

# Little School of the West



Christian Prekindergarten and Preschool

## Parent Handbook

A ministry of:  
West Cypress Church  
5471 Cerritos Ave.  
Cypress, CA 90630  
(714)828-1484  
License Number 300606141  
Website: [littleschoolofthewest.com](http://littleschoolofthewest.com)

Dear Parents,

Welcome to Little School of the West. We look forward to a very productive year with your child. The degree of success we experience will depend on your cooperation and participation in your child's educational program. Through our activities, your child will grow academically, socially, emotionally and most importantly, spiritually. The goals set for your child will be doubly effective if you as a parent assume your responsibilities to "train up a child in the way he should go" (Proverbs 22:6). We can do our job, but the home is the true learning center.

Our desire is to be the type of school that we as parents would seek for our own children. Please take time to read through this handbook for a clearer understanding of the various policies and procedures that relate to our school.

Let us lift up this year in prayer. Our God has great things in store for us!

Sincerely,

Deborah Hagen  
School Administrator

*"Now to Him who is able to do immeasurably more than all we ask or imagine, according to His power that is at work within us, to Him be the glory in the church and in Christ Jesus through all generations forever and ever!"*

*Ephesians 3:20 - 21*



## Purpose:

The program at **Little School of the West** has been established to provide an educational experience in a warm, friendly atmosphere for children 2 to 6 years of age. Recognizing the importance of balanced growth, our staff provides opportunities for the social, mental, physical and spiritual development of each child.

Our program was also established as a service to families and children of the community. This service has grown from a sincere love for children and a desire to help foster proper development and adjustment in our modern world.



## Philosophy:

It is the philosophy of Little School of the West to provide a sound, Bible-based curriculum development. The Christian school must be based on the "Word of God" and through this, distinguish between the world's view of life and the Christian view.

Parents are responsible to God to see that the education of their children is of the highest quality, rooted in God's truth. The Christian home, church and school must work together to bring about this development. No other approach to education can be truly Christ-honoring.

*"We will serve the Lord."  
Joshua 24:15*

## School-Church Policy:

Although **Little School of the West** is a ministry of West Cypress Church, the Elder Board has adopted an independent Bible teaching program that does not emphasize denominational belief teaching. The primary emphasis is on the basic Biblical fundamentals of faith and Biblical doctrines, such as those of salvation by grace, etc.



## Statement of Doctrine:

Little School of the West believes in the following:

1. The inspiration of the Bible, equally in parts, without error in its origin.
2. The one God, eternally existent Father, Son and Holy Spirit, who created man by a direct, immediate act.
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven and the second coming of the Lord Jesus Christ.
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone and the resurrection of all to life or damnation.
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

*"For God so loved the world that He gave His only begotten Son, that whosoever believeth in Him should not perish but have everlasting life."*

*John 3:16*

## Staff:

**Little School of the West** employs only qualified and competent staff members who are capable of giving each child loving and understanding care. The staff is kind, but firm, in dealing with the children and treats each according to individual needs. The school administrator or pastor of the church/school is available for parent and/or child counseling, if requested.



## Enrollment Policies:

Children will be accepted into our preschool program if they are between the ages of 2 to 6 years old whether they are potty trained or not. Children are accepted regardless of race, color, religion, national origin or ancestry.

**Little School of the West** is not equipped to handle children with serious emotional, visual, speech, hearing or other severe learning disabilities. The school reserves the right to dismiss a child if, after entering, he seems unprepared for the group experiences or is unable to adjust appropriately. The school reserves the right at any time to place your child in the classroom that they deem best for your child's developmental level; therefore, please note that we do not honor teacher requests. Parents who wish to enroll their children at Little School of the West are required to complete the following:

1. Registration fee
2. Pre-registration forms
3. Application for Admission (approx. 15 pages)
4. Physician's Report (signed by doctor)
5. Copy of current Immunization Record
6. Emergency Information
7. Original copy of Birth Certificate

The California State Health Department requires that all health forms be on file before your child may attend school. It is important that all information be current. If there is a change, please notify the school office immediately.

## Financial Arrangements

- **Tuition:** The financial needs of a private educational facility are quite substantial. **Little School of the West** has developed a curriculum geared to meet the school's high standards for care, while keeping tuition fees as reasonable as possible. In order for the school to meet its financial obligations, parents must be faithful in making their tuition payments on the date that they are due. You have two options to choose from for tuition payments:
  1. **Monthly tuition (12 months)** – Payment is due on the 1<sup>st</sup> day of the month. Payments made after the 10<sup>th</sup> will include a \$50.00 late payment fee. If the 10<sup>th</sup> falls on the weekend, payment is due the Friday before. Failure to pay by the 15<sup>th</sup> may result in prompt suspension of the student.
  2. **Weekly tuition (50 weeks)** – Payments are due the Friday before the week of enrollment. Payments made after Wednesday of the current week will include a \$15.00 late payment fee each week late (accumulative). Failure to pay by Friday may result in prompt suspension of the student.

Little School of the West reserves the right to dismiss any child whose tuition has not been paid. Please make your checks payable to: "Little School of the West". Your child's name should be noted on the check so that payment can be credited to the correct account. We require 2 weeks written notice upon withdrawing your child from Little School of the West. If you withdraw your child without giving a 2 weeks notice, you will be charged 2 weeks tuition. Unpaid tuition balances are sent to a collection agency.

- **Registration:** A non-refundable registration fee of \$150.00 is payable when you enroll your child. If you withdraw your child for any reason, upon returning, you will also be charged \$150.00 non-refundable registration fee. A non-refundable re-registration fee of \$100.00 is charged each year after, for continuing students.

### Make up Days for Absences:

We are licensed to handle a certain number of children per day, distributed between the various classrooms in specific numbers. Therefore, we cannot grant opportunities to make up lost days as a result of absences. Also, there will be no tuition credit given for absences.

### Vacation Credit:

After a student has been in continuous enrollment for one full year, they are entitled to 1 week free tuition credit for family vacations. Please inform the school of the intention to take advantage of this vacation time at least 2 weeks prior to your trip.



## Holidays and Special Days:

No tuition credit is given for scheduled school holidays. The school will be closed for the following holidays:

Labor Day  
Veterans' Day  
Thanksgiving Day (2 days)  
Christmas Eve (observed) through New Year's Day (observed)  
Martin Luther King, Jr.'s Day  
Presidents' Day  
Good Friday  
Memorial Day  
Independence Day



In addition to the above holidays, our school may be closed for 8 additional days so that the staff may attend a staff retreat, teacher conference or participate in staff preparation days.

We also close early (3:00 p.m.) two times a year: Christmas Program day and our Spring Program/Open House day.

On or near October 31<sup>st</sup> we celebrate harvest with a special day called "Harvest Celebration". We do not celebrate Halloween or dress up on that day.





## Hours:

Little School of the West hours are from **6:45 a.m. to 6:00 p.m.** Children should not be brought any earlier than 6:45 a.m. or picked up later than 6:00 p.m. If this is not possible, please make arrangements. Late pick-up charges are \$1.00 per minute, per child, which are due upon arrival of picking up your child and should be paid directly to the closing teacher in charge.

Please remember that we are not a glorified baby-sitting service. Your children will miss out on many learning activities and opportunities if you bring them late. Parents are responsible for getting their children to school on time. Excessive tardiness (after 3 written warnings) may result in dismissal of your child from school.

- **Preschool 1 & 2 & 3 Program:** 8:30 a.m. - 12:00 p.m. (Sept. - mid June)
- **Preppy Pre-K, Prekindergarten 1 & 2 & Transitional Kindergarten Programs:**  
8:30 a.m. - 12:30 p.m. (Sept. - mid June)
- **Summer Session:** All half day pick up is at 12:00 p.m. (mid June - August)

**Full day program:** This program is for all students arriving before 8:30 a.m. and those who stay for daycare following the structured morning class time.

## Checking In and Out Procedures

- **Classtime:** Class time begins at 8:30 a.m. Children dropped off later than 9:00 a.m. for Preschool/Prekindergarten/Transitional Kindergarten will be marked tardy. Excessive tardiness may result in the dismissal of your child. Unlike a developmental center, where parents can drop and pick up their child as they please, our school has set times when a child attends class time. Our preschool program is a combination developmental and academic program. Each classroom teacher prepares, ahead of time, a lesson plan that includes learning activities in all areas. Our structured (not regimented) program allows children to feel safe and confident as they come to appreciate the daily classroom routine of learning and having fun.
- **Arrival:** Upon arriving at school each day, please proceed to the sign in/out office and sign your child in. The State of California Community Care Licensing requires that the parent or authorized person(s) sign the child in and out of school each day with **a full legal legible signature**. Failure to do so will result in a \$15.00 fee which will be charged to your account. Always accompany your child to their classroom. Be sure to check the parent board for any announcements or field trips coming up.
- **Pick Up:** To check out a child, a parent or authorized person(s) must sign out on the same school sign in/out sheet, as in the morning. No child will be released to a person not authorized by a parent to pick up the child. A note, signed by the parent, is required when someone other than previously authorized individual picks up your child. **No exceptions.**





## The Health and Safety of Your Child:

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us a health form signed by a physician. We also require that the child have standard immunizations and a tuberculin clearance. As of January 1, 2016 the state of California requires all students to have required immunizations. Parents are no longer allowed to submit personal beliefs exemptions.

- **Daily Health Inspection:** Visual health inspection is given upon each child's arrival at school. Your child may be sent home if he appears to have symptoms of illness at any point during the day. In such cases, he/she is immediately isolated from the others and a parent is contacted.
  
- **Keep Your Child Home:**
  1. If they have a fever or have had one during the previous 24 hour period.
  2. If they have vomited within 24 hours of school time.
  3. If they have a heavy nasal discharge (even if your doctor says it is not contagious).
  4. If they have a constant cough.
  5. If they are fussy, cranky and generally not themselves.
  6. If they have symptoms of a possible communicable disease (these are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, or fever). **Please notify the school at once if the child does have a communicable disease.**
  7. For 24 hours if they were sent home from school due to illness or fever.
  
- **Your Child May Come to School:**
  1. If they have been taking an antibiotic for 24 or more hours.
  2. If their fever has subsided for 24 or more hours.
  3. If their cold is over, but he is left with a minor, clear, nasal drip.
  4. If vomiting has subsided for 24 or more hours.
  5. If they have been exposed to a communicable disease, but the school has been notified, so that the incubation period can be discussed and it can be determined on what dates he should stay home.



- **Accidental Injury:** In case of accidental injury, we make an immediate attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary, we will also call an ambulance or the paramedics. Until the arrival of a parent or paramedic, the Administrator or the person in charge will make all the decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. The school will maintain a parent signed consent form agreeing to this provision.
- **Emergency Information:** It is very important that we have a current emergency phone number where you can be reached, if necessary. Your child's care is our utmost concern. In the event of an emergency, unnecessary delays in locating the parents could jeopardize the well-being of the child. Please keep the school up to date on phone numbers and other pertinent information.
- **Medication:** Little School of the West does not administer "over the counter" medication without a doctor's notice. Instruction forms for the administering of doctor prescribed medication may be obtained from the school office. These must be filled out, signed and returned to the school before ANY medication will be given to your child. **Medication must be brought by the parent, NOT the child.** It is against the law to leave medication in your child's lunch pail or cubby.



### Nutrition:

At Little School of the West, we are interested in the total development of your child. Nutrition plays a very important role in a successful day at school.

- **Breakfast:** Be sure that your child eats a good, high protein breakfast before coming to school. Stay away from sweets and carbohydrates in the mornings.
- **Mid-Morning Snack:** We will provide a nutritious mid-morning snack.
- **Mid-Afternoon Snack:** Full day students will have the opportunity to eat what is left in their lunches during a mid-afternoon snack time. If the student has eaten all his lunch at noon, we will provide a nutritious snack for them.



- **Lunch Time:** Full day students are required to bring a nutritious lunch to school every day. Nutritionally balanced lunches include foods from the traditional Basic 4 Food Groups as follows:
  1. **Meat Group:** peanut butter, cheese, meat, poultry, eggs, tuna, beans, peas, nuts
  2. **Milk Group:** \*milk (non-flavored), cheese, yogurt, cottage cheese (*\* Little School of the West provides milk for lunch and afternoon snack*).
  3. **Vegetables and Fruits:** oranges, tomatoes, apples, bananas, pears, grapes, peaches, plums, raisins, applesauce, 100% fruit juices only (no sugar added). Also: carrots, green beans, celery, lettuce, spinach, bell peppers, cucumber, turnips, broccoli, beets, potatoes, cauliflower.
  4. **Bread and Cereals:** bread (whole grain is best), muffins (low sugar), crackers, graham crackers (excluding crackers that resemble cookies or sugary coated ones), pasta, rice, pretzels, pita bread, tortillas.

**All lunch pails must contain an ice pack.** Our policy is to eat the high protein item first, before anything else. Therefore, if you want your child to eat a whole sandwich-send a whole one. If you want him to eat  $\frac{1}{2}$ , then send only  $\frac{1}{2}$ . We are not able to warm up any food. **Do not send candy or carbonated beverages.** We do not allow foods that contain mostly sugar. We reserve the right to decline giving foods that we deem non-nutritious to the students.



### **Birthdays:**

If you wish to share your child's birthday with their class, a special snack may be brought. We celebrate birthdays during the mid-morning snack period. We prefer that you send cookies or miniature cupcakes (muffin tins filled only to produce a cookie size cupcake). These are easier to handle and are greeted by the children as a special treat. Contact the school office 1 month in advance to schedule which day you would like to celebrate. Sorry, cakes are **not** allowed.



### **Your Child's First Day:**

You can help make your child's first day successful by assuring them that you will be busy while he/she is busy at school. It is difficult for some children to leave home and begin the school experience. The teachers are qualified to handle this transition in making the first days as easy as possible for your child. It is best if you arrange to show your child the school ahead of time and talk about the fun of attending the school. When your child is safely settled in his new class, go ahead and leave. Adjustments, even when tearful, are made fairly quickly if the parent is not present.

### **Child Abuse:**

If your child has any unusual birthmarks, permanent scars, etc., please inform the school office prior to your child's first day at school. The school is under obligation, by the law, to report any unusual marks found on the body of a child. It is most important to make the school aware of these marks, as to save you from being offended or embarrassed.

### **Discipline:**

All discipline is done in love, with self-control, patience and free from anger, as Biblically set forth. Our rooms are designed to be learning centers for the spiritual, physical, educational, emotional and social development of each child. If a child is continually disruptive or disobedient, they will need to be disciplined. Little School of the West's disciplinary policy is:

1. Teach children the rules; what is allowed, what is not.
2. Continually use positive reinforcement for appropriate behavior, redirection toward behavior desired, given choice when redirection doesn't work and then, lastly, isolation "time out" for continual negative behavior.
3. If a child who is aware of the rules is habitually disruptive or disobedient, the child will meet with the Administrator and agree to cooperate before returning to class.
4. If the unacceptable behavior continues, the child will meet with the Administrator again; however, the first visit usually solves the problem.
5. If the unacceptable behavior gets out of control, the parent will be contacted and requested to come get their child for the remainder of the day.

Racial comments, of any kind, will not be tolerated. Parents will be notified of all discipline problems. It is important that the family and the school work together to help each child understand the importance of acceptable behavior. Continual unacceptable behavior will result in termination of the child from the school. Corporal punishment, humiliating or frightening techniques are not used. Also, punishment will not be associated with food, rest or isolation for illness.



## Dress Code:

Little School of the West has adopted a minimum of dress code requirements and will rely heavily upon the cooperation of every family to use good judgment in their child's appearance. Washable play clothes please. We recommend that our little girls wear shorts underneath their dresses and skirts. Please dress your children in clothes they can manage when using the restroom. Jewelry (necklaces, bracelets, rings, anklets, watches) are not allowed for safety purposes. Exceptions: studded earrings and identification or allergy bracelets. **All sweaters and jackets should be clearly marked with the child's name.** Little School of the West reserves the right to write your child's name on their clothes if they are not labeled. Only rubber-soled, closed-toed and closed-heeled shoes can be worn. Open-toed sandals or shoes, as well as, strapless (slip on) shoes of any kind are not allowed.



## Extra Clothes:

Just in case the need arises (paint spills, slipping in the mud, or toilet accidents), send an extra set of clothes with your child on the 1<sup>st</sup> day of school. These should be clearly marked with the child's name. Soiled clothes must be taken home daily from the sealed container located on the patio area.



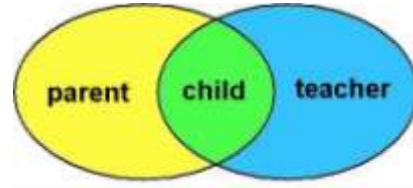
## Rest Time:

All full day students will have a required rest time. Please bring a fitted crib sheet and light blanket marked with your child's name to school on their 1<sup>st</sup> day. The blanket and sheet will be sent home at the end of each month for laundering and must be brought back at the beginning of the next week.



## What Not to Bring:

Do not allow your child to bring candy, gum, toys, or personal security items (blankets, stuffed animals, etc.) to school (unless asked to do so by his or her teacher). We will **NOT** be responsible for items brought from the home that are lost or broken at the school.



## Parent - School Communications:

Due to the fact that parents need to understand what we are teaching their children and the benefits which should be derived from these teachings, we will continually try to communicate with you. It is of utmost importance that we work together to provide the very best education and enrichment for your child. Each week we will send out a weekly update which will give you information about upcoming events. Please make sure the school office has a current e-mail address for your family.

## Newsletter:

Your child's teacher will post a weekly newsletter on our school website. It will provide you with information concerning your child's activities, what he/she is learning, helpful hints and upcoming events. Our school website is: [littleschoolofthewest.com](http://littleschoolofthewest.com)

## Parent Bulletin Board:

Always pay attention to the Parent Bulletin Board located in your child's classroom. Notices posted here are done so to help inform you. Do take time to read them; they are posted for your benefit.



## Progress Reports:

A progress report will be sent home twice a year. Conferences are always desirable and are scheduled at the parent's or teacher's request.



### **Parent- Teacher Communication:**

It is important for you to feel connected to your child's experience at Little School of the West. Please check our school website, on a weekly basis, to read your child's teacher's weekly newsletter, as well as the school monthly newsletter.

If you are interested in volunteering, we have many opportunities for you to get involved. Your child's teacher or the Administrator will be happy to discuss the school's needs with you.

*"It is more blessed to give than to receive."  
Acts 20:35*

# Field Trip!

### **Field Trips:**

From time to time, our Preschool 2, 3, Preppy Pre-K, Prekindergarten 1 & 2 and Transitional Kindergarten teachers may schedule field trips that enrich the curriculum. Parental permission will be obtained in writing well in advance of any event. If you wish to exclude your child from a field trip, you will need to make other arrangements for your child (that day), so that they do not feel self-conscious about not going. Children with habitual discipline issues will lose the privilege of attending field trip(s).



### Custody/Visitation Issues:

The splitting of a family is traumatic for parents and particularly for children. Consequently, the focus of Little School of the West is on the safety and well being of your student, and our instituted policies are to further those goals.

- **Documentation:** At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at Little School of the West. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation right to Little School of the West within seven days of change.
- **School Records:** A noncustodial parent shall have the right to access school records related to his or her child unless prohibited by a legally binding instrument.
- **Parent Teacher Meeting:** It is Little School of the West's policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.
- **Dismissal and Early Release:** No student shall be released to any individual other than a custodial parent unless express written permission is first given to Little School of the West. This written permission must be by a custodial parent or a valid legally binding instrument granting release that is on file with Little School of the West. All early dismissal requests shall go through the school office. A parent cannot ask the school to withhold release of his or her child to the other parent or parent's representative without a legally binding instrument.
- **School Communications:** It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements, notes, programs and other activities.





# Sample Classroom Schedules

## Preschool 1, 2 & 3 Sample Schedule:

8:30a.m. - 9:25a.m. - learning centers  
9:25a.m. - 9:30a.m. - clean-up  
9:30a.m. - 9:40a.m. - calendar, weather,  
circle time  
9:40a.m. - 9:55a.m. - perceptual motor  
development  
9:55a.m. - 10:05a.m. - restroom  
10:05a.m. - 10:15a.m. - snack  
10:15a.m. - 10:55a.m. - outside play  
11:00a.m. - 11:15a.m. - Bible time  
11:15a.m. - 12:00p.m. - assorted activities:  
art, science, social studies, fine motor  
activities, music, numbers, alphabet,  
sharetime, etc.

## Prekindergarten 1 & 2 Sample Schedule:

8:30a.m. - 9:30a.m. - learning centers  
9:30a.m. - 9:45a.m. - calendar time  
9:45a.m. - 10:05a.m. - S.P.A.  
phonics program  
10:05a.m. - 10:55a.m. - snack, potty  
outside play  
11:00a.m. - 11:20a.m. - Bible time  
11:20a.m. - 11:30a.m. - academics  
11:30a.m. - 12:10a.m. - creative art,  
fine motor, Bingo, sharetime  
12:10a.m. - 12:30p.m. - music, perceptual  
motor development,  
science, etc.

## Preppy Pre-K Sample Schedule:

8:30a.m. - 9:30a.m. - learning centers  
9:30a.m. - 9:45a.m. - calendar time  
9:45a.m. - 10:05a.m. - Bible Time  
10:05a.m. - 10:55a.m. - snack, potty  
outside play  
11:00a.m. - 11:20a.m. - S.P.A.  
phonics program  
11:20a.m. - 11:30a.m. - academics  
11:30a.m. - 12:10a.m. - creative art,  
fine motor, Bingo, sharetime  
12:10a.m. - 12:30p.m. - music, perceptual  
motor development,  
science, etc.

## Transitional Kindergarten Sample Schedule:

8:30a.m. - 9:25a.m. - learning centers  
9:25a.m. - 9:30a.m. - clean up  
9:30a.m. - 9:50a.m. - U.S. government /  
geography  
9:50a.m. - 10:15a.m. - calendar / flag /  
numbers / Phonics  
10:15a.m. - 10:35a.m. - unit worksheet  
(Happily Ever After Curriculum)  
10:35a.m. - 10:50a.m. - snack  
10:50a.m. - 11:00a.m. - restroom break  
11:00a.m. - 11:25a.m. - recess  
11:25a.m. - 11:45a.m. - perceptual motor  
development, science  
11:45a.m. - 12:00p.m. - Bible / sharetime  
12:00p.m. - 12:15p.m. - art / math  
12:15p.m. - 12:25p.m. - music  
12:25p.m. - 12:30p.m. - goodbye

