

# **2026/2027**

# **PRESCHOOL**

# **HANDBOOK**

**Oakhurst Lutheran  
Preschool  
Enrichment Program**

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Facility # 203808295

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**(ADDITIONAL HANDOUTS NEED TO BE FILLED OUT AND RETURNED TO PRESCHOOL)**

# **Welcome to the Preschool of Oakhurst Lutheran Church.**

We have tried to assemble information that will answer many of your questions and help to make our year together a positive experience for all involved. We suggest you read this handbook thoroughly now and then and keep it handy to check on information as the year progresses. Please contact the school office or the teachers for additional information and clarification.

## **PHILOSOPHY**

Our Preschool's philosophy is based on the knowledge that children learn through experience--they learn by doing. We work towards enhancing the development of the "whole child." We strive to provide a program that nurtures their social, emotional, cognitive, physical and spiritual development. We provide an environment that is as child-centered and with as many hands-on projects as possible.

Preschool is the beginning of the child's school experience, and we try to make the transition from home to school a positive one through careful planning by experienced teachers.

A child's happy experiences in preschool build a positive attitude which can be the foundation for life-long learning.

We work toward the goal of:

- Developing healthy habits and attitudes which will make the child comfortable and safe while learning social skills in a classroom setting
- Growing in understanding of self and attaining a good foundation of social and emotional skills.
- Developing a background of experiences which will serve as a basis for future learning and a continued love for learning.

We offer an integrated theme-based curriculum with daily learning stations in art, science, cognitive, and motor skills or creative play.

We believe that every child goes through developmental stages of growth and that it is the responsibility of our staff to foster that development and to consider each child's individual needs.

## **ADMINISTRATION**

Oakhurst Lutheran Preschool is operated as a non-profit community service organization under the Articles of Incorporation of Oakhurst Lutheran Church. The Preschool Enrichment Program was founded in 1984.

The affairs of the Preschool Enrichment Program are governed by the Church Council of Oakhurst Lutheran Church. The Council consists of nine non-salaried members derived from the membership of Oakhurst Lutheran Church. The Church Council establishes the policies and practices of the Preschool Enrichment Program. The Church Council, together with the Director and Teacher, plans the Preschool Enrichment Program, supervises the curriculum, staffs the School, oversees the finances and maintains good relationships between the Church, the Preschool Enrichment Program, and the community.

The Director and Teacher are responsible to the Church Council for the administration and interpretation of the established policies and are further charged with implementing the Preschool Enrichment Program curriculum and managing the day-to-day affairs of the Program.

### **STAFF**

Staff members are all sensitive, mature Christians. Our Preschool Enrichment Program teachers all meet the California State education requirements for preschool teachers.

### **LICENSE**

Oakhurst Lutheran Preschool Enrichment Program is licensed by the State of California Department of Social Services. Our policies and procedures are in compliance with Child Care Center Regulations as set forth in the Community Care Licensing Division Manual of Policies and Procedures.

### **NONDISCRIMINATION POLICY**

Oakhurst Lutheran Preschool Enrichment Program admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school- administered programs.

### **PROGRAM**

Our Oakhurst Lutheran Preschool Enrichment Program offers classes for 3 year old children on Tuesday and Thursday from 9-12:30PM. It offers classes for 4 and 5 year old children on Wednesday - Friday from 9-12:30PM.

At all times we maintain student/teacher ratios required by the state of California.

### **CHAPEL**

All students will participate in chapel every week, learning new songs about Jesus.

### **ADMISSION POLICY**

Our Oakhurst Lutheran Preschool Enrichment Program operates from mid-August through Memorial Day. Children must be three years old by September 2, of the academic year for the three-year-old program and four years old by September 1, of the academic year for the four and five-year-old program.

Registration forms must be filled out and returned before a child can attend Oakhurst Lutheran Preschool Enrichment Program, including a signed Parental Agreement and the physician's report that must be completed by the child's doctor. State law requires the school to have documentation of immunizations for Diphtheria-Tetanus-Pertussis (DTP/DT), Polio (OPV/IPV), Measles, Mumps, Rubella (MMR), Hepatitis B, TB skin test, Hib Meningitis, and Varicella (Chicken Pox).

### **MEDICATION**

Due to the short length of time we are in class, we have chosen to not administer any medications. If children require emergency medications please see the director.

## **FACILITY OPERATION**

Children are admitted to the classroom at the designated starting time for each class and must have an authorized adult pick them up at the end of class. Children must be signed-in upon arrival and signed-out upon departing the school. The authorized adult must sign their full name. This is a California State law.

## **TRANSPORTATION**

All transportation will be the responsibility of the parents. We do not do field trips in the preschool program. If your child is transported to or from school by someone other than the parents, the school requires them to be on the emergency card, and for the person picking your child up to provide identification.

## **PARENTAL AGREEMENT**

The Oakhurst Lutheran Preschool Enrichment Program Admission Agreement must be read, signed and returned to the Preschool Director. A copy of this signed document will be returned to the Parent or Child's Representative. A complete copy of this agreement can be found in this handbook.

See document #1 ADMISSION Agreement on pages 4 & 5

See document #2 Permission to Participate on page 9

See document #3 Permission to Receive Emergency Medical Care on page 10

See document #4 Preschool Parental Agreement on page 11

See document #5 Personal Rights for Child Care Facilities (LIC 613A) on page 12

See document #6 Child Care Center Notification of Parent's Rights (LIC 995) on page 13

See document #7 Physician's Report – Child Care Centers (LIC 701) on page 14

See document #8 Child's Preadmission Health History (LIC 702) on page 15

See document #9 Consent for Emergency Medical Treatment (LIC 627) on page 16

See document #10 Identification and Emergency Information (LIC 700) on page 17

## **Oakhurst LUTHERAN Preschool Enrichment Program 2024/2025 ADMISSION AGREEMENT Facility Number: 203808295**

**ADMINISTRATION:** Oakhurst Lutheran Preschool Enrichment Program is sponsored by Oakhurst Lutheran Church as a community service and is administered by a non-salaried Board. The Preschool Enrichment Program is a Christian, nonsectarian, nonprofit organization and welcomes children of all races, religious and ethnic origins. The Preschool Experience Program was founded in September 1984.

**LICENSE:** Oakhurst Lutheran's Preschool Enrichment Program is licensed by the State of California Department of Social Services. Our policies and procedures are in compliance with Child Care Center Regulations as set forth in the Community Care Licensing Division Manual of Policies and Procedures.

All teachers are required to be qualified for teaching preschool education as determined by the State of California, Department of Social Services.

## **PRESCHOOL ENRICHMENT PROGRAM:**

The daily schedule includes small group sharing time, learning centers, circle time, lunch, and outside play.

Our facility is licensed to a capacity of 21 children. At all times, we maintain the student/teacher ratios required by the state of California.

FINANCIAL OBLIGATIONS: There is an annual non-refundable registration fee of first months tuition per family.

\$240.00/month for 4 & 5 year old program

\$160.00/month for 3 year old program

The monthly price will remain the same for the school year. Any change will begin at the beginning of each school year.

Oakhurst Lutheran Church is a non-profit organization. Operating expenses of the Preschool Experience Program will be met by Oakhurst Lutheran Church.

A two-week written notice is to be presented to the school when withdrawing a child.

FACILITY OPERATION: Children are admitted to the classroom at the designated starting time for each class and must have an authorized adult pick them up at the end of class. Children must be signed-in upon arrival and signed-out upon departing the school by an authorized adult. Sign-in/sign-out must include your full signature and the time. This is California state law.

Oakhurst Preschool Enrichment Program makes every effort to work closely with parents to maintain a mutually supportive relationship. We will communicate with you regarding your child's developmental progress.

Oakhurst Lutheran Preschool Enrichment Program reserves the right to engage the services of professional Early Childhood Specialists to assist our staff in handling certain behavioral or developmental issues.

All students are accepted on a trial basis. The school reserves the right to dismiss children who, in the eyes of our staff, are not making a positive adjustment to our school environment. Children who exhibit patterns of behavior that endanger others may be dismissed.

INSPECTION AUTHORITY: The State of California Department of Social Services shall have the authority to interview clients, including children or staff, and to inspect and audit client or facility records without prior consent.

The Department of Social Services shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physician examine the client.

The staff is obligated under California State law to report any suspected child abuse to the authorities.

COMPLAINT PROCEDURE: Parents understand they have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child. Write or call:

Community Care Licensing  
1310 E. Shaw Ave., MS 29-01  
Fresno, California 93710-7902  
(559) 243-4588

PARENT'S RIGHTS: The parents understand that they have the right to visit and observe the school anytime their child is in care.

I/We the undersigned, agree to the conditions of this "Admission Agreement" and to the admission of \_\_\_\_\_ to Oakhurst Lutheran Preschool Enrichment Program.  
Child's name

I/We also agree to the additional policies and Admission Agreement as stated in the Preschool Experience Program Parent Handbook for Oakhurst Lutheran Preschool Enrichment Program.

Parent or Child's Representative \_\_\_\_\_ Date, \_\_\_\_\_

\_\_\_\_\_  
Aimee Orcutt  
Preschool Director, Oakhurst Lutheran Preschool Enrichment Program

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Child's name

I/We also agree to the additional policies and Admission Agreement as stated in the Preschool Experience Program Parent Handbook for Oakhurst Lutheran Preschool Enrichment Program.

Parent or Child's Representative \_\_\_\_\_ Date, \_\_\_\_\_

\_\_\_\_\_  
Aimee Orcutt  
Preschool Director, Oakhurst Lutheran Preschool Enrichment Program

## **GENERAL INFORMATION**

### **REGISTRATION PRIORITIES FOR 2026/2027**

Enrolling in Preschool: Priority is given to Members of Oakhurst Lutheran Church and currently enrolled families.

### **REGISTRATION AND TUITION FEES**

Oakhurst Lutheran Church runs its Preschool Enrichment Program as part of its Christian Education Program. Our intent is to provide a Preschool experience for the student and as a parent cooperative to provide learning experiences in parenting for parents. The Preschool Enrichment Program is not an income-generating program. In fact from its inception Oakhurst Lutheran has invested in and donated facilities and overhead expenses. The tuition goes to the teacher to maintain consistency and quality of program and curriculum. We have never excluded a student because the family was unable to pay the monthly price. Parents or a parent representative are expected to spend time in the classroom, typically two days every month. Tuition is due by the 10th every month.

The first month's tuition is paid at registration to hold the child's place in the Preschool program. Rates are good for the 2026/2027 school year. There is a late fee of \$25 if tuition is not received by the 10th each month. The child is moved to a wait list after one week of non-payment.

Volunteering is a required part of admission in the Oakhurst Lutheran Preschool program from each family enrolled, and helps keep tuition costs down. A volunteer needs to have a packet complete before volunteering can take place. The contracted days are as follows: 2 day per month for the Tuesday/Thursday class, and 2 days per month for the Wednesday-Friday class. Should volunteering not happen for a child in a month, parent will be charged the amount for not volunteering \$30/day. If not paid, child will be moved to the waitlist and no tuition will be reimbursed for the remaining month.

### **VOLUNTEERING REQUIREMENTS:**

All volunteers are to be live scanned and cleared before their first work day. They must also provide proof of immunity of MMR, Tdap, and a negative TB test or a TB assessment.

### **DROP-OFF PROGRAM:**

We will now be offering a new drop off program and no volunteering is required.

|                     |             |             |
|---------------------|-------------|-------------|
| Tuition Rates:      | 3-year-old  | 4-year-old  |
| Volunteering Rates: | 2-day \$160 | 3-day \$240 |
| Drop-Off Rates      | 2-day \$200 | 3-day \$300 |

### **CUBBIES AND PARENT BOXES**

Please check child's cubbies each day for work and correspondence.



## **LUNCHES AND SNACKS**

We encourage parents to provide healthy and nutritious food choices for their children. The children are encouraged to eat the food their parents provide; however, in a stimulating environment such as school, many children do not eat their normal quantities of food. Any uneaten food will be sent home in your child's lunch box. We do not allow children to share their lunches with other children. In addition, candy, soda and glass bottles are not allowed at school. We have hot water available for "cup of soup" types of food. Please include any required eating utensils.

## **MISCELLANEOUS PARENT INFORMATION**

### **ILLNESS**

A child who shows signs of illness should be kept home. A child who becomes ill during school will be sent home. The staff will not administer any medicine. We appreciate a phone call notifying us when your child will be absent. If your child should contract a contagious disease such as head lice or chicken pox, please notify the school right away so we can notify parents of possible exposure.

### **ILLNESS EXCLUSION GUIDELINES,**

### **EXCLUDE CHILD FROM SCHOOL IF ANY OF THE FOLLOWING EXIST:**

1. Elevated temperature:  
Oral above 99.6 degrees F.
2. Thick, foul-smelling, bloody, or purulent drainage from wounds, nose, eyes, or ears.
3. Coughs interfering with sleep, causing vomiting or spitting up of mucous.
4. Persistent pain, including earaches, stomach pain, pain on urination, or injured limbs.
5. Parasitic infections such as lice, pinworms, or scabies.
6. Vomiting or nausea within the last 24 hours.
7. Diarrhea within the last 24 hours.
8. Fever within the last 24 hours.
9. Sore throat.
10. Rashes that itch, are blister-like, weeping, and/or accompanied by a stiff neck, enlarged glands, or any of the above.

## **EMERGENCY, INCLEMENT WEATHER AND NATURAL DISASTER POLICY**

Parents are notified immediately of serious injury or sudden illness that occurs during school hours.

For this reason, it is necessary that you notify the school office when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at Oakhurst Lutheran Preschool Enrichment Program confers upon the School the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision when the parents cannot be reached.

In the event of a natural disaster or inclement weather, we will follow the direction of the Bass Lake Union School District as to the opening or closing of the School. In the event of a school closing you will either receive a email or a phone call from the school.

Oakhurst Lutheran Preschool Enrichment Program has developed a disaster preparedness plan to be used in the event of a major emergency. Our staff has been trained in first-aid, CPR, and emergency procedures. Our buildings are all up to code and inspected annually to maintain a safe environment. The welfare of your child is our primary concern. In all emergency situations children will be kept at school under staff supervision until they are released to an authorized person, unless evacuation is ordered to an evacuation area.

## **CHILD ABUSE REPORTING OBLIGATIONS**

In accord with California law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. Oakhurst Lutheran Preschool Enrichment Program staff will make such reports in the best interest of the child and, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **PARENT-TEACHER COMMUNICATION**

Parents are welcome to visit and observe the classroom; however, the visit cannot be used as a parent/teacher conference time since the teacher has responsibilities to other children as well. A parent may make arrangements for a conference with the teacher outside of class time.

The school year begins in August and ends just before Memorial Day. Christmas and Easter vacations coincide with those of the Bass Lake Union School District. A school year calendar which lists all the vacations and holidays is published at the start of each school year and is sent home to each family.

## **UPDATED EMERGENCY/CONTACT INFORMATION**

Parents must inform the school at once of any changes to the information contained on the Emergency Information Form completed at registration. Families with custody orders: both parents will be notified of any changes made.

## **CALENDAR/NEWSLETTER**

Notice of observed holidays and recesses will be printed in a school calendar/newsletter and given to parents. Calendar/newsletters will keep parents informed of classroom activities, themes, special days and events. Additional notes will be sent home as needed.

## **LUNCH**

Lunch time is included as part of our program. Parents will be responsible for providing a nutritious lunch and drink for their child.

## **BIRTHDAYS AND SPECIAL DAYS**

The Director will schedule a special day for each child. If a child's birthday falls during the school year, the special day will be scheduled near his/her birthday. For children who have a birthday during vacation time, their special day will be scheduled throughout the year. On this day, you may wish to provide a special snack to share with the class.

## **SHARE ITEMS**

We have share time once a week as part of our language arts program. We encourage the children to bring items from home that they would like to talk about; (We have had new brothers and sisters, kittens, puppies, and even an older brother home on leave from the service!). We do ask the children to leave at home guns, swords and any other toys that encourage aggression.

## **CLOTHING**

Because our program involves a wide variety of experiences each day, we ask that children come to school dressed in comfortable play clothes. Children can enjoy themselves much more if they do not have to worry about spoiling their good clothes. (We push up sleeves and do provide aprons.) Please label any article of clothing your child might remove during the course of the day. Unclaimed items will be donated throughout the year.

## **TELEPHONE CALLS**

Phone calls to the school during class sessions will be screened by the school secretary. Only emergency calls will be accepted by the teaching staff. For other matters a message will be taken, and a call will be returned after school hours.

## **DISCIPLINE**

The preschool staff uses positive techniques of guidance which includes redirection, anticipation of and elimination of potential problems, positive reinforcement, and encouragement rather than competition, comparison, or criticism. Consistent, clear rules are explained to the children. The practice of "time outs" is used only when redirection is not successful.

The staff does not invoke corporal punishment. We believe in positive redirection. Oakhurst Lutheran Preschool Enrichment Program makes every effort to work closely with parents to maintain a mutually supportive relationship. We will communicate with you regarding your child's developmental progress. All students are accepted on a trial basis. The school reserves the right to dismiss children who, in the eyes of our staff, are not making a positive adjustment to our school environment. A child who exhibits patterns of behavior that endanger others may be dismissed.

The preschool staff strives to help children to be comfortable, relaxed, happy and involved in all of their activities. Oakhurst Lutheran Preschool Enrichment Program.

### **Permission to Participate in School Activities**

I hereby grant permission for my child, \_\_\_\_\_ ,  
to use all of the play equipment and participate in all of the activities of the School.

I hereby grant permission for my child to leave the School premises under the supervision of a staff member for neighborhood walks, nature walks, program practices at chapel, and special events on the church campus. Yes \_\_\_\_\_ No \_\_\_\_\_

I hereby grant permission for my child to be included in evaluations and pictures connected with the School program. Yes \_\_\_\_\_ No \_\_\_\_\_

Do you give permission to include your child's:

Address in a class list/school directory? Yes \_\_\_\_\_ No \_\_\_\_\_

Telephone number in a class list/school directory? Yes \_\_\_\_\_ No \_\_\_\_\_

Photograph or video in the classroom, emails, bulletin board or brochures?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Photograph or video on Oakhurst Lutheran's website or Facebook, or any organization who visits our classroom? Yes \_\_\_\_\_ No \_\_\_\_\_

When any pictures of students do appear on the website or Facebook page, there will not be any personal identification (students' names) included Parents may update or make changes to this form at any time.

\_\_\_\_\_  
Signed by Parent or legal guardian

\_\_\_\_\_  
Date

**Preschool Parental Agreement:**

I/We hereby enroll my/our child \_\_\_\_\_, for the 2026/2027 school year with unreserved commitment to the policies and Admission Agreement described in the handbook and have read, signed and submitted a copy of:

- Personal Rights for Child Care Facilities (LIC 613A)
- Child Care Center Notification of Parent's Rights (LIC 995)
- Physician's Report – Child Care Centers (LIC 701)
- Child's Preadmission Health History (LIC 702)
- Consent for Emergency Medical Treatment (LIC 627)
- Identification and Emergency Information (LIC 700)
- Permission to Participate in School Activities
- Permission to Receive Emergency Medical Care
- Parent Contract Summary (completed at registration)
- Admission Agreement

I/We are aware that I/we must keep a copy of the Oakhurst Lutheran Preschool Enrichment Program handbook as a reference for the remainder of the school year.

I/We the undersigned, agree to the policies stated in the Oakhurst Lutheran Preschool Enrichment Program Parent Handbook .

\_\_\_\_\_  
Signature of guardian

\_\_\_\_\_  
Date

Students Last Name \_\_\_\_\_

PRESCHOOL

Initial

1. I/We understand that the preschool registration fee is not refundable. \_\_\_\_\_

2. I/We understand that withdrawal of a child for any reason requires a two week advance notice in writing. Tuition is required during the notification period whether or not the child attends school. Students who withdraw prior to the first day of school will be charged for September. \_\_\_\_\_

3. I/We understand that preschool students not picked up after 10 minutes past the ending of class will be charged a late fee of \$5.50 for each additional 10 minutes.

\_\_\_\_\_  
Parent (Guardian) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (Guardian) Signature

\_\_\_\_\_  
Date

