



UPWARD BOUND PRESCHOOL

426207603

A Ministry of Lutheran Church of Our Savior
(805) 938-5121/ (805) 938-0594

1040 Patterson Road

Santa Maria, CA 93455

Upwardbound.lcos@gmail.com



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UpwardBound Preschool

Parent – Student Handbook
Lifting the hearts of todays
youth to knowing God's love

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Letter from the Pastor

Dear Parents and Families of Preschoolers,

On behalf of the staff, and dedicated volunteers of Upward Bound Preschool and the Lutheran Church of Our Savior, we want to say thank you. In a world with so many options, it is an honor to be able to serve your little one through the provision of quality care and education. It is our prayer that you will find your child's experience with us to be one of joy, learning, and growth in Jesus.

Our mission at Upward Bound Preschool is to care not only for the direct needs of your child, but also to minister to your whole family. A well-rounded education is best accomplished when home, church, and school work together to continue growing tiny minds and bodies into the unique person God has created him or her to be. We firmly believe that this is only fully possible in a Christ-centered environment.

We accomplish this by incorporating prayer, Bible stories, music, and hands-on learning to make our faith in Jesus accessible and tangible for our students. We hope to be able to do this not only for your little one but for your whole family as well! All of our life together within Upward Bound Preschool, as well as the wider congregation of Our Savior, is aimed at building a caring and connected community.

We understand that you may already have a church family of your own. If that is the case, we encourage you to continue in regular fellowship and worship there. However, if you do not have a church that you consider home, we would love to have you join us at Lutheran Church of Our Savior on Sundays and for other special events. Our doors are always open to you.

Sunday School and Bible Study are offered at 9:00 a.m. and Worship begins at 10:00. Ask your child where they normally sit for chapel and they should be able to lead you to a seat!

If you have any questions or concerns, I am here to listen and am committed to helping your family thrive. Once again, our doors are always open to you!

May Jesus blessings, love, and peace be with you,
Pastor Brenden Harrell

Letter from the Director

Dear Families,

I am so thrilled to welcome you to Upward Bound Preschool, a mission outreach of the Lutheran Church of Our Savior! We are honored that you are trusting us with your little blessings and we are thrilled to get to be a part of their first educational experience.

Preschool is such a vital part of a child's developmental journey: where they play, explore, create, and discover in a safe environment with the support and love of a teacher. We are abundantly blessed to have a place where children can thrive indoors and outdoors!

I have been working with children for over ten years in a variety of settings, from volunteering in church as a Sunday School teacher to directing summer camps to teaching full-time. I earned my Bachelor's Degree in Elementary Education with a minor in Theology, and I continue to grow through conferences and continuing education courses that equip me to best support young learners. I believe strongly that each child is a unique and unreproducible miracle of God. My husband and I have two daughters, Eden and Cana, and through them I am constantly reminded of how wonderfully unique each child is—and how education should reflect that.

I know that dropping your child off at preschool can sometimes feel overwhelming. Please know that we are committed to working alongside you to make the transition as smooth and joy-filled as possible. At Upward Bound, every child is seen as an individual,

bringing their own God-given gifts and strengths to the classroom. We can't wait to celebrate the growth, discoveries, and milestones your child will experience here!

I am so excited to see your child grow in grace here at Upward Bound.

Blessings in Christ,
Katie Harrell, Director

MISSION STATEMENT

LCOS and UPWARD BOUND PRESCHOOL

Responding to God's love, Lutheran Church of Our Savior desires to reach more people for Christ by proclaiming Him, by growing in faith, and by caring for all people.

Upward Bound Preschool fulfills this statement by proclaiming Jesus, by growing in Faith, and by caring for all people.

OUR GOAL

We believe our job is to provide the opportunity for children to learn about themselves and the world around us through Bible stories, art, science, dramatic play, literature, music, and social interaction with peers. We feel it is necessary to challenge the mind, spirit, and body to develop a well-rounded person.

We believe the Bible is the Word of God. By following its principles, we can live a life of fulfillment with a relationship with the Heavenly Father, His Son, and the Holy Spirit, which in turn influences our relationships with others. Therefore, we feel it is our obligation to teach truths found in the Bible and the love of our Savior, Jesus Christ, through stories, music, and example.

We believe that Jesus is the only begotten Son of God; that He died on the cross for our sins, and rose again, conquering death and sin; and that He will come again for those who have accepted Him as their Lord and Savior. (John 3:16; Romans 5:8; Romans 6:6-11; 22-23; I Thessalonians 4:14-17)

We believe that when children are encouraged, they will learn to be proud of their accomplishments and strive the best that they can, accept themselves when they fail, knowing that they can try again.

We believe that boundaries and limits bring security to a child's life. They also teach social acceptance and respect for others and property, as well as self-respect.

We believe that it is our place to come alongside the parents, to uphold you as the parent, but not to take your place. The Bible teaches us that we are to obey and honor our parents and that if we do, it will go well with us and we will enjoy a long life. (Ephesians 6:1-3)

The Staff of Upward Bound Preschool commits to pray for each parent. We pray that God will give you His wisdom in rearing the children with whom He has blessed your lives.

POLICIES AND PROCEDURES

STATEMENT OF NON-DISCRIMINATION

Enrollment at Upward Bound Preschool is open to all children without regard to race, color, and religion, ethnic or national origin.

ENROLLMENT PROCEDURES

Upward Bound Preschool is always available for visitation and honors an open-door policy to parents. If you would like to see the

preschool in session before enrolling your child, please call the school to schedule a tour of the facilities.

Paperwork will be completed online and submitted through our Playground software. The first step is completing an application found on our website: www.upwardboundpreschool.com. After you have been accepted, you can begin completion of the paperwork.

ALL PAPERWORK MUST BE SUBMITTED ONE WEEK PRIOR TO THEIR FIRST DAY. THEY MAY NOT START UNLESS COMPLETE!

1. Identification and emergency information
2. Child Questionnaire
3. Admission & Tuition Agreement
4. Permissions & Acknowledgement
5. Health history
6. Consent for Medical Treatment
7. Physician's report (to be completed by the physician.
8. Immunization Record
9. Waiver
10. Parent's Rights
11. Personal Rights
12. Field Trip Information

This information will be kept on file in the school office and will also be kept confidential.

PROBATION POLICY

At the time of enrollment, all new students begin with a two week probationary period. This time allows our staff and your family to determine if our program is the best fit for their individual needs and developmental stage.

During this period, teachers will observe your child’s adjustment to the classroom routines, interactions with peers, and overall ability to participate safely and successfully in our care. Families are encouraged to communicate openly with staff about how their child is adjusting and to share any concerns or helpful strategies.

At the end of the two weeks:

- **Successful Continuation:** If the child is adjusting well, enrollment will continue without change.
- **Extended Probation (if needed):** If additional time is needed for transition, the Director may extend the probation period for an additional week or two, with a clear plan to support success.
- **Discontinuation of Enrollment:** If it becomes apparent that our program is not the best fit for the child’s current needs—due to developmental readiness, safety, or adjustment challenges—the Director may discontinue enrollment. This decision will always be made with the child’s best interests in mind.

At any time during the two-week probationary period, either the family or Upward Bound may choose to discontinue enrollment if it is determined that the placement is not an appropriate fit. If the family withdraws during the probation period, no two-week withdrawal notice is required. Whether by family or school choice, tuition will be prorated to the last date of attendance, and any unused tuition will be refunded.

Our goal is to ensure that each child in our program can thrive in a safe, nurturing, and developmentally appropriate environment.

GENERAL GUIDELINES

ARRIVAL

Always leave your child with a teacher. Do NOT just send them through the door! Please have your child at school by 9:30 am at the latest. It is easier for your child to settle in before the first group-time, which begins at 9:30 am. Our school opens at 7:00 am.; doors will not be open prior to that time. Unless there is a doctor's appointment or other valid reason, we will not allow children to be dropped off later than 10:00 am.

SIGN-IN & SIGN-OUT

The Department of Social Services requires each child to be signed in each day upon arrival and signed out upon departure. We use the Playground app for this procedure. No one under 18 years of age can remove a child from the school. **Failure to comply with the above is subject to a fine from the Department of Social Services.**

DAILY CHECKOUT

Children will not be released to people less than 18 years of age, and only to those whose names are listed on the enrollment form. Picture identification will be required of people picking up your child if they are not familiar to the staff. Please advise the office in advance if someone other than yourself will be picking up your child. If a person not listed as an authorized representative comes and we have not been notified, your child will not be released, and we will make an effort to call you (the parent) or someone on your emergency list.

POTTY TRAINING

We now accept children who are at least 2 years old and not yet potty-trained, provided they wear pull-ups. To maintain our high standard of care, we have a limited capacity. Many toilet accidents can be prevented if children can unbutton/unbuckle without a struggle. We discourage belts, one-piece outfits, and overalls as they tend to frustrate the child when in a hurry to use the bathroom.

For a child to qualify for our “preschool potty-trained rate”, the child must:

- Be three years old.
- Wear underwear at school.
- Alert teachers of the need to use the restroom, for both BMs and pee.
- Have:
 - 3 or less accidents a week for 4-5 days of care
 - 2 or less accidents a week for 2-3 days of care.

For a child transitioning out of the potty-training stage already in our care (rate will be effective the following month), child must:

- Be three years old
- Have 10 school days of 3 or less wet pull-ups followed by:
- 5 days of no accidents in underwear.

Regressions occur due to an assortment of reasons. Should a child who met the above requirements regress, a meeting will be scheduled between parents, teacher, and director to create and implement a plan to help the child.

A tuition increase might occur, depending on longevity and level of regression. This will be discussed fully between parents, administrator, and director.

REST TIME

For those children staying for our full day program, there will be a rest period of one (1) and one-half hours minimum and will not exceed two (2) hours for those who may need to sleep more. The children will be resting on two-inch mats provided by the school. The school will also provide a sheet (for the mat) and a storage bag to keep their belongings separate. The sheets are laundered by the school every week. We ask that every child is provided with a small blanket from home. This blanket will be sent home at the end of every month to be washed, and it needs to be returned on the following day they attend. Please be sure that your child's name is clearly labeled. These are state-required items and they must be maintained. Soft music is played during the rest period and children may look at books as long as they stay quiet on their mats.

SNACK AND LUNCH

In accordance with the State-licensing standard, a mid-morning snack is provided to everyone and an afternoon snack is provided for full-day enrollees. Each snack includes two or more food groups. The day's menu is posted in the kitchen.

All children will eat lunch at school between 11:30 and 12:00 p.m. Each child is to bring lunch from home. We do not have the staff available to prepare food or heat it in the microwave. Please bring a ready-to-eat nutritious lunch. Sodas and candy are not permitted. We suggest you send a water bottle with your child daily. Milk is provided if they desire it.

Prohibition of Food Delivery Services (e.g., DoorDash, Uber Eats, Grubhub)

To ensure a safe, secure, and disruption-free learning environment, Upward Bound Preschool prohibits the use of third-party food delivery services such as DoorDash, Uber Eats, Grubhub, or similar platforms during school hours. Parents/guardians may drop off lunch for their student at the front office if after normal drop-off time.

CLOTHING (Please label everything.)

Please make sure that your child is dressed comfortably. State law requires outside playtime every day, **unless it rains heavily**. Your child must be prepared by having a sweatshirt or lightweight jacket available even for our warmer days. Please make sure to **label the tag** with your child's name or initials.

Easy-to-manage clothing encourages independence and self-help. For the safety of your child, please do not let them wear open-toe shoes, flip-flops, or heavy boots. If flip-flops are worn, they must have a heel strap. Rubber-soled shoes are better suited for running and climbing.

Although we do have paint smocks and every effort is made to add soap to our paints and to buy washable products, some paints and markers are stubborn to get out or will not come out. **Therefore, be sure that your child is dressed and ready for any activity of the day in clothing you don't mind getting stained.**

Each child (no matter what age) is asked to keep a complete change of clothing at school **at all times**. Please put an minimum of one (1) pair of pants, shirt (or dress), two (2) pairs of underwear, and one (1) pair of socks in a clear, plastic shoebox. Please mark all your child's clothing with his/her name. We allow water play on hot days, so a change of clothes is handy.

ILLNESS

After your child has had a fever of 100.4 degrees or greater, has thrown up, or had loose diarrhea, he/she must be excluded from school for a period of 24 hours prior to returning. A child may be sent home if a teacher suspects a contagious condition or rash. To return to school after an infectious disease, they must have a physician's release and be symptom-free WITHOUT MEDICATION for 24 hours. If a child is well enough to attend school, he/she must be well enough to participate in all activities including outdoor play times. **Staff is limited; therefore, there**

are no exceptions. Otherwise, your child needs to remain at home. If you have questions regarding whether your child is well enough to attend school, please contact the school Director or your child's teacher.

Green or yellow runny noses are generally a sign of infection; therefore, do not bring your child to school until the doctor has released him/her to come back or the symptoms no longer exist. If it is due to an allergy, please provide a doctor's note. If you are called because your child is sick, you or a designated alternative must pick up the child **within one hour of being called.** Parents are always called first. If we do not hear back from you within 15 minutes, an emergency contact person will be called.

MEDICATION

Prescription medications will be administered at school only if an authorization form has been signed by the parent designating the doses to be given. This must be done daily. All medications must be in their original containers and they must have the child's name clearly marked on the container, including the prescription for dosage or it will not be dispensed. Please do not leave medications or vitamins in your child's lunch bag or cubby. Tylenol, cough medicine, and over-the-counter medicine will not be given unless accompanied by a physician's note. All medications are stored in the kitchen. **Once your child is no longer in need of his/her medication being administered at school, please remove the medicine from the school premises.** The school will not be responsible for the application of sunscreen or sunblock. Please apply this prior to arriving at school. Due to Social Services' strict requirements, we no longer will administer nebulizers or inhalers. EpiPens are OK with a physician's note.

NEW HEALTH CONDITIONS

If your child has any new health conditions that develop while they are students of Upward Bound, you must bring in a physician's note describing the new condition. If there is medication that your child needs to take while at school, you must fill out and sign all associated documentation before your child can return to school.

INSURANCE

Each student is covered by accidental bodily injury insurance during the school day on campus, on field trips, or while participating in a school-sanctioned activity. Accident forms are in the school office. ***Correct completion of these forms to the insurance company are the responsibility of the parent of the injured student.*** You must file your claim with your own insurance company first. After your own insurance has paid on the claim, our student policy will pay any allowable amounts of the balance on the bills.

BIRTHDAYS

Birthdays are a special time for the children, and we encourage that a small celebration be held at school. If you would like to bring something special to share as a snack or treat, please advise your child's teacher one week prior to the date. Party invitations will only be passed out at school if everyone in your child's class is included. Suggestions for treats are mini muffins/cupcakes or fruit.

HOLIDAYS

We are closed in observance of the following holidays and workdays:

Staff workdays (In Aug. - 5 days prior to our Fall Program starting)
Labor Day (Sept.)
Thanksgiving Break (Wed, Thursday, and Friday)
Christmas Break (Christmas Eve through New Year's Day)
Martin Luther King Day (Jan.)
President's Day (Feb.)
Easter/Spring Break (Maundy Thursday through the following Tuesday)
Memorial Day (May)
Independence Day (July 4)

Please see the school calendar for more details. If a holiday falls on the weekend, the closest workday will take its place. You will be notified in advance of the day that will be taken.

PARENT COMMUNICATION

We will do our best to keep you informed. Monthly newsletters will be sent through the Playground app with information for the following month. We will also utilize our Facebook/Instagram pages to communicate. Please email us at upwardbound.lcos@gmail.com and follow us at www.facebook.com/upwardboundpreschool or upward_bound_preschool on Instagram.

TOYS FROM HOME

Toys from home are discouraged! Neither the preschool nor the teachers will be responsible for lost or broken items that are brought from home. There are “NO” share days scheduled. If your child has something special that he/she would like to share, make arrangements with their teacher.

DISCIPLINE POLICY

It is the policy of Upward Bound Preschool to provide a loving, Christian environment where children feel safe and secure. Therefore, we do not allow any behavior that may cause physical harm to another, or the use of words that may belittle another person or injure their self-esteem.

It is the policy of Upward Bound that NO CORPORAL PUNISHMENT will be administered by any staff member or by a parent while on school or church premises.

Acceptable means of discipline in our program are:

1. Redirection to a new activity.

2. Removal from the activity where the problem is occurring.
3. Time-outs (1 minute per age of the child, or less).
4. Verbal reinforcement on their level.
5. A call to the parents.

If after every means available has been tried and the unacceptable behavior still occurs, the child will be removed and placed in the Director's office. When a child has been removed to the Director's office or more than two time-outs have occurred for the same behavior, parents will be notified of the problem on the Playground app or by phone. If a child's behavior is unruly and harmful to others or school property, the parents will be called immediately, and **the child must be removed from the program within an hour of our call**. This is in support of our Zero-Tolerance Policy.

ZERO TOLERANCE POLICY

In cases of severe behavioral problems (e.g., physical harm to other children; uncontrollable defiance, or a third offense of a repetitive nature), the Director will send the child home and is authorized to disenroll the child's participation in our program on a temporary or permanent basis.

If your child is placed on a temporary disenrollment (suspension), you may be asked to meet, but not limited to, the following requirements prior to their being allowed to return to our program:

1. **Proof of counseling sessions with a licensed family counselor (minimum of three (3) visits).**
2. **A meeting with the Preschool Board explaining the steps you have taken to improve your child's behavior.**
3. **An understanding that, if allowed to return, disenrollment of a permanent basis will occur upon the first sign of recurrent negative behavior.**
4. **Our school maintains a zero tolerance for bad behavior when it causes harm to others or property.**

WITHDRAWAL OF STUDENT

A two-week notice must be given when a student is withdrawn from Upward Bound Preschool. If the school office does not receive advance notice, parents will be required to pay the full amount due for the remainder of the month. The only exception to this will be for circumstances beyond your control and with the preschool Director's approval.

We reserve the right of immediate dismissal of any child when the administrative staff feels that we can no longer meet the needs of that child.

WEATHER TEMPERATURE

If the temperature exceeds 98°, we will require the children to be picked up from school immediately. Due to the lack of air conditioning and for the health and safety of the children, the school will close. (This is pursuant to a study conducted by the Department of Health and the U.S. Department of Health and Human Services.) In addition, all days that the temperature is at 90° or above, we will implement indoor pick-up only.

TUITION FEES

TUITION MODIFICATION

Upward Bound Preschool reserves the right to modify any of the conditions of your contract agreement upon your receiving a 30-day written notice of intent.

REGISTRATION & TUITION

A registration fee of \$125.00 is charged for all students and our continuing students every September. This fee will come out with your first automatic withdrawal. Upward Bound Preschool is a non-profit organization, operated entirely on tuition payments and donations. Please see the current tuition rates flyer for more information on current tuition.

Tuition depends upon the schedule that is chosen at the time of your child's enrollment to Upward Bound Preschool. All tuition is to be paid by electronic funds transfer (EFT) through our Playground app.

Lack of funds in an account will incur a \$10.00 NSF fee and may result in a discharge of a student from the preschool if the issue persists.

PRORATING TUITION

If a student enrolls or disenrolls within a calendar month, the Director will figure your charge on a daily rate for the number of days attended, not to exceed the regular tuition rate and providing the withdrawal procedures have been followed.

If for any reason a student is asked to withdraw from the school, the account will be prorated. If there is credit due back to you for overpayment, you will receive a credit to your account or a refund via mail.

DAILY LATE PICK-UP FEES

Our full-day hours are Monday through Friday until 5:15 p.m., and half-day pick-ups are until 12:00 noon. Please be prompt in picking up your child. A \$1.00 charge will be assessed for every minute you are late. This amount will be billed monthly. Late pick-ups may be cause for disenrollment.

ABSENCES, HOLIDAYS, & VACATION TUITION

No tuition allowance or make-up days shall be made for absences, holidays, or vacations. Your tuition is due no later than the 10th of every month; there is no credit for school scheduled closure dates.

RIGHTS OF THE LICENSING AGENCY

The Department of Community Care Licensing has the authority to interview children or staff and to inspect and audit child or facility records without prior consent. They have the authority to observe the physical condition of the children, including conditions which

could indicate abuse, neglect, or inappropriate placement and to have a licensed medical professional physically examine the child(ren).

IMMUNIZATIONS

**Immunizations (shots) are required to attend childcare.
(18 months – 5 years)**

They should have:

3 Polio

4 DTaP

3 Hep B

1 MMR, on or after the first birthday

1 Hib, given on or after the first birthday

1 Varicella (chicken pox)

*(Tetanus shots are recommended, but not
mandatory at this time.)*

No child can be registered to begin preschool without the above-listed immunizations and a signed physician's form.

EMERGENCY PROCEDURES

Fire, Intruder and Earthquake drills are practiced twice a year. The results of these drills will be posted on the parent app. We would only evacuate the premises if ordered by the Fire Department or Sheriff's Department. Children would be moved one block west of the school to the Orcutt Presbyterian Church at 993 Patterson Road, Orcutt (at the corner of Lydia and Patterson). All staff are required to stay with the children until dismissed by the Director. Your children are our number one concern.

As an added safety measure, we have an AED device on the church premises in Stahnke Hall. For the utmost safety of everyone, all our teachers are CPR and First Aid trained.

EARTHQUAKES

When an earthquake strikes, the earth may pitch and roll like the deck of a ship. This motion is frightening, but unless it shakes something down on you, it is relatively harmless. Staff are instructed to keep calm and ride it out; they are the example the children will follow.

Shaking:

1. If indoors, we stay indoors and have the children get into the fetal position while placing their arms over their heads.

We don't allow the children to run freely, keeping them away from falling debris.

2. If outdoors, we gather the children together in an open area (such as the parking lot) away from the buildings and utility wires.

All staff are required to stay on the school premises until dismissed by the Director. Your children are our number one concern.

LOCKDOWNS

The safety and well-being of the children in our care is always the top priority. While we pray we never face a lockdown emergency, our staff is trained to respond quickly and calmly should a serious situation arise. Depending on the circumstance, we may take different safety actions: **shelter in place** for weather concern or wildlife presence, a **lock-out** in the case of an external threat near our campus, or **lockdown** for a direct threat inside or immediately outside the building.

We believe that having a written procedure allows for full awareness of the needed response. This is shared on an as-needed basis or when requested by parent/guardian in person.

FIRE DRILLS

At the sound of the alarm, the children are directed to move immediately to the exit nearest them, keeping calm, quiet, and together. When practicing, we will take the children out to the large grass area outside the office. They will stay there until they are instructed that it is safe to return to the building. A head count will be made before returning indoors.

In the case of a real fire, we will take the children towards the church building away from the school unless otherwise directed by the Fire Department.

If it is necessary to leave the building, we can take attendance using the Playground app once we are settled.

Thank you for carefully reading this handbook. We have tried to address most of the questions that you may have. If you have further questions that are not covered in this book, please feel free to call the school office.

We would like to remind you to keep this handbook in a “handy” place where it can be referenced often throughout the year.

Upward Bound Preschool and Staff

(Rev. 4/2026)