

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. To help gain a better understanding of your child's teachings we encourage you to attend Resurrection Lutheran Church's Life with Jesus class.

Visits

Parental involvement is welcome and encouraged at the preschool. Please speak with the director if you would like to schedule a time to be in the room during the regular program day.

Conferences

Conferences are scheduled twice a year to discuss student growth and development. Parents may request a conference at anytime.

Communications

Little Lambs Preschool communicates information to parents via daily student folders, monthly calendars, weekly newsletters, email, and verbal interaction. Additional information can be found on the website and Facebook.

Field Trips and Special Days

Educational field trips may be scheduled throughout the year. Parents will be notified in advance and are asked to fill out a permission form. Little Lambs Preschool does not provide transportation to and from the field trips.

Singing in Church and Special Programs

Special programs may be scheduled throughout the year. We encourage all students and their families to attend.

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. Little Lambs Preschool opened its doors in 2014.

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.

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

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 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 grams

Absences

If your child will be absent please notify the director. If your child has a fever or communicable disease, do not send your child to school. Your child must be fever free for 24 hours before returning to school.

Snacks/Lunches

The daily morning snack, lunch, and extended care snack are provided by the parent.

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. Sharing of food is not permitted.

Emergency Procedures

Fire drills are conducted monthly. Our meeting place will be the far end of the playground fence.

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.

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 two large rooms equipped with 5 total sinks, and 3 total bathrooms. There is a capacity limit of 40 children per day, with at least 4 adults at all times. The playground is located on the west side of the building. All food will be supplied from home, we will not use the church's kitchen or appliances. 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.

Arrival/Departure Routine

Arrival:

- Sign your child in on the daily attendance sheet with the time and your name
- Have your child put backpacks/jackets/lunchboxes in his/her locker
- Have your child place folder and water bottle in the correct basket, wash hands, answer the question of the day, then proceed to morning activity.

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 p.m. pick up will take place at the main entrance to the church. A teacher will have you sign your child out.

To pick your child up during extended care hours please ring the doorbell at the door to the left of the main entrance. A staff member will meet you there.

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 Ziploc bag, with your child's name on it.
- A daily nutritious snack
- A daily nutritious lunch. Please note we do not have a microwave available.
- A backpack big enough to hold their daily folder, which will go back and forth to home from school each day.
- A water bottle with a closable spout, with name labeled clearly

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 soles. Please no flip-flops. Their shoes need to be safe for movement activities both inside and outside.

Children should wear clothes 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.

Curriculum

The curriculum of Little Lambs Preschool is designed to meet the spiritual, social-emotional, cognitive, and physical developmental needs of children. The curriculum is based on our Christian faith, is age and developmentally appropriate, and incorporates knowledge of each individual child's needs, interests, and abilities. We use a hands-on, multi-sensory, themed approach to aid in children's learning. The school day consists of active and quiet times, with individual small and large group experiences, in both indoor and outdoor environments. Little Lambs Preschool will create capable learners who are able to think for themselves, solve problems, and live as children of God.

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. Teachers 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. 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. If corrective measures do not improve the behavior and the behavior persists, permanent expulsion may result.

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. If classes are filled, the child's name may be put on a waiting list to fill vacancies as they occur during the year. 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.

Enrollment Forms

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

- Student Information Form
- Authorization for Pick Up
- Proof of age (birth certificate or passport)
- Financial Agreement Form
- Emergency Medical Release
- School Entrance Health Form
- Personal Release Agreement Form

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.

Virginia State law requires proof of age, 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.

The above enrollment forms and student 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.

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.

Calendar

Little Lambs Preschool will follow the Chesapeake Public School calendar and weather cancellation policy. We will not be open days that the schools are closed. For early release days, we will have a full school day.

Hours of Operation

Little Lambs Preschool instructional hours are 9 a.m. to 1:00 p.m. Doors will open at 8:45 a.m. Extended care hours are 7:00 a.m. to 9:00 a.m. and 1:00 p.m. to 6:00 p.m. Please be prompt in picking your child up at the end of the day. An additional fee of \$5 / 10 minutes will be charged for late pick-up.

Financial Policy

A Non-Refundable Registration Fee of \$125 is required at time of registration, either by check or online. Our yearly tuition fees are broken down into ten monthly installments. Tuition is due on the first of the month. You may set up a recurring payment plan or make monthly payments online from the website. 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. No makeup days are available for absenteeism. A \$35 late fee will be added after the 5th of the month. Tuition is as follows:

- 3 day program \$3,100/year or \$310/month
- 5 day program \$3,600/year or \$360/month
- 3 day extended care program \$5350/year or \$535/month
- 5 day extended care program \$5850/year or \$585/month