



PARENT HANDBOOK

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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 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.

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 academically for future learning experiences.

History

Little Lambs Preschool is operated by Resurrection Evangelical Lutheran Church. It is directly supervised by the Little Lambs Preschool Committee, under the governing body of the Church Council. Our church and preschool are members of the Wisconsin Evangelical Lutheran Synod (WELS), which has provided quality Christian education for over 150 years. Little Lambs Preschool opened its doors in 2014.

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, and themed approach to aid in children's learning. The school day consists of active and quiet times, of individual, small, and large group experiences, and 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.

Program Goals

Spiritual Development

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

Social-Emotional Development

- Identify feelings and express them in words
- Demonstrate growing independence
- Develop responsibility for themselves and their environment
- 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
- Gain knowledge about the world
- Develop in their ability to understand language and to communicate
- Develop an interest in reading and books in various ways
- Demonstrate writing in various ways
- Use imagination and creativity
- Show curiosity and a desire to learn

Physical Development

- Learn to care for their own bodies
- Develop good nutrition habits
- Observe safety precautions
- Use gross motor skills with confidence, control, and coordination
- Develop fine motor control including:
 - Hand-eye coordination
 - Self-help skills
 - Writing and drawing skills
- Appreciate and express themselves through art, music, and movement

Family Development

- Know Jesus as their Savior
- Encourage regular family worship
- Read the Bible together
- Maintain a partnership between home and Little Lambs Preschool
- Attend preschool related activities, services, meetings, and programs

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 are 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

Parents must complete a student registration form, which includes a media agreement giving 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. Parents have the option to opt out of the media agreement.

Virginia State law requires proof of age and immunization record. The immunization record must be signed by the child’s medical provider stating that the child is “adequately or age appropriately immunized” before the child may attend preschool.

Student records are stored in a locked file drawer and open only to the teacher, director, an authorized employee of the Virginia Department of Education, 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. 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 Handbook
- Non-payment or late-payment of fees

Procedure for temporary exclusion

If a child becomes ill, parents will be notified to pick up the child.

The 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 preschool committee, exhibit consistent behavior which is physically harmful to other children; causes malicious damage to the school or property; is disruptive of the daily program; or shows disrespect toward adults may be subject to exclusion. The exclusion process shall include the following steps, but in extreme cases may move directly to step 4.

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 preschool committee. The parents will be notified of the review and may attend if they desire.

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.

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 25th of the prior month. Payments may be made by check or online. No tuition adjustments will be made due to illness or absence. A \$35 late fee will be charged on the 1st of the month.

Tuition is as follows:

- 3-day program \$4,000/year or \$400/month
- 5-day program \$4,500/year or \$450/month
- 5-day extended care program \$8,500/year or \$850/month
- Drop in extended care rate is \$20 per day

An additional fee of \$5 / 10 minutes will be charged for late drop-off and pick-up.

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.

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.

Calendar

Little Lambs Preschool follows the Chesapeake Public School calendar for holidays and breaks.

Inclement Weather

Little Lambs Preschool will follow Chesapeake Public Schools for inclement weather. If Chesapeake Public Schools cancels, Little Lambs will be closed. If Chesapeake Public Schools delay two hours, Little Lambs will not offer morning extended care and will open to all students at 8:45. Parents will be notified via our parent communication app.

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 5:30 p.m. Please be prompt in dropping off and picking your child up. An additional fee of \$5 / 10 minutes will be charged for late drop-off or pick-up.

Sign-In and Sign-Out

Parents must park in the parking lot. They enter through the main doors, using their door key code, walk their child to their cubby, and sign in their child using the parent communication app. In the event of an internet connectivity issue, there will be a back-up paper form. Parents must sign their child in and out every day.

Door Key Codes

Each family will receive one door key code. This door key code should only be shared with individuals authorized to pick up your child. Do not share this code with anyone else.

Outside Pick-up

Whenever possible students will be picked up from the playground. Parents will park in the parking lot and sign out their children from the playground. Backpacks will be brought to the playground.

Authorized to Pick-up

For your child's safety, a student will only be released to a parent or legal guardian. Children will be released to persons listed as approved pick-ups on the Student Registration Form when parents give verbal instruction to do so. Individuals other than parents must provide photo identification to pick up students. Authorized pick-ups must know their codes to pick up students.

What to Bring

- A complete set of extra clothing (top, bottoms, underwear, socks) to be kept in your child's cubby in a labeled Ziploc bag
- A daily nutritious lunch (no microwave available)
- A backpack big enough to hold a folder
- A water bottle with a closable spout, with name labeled clearly
- Rain boots (optional)

Label everything with your child's name.

Extended Care Students

Extended care students must also bring morning and afternoon snacks and bedding for their nap cot. Bring the bedding in a large plastic bag. Bedding will be sent home every Friday to be laundered.

Snacks/Lunches

Parents provide lunch, and extended care snacks. Sharing of food is not permitted.

Food Allergies

All food allergies will be posted. In the case of a severe allergy, for the safety and well-being of that child, no children in preschool will bring a snack containing the offending food. Sharing of food is not permitted.

What to Wear

Children must wear socks and play shoes with non-skid soles. Shoes need to be safe for movement activities both inside and outdoors. Flip-flops are not appropriate for preschool play.

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.

Absences

Vacations

If your child will be absent due to a family vacation, please notify the director. No tuition adjustments will be made due to absence.

Illness

If your child has a fever or communicable disease, do not send your child to school. Little Lambs Preschool will follow guidance from the Virginia Department of Health, Virginia Department of Education, and the CDC regarding when sick children can be readmitted to the program. No tuition adjustments will be made due to absence.

Medication

Members of Little Lambs Preschool staff are Medical Administration Training (MAT) certified and will dispense medication as described by a doctor according to MAT guidelines. Parents must complete a Medication Consent Form.

Sunscreen

Parents should apply sunscreen prior to dropping their children off at preschool. Staff will apply sunscreen later in the day if parents have completed an Authorization Form for Non-prescription Over-the-Counter Skin Products. Parents must supply sunscreen in the original container labeled with the child's name.

Lotion

Staff will apply lotion if parents have completed an Authorization Form for Non-prescription Over-the-Counter Skin Products. Parents will supply lotion in the original container labeled with the child's name.

Emergency Procedures

Emergency Closure

In the event of an emergency closure of the school, the preschool will contact parents for the children's immediate pick-up.

Secondary Evacuation Site

In the event of a prolonged evacuation from the Resurrection facility, our secondary evacuation site is Real Life Church located at 900 Centerville Turnpike N. Their phone number is (757) 490-0201.

Emergency Drills

Students will participate in annual lockdown and tornado drills and monthly fire drills.

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.

Conferences

Conferences are scheduled once a year to discuss student growth and development. Parents may request a conference at any time.

Communication

Little Lambs Preschool communicates information to parents via student folders, Brightwheel, and verbal interaction. Additional information is on Facebook. The communication folder will be sent home on Fridays. Please return it to school on Mondays.

Public Disclosure Statement

Little Lambs Preschool is classified by the Virginia Department of Education 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 five total sinks and three total bathrooms. There is a capacity limit of 40 children per day, with at least four adults when at capacity. 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. Members of Little Lambs Preschool staff are Medical Administration Training (MAT) certified and will dispense medication as described by a doctor according to MAT guidelines.