

# Calvary Chapel Preschool

## Parent Handbook

Calvary Chapel Preschool

2620 Santa Maria Way  
Santa Maria, CA 93455  
(805) 922-1822 ext. 107  
Fax (805) 928-603

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*Dear Parents,*

*Welcome to Calvary Chapel Preschool. We are grateful that God has brought us together. We consider it a privilege and important responsibility to care for and instruct your child.*

*Our goal is to provide a Christ-centered environment with a carefully balanced program, which will be a positive influence on the spiritual, cognitive, social, and physical development of your child.*

*All of our teachers have personal commitments to Jesus Christ and believe the Bible to be the inspired Word of God. All of our teachers are educated well above what is minimally required by California State Licensing.*

*This handbook is intended to be a guide in setting forth the purpose, goals, activities and policies of Calvary Chapel Preschool. We welcome any questions you may have and pray that you and your child will be blessed by being a part of our school.*

*If you do not have a church home, we welcome and encourage you to visit Calvary Chapel Santa Maria. We have many programs that will minister to the entire family.*

*Sincerely,*

*Annette Taylor*

*Preschool Director*

# Calvary Chapel Preschool

## **Philosophy Statement**

Calvary Chapel Preschool is an inseparable part of the ministries of Calvary Chapel of Santa Maria.

The policies of the preschool are determined by the Director along with the Preschool Board of Directors.

It is our desire to partner with you in training your children socially, emotionally, intellectually, physically, and spiritually in the knowledge of God's Word.

A child must feel secure in his classroom environment in order to reach a level of development. Therefore, it is our goal at Calvary Chapel Preschool to establish a safe, secure and fun environment that fosters an enthusiasm for learning.

Each child is encouraged to progress at their own rate of development, using enriching, classroom experiences, quality curriculum and a staff dedicated to give your child a wonderful Christian Preschool experience.

## **Mission Statement**

Jesus said, "Let the little children come to Me and do not forbid them; for such is the Kingdom of Heaven." Matthew 19:14. Our central purpose as a

Christian school is to lead children to Christ and instruct them in godliness.

### Curriculum

In order to accomplish our goals, our curriculum consists of the following:

1. Sensory Experience:
  - a. Finger Painting
  - b. Tactile Experiences
  - c. Sound Recognition
  
2. Development of Cognitive Skills:
  - a. Color Recognition
  - b. Relationship (in, out, up, down, left, right, etc...)
  - c. Shapes and Size
  - d. Alphabet Recognition and Sounds
  - e. Number Concepts
  - f. Classification
  
3. Manipulative Skills:
  - a. Eye-Hand Coordination
  - b. Small Muscle Development
  - c. Use of Scissors
  
4. Cooking Experiences
  
5. Physical Development:
  - a. Climbing
  - b. Running
  - c. Wheel Toys
  - d. Group Games
  
6. Art Experiences:
  - a. Easel Painting
  - b. Gluing
  - c. Crayons
  - d. Collages
  
7. Home and Family Concepts
  - a. Dress-Up
  - b. Role Playing
  
8. Opportunities to help develop a Child's Self Esteem
  
9. Christian Concepts about God and His Creation
  
10. Study Community Helpers

## 11. Letters, Sounds and other Early Literacy Activities

### **Reading books to the children is an important part of our daily curriculum**

We use books from many sources; we have a large library in the Director's office, each teacher has a collection and occasionally we use books from the public library. New books are added to our collections monthly.

You are encouraged to review the books and you are highly encouraged to check your child's teacher's **posted weekly lesson plan** to see what books are being read in the classroom. If you are opposed to having any specific book(s) read to your child we will be glad to honor your request to not read those books while your child is present in the classroom. You may give a list of books you oppose to your child's teacher and to the Director.

### **Admission Policies**

Calvary Chapel Preschool admits students of any race, creed, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, creed, national or ethnic origin in administration of its educational and admissions Policy.

Calvary Chapel Preschool is licensed by the state of California Department of Social Services and is under their authority and supervision.

### **Admission Requirements**

Admission requirements and procedures are as follows:

- A. The enrollment shall be open to any child, provided the school can meet the needs of the child. If the center determines the continued enrollment of the child does not represent the best interest of the child, the center, the staff, or the other children, the center administration reserves the right to issue to the parent(s) a notice indicating the possible termination of all child care services at the end of fourteen (14) days. Calvary Chapel Preschool and Daycare is licensed to accept children ages 2 1/2 through 5 yrs.
- B. Children must be toilet trained.\* (See information on new Potty Learning Class on next page.) There will be a two-week adjustment period, after which the child will be evaluated as to his/her adjustment to the program.
- C. Classes are filled on a first come, first serve basis.
- D. A waiting list will be kept in the general order it is received.

E. The non-refundable registration fee is \$75.00. The registration fee is due and payable at the time of initial registration and re-enrollment. Re-enrollment takes place each September for the new school year. Monthly tuition is paid in advance.

F. If the child needs to be withdrawn from the preschool program, two weeks written notice, or two weeks tuition fee in lieu of notice is required from the parent.

G. Required registration forms are completed and returned to school.

1. Identification and Emergency Information
2. Physician Report (must be signed by physician)
3. Parent's Health History
4. Parent's Rights
5. Child's Rights
6. Medical Consent Form (signed)
7. Immunization Record (4 DPT, MMR & HIB on/after 1<sup>st</sup> birthday, 1 TB, 3 Hep B)
8. Schedule of Attendance
9. Media and Photograph Release Form
10. Registration Card

H. Parents have interviewed with the Director and fully understand the financial obligation, including late fees and school policies.

**\* *New This Year 2011-2012: Potty-Learning Class***

This Toddler Class for children 30 months through 40 months ***who are in the process of being potty trained***

Additional Policies for children in our Toddler Potty-Learning class

1. Parents will pay an additional tuition per month until child is fully potty-trained as follows:

Days a Week	Full	Half
5	\$550.00	\$465.00
4	\$460.00	\$385.00
3	\$360.00	\$310.00
2	\$265.00	\$230.00

2. Parents will provide all pull-ups and wipes as needed
3. Parents will provide 2-3 changes of clothing; will launder and replace as needed

4. Parents will dress child in easy pull up and down clothing; for example, elastic waist pants and shorts rather than pants with buttons, snaps or zippers (sweat pants would be perfect)

### **Hours of Operation**

1. Calvary Chapel Preschool is open from 6:30am to 6:00pm, Monday through Friday each week, with the exception of days listed below.
2. Our half day is completed by 12:25pm.
3. **PLEASE allow enough time to pick up your child with his/her belongings in order to be out the door at/before scheduled times for pick up.**
4. You are always welcome, at any time during the hours of operation, to come in and visit your child.

### **Holidays and In-Service Days**

Calvary Chapel Preschool will be closed on the following days:

Veteran's Day	Thanksgiving and that next Friday
Christmas Break is 3 days	New Year's Break is 2 days
Martin Luther King Day	President's Day
Good Friday & Easter Monday	Memorial Day
Independence Day	Labor Day
Four days In-Service prior to the start of a new School Year	

*If the days listed above fall on a weekend, the same number of days will be taken off during the week.*

School will close one week prior to the start of a new school year for our annual building maintenance and staff in-service.

Tuition remains constant each month, regardless of attendance due to illness, holidays, vacations, etc.

Holidays at Calvary Chapel Preschool will be celebrated with Christ-Centered Care. Halloween will not be acknowledged in any form. It is our policy that Easter and Christmas will be celebrated and presented as Christian holidays only.

### **Pick Up and Delivery of Children**

No child is to be brought to school before 6:30am, nor picked up after care is completed by 6:00pm. If a child is left after his/her scheduled pick up time, you will be charged a late fee. The late fee is due at the time charges are incurred. You may see a listing of late fees at the sign-in desk. Children must be brought to the classroom and taken from a classroom by an adult. Children must never be left in the classroom without a teacher present. The Sign-In sheet needs to be completed (using a full legal signature) by the adult dropping off and picking up.

### **Sign In/Out Procedures**

Parents or authorized representative (18 yrs. or older) must accompany the child into the school and sign-in each morning and sign out when the child is picked up. Only persons authorized (designated on the Identification and Emergency Form) will be allowed to pick up your child from the preschool. The first time an adult, other than the parent comes to pick up the child, he/she will be required to show a photo ID (and/or if the teacher present does not recognize the person picking up).

### **Releasing a Child**

If a parent wants someone other than persons on the list of those authorized to pick up the child, he/she must fill out a "Safe People List" form. This form **MUST** be delivered to a staff member. The person picking up the child must show identification.

### **Under the Influence Policy**

If a parent (or a person authorized) arrives to pick up a child and he/she appears to be under the influence of alcohol or drugs to the staff member present, the following steps will be taken:

1. Staff will encourage the parent or designated person to find another way of getting home either through public transportation or with a family member or friend. They will also be encouraged to make other arrangements for temporary care for the child.
2. If the parent or designated person chooses to leave the premises with the child, the staff member (being a mandated reporter) will call law enforcement. (California Child Abuse reporting law penal code section 11165-11174.5 under child neglect).

*Remember these rules are established for **the protection of your children.***

## **Health Policies**

### **A. General Health Policies**

Each child is required by state regulations to have on file: a Health History Report and Physicians Report, which includes a record of immunizations, and a current TB test. If the child's health care summary is not completed, the child will not be admitted into preschool. Each child who has not had a physical exam within the past 12 months must have one before preschool entrance.

The preschool must have on file a signed Consent for Medical Treatment authorizing emergency medical care and transfer of medical records to the local hospital. Emergency numbers for reaching parent or guardian and other authorized person(s) must also be on file.

Your child may not attend Preschool if any one of these symptoms are present:

- A fever during the past 24 hour period
- Started taking an antibiotic during the past 24-hour period
- A thick and heavy, green or yellow, nasal or eye discharge
- A severe or constant cough
- Unexplained rash or skin eruptions, or contagious rash or skin eruptions
- Red throat, and/or swollen glands or tonsillitis
- An earache causing pain and/or irritability
- Diarrhea, vomiting, or stomach pain
- Glassy-eyed, or unusually fussy, cranky, headachy, drowsy, etc.
- Watery, inflamed eyes, crusty eyes or eyelids
- Unable to participate in all of the Preschool's planed activities including outdoor activities

Calvary Chapel Preschool reserves the right not to admit children for attendance whom the Director, or Supervising Teacher (in absence of the Director), has determined is becoming ill or has not fully recovered from all illness.

To avoid disappointment, and to prevent the spread of infection to other children, or adults, you are asked to observe your child before sending them to the center and to keep them home if they have symptoms of illness or infection. If symptoms of illness are observed, the child will be sent home. Should your child have a contagious illness we request the parent call in so that other parents can be notified (this is a State Licensing requirement).

In the event an enrolled child contracts a communicable disease and exposes the other children, notice of such exposure will be posted. The ill child will not be allowed to return to preschool until the period of contagion has passed.

Should a child become ill during the school day, the parent will be notified immediately and required to pick up (or make arrangements for someone else to

pick up) the ill child immediately.

When a child is unable to participate in scheduled activities, other child care arrangements must be made by the parent(s). If a parent feels that a child is unable to play outside, participate in scheduled activities, or unable to go on a scheduled field trip, other child care arrangements must be made.

In case of minor accident at preschool, the staff will administer first aide and an ouch report will be filed. If further medical attention is required, the parent would be notified as quickly as possible and the staff would call 911. Every effort would be made to contact the child's own physician.

There is no deduction in tuition or make-up days for illnesses.

### **B. Medication Policy**

All prescription medication must be in the original container with the printed directions on the label. Non-prescription medication will not be given without a written authorization from the child's physician stating the name of the medication, the dosage, the time(s) to be given and the last date to be given. No medication may be dispensed without the Medication Permit completed by the parent or guardian. Medication is dispensed once daily after lunch/at the beginning of naptime.

### **C. Allergies**

Please let the teacher and Director know about any allergy your child has. The information will be posted and available for all teachers.

### **Clothing and Shoes**

Be sure your child's name is on jackets and sweatshirts. An extra set of clothing must be available in the child's cubby at all times. **Please dress your child in comfortable play clothes and tennis shoes.** Shoes must be FULLY CLOSED. Daily activities include active and messy play. Children should feel comfortable enough to enjoy themselves without undue concern about their clothing. NO superhero clothing please (it has a tendency to promote aggressiveness in the children) and no skulls or skeletons please.

### **Field Trips**

An important part of our curriculum is exposing the children to many and varied experiences within the community; therefore, a number of field trips are built into the preschool program. Parents are informed of our field trips well in advance through Newsletters and calendars. Parents will be required to sign a form at the time of each field trip, giving permission for their child to attend/participate.

Transportation for all field trips will be provided by parent volunteers (private vehicle). Parents are encouraged to volunteer to drive and/or chaperone.

### **Birthdays**

Preschoolers love having a birthday party. If you wish to have your child celebrate his/her birthday at school, you are welcome to provide cupcakes, cookies, etc... Please notify your teacher a week before your child's special day. Any special treats must be at the school by 8:30 am.

### **Nutrition**

Nutritious snacks are served in the morning and afternoon. The preschool follows the nutritional guidelines provided by the Department of Social Services. Please see additional information for specific Nutrition Policies at the end of this Handbook.

### **Naps**

State regulations require that all children are given an opportunity for adequate rest each day. The school provides each child with a personal cot and sheet. Parents are required to bring a small blanket for their child. Please keep the blanket thin and small so that it will **fit into child's cubby** (this needs to be taken home weekly for laundering). Please print your child's name on his/her blanket.

### **Discipline**

Calvary Chapel Preschool believes that children find security and direction where there is consistent adult guidance and discipline. In their role of caring for children, teachers model and teach appropriate behavior. Children need to know what is expected from them before they can obey. Therefore, we expect teachers to use constructive and preventive methods of discipline and to maintain an atmosphere of love, acceptance and order.

All staff at our preschool are forbidden from using any form of corporal punishment or humiliation. Children will not be hit, slapped, or spanked at our preschool. Nor will we violate any personal rights, as outlined in the Personal Rights form.

Positive methods of discipline will be used, I.E.:

- Redirecting -Staff will distract child's attention away from the disruptive behavior by focusing the child on some other activity/toy, which is acceptable.
- Stating what needs to be done - i.e., "Please walk inside. If you are running, you might slip, fall and hurt yourself or someone else."

- Talking it out -Help child put thoughts and emotions into words.
- Discussion of outcome -Staff will make certain the child understands the consequence if he/she persists in an unacceptable behavior. The teacher will speak at the child's eye level and use words that are clear and simple.
- Time Out -Removal from the group for a period of time out is a disciplinary measure used for the child who is demonstrating unacceptable behavior. This time out is not a punishment, nor is it done to humiliate the child, but rather a time for the child to calm himself and remember what behavior the teachers expects. The duration of time out will be one minute for each year of the child's age.

If a child is unable to regain self-control in the classroom he/she will be sent to the Director's Office for prayer and redirection. Should the behavior continue or the child seems unable to cooperate in the preschool environment, the parent will be notified and expected to pick up his/her child from the preschool. In this way, home and school can work together to encourage proper behavior.

### **Withdrawal From The Program**

If the child needs to be withdrawn from the preschool program, two weeks written notice, or two weeks tuition fee in lieu of notice is required from the parent. Please allow two weeks notice so that another child can fill the vacancy.

The school reserves the right to terminate the contract and require the child to be removed from enrollment when:

1. The school in its sole unfettered discretion determines that it is unable to meet the child's needs. Or, determines that it is not in the best interest of the school or other children enrolled in the school to have the child in attendance.
2. When the safety of the child or other children is a factor, **immediate removal of the child will be required.** Otherwise, every effort will be made by the school to give the parents a two-week written notice of termination of this contact.

### **Sexual Harassment Policy**

This policy is in compliance with the Department of Education for the state of California. Sexual harassment is most unusual behavior and unexpected in preschool children.

Calvary Chapel Preschool prohibits unlawful sexual harassment of or by any student by anyone in or from Calvary Chapel Preschool.

Teachers will discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any student who engages in harassment of anyone in our school may be subject to disciplinary action up to and including expulsion. Any employee who permits sexual harassment may be subject to disciplinary action up to and including dismissal.

Students and parents of students may report any concern of sexual harassment to any teacher, or Director.

Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Appropriate disciplinary action, up to and including expulsion or dismissal, will be taken.

## **Financial Policies**

### **1. Registration Fee**

The current registration fee is \$75.00. This fee covers the cost of processing the application, liability insurance, supply costs and a Calvary Chapel Preschool T' Shirt. The registration is due and payable at the time of the initial registration and re-enrollment each September. If your child drops prior to the end of the school year and you wish to re-register, you will owe another registration fee.

### **2. Tuition**

Tuition is always due in advance on the first day of the month. Payments may be made by check, money order, cashier's checks or an automatic debt using your VISA, MasterCard or Discover Card. The residing parent is responsible for the account in full. Payments made after the 5<sup>th</sup> of the month will be subject to a 10% late charge with a \$25.00 minimum charge. Failure to pay your monthly tuition by the 7<sup>th</sup> of the month will result in the suspension of your child until the account is made current. Continued delinquency may result in your child being dropped from the program.

There is ***no deduction*** in tuition for absences of ***any kind*** including holidays, in-service days, illness, vacations, etc.

There will be a \$25.00 service charge on any returned checks. If an account has more than two return checks in one calendar year then all payments must be using automatic debit (VISA, Discover Card or MasterCard).

Multiple child discounts are offered to families who have more than one child enrolled in Calvary Chapel Preschool **for five full days**. In this case, the second

child will receive a 10% discount

The following charges will apply if a child is picked up late: 6:00pm-6:15pm/\$15.00; 6:15pm-6:30/\$30.00; 6:30-7:00pm/\$40.00. **Half-day children must be picked up by 12:25pm.** If picked up after 12:25pm-\$10.00, 12:40-12:55/\$15.00, after 12:55pm-\$20. The person picking up child will need to sign late form; all late fees are due at the time they are incurred.

Should your child begin our program after the first scheduled day of the month or leave the program before the last scheduled day of the month, **the tuition will be pro-rated according to our daily rates.**

### **Communication with Parents**

This booklet has been supplied in an effort to answer many of your questions and to provide CLEAR policies in order to prevent any future problems or misunderstands. Please contact the Preschool Director or staff if you have further concerns.

Parents are informed of preschool activities through monthly Parent Newsletters, weekly Curriculum Guides and notices posted on the Parent-Board.

Programs in the coming year may include:

- Parent Orientation
- Open House
- Thanksgiving Feast
- Christmas Program
- Mother's Day Luncheon
- Father's Day Luncheon
- Graduation Program
- Summer Family Picnic

Parent conferences are available at your request. Either the teacher or parent may request a conference for any child if there is a specific concern. Parents are welcome to visit our program. However, if it is obvious that the child is unwilling to join the group because of the parent's presence, it would be better to wait until the child has become secure in the preschool environment.

Parents are asked never to discuss a child's negative behavior in front of any child. While it may seem pressing at the time, your child's teacher may not leave his/her classroom to talk to you. Nor would it be appropriate to expect her/him to quit her lesson to discuss your child. Remember, your child comes first during class time; the teacher would be happy to talk to you during a scheduled conference by phone or in person.

Parents will be asked to attend field trips with us and are welcome to attend any other special event with us. A few suggested areas in which parents will be able to participate in are the following:

1. Field Trips
2. Craft Projects
3. Cooking Projects
4. Share about a favorite hobbies
5. Share information about your occupation

*Remember, this is your preschool and your child's education; so come find out what is happening! Again, you are welcome & encouraged to visit our program.*

### **Helpful Hints**

It is our desire that your child's first school experience be pleasant and fulfilling. Sometimes the first few days will be hard for your child and for you, especially if he/she is not used to being separated from you. Here are few ideas on how you can help.

1. Bring your child to visit the school prior to his/her first day. Let him/her meet the teacher and some other children. Let your child take part in some of the activities. You may do this as many days as you wish.
2. Have a plan before the first day of school; explain to your child what to expect. Explain that you will be leaving him/her at school and what time you will be picking him/her up.
3. On the first day of school:
  - A. bring your child directly to the teacher. She will show the child his/her cubby and help him/her to feel welcome.
  - B. During the first days, it is important that you leave and not linger too long (even if your child cries and clings to you at a certain time). Often, staying during a difficult separation only makes the separation more difficult.
  - C. Parents are welcome to call to check to see how their child is doing. If a child continues to cry for a prolonged period of time, the parent will be notified. Please be assured your child will be comforted.
  - D. Never leave without telling him/her good bye.

### **Changes in Policy**

Calvary Chapel Preschool, Director along with the Preschool Board of Directors, reserves the right to make changes in policy as necessary. In the event of a

### **Calvary Chapel Preschool Nutrition Program**

*Please join us in providing your child with his or her NUTRITIONAL NEEDS*

Many factors will determine whether or not we will live a long healthy life. Some of these factors we do not have any control over, such as our heredity and our environments. While there are others that **we do have control over**, such as developing good eating habits, exercising, getting plenty of rest etc. ***Children depend on us to provide what they need in order to grow and be healthy.***

There are definite connections between nutrition and children's health, here are a few that are important for us to keep in mind:

- ❖ Children need to consume the proper amounts and kinds of nutrients in order to grow well; to avoid becoming overweight, tooth decay, to have a good resistance to illness, as well as other problems.
- ❖ Children who are not well nourished tend to have more problems in school. They are more likely to be tired, inattentive, less curious and less independent than their well-nourished peers. They may also be irritable and less social, and in general have more behavior problems.
- ❖ During childhood, eating patterns, eating habits and developing attitudes toward food can affect their health later in life. Statistics show that more than two-thirds of deaths in the United States are caused by diseases that can be related to eating habits: heart disease, some cancers, hypertension and diabetes.

There is a very distinct difference *between having plenty to eat and being well-nourished*. Having plenty to eat is providing enough food to not be hungry; whereas, being well nourished means PROVIDING WELL-BALANCED MEALS AND SNACKS in proper-portioned sizes.

## **CALVARY CHAPEL PRESCHOOL NUTRITION PHILOSOPHY & POLICIES**

*We believe that good nutrition is a basic right of every child. Our nutrition policies reflect our commitment to ensure that the children's nutritional needs are met in a positive, nurturing manner with respect for individual needs and preferences of the children and their families. We will encourage your child to try different types of food; however, will never force your child to eat or drink anything that they do not wish to partake in.*

### **BREAKFAST**

We ask that you provide your child a healthful (well-balanced, low sugar) breakfast at home before coming to school each day.

You may on occasion bring a breakfast to school for your child **ONLY IF:**

1. It is HEALTHFUL: NO DONUTS, NO FRUIT ROLL-UPS, CANDY, etc.

An example of a healthful breakfast on the run would be: Fruit and toast, String cheese and toast, peanut butter sandwich, egg burrito, yogurt and fruit, nuts and fruit, dry cereal and fruit, left over pizza.

2. You are here by 7:15am.

### **SNACKS**

Calvary Chapel Preschool will provide a morning and afternoon snack each weekday. We provide a good variety of fresh fruits, vegetables, dairy products, breads and proteins in child-sized portions.

Our weekly menu is posted each Monday morning. We encourage you to stop and take a look at what foods your child will have for snack.

### **LUNCH**

Do not send a beverage in your child's lunch box. We will provide your child with low-fat milk to drink at each lunch period. If your child has a milk allergy, we will provide soy milk. Children are always welcome to drink water at lunch.

We ask you to provide your child with a healthful, well-balanced lunch with child-sized portions.

We encourage you provide your child with fresh fruits and vegetables, whole-grain breads, meats and cheeses. We have attached a copy of the Food Guide Pyramid and a copy of Meal Patterns for Children that has portion sizes listed.

We ask that you limit the amounts of chips and sweets sent in lunches. For example:

- Instead of sending a snack pack of Oreo Cookies in your child's lunch, you may send ONE or TWO cookies.
- Instead of sending a Ding-Dong and a Hostess Cupcake, ONE or the other would be more appropriate.
- Instead of sending a baggie full of animal cookies or Graham cookies send 2 oz.

If your child does not like sandwiches, you might send cheese and crackers or peanut butter and crackers, or yogurt and a slice of bread, or string cheese with nuts...

When packing a lunch for your child, please keep in mind that we will provide an afternoon snack 2 ½-3 hours after lunch.

***Thank you for your cooperation in keeping our Nutrition Guidelines.***