

# **Light of Christ Lutheran Preschool**



**Parent Handbook**

**2022 - 2023**

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## **Mission Statement**

Light of Christ Lutheran School 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.

**LOVE GOD, LOVE OTHERS**

### **Light of Christ Lutheran School**

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[www.lightofchristpreschool.com](http://www.lightofchristpreschool.com)

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Love God, Love Others



### **Policy of Non-Discrimination**

Light of Christ Lutheran School 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, admission policies, scholarships, and other school-administered programs.

### **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 to accommodate 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 a gift from God's love. Therefore, we create an environment for play based early childhood learning, looking at each individual child's needs.

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

Young children and their parents will find opportunities in our school for spiritual, social, intellectual, physical, emotional, and creative growth.

## **Admission Policies**

Our school is open to children ages 2 to 6 years without regard to race, color, national and ethnic origin, whose parents desire a school experience that is 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.**

If your child is in diapers or pull-ups, we ask that you bring enough for each week and any lotion or cream that you would like us to use. You will be asked to sign a permission form so that we may apply the cream/lotion.

Our childcare center has on its site microwave ovens and a cellular antenna.

## **Hours of Operation**

School Year Program:  
Monday through Friday 8:00 am – 5:00 pm



## **Preschool Classes:**

- 2-Day Program – Any 2 days 9:00 am – 12 noon
- 2-Day Program – Any 2 days 8:00 am – 1:00 pm
- 2-Day Program – Any 2 days 8:00 am – 5:00 pm
- 3-Day Program – Any 3 days 9:00 am – 12 noon
- 3-Day Program – Any 3 days 8:00 am – 1:00 pm
- 3-Day Program – Any 3 days 8:00 am – 5:00 pm
- 4-Day Program – Any 4 days 9:00 am – 12 noon
- 4-Day Program – Any 4 days 8:00 am – 1:00 pm
- 4-Day Program – Any 4 days 8:00 am – 5:00 pm
- 5-Day Program – 9:00 am – 12 noon
- 5-Day Program – 8:00 am – 1:00 pm
- 5-Day Program – 8:00 am – 5:00 pm

## **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. Send your child's lunch each day you plan to use Lunch Box. School staff members will supervise the children as they eat lunch together and then play on the playground. The fee is \$10.00 per day. Sign up is available each morning before the start of preschool. We can accommodate 24 children per day. **No** reservations can be made over the phone.

## **Keeping "Bag" 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 not be a problem about the 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."

## **Extended Day**

Light of Christ School offers several options for parents:

Option 1. 9:00 am to 12:00 noon.

Option 2. 8:00 am to 1:00 pm.

Option 3. 8:00 am to 5:00 pm.

In our 2 year-old program lunch begins at 11:15 am

Our extended day is for those families who are interested in a longer program. It includes Lunch Box (from 12:00 – 1:00pm), a ½ hour rest time, and a curriculum of enrichment activities that coordinate with our morning thematic units. Along with an afternoon snack (which the parent provides). There is an option to for occasional use of the extended day, you sign up with the director and pay the fee. The fee is \$50.00 per day when used occasionally.

## **Fees**

A non-refundable Annual Registration Fee is due for all students. Families with multiple children attending our preschool receive a 10% tuition discount for 2<sup>nd</sup> and 3<sup>rd</sup> children.

### **Tuition Payments/Deposit and Withdrawal:**

Tuition is a yearly fee, payable by the year, semester, or in monthly prorated installments. Tuition is based on 10 payments. There are 9 whole payments and 1 half payment. Payment #1 is due August 22<sup>nd</sup>, 2022 and is a full monthly payment. Payments #2 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.

### **Withdrawal:**

**You must provide a 2-week notice to the director if you are withdrawing your child from school.** If a child is withdrawn after April 1<sup>st</sup> the full tuition for the school year is required to fulfill the contractual agreement, we have with our staff.

### **Payment Procedure:**

**No statements will be sent.** Parents are expected to make payments no later than the 7<sup>th</sup> of each month. Any financial problems need to be discussed with the director as they arise. These problems can be worked out and will be handled in a confidential manner. There is a \$25.00 charge for any returned check.

You can pay with a check or cash.

You also have the option of going online at [www.lightofchristpreschool.com](http://www.lightofchristpreschool.com) and paying. If you choose this option, you will go to the front page and there is a section that says "Pay tuition or make a donation" click on the give button and fill in your information. Please put Child's Name in the note section at the bottom.

### **Holidays, Vacations, Missed Days:**

The total tuition fee is required whether the child is present in the school or not. There will be **no refunds given for time missed** (illness, vacation, etc.) nor can a child make-up the time. Our beginning and ending days vary from the Irvine School District schedule. In addition, the school reserves the right to close school for staff conferences and in-service training.

## **Forms**

To meet state licensing regulations, it is mandatory that **all forms be completed and returned to us by the first day of school**. Entrance will be postponed if all forms are not turned in. If you move, change phone numbers, begin a new job, add someone who is allowed to pick up your child, or in any way change the data you have given us on these forms, please notify the preschool office. Because we use this information to reach you in case of emergency, it is **extremely important** that we have accurate information at all times.

## **Child Pick-Up**

Your child **will not be released** to a person (other than parent or legal guardian) who is not listed on your emergency information sheet. If someone else is picking your child up after school, we must have this information **in writing** from you, the parent (there are forms located in the sign in/out book that you may authorize another person for pickup; please hand the filled-out form to a staff member). The person picking your child up 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.



## **Sign-In and Sign-Out**

California State Licensing requires that each child be signed **in** and **out** each time the child attends. Parents/Guardians are required to sign their **full legal signature**. Sign-in sheets for children are located on the sign-in table at the playground and on the TK/K sign-in table.

If you have arranged for someone else to pick up your child, you may write that name on your child's emergency form, or you may write a separate, dated note to the teacher. We cannot release your child into any other person's custody without your permission.

## **Program Schedule**

Our school opens at 8:00 am for early birds. The morning classes begin at 9:00 am.

Morning classes end at 12 noon, Lunch Box ends at 1:00 pm, Extended day ends at 5:00 pm.

If you need to add the early hour, 8:00 to 9:00 for an occasional use, you may do so by speaking to the director. There is a fee of \$10.00 for each time it is used. You may also add the lunch box hour for \$10.00 for each day used.

Children become apprehensive if you are late in picking them up. Your promptness is appreciated. If you know that you will be late, please call so that we can reassure your child.

## **Daily Schedule**

<b>AM</b>	<b>Extended Childcare/Early Birds</b>
8:00	Inside & Outside Activities

<b>AM</b>	<b>School Schedule</b>
9:00 – 12:00	Morning preschool

<b>PM</b>	<b>Lunch</b>
12:00 – 1:00	Lunch and Outside Play

<b>PM</b>	<b>Extended Day 1:00 – 5:00 pm</b>
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

## **Snacks and Lunch**



The parents provide the snacks in the morning and the afternoon. Parents also provide their child with a water bottle with the child's name on it. Children who stay for lunch will need to bring their own lunches. The school respectfully requests that for the sake of the student's health, to bring a nutritious lunch.

## **Health Requirements & Procedures**



Your child's health is a matter of major 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 who show symptoms listed below cannot 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 ill when they arrive will not be admitted.

### **2) KEEP YOUR CHILD AT HOME IF HE/SHE:**

- 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 is gone.
- Has croup. A child with croup must stay out until 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.
- Child has symptoms of possible communicable disease; these are sniffles, reddened eyes, sore throat, headache, abdominal pain, and/or fever.
- Has a doctor's appointment for suspected illness; please do not bring your child to school prior to 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.)

Please report contagious diseases immediately so that parents of other children in our facility can be alerted. Remember to report absences to the School office.

We prefer not to administer medicine to your child. If it is necessary, state law requires that you bring this to the attention of the school Director so proper arrangements can be made. **A signed medical release form from your doctor is required before any and all medication can be given.** 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.

### **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 dress children in clothing that is easy to take down and pull up to make independent toileting possible. Suspenders, leotards, belts, and bib overalls are difficult for small hands to manage on their own.



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.

### **Emergency Plan**

In case of a natural disaster (fire, earthquake, or flooding) all children will remain on the preschool campus until they are picked up by 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 monthly fire drills and regular earthquake drills with the children.

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

## 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 use songs, prayers, finger plays, flannel graphs, puppets, and CDs in our instruction. All children in our program participate in a monthly chapel service. Our school children occasionally sing at Sunday morning worship services here at Light of Christ Lutheran Church.

### **Learning Centers & Activities**

Inside Play – We encourage small motor development through manipulative materials such as blocks, puzzles, learning games, toys and art activities (cutting, gluing, coloring, painting, printing, play dough, 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 such activities as painting, digging, climbing, balancing, riding tricycles, using toys, playing with the parachute, and bouncing, catching, and throwing playground balls.

Specific motor skills are practiced weekly.

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





## **Birthdays & Special Days**

We will celebrate your child's birthday or special day (half birthday) during the school year. You will receive a email from your child's regarding the day we celebrate your child's day here at school.

During opening on a birthday or special day we sing "Happy Birthday" or "Happy Special Day" to the child. Your child will receive a crown, card, and small gift to commemorate this exciting day.

If you would like to send party napkins, cups, or plates for your child's class, feel free to do so. This is optional.

You are welcome to send small birthday treats or "goodie bag" for the children in your child's class. This, too, is optional.

## **Discipline/Guidance**

Part of early childhood training is developing self-control. We believe that busy, interested children seldom have behavioral problems. However, when inappropriate behavior occurs the teacher may redirect the child's behavior. Children are encouraged to "use their words" to verbalize displeasure with a classmate's behavior in place of hitting or pushing. The children are also taught to listen and respect their friend's request. "Time out" is used only as a last resort. We emphasize that each child is always loved and cared about. Our school staff believes it is important to model the kindness and forgiveness that we encourage the children to practice as they interact with each other.

A teacher may need to talk with a parent if unacceptable behavior continues. This allows the home and school to work together in resolving the situation. If this step does not solve the behavior issue, the school Director will request a meeting with the teacher and parents to develop a plan which will enable the child to make appropriate behavioral choices.

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

## **Grievance Procedures**

The following steps are suggested guidelines for parents/guardians of Light of Christ Lutheran Preschool, to insure prompt and reasonable resolution to any situation, difficulty, or complaint. In accordance with 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 to first bring the matter to the child's teacher; the matter should be put in writing by the teacher at this time.

If the grievance is not resolved a meeting between the parent/guardian, the teacher and the preschool director should occur. If there is no resolution, then the pastor would get involved.

If the grievance continues, the parent/guardian will put the grievance in written form and send it to the president of the congregation who will convene a meeting with the parents/guardian and appropriate persons to discuss the grievance. The next steps will be to review the complaint with the church council, and then the voter's assembly, if needed.



## **Holiday Schedule**

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:

- Labor Day
- Columbus Day
- Veterans Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Thanksgiving (1 week)
- Christmas and New Year's Day (2 weeks)
- Easter (1 week)
- Parent/Teacher Conferences
- Teacher In-Service Days

Please refer to the detailed calendar you received this school year for actual dates and scheduled events. Upcoming events are also posted on our website [www.lightofchristpreschool.com](http://www.lightofchristpreschool.com) as well as the school calendar. Additional calendars are available in the school office.

### **Keeping School Families Informed**

Weekly school newsletters will be emailed on the last school day of the week 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 by email, preschool phone or in person. Should you wish to speak to the Director, feel free to contact her at the school office or by email at [sgrobelch.loc@gmail.com](mailto:sgrobelch.loc@gmail.com). We encourage open communication with our school families!

### **Plan of Operation for Incidental Medical Services**

According to the State of California Code of Regulations, Title 22, Section 101173(d), which our school is licensed under; we are required to have a plan of operation for incidental medical services which include inhaled medication, nebulizers, and 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 that 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 child's physician.**
- **telephone and address of parent/guardian.**

The parent 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 in accordance with the directions and as prescribed, to always keep ready, and to protect it from exposure to light and extreme heat, note the expiration date and replace prior to 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 physician's instructions using the LIC 9221 form and store the medication according to instructions. We will ensure OSHA requirements are met by wearing gloves, washing hands afterwards and disposing gloves/used instruments appropriately.

Staff will receive training from parent including how to administer medication/service; use and maintenance of required equipment/supplies; what to do in emergencies; plan for field trips and 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 Service will be informed of serious incidents via LIC 624 within 24 hours.



### **Parent/Teacher Conferences**

One parent/teacher conference is scheduled every school year in early spring to discuss the development of each child and to 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 before or after school hours at any time throughout the year. Teachers will also schedule special conference times when necessary to address any issues.

## **Communication**

Weekly Newsletter – a newsletter is sent out on Friday of each week from your child’s teacher. The purpose of this newsletter is to communicate the happenings at the school.

Monthly Upcoming Events – the director will send out an email monthly with any upcoming events for the school.

Sign-in/Sign-out Table – The sign-in/sign-out table is also used to post upcoming events and information and is there for parents.

Cubbies – Each student has a cubby to place their personal items such as the school tote bag, extra clothing, etc.

E-mail – Light of Christ School Director’s email is [sgrobelch.loc@gmail.com](mailto:sgrobelch.loc@gmail.com)

Phone – Light of Christ phone # (949) 786-3997, give us a call should any question or concern arise.

School Directory – Every family will be given a school directory listing the families in the preschool and a class list information. This information such as phone numbers, names, street address and email address are ONLY published with your permission. This permission is on the Admission Agreement/Enrollment’s back page. The school directory will be provided in mid-October.

The purpose of this directory is for the convenient sharing of information (arranging carpools, getting together for birthday parties, arranging for help at school, etc.) and it is not to be used for commercial purposes in any way.

## **Protocol for COVID**

This is our guidelines that Light of Christ Preschool has implemented 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 increase preventative measures in response to this virus. We realize that we cannot guarantee the prevention of COVID-19 at our preschool, but we can do our part to prevent the further spread of the virus. We also firmly believe that prayer and preparation are our best defense in response to 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 help you get through this challenging time; we are here for you. We appreciate all the love and support that you have shown to us during this time. Continue to pray with us for God's leading, guidance, and protection. Here are some of the things that we have been incorporating into our daily routine to help keep the children, staff, and families safe.

These are the new procedures that we have added into our daily routines to help keep the children, staff, and families safe.

- We ask that you wash your hands and your child's hands before you arrive at school.
- Upon arriving at school, we will ask that you sign your child in at the table which will be positioned outside the school gate. If your child is in the TK class, you will sign in outside the TK door. We will have hand sanitizer there for your use.
- We ask that you bring your own pen to sign in and out. (a pen must be used, no pencils)
- 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.
- Once a child has entered the preschool, we will have them wash their hands before going onto the playground or into the TK room.
- We will ask parents who would like to come on to the playground to make your visit as brief as possible.
- Visits into 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 hand washing by children and staff through education and scheduled times for hand washing.
- Children’s Bathroom: what we will be doing.  
Wash hands for 20 seconds and use paper towels to dry hands thoroughly.

We are looking forward to seeing the children; we want them to have fun and make this a safe time for everyone.

### **Extracurricular Activity**

#### **Happy Feet Soccer**

Light of Christ Preschool partners with Happy Feet SoCal to offer soccer classes during the regular school day. Lessons take place on the grassy area in front of the school. A Light of Christ staff member accompanies Coach Sean and the children for the duration of the soccer class.

#### **Stories & Games... On the Child’s Level**

Happy Feet classes are 30 minutes long (National Association for Sport & Physical Education recommendation). Every child constantly has a ball. Happy Feet uses nursery rhymes, songs, stories, and fun games with a soccer ball to maximize motor skill development. Two and three-year-old’s love acting out nursery rhymes and songs. Four and five-year-old’s have a blast with stories and fun games. The Happy Feet ball is called “Bob the Bobcat”! Kids love taming their “Bobcat”!

## **Summer School**

Summer school at Light of Christ Preschool is a fun six-week developmental, hands-on learning program! Registration opens in March 2023. You can pick which weeks you would like to attend. Tuition is charges weekly.

## **We offer six one-week sessions (2023)**

Week 1 June 19 – 23

Week 2 June 26 – 30

Week 3 July 3 – 7 (NO SCHOOL on Tuesday, July 4<sup>th</sup>)

Week 4 July 10 – 14

Week 5 July 17 – 21

Week 6 July 24 – 28

## **Summer School Schedule**

8:00 am Drop Off & Outside Play on the Playground

9:00 am Bathroom & Wash Hands

9:15 am Opening, Jesus Time and Music

9:30 am Inside & Outside Activities

10:30 am Bathroom, Wash Hands & Snack

11:00 am Inside & Outside Activities

12:00 pm Bathroom, Wash Hands, Lunch and Outside Play on the Playground

1:00 pm Pick Up at the Playground Gate

## **Things to Know**

- 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.

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LOVE OTHERS

