

class that your family is encouraged to take part in, to know what your child is being taught at school.

Visits

Parental involvement is welcome and encouraged at the Preschool. The Director will communicate to parents in which manner help may be needed. Please talk to the Director if you would like to schedule a time to be in the room during the regular program day.

Conferences

Informal meetings will be ongoing. Parents may request a conference at anytime. There will also be a scheduled conference after the first few weeks of preschool to let parents know where their child "is at" & what goals we can work towards together.

Communications

Children will daily bring a folder to and from school. This folder contains the month's calendar which will state all the activities planned for that month. This folder NEEDS to be at school each day! Please make it a priority to send it with your child. This folder will include daily work, Christ-Light story, special messages, and any forms parents may need to fill out. A weekly newsletter will also go home in the folder each week. The Teacher will check this folder every day for any parent communication. Copies of the calendar and newsletter will also be available on the website

www.LittleLambsPreschool.org

Field Trips and Special Days

Educational and FUN field trips may be scheduled throughout the year. Parents will be notified in advance and are asked to fill out a permission form. Depending on parental involvement, carpools will need to be set up in order to transport students to and from these destinations. The Preschool also enjoys *Special Days* with the children and their families. These activities are planned to celebrate holidays and other special times. Family members are always encouraged to join in on the fun!

Singing in Church and Special Programs

Singing in church and other special programs are scheduled throughout the year. These dates will be on the calendars. We encourage all students and their families to attend.

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Welcome

Thank you for enrolling your child at Little Lambs Preschool. We are excited to work with every parent to provide the best possible Christian preschool experience for your child.

This handbook was designed to provide basic information about Little Lambs Preschool, to give parents an understanding of what they can expect, and what the Preschool expects of families. Parents and caregivers are encouraged to contact the Director with any questions, concerns, or comments.

History

Little Lambs Preschool is owned and operated by Resurrection Evangelical Lutheran Church, and is directly supervised by the Little Lambs Preschool Committee, under the governing body of the Church Council. Our church and preschool are members of a larger church body called the Wisconsin Evangelical Lutheran Synod, which has been providing quality Christian education for over 150 years. Upon an intense study conducted by Resurrection's Early Childhood Committee in 2013, it was voted to open Little Lambs Preschool for the 2014-2015 school year. Mrs. Sherri Lueck was called to be the first Director/Lead Teacher.

Little Lambs Preschool is a faith-based, licensing exempt preschool program that is committed to ongoing self-monitoring which meets or exceeds state licensing regulations.

Mission

It is the mission of Little Lambs Preschool to support and encourage parents in their quest to educate and spiritually train their child. We provide young children a safe, loving Christian environment where they are prepared physically, socially, emotionally, and educationally for future learning experiences.

Virginia Code of Compliance

Little Lambs Preschool is classified by the State of Virginia Department of Social Services as a Religiously Exempt Preschool. The early learning center is covered by general liability insurance through the policy held by Resurrection Evangelical Lutheran Church. Little Lambs Preschool is housed in the education wing of Resurrection Evangelical Lutheran Church. We use one large room equipped with 3 sinks, two bathrooms, and plenty of room to conduct a quality program. There is a capacity limit of 20 children per day, with at least 2 adults at all times. The playground is located on the West side of the building. Since all food will be supplied from home, we will not use the church's kitchen or appliances. The staff at Little Lambs Preschool consists of a Director/Lead Teacher and an Assistant Teacher. Job qualifications for the Director/ Lead Teacher include being a member of Resurrection Lutheran Church or a sister congregation, at minimum a 4 year bachelors' Degree in education, experience in a preschool setting, a loving/caring disposition, and patience and understanding with 3-5 year old children. Job qualifications for the Assistant Teacher include being a member of Resurrection Lutheran Church or sister congregation, preferably some previous experience in a preschool setting & some academic training beyond high school in childhood development, a loving/caring disposition, and patience and understanding with 3-5 year old children. All staff members are annually certified by a physician to be free from any disability which would prevent them from caring for children. Background checks are conducted on all staff members, and kept on file on the premises at all times. Staff members are trained and certified in First Aid and Child CPR. Staff members will **not** administer prescription medication to children.

Parents as Partners

God's Word

The Gospel of Jesus as our only Lord and Savior is God's power to create faith and give forgiveness. The Gospel message of salvation is the basis of our preschool curriculum and will be found in every aspect of the day. Therefore, our Pastor offers a "Life with Jesus"

Snacks/Lunches

The daily morning snack and lunch (if staying) will be provided by the parent.

For many of our students, this is their first preschool experience and it can be a challenge to find things to pack in their lunches that they will enjoy and that are healthy. We strive to teach the children to start by eating their "healthy choices" first. We talk with them about what foods are better for our bodies, and how these foods will help their bodies to stay healthy and to grow strong.

Here are some great lunch and snack ideas:

Fresh Fruits, Chicken Chunks, Whole Grain Crackers, Berries, Cold Pasta Salad, Hummus, Yogurt, Hard Boiled Egg, Mac and Cheese, Cheese, Pickles, Soups, Lean Meats, Steamed or Raw Veggies, Salads, Dried Fruits, Pita Bread, Milk, 100% Juice, Sandwiches, Muffins PLEASE NO food that requires heating up!

Food Allergies: All food allergies will be posted. In the case of a severe allergy we will require for the safety and well-being of that child, that no children in Preschool bring a snack containing the offending food.

Sample Daily Routine (subject to change)

8:45 Doors open	11:15 Large Group/Story Time
9:00-9:15 Greeting time	11:45 Outdoor Time
9:15-9:30 Bible Circle	12:00 Dismissal from playground
9:30-10:30 Plan/Do/Review	12:10-12:30 Lunch Time
10:30 Snack	12:30-1:00 Large Group Extension
10:50 Small Group Activity	Dismissal from classroom

Emergency Procedures

The children will be introduced to a fire drill and the proper way to vacate the building. Our meeting place will be the far end of the playground fence. We will conduct monthly fire drills to get the children accustomed to and comfortable with this emergency procedure.

In the event of an emergency shut-down of the school, due to weather or other unforeseen events, the Preschool will contact the parent for the children's immediate pick-up.

Vision

Little Lambs will be known for its superior and academic education whose students:

- know and appreciate Christ's love for them.
- demonstrate Christ's love toward others in their speech and actions.
- find their self-worth in Christ and in what He has done for them.
- recognize that God gives them talents and abilities, and they can use these to glorify Him.
- are well prepared for future learning experiences in Kindergarten and beyond.

Philosophy of Education

At Little Lambs Preschool, we believe God created life to be developmental and that the educational process must nurture the development of the whole child. The classroom environment must be flexible in allowing children to go through the predictable stages of growth and maturation on individual timetables, and also allow for the unique characteristics, learning styles, and family experiences of each child. Children are active learners and learn best through concrete, quality play experiences which are facilitated through purposeful planning and modeling by caring adults.

Program Goals

Little Lambs Preschool will provide experiences where the children will:

Spiritual Development

- Know the Bible is God's true Word
- Exhibit a simple faith in Jesus as their Savior from sin
- Trust in Jesus as their best friend
- Speak to Jesus in prayer
- Act out of love for Jesus in a God-pleasing manner
- Share the good news of Jesus our Savior with all people

Social-Emotional Development

- Understand feelings and express them in words
- Demonstrate growing independence and confidence in their abilities

Develop responsibility for themselves and their environment
Show curiosity and a desire to learn
Learn to play, work, and communicate with peers and adults
Show love and respect for all people

Cognitive Development

Expand logical and mathematical thinking
Acquire problem-solving skills
Make choices, plans, and carry them out
Gain knowledge and concepts about the world
Develop in their ability to understand language & communicate
Develop an interest in reading and books in various ways
Demonstrate writing in various ways
Use imagination and creativity
Appreciate and express themselves through art, music and movement

Physical Development

Learn to care for their own bodies
Develop good nutrition habits and make good choices
Observe safety precautions
Use large motor skills with confidence, control and coordination
Develop small motor control including:
 Hand-eye coordination
 Self-help skills
 Writing and drawing skills

Family Development

Know Jesus as their Savior
Worship regularly as a family
Read the Bible together
Attend Bible Classes and Sunday School
Share in maintaining a partnership between home and Little Lambs Preschool
Attend Preschool related activities, services, meetings and programs

Curriculum

The curriculum of Little Lambs Preschool is designed to meet the spiritual, social-emotional, cognitive, and physical developmental needs of

What to Bring

- Please bring a **complete set of extra clothing** (top, bottoms, underwear, socks) to be kept at school in the locker in a ziplock bag, with your child's name on it. Change the set out as the season changes.
- A **daily nutritious snack** and a drink with an ice pack in a lunchbox
- A **backpack** big enough to hold their **daily folder**, which will go back and forth to home from school each day. This folder contains all the information and is our biggest line of communication. PLEASE CHECK it daily!
- A **water bottle** with a closable spout, with name labeled clearly.
- A **nutritious lunch**, complete with drink and cold pack, if staying for lunch. Please NO "heat-up" lunches, as we do not have microwaves in the classroom.
- PLEASE DO NOT BRING TOYS TO SCHOOL!!! Special "comforts" may be kept in their backpacks in their lockers.

All items from home need to be labeled with your child's name.

What to Wear

Children should wear socks and play shoes with non-skid sole (no sandals/flip-flops). Their shoes need to be safe for movement activities both inside and outside.

Children should wear clothes that they can independently manage in the bathroom and are not concerned about when playing with messy materials. Please plan for the weather! Outdoor play is an integral part of our program and we will go outside every day unless it is too wet or cold. Each child will have a hook in their locker to hang up a jacket.

Absences

While it's important for each child to be present each day, illness and other events may prevent your child from attending an occasional day. Please call or e-mail the director, so she is aware of the absence. If your child has a fever or communicable illness, do not send your child to school. The standard time is to wait 24 hours before returning to class. Please bring a doctor's note if absent more than 3 consecutive days for illness.

Arrival/Departure Routine

Arrival:

- Be sure you have brought all the belongings your child needs for the day (See What to Bring/Wear)
- Physically bring your child into the classroom each day
- Have your child put backpacks/jackets/lunchboxes in his/her locker
- Sign your child "in" on the daily attendance sheet with the time and your name.
- Encourage independence, but make sure your child places folder in correct basket, washes hands, then signs self "in" at the table before moving on to the morning seat activities.

Departure:

For your child's safety, a student **will only be released** to a parent or legal guardian. Children **will be released** to persons listed in writing on the **Authorization for Pick-Up Form** when parents give verbal instruction to do so. Children **will be released** to persons not on the **Pick-Up form** when parents give written permission to do so.

1:00 pick up will take place in the classroom. Please wait quietly outside the room. A teacher will have you sign your child "out", before dismissing the child to the hallway to meet you. Please do not come in to the classroom as it will disrupt and "bottle-up" dismissal.

12:00 pick up will take place outside at the playground. Your child will not be released until he/she is signed "out". If you see the children are not on the playground, pick up will take place from the classroom as stated above.



children. The curriculum we use is based on our Christian faith, research-based early childhood development, and our knowledge of each individual child's needs, interests, and abilities. The school day consists of active and quiet times, with individual small and large group experiences in both indoor and outdoor environments. We use both *Christ-Light* and *High/Scope* curriculums to glean from and develop a plan for each day. During our Bible time, children learn about Jesus through stories, songs, verses and prayer. This is a large group activity that fosters children's listening, comprehension and verbal skills. Through fun activities and experiences, children find joy in learning about Jesus and how to respond to God's love.

The rich classroom environment allows children to be comfortable to practice the skills they have learned and encourages them to try new experiences. Children will develop skills, attitudes and concepts that will enable them to make sense of the world, be successful and therefore develop a true sense of self-worth. Following a daily routine helps the children feel secure by giving them a sense of control as they know what to expect.

The teachers act as facilitators in our child-centered classroom as they guide and supervise play to enhance learning. Children are encouraged to make choices, engage in active learning, and build relationships with peers and teachers. Learning centers are filled with concrete, process oriented experiences. Through supervised play children become better thinkers and problem solvers and develop creativity.

Small and Large group activities are teacher-initiated experiences scheduled throughout the day and may include listening to stories, playing a game, singing, cooking, experiencing movement, or planning and sharing.

We believe this curriculum will create capable learners who are able to think for themselves, solve problems, and live as children of God. As they hear God's Word every day, their faith will be strengthened. Children will be challenged to use language and construct meaning from print. They will stretch their ability to think logically, solve problems, see relationships, and use their senses. These experiences build the foundation for further education in reading and math.

Interest Areas are an integrated part of the total curriculum with developmental goals for each. In these areas children will:

House Area

Learn about themselves, families, and their community
Take on a role or occupation and imitate behavior
Make-believe and use their imagination
Engage in socio-dramatic play
Develop social skills as they share, negotiate, compromise and appreciate others
Develop abstract thinking skills by recalling and visualizing experiences to re-create

Construction Area

Grow in strength and coordination as they carry and place large and small blocks and props
Experiment with construction
Use blocks, vehicles, animal/people figures in dramatic play
Develop abstract thinking skills as they re-create pictures of the concrete world
Develop math skills as they count, sort, weigh, match, compare, order, measure, and balance

Reading and Writing Area

Develop an interest in reading
Enjoy stories, poems, rhymes, and music through various materials
Develop a an understanding that written words are symbols and a means of communication
Increase vocabulary
Gain information and knowledge from books

Sand/Water Area

Develop small motor control and hand-eye coordination
Have a tactile experience with a variety of materials
Engage in dramatic play using props
Explore science concepts of cause and effects & make comparisons
Learn about size, volume, shape, and quantity

Art Area

Engage in the process of working with art and writing materials

Extended Care

If there is enough interest, extended care will be offered before preschool hours from 7am until preschool begins at 9am, and after preschool from 1pm-6pm. Cost will vary depending on hours needed. For example, full time care, including preschool:
5 days \$6500/year 3 days \$4800/year
Please speak to the director to accommodate your needs.

Confidentiality

Students' records are stored in a locked file drawer and open only to the Teacher, Director, an authorized employee of the Department of Social Services, or the child's parent or legal guardian. Information shared with the Director or Teacher will be kept confidential.

Photos/Videos

Children may be photographed, audio taped, and video taped for use within our Preschool for educational, promotional or advertising purposes. Parents are required to sign a Personal Release Agreement which will give Little Lambs Preschool the right to record and reproduce on film, tape, audio, or web materials the physical and/or vocal image and words of the student.

Financial Policy

Non-Refundable Registration Fee of \$125 is required at time of registration, either by check or online. Tuition payments may be broken down into ten monthly installments. This first one being due the first day of school, each payment thereafter due on the first of the month. You may set up a recurring payment plan or make monthly payments online from the website by clicking the "Online Payment" button. If you cannot make payments online, speak to the Director to set up an alternative solution. No tuition adjustments will be made due to illness or absence. A \$35 late fee will be added after the 5th of the month. Tuition is as follows:

- 3 day program \$3,000/year or \$300/month
- 5 day program \$3,500/year or \$350/month

Enrollment Forms

The following forms are required for enrollment and must be completed and returned before a child may attend.

- Student Information and Authorization for Pick-Up Form
(with proof of age, either birth certificate or passport.)
Children must meet the program age requirement by Sept 30th.
- Financial Agreement Form
- Emergency Medical Release and a Health Form (four page White School Forms—includes immunizations)
- Personal Release Agreement Form

Virginia State law requires proof of age and the immunization record and health evaluation. The medical forms must be signed by your child's medical provider before we can allow any child to attend preschool.

For your child's protection ALL records are open only to authorized preschool personnel and church employees, authorized representatives of our licensing agencies and the child's parent or guardian.

The preschool must keep on file for each student a "Student Information and Emergency Form", an "Authorization for Pick-Up" and a "Personal Release Agreement" which are part of your child's enrollment packet.

Calendar

Little Lambs Preschool will follow the Chesapeake Public School calendar. We will not be open days that the schools are closed. For early release days, we will have a full school day. In case of weather closures we will also follow the CPS procedure. An e-mail will be sent to each student's home. Make-up days will be at the director's discretion.

Hours of Operation

Little Lambs Preschool instructional hours are 9a.m. to 12:00p.m. with the option to stay until 1:00p.m. to eat lunch and participate in an additional activity. Doors will open 15 minutes before the start of the day. Please be prompt in picking your child up at the end of the day. Children get worried when they are "left". An additional fee of \$5 / 10minutes will be charged for late pick-up.

Express feelings and ideas

Have sensory experiences

Develop small motor skills

Experiment with color, shape, line, size and texture

Use language to enhance their work

Toy Area

Use self-correcting toys to build independence

Use open-ended toys to improve small motor and hand-eye coordination

Practice sorting, matching, classifying, comparing, sequencing and patterning

Use games to develop visual discriminating skills, counting and numerical recognition

Develop social skills as they share and take turns playing a cooperative game

Discovery Area

Develop new vocabulary as they discuss investigations, ask questions, and share experiences

Use tools and materials to explore and discover how the world works

Use thinking skills to investigate, explore, discover, make predictions, and solve problems

Use senses to touch, feel, see, taste, and smell

Develop dexterity and hand-eye coordination

Outdoor Area

Develop large muscle skills of balance, coordination, & spatial awareness

Develop small muscle skills as they dig and construct in sandbox play

Experience a quiet area for music, games or dramatic play

Learn about science and nature

Guidance (Christian Discipline)

The preschool staff and board are dedicated to keeping the classrooms safe and happy places for all children. Teachers guide children in learning about making God-pleasing choices out of love for their Savior. Teachers make positive comments about children's experiences and help them to work through their problems. Teach-

ers are consistent, give clear directions, and state rules positively and firmly. They will encourage the children to work through and solve their own problems.

Persistent behavior problems will be brought to the attention of the parents so that both the teacher and parents may work together for positive changes. Learning to get along with others and accept limits takes time and adult patience. If corrective measures do not improve the behavior and the behavior persists, permanent expulsion may result.

The teacher's attention will be focused on the problem behavior—not the child. No one will do anything that could break the spirit of a child, be humiliating, frightening or abusive. No one will use food, rest, toileting, or physical punishment to manipulate a child.

Non-Discrimination

In the Bible God tells us that He "...wants all people to be saved and to come to a knowledge of the truth." (I Tim. 2:4) Therefore ALL children are welcome to enroll in Little Lambs Preschool without reference to race, religion, national or ethnic origin or gender.

Admission

Students will be enrolled for the school year on a first come, first served basis. Enrollment is open to all children who are at least three years old by September 30th, and are fully toilet trained and self-sufficient in the bathroom. (No diapers or pull-ups are to be worn during school hours)

All children will be enrolled for a probationary period of six weeks. If after six weeks there are no reasons to exclude them from attendance, they will be fully admitted.

Exclusion

We aim to provide the best possible environment for our students. We will work to accommodate every child within reason. Unfortunately circumstances may arise in which Little Lambs Preschool may not be the right fit for a certain student **such as :**

- Preschool cannot meet the needs of the child with reasonable accommodations

- Child is not toilet trained
- Child is not developmentally ready for the curriculum or routine.
- Parents do not observe policies outlined in the Parent Manual
- Non-Payment or late-payment fees (See Financial Policies)

Procedure for temporary exclusion:

- If a child becomes ill, parents will be notified to pick the child up
- Director will inform parents if a child needs to be removed from the classroom setting on a temporary basis due to persistent behavioral problems. There will be no adjustment in tuition.

Procedure for permanent exclusion:

Children who, in the professional opinion of the Director and Board exhibit consistent behavior

- which is physically harmful to other children; or
- which causes malicious damage to the school or property; or
- which is disruptive of the daily program; or
- which shows disrespect towards adults

may be subject to, but in extreme cases not limited to:

1. Notification of parents by Director
2. One day suspension with notification of the parents
3. Three day suspension **and** a mandatory conference with parents.
4. Permanent expulsion after review by the Board. The parents will be required to be at this review.

This policy has been adopted to maintain a healthy Christian atmosphere within our school. If the child is permanently excluded, unused tuition will be refunded.

Registration Procedure

Interested families may call Little Lambs Preschool and set up a tour with the Director where they will be given an Enrollment Packet. Those who fill out the Enrollment Request on the website will be contacted to set up a meeting with the Director and an Enrollment Packet will be given. If classes are filled, the child's name may be put on a waiting list to fill vacancies as they occur during the year.