality, and ethnic origin, whose parents desire a school experience taught from a Christian perspective. We accommodate children with varying developmental levels. If your child is deemed to need additional support that Light of Christ cannot provide, we will conference with you and provide you with alternative resources.

Required Forms for Enrollment

To meet state licensing regulations, all forms must be completed and returned to us 2 weeks before the first day of school. Admission will be postponed if all forms are not turned in. If you move, change phone numbers, start a new job, add someone who is authorized to pick up your child, or make any other changes to the information you provided on these forms, please notify the preschool director. Because we use this information to reach you in case of emergency, we must have accurate information at all times.

Contingent upon enrollment into the program, parents must supply the following information:

- Registration Form and Fee
- Identification and Emergency Information Form
- Admission Agreement/Enrollment Form
- Child's Preadmission Health History Form
- Consent for Emergency Medical Treatment Form
- Personal Rights Form
- Parents' Rights Form
- Emergency Release Form
- Physician's Report Form with records of immunizations and TB clearance

Registration, Tuition, and Late Fees

A non-refundable registration fee of \$200 for new families or \$150.00 for returning families is required for official enrollment and is due at the time of registration. Tuition is a yearly fee for both part-time and full-time schedules, payable annually, semiannually, or in monthly installments.

Tuition is based on 10 payments. Payments #1 through #9 are due the first week of each month from September through May. Payment #10 is a half payment due the first week of June.

Families with multiple children enrolled in our preschool receive a 10% tuition discount for the second and third children. No refunds can be given for days of illness. Full tuition payment is expected to secure your child's place in the classroom in the event of family vacation time. No refunds of tuition will be given.

If your start date is after the first day of your child's program, the tuition rate is prorated based on the number of days your child is enrolled in our program. If the preschool closes due to a response to natural disasters or emergencies, no refund will be given for closed days, and tuition will not be prorated. We will follow the recommendations of the Irvine Unified School District in response to an Irvine-wide situation. We will follow the recommendations of the Orange County superintendent for county-wide situations.

Payment Procedure

Monthly statements will be sent by Procure on the 1st of each month, detailing the tuition amount owed. Tuition is considered late after the 7th of each month. Any financial issues that arise can be discussed with the director and will be addressed in a confidential manner. There is a \$25.00 charge for any returned check.

Tuition payments can be made with a check, cash, or online through the Procure app. Fees associated with online payments made through Procure are passed along to the parents. See table for calculation rate.

Payment Method	Fee Per Transaction
Debit/ Credit Card	2.7%+\$.30
ACH (Withdrawn from your Bank)	\$1.00 Flat Rate

Holidays, Vacations, Missed Days

The total tuition fee is required, regardless of whether the child is present in school or not. No refunds will be given for time missed (illness, vacation, etc.), and a child cannot make up the time. Our beginning and ending days vary from the Irvine School District schedule. Additionally, the school reserves the right to close for staff conferences and in-service training.

Hours of Operation

School Year Program: September through the middle of June

Monday through Friday 8:00 am – 5:00 pm

We have six weeks of summer school, Monday through Friday, 8:00 am to 1:00 pm. The preschool is closed in August.

Program Schedule

Light of Christ Preschool begins in September, the day after Labor Day, and concludes in mid-June (the exact date varies each year).

Light of Christ Preschool offers two options for parents:

Option 1: 8:00 am to 1:00 pm.

Option 2: 8:00 am to 5:00 pm.

Our school opens at 8:00 am for early birds. The morning classes begin at 9:00 am and end at 12:00 pm. Lunch Box is from 12:00 to 1:00 pm.

Our extended day is designed for families interested in a longer program. It includes Lunch Box (from 12:00 – 1:00 pm), a ½-hour rest time, a curriculum of enrichment activities that coordinate with our morning thematic units, and an afternoon snack (which parents provide).

Schedule Changes

Parents may send their child 2 days, 3 days, 4 days, or all 5 days each week. You will choose your days and either the half-day program (8:00-1:00) or the full-day program (8:00-5:00) during the registration process.

Space permitting, a session change may occur. There is a \$30.00 program change fee. **One change is allowed without charge.** If you would like your child to come to school on a day they are not scheduled, you may call the director to arrange it in advance if space is permitted at an extra charge of \$50 (potty-trained) and \$75 (pull-up) rate per half-day program, either 8:00-1:00, or 1:00-5:00. Our full day rate, 8:00-5:00 is \$85.00 (potty-trained) and \$105 (pull-up) per day.

Daily Schedule

AM	Extended Childcare/ Early Birds
8:00	Inside & Outside Activities
9:00 – 12:00	Morning Preschool
12:00-1:00	Lunch and Outside Play
PM	Extended Day (1:00-5:00)
1:00	Rest Time
1:30	Play Time, Large Group Activities
3:00	Bathroom/Snack
3:30	Outside Play
4:30	Inside Activities/ Closing
5:00	Dismissal

Days of Operation

A calendar is given to each family listing special school events and school holidays throughout the school year.

NOTE: The Preschool will be closed for the following days:

<ul style="list-style-type: none">• Labor Day• Columbus Day• Veterans Day• Martin Luther King Jr. Day• President's Day• Memorial Day• Thanksgiving (1week)	<ul style="list-style-type: none">• Christmas and New Year's Day (2 weeks)• Easter (1 week)• Parent/Teacher Conferences• Teacher In-Service Days (see preschool calendar)
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Notice of Withdrawal/ Termination

Light of Christ Preschool has a two-week notice period for withdrawal. Please give the director two weeks' written notice before canceling enrollment. The parents are responsible for payment for these two weeks.

We accommodate children with varying developmental levels. If your child is deemed to require additional support that Light of Christ cannot provide, we will confer with you and provide alternative resources.

The preschool may terminate a child's enrollment if the child:

- Is not ready to benefit from the program.
- Is having emotional or behavioral problems that may harm other children or interfere with others' ability to participate in the program.
- Requires the constant attention of one staff member, jeopardizing our supervision ratios required by law.
- A mutual agreement has been reached between the director, teacher, and family.

If a child has an IEP, it should be shared with the teacher and director to facilitate collaboration and communication regarding care.

Applied Behavioral Analysis (ABA)

Due to limited classroom space, we are unable to accommodate ABA therapy within the classroom. Parents can meet with the director to discuss accommodating an ABA therapist during outside playtime.

If a child has difficulty adhering to program requirements, a conference will be arranged with the child's teacher, the director, and the parent(s). The preschool staff will work with the parents to develop a behavioral plan to help the child succeed. In some cases, an outside assessment will be required to continue enrollment. A second conference will be scheduled in two weeks to evaluate the child's enrollment. Either the parents or the school may give a termination notice.

Snacks

All children will bring their snacks each day. We ask that all snacks include two food groups and be highly nutritious. If your child is a full-time student, they will need a morning and afternoon snack. Part-time children will only need a morning snack. Snacks need to be simple to serve and easily eaten by your child. If a snack requires a fork or spoon, please include this. If your child is unable to use utensils, please refrain from sending items that require their use. Please do not send glass containers. **Please label snacks clearly with your child's name.**

Lunch Box

Lunch Box is 60 minutes of additional time for lunch and play. It is offered Monday through Friday unless otherwise specified. It immediately follows morning school from 12 noon to 1:00 pm. Full-time children will need two snacks and their lunch each day. Children who stay until 1:00 pm will need one snack and their lunch.

Keeping Lunches Safe

According to the USDA, "Insulated, soft-sided lunch boxes or bags are best for keeping food cold, but pack at least two ice sources with perishable food in any type of lunch bag or box you use. Pack just the amount of perishable food that can be eaten at lunchtime. That way, there will be no problem with storage or safety of leftovers. Use an insulated container to keep food like soup, chili, and stew hot. Keep the insulated container closed until lunchtime to keep the food hot — 140 °F (73.9 °C) or above." **It is required that your child's lunchbox be clearly labeled with their name. If a name is not on the lunchbox, the staff will use a Sharpie marker to write your child's name on it.**

Water Bottle

All children are required to bring a water bottle to school each day. **It is required that your child's water bottle be clearly labeled with their name. If a name is not on the water bottle, the staff will use a Sharpie marker to write your child's name on it.** Water carts are used to ensure that children's water bottles are accessible both inside and outside the classroom. Water bottles are refilled throughout the day as needed.

Backpack

It is recommended that all children bring a backpack to school to carry their lunchbox, water bottle, pull-ups, and other necessary supplies. Dirty or soiled clothes will be sent home in your child's bag, along with artwork or other items. **Please check and clean out backpacks daily. It is required that your child's backpack be clearly labeled with their name. If a name is not on the backpack, the staff will use a Sharpie marker to write your child's name on it.**

Child Pick-Up

Your child will not be released to a person (other than a parent or legal guardian) who is not listed on your emergency information sheet.

If someone other than you, the parent, is picking up your child after school, we require written confirmation from you. The person picking up your child may be asked to show proper identification. If a non-custodial parent is not to pick up your child, we must have an official restraining order or other legal paperwork in our files.

Children become apprehensive if you are late picking them up. Your promptness is appreciated. If you know you will be late, please call or send a message through Procure so we can reassure your child.

Sign-In and Sign-Out

California State Licensing requires that each child be signed in and out each time the child attends school. The school uses the Procure app to sign your child in and out. Parents should download the Procure app on their cell phones for this purpose.

If an authorized adult is picking up or dropping off your child, they can use their cellphone and assigned PIN along with the QR code from the preschool to sign your child in and out. **Parents, Guardians, and authorized adults must sign their full legal signature.** An iPad will also be available for use.

If you have arranged for someone else to pick up your child as a one-time occurrence, please notify the school in person, through the Procure app, or by calling the school office. **We cannot release your child into any other person's custody without your permission.**

Health Requirements & Procedures

Your child's health is a matter of significant importance to us. We want to protect your child and the other young children in our program. State law requires that we have only healthy children in attendance. Children who are ill or exhibit symptoms listed below will not be allowed to remain in class. Germs travel quickly among young children. By keeping your ill child at home, infections are not being spread to others, and your child is not being exposed to others while his/her resistance to infection is low.

1) Sick Children: Parents/Guardians will not be permitted to bring sick children to school. Children who appear unwell upon arrival will not be admitted.

2) KEEP YOUR CHILD AT HOME IF THEY:

- Has a fever or has had one in the previous 24 hours.
- Has vomited in the last 24 hours.
- Has been on a prescribed antibiotic for less than 24 hours.
- Has diarrhea, even if caused by taking an antibiotic in the last 24 hours.
- Has diarrhea with increased water in stool and/or decreased form that cannot be contained by use of the toilet.
- Has eye discharge or crust. A child with conjunctivitis must stay out for 24 hours after prescription medication starts and until all redness and discharge are gone.
- Has croup. A child with croup must stay out until the fever and cough are gone.
- Has a constant cough.
- Is fussy, cranky, and generally not him/herself.
- Has a constant runny nose.
- Has an undiagnosed body rash. A note from the doctor is required to return.
- The child has symptoms of a possible communicable disease, such as sniffles, reddened eyes, sore throat, headache, abdominal pain, and/or fever.
- Has a doctor's appointment for a suspected illness; please do not bring your child to school before the appointment.
- Has head lice. (Child should remain home until treatment is completed and all lice and nits are gone.)
- Has ringworm. (Ringworm should be treated by a doctor and is contagious until 24-48 hours after treatment or unless covered by clothing.)

If a child develops any of these symptoms while at school, he/she will be isolated from the other children. A parent will be called and asked to pick up the child as soon as possible. The absence of a fever should not be the deciding factor that your child should not go to school.

Children who are, in your opinion, questionable in the morning should not be brought to preschool. If your child is coughing throughout the night, they have not gotten a restful night's sleep and are not ready for a full, busy day at school. Also, medicating children with OTC medications to "get them through the day" and not providing time for adequate rest, prolongs the illness and exposes the other children and staff to unnecessary illness. **Please message the director and classroom teacher through ProCare, or call 949-786-3997 each day of absence.**

Children must be free from fever, vomiting, or diarrhea for **a full 24 hours** before returning to school.

Allergy symptoms are an exception. Allergies must be noted on the child's medical assessment form. PLEASE INFORM STAFF OF ANY ALLERGIES YOUR CHILD MAY HAVE. A statement from a physician may be required if the child has recurring allergy symptoms.

We require a signed Doctor's Directive for any child who needs to use an EpiPen or Benadryl for allergic reactions.

Please report contagious diseases as soon as possible so that parents of other children in our facility can be alerted. Please provide a doctor's clearance after a contagious disease.

Medical Emergency

In case of an emergency, such as sudden illness or serious injury, that is non-life-threatening, every attempt will be made to immediately notify parents or those individuals noted on your Emergency Information Form.

If the situation is a life-threatening emergency, the director or qualified teacher will call 911 immediately. The parents will cover the costs of emergency transportation and care. The parents are asked to sign the Consent for Emergency Medical Treatment Form.

Please notify the center immediately of any changes to your address or telephone number.

Medication Policy

We prefer not to administer medicine to your child. If necessary, state law requires that you bring this to the attention of the school Director so that proper arrangements can be made. A signed medical release form from your doctor is required before any medication can be administered. Medical release forms are available in the Preschool office. Medications are kept in the preschool office.

If you are administering medications at home, it is helpful to inform your child's teacher in case of unusual behavior or any adverse reactions to the medication.

Plan of Operation for Incidental Medical Services

According to the State of California Code of Regulations, Title 22, Section 101173(d), under which our school is licensed, we are required to have a plan of operation for incidental medical services, which include inhaled medication, nebulizers, and an epinephrine auto-injector. These are the only incidental medical services our center will be able to cover under this regulation.

Our plan of operation will require all students who need the medical services listed above to complete a special form from their doctor that details the following information:

- Specific instructions for administering medication.
- potential side effects and expected response.
- dose form and amount to be administered.
- actions taken in the event of side effects or incomplete treatment.
- instructions for proper storage.
- telephone and address of the child's physician.
- telephone and address of parent/guardian.

The parents must provide training on how to administer the medication.
This form is required to be updated annually.

Additionally, for instances where the epinephrine auto-injector is used, we are required to use it by the directions and as prescribed, to always keep it ready, and to protect it from exposure to light and extreme heat. Note the expiration date and replace it before that date. We will call 911 and the child's parent/guardian after using the epinephrine auto-injector.

We will record the administration of medication/service according to the physician's instructions using the LIC 9221 form and store the medication in accordance with the instructions. We will ensure OSHA requirements are met by wearing gloves, washing hands afterwards, and disposing of gloves/used instruments appropriately.

Staff will receive training from parents, including how to administer medication/service, use and maintenance of required equipment/supplies, what to do in emergencies, planning for field trips, and participating in emergency drills (transporting medication, equipment/supplies).

Parents will be informed of each occurrence of incidental medical service to their child by telephone and/or written note. The Department of Social Services will be informed of serious incidents via LIC 624 within 24 hours.

Emergency Plan

In the event of a natural disaster (fire, earthquake, or flooding), all children will remain on the preschool campus until they are picked up by their parents or authorized persons. If our buildings are unsafe, a Command Center will be set up behind the school playground, near the parking lot. Staff and children will gather here to wait for parents. IN CASE OF A DISASTER, PLEASE COME DIRECTLY TO THE PRESCHOOL TO PICK UP YOUR CHILD. All children must be signed out by parents or authorized persons before leaving campus. Staff members will supervise the children until all have been picked up.

Light of Christ School is prepared for emergencies. We have food and water, medical supplies, extra clothing, blankets, and search and rescue equipment on hand. Our teachers and aides have CPR and first aid training. Current emergency numbers for each child are kept together for quick reference. We have Emergency Disaster Drills (fire/ earthquake/ Roundup) with the children 5 times a year, and once during summer school.

Our Crisis Plan for the preschool is reviewed annually by the staff, and each staff member has an assigned responsibility in the event of a disaster.

Light of Christ Church and Preschool has on its site microwave ovens and a cellular antenna.

Disaster Preparedness

As we all know, when an earthquake or other emergency strikes, it strikes without warning. Light of Christ Lutheran Preschool has implemented a preparedness plan that will act in the best interest of your child.

In the event of an earthquake or another emergency, we will:

- Keep your child at the preschool.
- Provide first aid if needed.
- Do not allow anyone except authorized personnel on site.
- Release children only to persons listed on your Emergency Information Form.
- If we need to evacuate our building, we will take your child to the nearest safe location. Our master plan is to relocate everyone to our grassy area in the parking lot.

Each classroom, preschool office, and church office is equipped with an Emergency Backpack that provides the staff with the necessary materials that will best equip them to handle such an event. All staff members have been informed of the procedures and assigned tasks in the event of an emergency.

COVID Protocol

These guidelines have been implemented by Light of Christ Preschool in response to COVID-19. We want to reassure you that everyone at Light of Christ Lutheran Church and Preschool continues to work diligently to implement additional preventive measures in response to this virus. We recognize that we cannot guarantee the prevention of COVID-19 at our preschool, but we can take steps to prevent the further spread of the virus. We also firmly believe that prayer and preparation are our best defenses against COVID-19.

No matter what hardships or challenges we face, "God is our refuge and strength, an ever-present help in trouble" (Psalm 46:1). Please reach out to us and let us know how we can assist you in navigating this challenging time; we are here for you. We appreciate all the love and support that you have shown us during this time. Continue to pray with us for God's guidance, protection, and leading. Here are some of the measures we have incorporated into our daily routine to help keep children, staff, and families safe.

These are the procedures we incorporate into our daily routines to help keep the children, staff, and families safe.

- Upon arriving at school, we will ask that you sign your child in using the Procure App that is downloaded on your cell phone or the QR Code available outside the playground gate
- We ask that you bring your child a snack and a water bottle with their name on them.

- If anyone has a temperature of 100.4°F/38° or higher, they will be asked to go home and keep the preschool informed on their condition.
- We will ask parents who would like to come onto the playground to make their visit as brief as possible.
- Visits to the preschool building will be limited to essential visits only, and we ask that you allow for social distancing.
- The preschool back gate will be closed with a NO ENTRY for anyone other than working staff.
- The preschool back door will be locked during the preschool hours with a NO ENTRY for anyone other than working staff.
- Our inside and outside toys, the playground, and school surfaces will be cleaned and disinfected each week upon use.

We encourage children and staff to wash their hands through education and scheduled hand-washing times. We teach and recommend that children wash their hands for 20 seconds and use paper towels to dry their hands thoroughly.

Curriculum

“Jesus Time” Bible lessons for the young child center on Jesus as our Savior and emphasize that God loves and cares for us. We regularly incorporate songs, prayers, fingerplays, flannel graphs, and puppets into our instruction. All children in our program participate in a chapel service twice a month. Our school children occasionally sing at Sunday morning worship services here at Light of Christ Lutheran Church.

Learning Centers and Activities

Inside Play – We encourage small motor development through manipulative materials, such as blocks, puzzles, learning games, toys, and art activities (including cutting, gluing, coloring, painting, printing, playdough, and weaving). Socialization skills and school readiness are developed in a comfortable learning environment and are compatible with children’s interests and abilities.

Outside Play – We encourage large motor development through active participation in activities such as painting, digging, climbing, balancing, riding tricycles, using toys, playing with a parachute, bouncing, catching, and throwing playground balls. Specific motor skills are practiced weekly.

Group Time – During group time each day, children are in their classrooms with their teacher. Activities include opening and closing routines, share time, “helper chart” duties, stories, fingerplays, songs, and various theme-related events. Children develop patience, self-regulation, and learn to take turns as they participate in a group setting.

Clothing

We encourage children to bring a jacket or sweater on all but the hottest days. ALL REMOVABLE CLOTHING SHOULD BE MARKED WITH YOUR CHILD'S NAME.

SCHOOL CAN AND WILL BE MESSY. PLEASE SEND YOUR CHILDREN IN CLOTHES THAT CAN GET DIRTY OR SPLASHED WITH PAINT OR WET FROM WATER PLAY.

Please help your child become independent by dressing them in comfortable play clothes and shoes suitable for active play.

- Select clothing that enables your child to easily use the toilet – no one-piece shirts with snaps, overalls, belts, or one-piece outfits.
- Preschool activities such as climbing and running require sure footing. We ask that children wear low-top tennis shoes.
- Children should not wear cowboy boots, flip flops (or sandals with no back strap), dance shoes, or dress shoes because they are uncomfortable, slippery, and can be unsafe at school.
- Socks are recommended with all shoes.
- Girls wearing play dresses are strongly encouraged to wear shorts underneath.
- Please keep all forms of dress-up and costume wear for home use only.
- All children need to have at least one complete change of clothing, including socks and underwear, at school.
- Please Label All clothing clearly.

Diapers Two's/ Young Three's Class

If your child is a 2-year-old and still in diapers or pull-ups, we kindly request that you bring enough diapers or pull-ups, as well as wipes, for each week. Additionally, please bring any lotion or cream you would like us to use. **You will be asked to sign a permission form so that we may apply the cream/lotion.** Each child is assigned a basket to hold extra supplies. Diaper checks and changes will be recorded in the Procure app.

Potty Training Three's Class

If your child is a 3-year-old and is not fully potty trained, we ask that you send them to school in pull-ups, NO DIAPERS PLEASE! We have regularly scheduled bathroom breaks in the morning and afternoon, as well as on an as-needed basis. Plan to pack 3-5 pull-ups in your child's backpack each day they attend school. Three pull-ups can be left at school as backups.

Things from Home

Please do not bring toys to school. The preschool has many excellent materials for the children to use. Children in the 3s, 4s, and TK classrooms will have a special "Share Day"; your child's teacher will inform them when their day is.

Rest Time

For the benefit of the children and to comply with licensing regulations, an afternoon rest time is scheduled for all children enrolled in the full-day program. We know that not all children require an afternoon rest time, but all will be required to rest quietly on their mat.

The preschool will provide a sheet and blanket for your child's mat. These are stored separately in a Ziploc bag with your child's name on it and washed weekly.

Birthdays & Special Days

We will celebrate your child's birthday or special day (including half birthdays) during the school year. You will receive an email from your child's teacher regarding the day we celebrate your child's day here at school, including what to bring.

Chapel

Twice a month, the children will be taken to the church sanctuary for a worship service geared toward young children. Chapel is held on the first week of each month on Tuesdays and the second week of each month on Wednesdays. Chapel time will begin at 9:30 am on these days. Parents are welcome to join us for these worship times.

An offering will be collected at each chapel service. Offering envelopes will be made available to all families. All chapel offerings collected throughout the 2025-2026 school year will be donated to the Phil's Friends organization, which supports hundreds of thousands of our friends with cancer across the United States through care packages, Cards of Hope, hospital visits, and prayer.

What is Baptism?

Baptism is a gift we receive from God. Whether you are one day old or 100 years old when you get baptized, you become a child of God. The Bible tells us that baptism connects us to the death and resurrection of Jesus (Romans 6:3-4). There is eternal significance in baptism. And with all gifts from God, we give thanks for His grace and mercy.

Preschool Prayer Program

A church family is assigned to a preschooler and commits to praying for them and their family throughout the school year. In addition, the child will receive a children's Bible from their church family, as well as special gifts on Christmas, Easter, and their birthday.

When you sign up your child for the Preschool Prayer Program, you agree to share your child's first name, birthday month, and school photo with your child's assigned church family. Prayers can always be privately shared with your child's teacher, the preschool director, or the church pastors. They can also be shared publicly with your child's assigned church family and the congregation if you so choose.

TK Supply List

Children in the TK class will each have their own container of school supplies to be used throughout the school year. Parents are asked to bring in school supplies such as scissors, glue sticks, crayons, and markers. **A supply list with specific supply requests and quantities will be handed out at Parent Orientation.**

Discipline/ Guidance

Children may be small, but their thoughts, emotions, and behaviors can be big. Children sometimes exhibit challenging behaviors, such as throwing tantrums, having meltdowns, rebelling, or engaging in aggressive behaviors.

As early childhood educators, we choose to guide and strengthen children's social-emotional skills to help them achieve better outcomes and foster a more positive classroom environment. We use Conscious Discipline, an evidence-based program, to discipline children and ourselves, shifting our reliance from fear to love. Therefore, children are taught what to do rather than what not to do.

We choose to see challenging behaviors as opportunities to teach new skills. Children are encouraged to "use their words" to verbalize displeasure with a classmate's behavior instead of hitting or pushing. Our school staff believes it is essential to model kindness and forgiveness, which we encourage the children to practice as they interact with one another.

If a student's misbehavior continues, a teacher will talk with the child's parent, allowing the home and school to work together to resolve the situation. If this step does not resolve the behavioral issue, the school director will request a meeting with the teacher and parents to develop a behavioral plan that enables the child to make appropriate behavioral choices.

Staff members NEVER use corporal punishment at Light of Christ Preschool.

Grievance Procedures

The following steps are suggested guidelines for parents/guardians of Light of Christ Lutheran Preschool to ensure prompt and reasonable resolution to any situation, difficulty, or complaint. By Christian principles, Light of Christ Lutheran Preschool asks each parent/guardian to follow the problem-solving method set out in Matthew 18.

The parent/guardian is first to bring the matter to the child's teacher; the teacher should then put the matter in writing.

If the grievance is not resolved, a meeting should be held between the parent/guardian, the teacher, and the preschool director. If there is no resolution, the pastor will become involved.

If the grievance persists, the parent/guardian will submit the grievance in writing and send it to the president of the congregation, who will convene a meeting with the parent/guardian and the appropriate persons to discuss the grievance. The following steps will be to review the complaint with the church council and, if necessary, with the voters' assembly.

Keeping School Families Informed/ Communication

Weekly school newsletters will be emailed from your child's teacher. These newsletters list our upcoming events, classroom activities, and pictures.

If you have any questions or concerns at any time, please feel free to contact your teacher through the Procure app, preschool phone, or in person. Should you wish to speak to the Director, feel free to contact her at the school office at 949-786-3997 or by email at preschooloffice@locirvine.com. We encourage open communication with our school families!

Please refer to the detailed calendar you received this school year for actual dates and scheduled events. Upcoming events are also posted on the homepage of our website, www.lightofchristpreschool.com, as well as the Procure app calendar.

Parent/ Teacher Conferences

One parent-teacher conference is scheduled each school year in early spring to discuss the development of each child and assess kindergarten readiness.

Portfolios are prepared for each child by their first teacher. These portfolios showcase the child's development with a collection of work samples, language stories, and photos. Each year that your child attends school at Light of Christ, additional work samples and photos are added to the portfolio, illustrating the child's developmental progress. Parents view and discuss their child's portfolio at each parent/teacher conference. The portfolio is given to the family when the child leaves Light of Christ School.

Parents are welcome to arrange informal conferences with teachers at any time throughout the year, before or after school hours. Teachers will also schedule special conference times when necessary to address any issues

Summer School

Summer School is held for six weeks during the summer, from June to July.

Our summer school is open to all children aged 2 to 6 years old. Summer School is a weekly five-day program. Each week will have a unique theme, and you may sign up for any week or series of weeks you choose. Our summer school hours are 8:00 a.m. to 1:00 p.m. To ensure the appropriate number of staff, we require a minimum of 12 children enrolled for each week. We will only have Summer School for the weeks where we have 12 children or more enrolled.

Registration opens in March. You can pick which weeks you would like to attend. Tuition is charged weekly.

- We spend a lot of time outdoors. Please apply sunscreen before coming to school.
- We play at the water table and have fun with messy art and science activities; dress accordingly. Bring a complete change of clothes in a labeled Ziploc bag. Wear playground-friendly shoes. Please, no flip-flops.
- Bring a labeled water bottle: We refill it throughout the day.
- Bring a lunchbox with a snack and lunch for each day you attend school.

2025-2026 Theme Verse

This is the day that the Lord has made;
let us rejoice and be glad in it.

Psalm 118:24

Contact Information



949-786-3997



preschooloffice@locirvine.com



lightofchristpreschool.com



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