

# Little Lambs Preschool

## Parent Handbook and Procedures

Revised 1-10-10

## INTRODUCTION/MISSION

We welcome you and your child to Little Lambs Preschool. We operate as a ministry of Trinity Baptist Church. Our rules, standards, and regulations are in effect to help us do things decently and in order and in accordance with our understanding of the Word of God. Whether in the play-yard or sitting in the classroom, we strive to do everything to the best of our ability and to God's glory.

We serve families by providing a secure preschool environment that promotes the physical, social, intellectual, emotional, and spiritual development of children ages 3, 4, and 5 years old. We partner with parents as they work to train their children in the nurture and admonition of the Lord. Every teaching opportunity centers on the biblical truths of Jesus as the Son of God and His death on the cross, Heaven, Creation, and God's love for us. We teach children biblical truths so that in the future they can make a decision to accept Jesus, love Him, obey Him, and serve Him. We strive to relate all learning to God. The biblical knowledge that the children learn will help them make the right choices in their play and learning. Little Lambs Preschool will teach children to see that the love of God gives them help and guidance in making right choices in their young lives.

Little Lambs Preschool provides a developmentally-appropriate program with instruction and supervised play in a safe and nurturing environment. Our Bible –based curriculum offers a variety of stimulating activities that promote physical, social, emotional, and cognitive development.

We encourage parent involvement and participation to reinforce these early years of your child's academic and social development. Little Lambs Preschool maintains an open-door policy. Our parents are welcome to visit our classes at any time. Holidays and birthdays will be celebrated. Feel free to let the director know if you would like to do something special for your child's birthday.

Little Lambs Preschool operates under the guidelines of the State of Vermont. The State of Vermont provides access to early childhood program and licensing information by internet at <http://www.state.vt.us/srs/childcare/license.htm>. You can also reach the Child Care Consumer Concern Line at 1-800-540-7942. A copy of the state regulations is available from the director. We encourage any concerns or questions be made to the director and teachers. We do not share any child's information with anyone without written permission from the parent. We do not discriminate on the basis of race, creed, color, national origin, age, political beliefs, marital status, disability, gender, or religion of parents.

The staff at Little Lambs Preschool will seek to provide the best instruction and supervision for the overall safety and well being of your child. Please take the time to read this handbook. It will help you to have a good understanding of our philosophy, policies, and procedures.

## ENROLLMENT

Upon enrollment there will be certain forms that must be completed and returned in order to meet requirements for the state of Vermont.

Requirements:

- Parent interview
- Child is at least three years old and completely potty-trained
- Completed enrollment forms
- Child's immunization records
- Registration fee of \$25.00
- Payment arrangements made with our Business Administrator, Mr. Phil Ronco, 878-8118 x 30

## PARENT COMMUNICATION

Little Lambs Preschool will strive to establish a climate of good communication with our children's families and parents. We have established our line of communication in several ways:

- Monthly/Bi-monthly Newsletters
- Academic Calendars
- Letters
- Parent Communication Board (posted at the entrance of LLPS)
- Information Board
- Parent Pockets
- Parent-teacher Conferences
- Daily Communication

Please share any information that may affect your child's behavior or health. Please keep us informed of any changes that occur throughout the year. We want to help you and your family in the best way that we can.

## PARENT RESPONSIBILITIES

Little Lambs Preschool stresses the importance of parental involvement in our day-to-day activities. To help maintain a safe and organized environment for your child, please note the following guidelines:

- Accompany your child into the building each morning.
- Sign in your child and notify a teacher of your arrival.
- Remove outerwear and properly place child's items on the correct hook or in the cubby.
- Check your parent pocket for important notices, events, information, and your child's work for the day.
- Please advise your child's teacher of any medications (complete medication forms), special requests, changes, or concerns for the day.
- On your child's last day of the week, please take a moment to clean out your child's cubby and take home nap items to be washed and returned.
- When picking up your child, please **do not allow** your child to leave the building without you. Please notify a teacher that your child is leaving and **remember to sign out on the attendance chart.**
- Summer months – please remember to apply sunscreen before your child arrives.
- Winter months – please keep watch of weather changes and school closings and appropriately dress your child for the day and for outside play.
- **Please call** and let the preschool know in the morning if your child will NOT be in preschool that day. **Please call before 9:00 a.m.** and inform us of the illness if your child is sick.
- Please feel free to set up a time to discuss any concerns or questions you may have.
- Please have a back-up plan for child care.

T U I T I O N

Little Lambs Preschool is operated as a non-profit ministry of Trinity Baptist Church. Parents will be billed for any paid holiday that falls on a weekday in which their child would normally be attending preschool. In addition, parents will be billed for days when their child would normally attend preschool even if your child is ill, on vacation, in the event of a snow day, regular scheduled in-service day, or emergency closure. **Full tuition for the weekdays that you have registered for is charged regardless of whether your child is present or not.** If your child is absent for any reason, we reserve your child's place, therefore, we must charge for the service. This applies to all age groups and all sessions. Please make payment arrangements with Mr. Phil Ronco, Business Administrator at 878-8118 ext. 30. There is a tuition payment box for your convenience by the director's desk for check payments. Please do not put cash in the box. Parents have the option of sending their child during the school term or during the full year. The school is open between the hours of 7:30 a.m. – 5:00 p.m. **We ask that the child be present by 9:00 a.m. in time for the learning sessions. Please arrive a few minutes before 5:00 p.m. if possible.** This allows you time to gather your child's belongings and review daily information with your child's teacher.

Hours Monday through Friday:

Half Day – Between the hours of 7:30 a.m. – 12:30 p.m.

Full Day – Between the hours of 7:30 a.m. – 5:00 p.m.

Tuition Rates for Little Lambs Preschool (per child):

(No siblings in Trinity Baptist School)

Full-Time, weekly - \$175.00

Full-Time, daily - \$ 42.00

Half-Day, daily - \$ 32.00

Tuition Rates for Little Lambs Preschool (per child):

(Siblings in LLPS and TBS)

Full-Time, weekly - \$140.00

Full-Time, daily - \$ 30.00

Half-Day, daily - \$ 24.00

\* Rates are evaluated and subject to change every September 1<sup>st</sup> .

\*We require a minimum of two, ½ day sessions a week.

A two-week written notice is required to withdraw your child from our program. If this is neglected, you will be charged for the weeks/days that no notice was given. If you withdraw your child and have a delinquent balance, a financial agreement will be drawn up and signed by the parent and Business Administrator. This agreement must be paid as stated.

# Little Lambs Preschool

## YEARLY SCHEDULE OF CLOSINGS 2010-2011

### Proposed Dates:

Labor Day	September 6, 2010
November 11-12, 2010	NEACS Teachers Convention
November 24-26, 2010	Thanksgiving Vacation
December 22- January 3, 2011?	Christmas Vacation – <b>No charge</b> to LLPS families for <b>one</b> week out of the vacation
February 21, 2011	Presidents' Day
April 22, 2011	Good Friday
April 11-15, 2011	Spring Vacation – <b>No charge</b> to LLPS families
May 30, 2011	Memorial Day
July 4, 2011	Independence Day Holiday Weekend
August	2 Teacher In-Service days

### SPECIAL CLOSINGS

**Little Lambs Preschool will be closed when the Trinity Baptist School is closed due to inclement weather.** When the weather becomes hazardous during the school day, we may find it necessary to close early. We will contact the parents in order to make arrangements for early pick-up. Parents will be billed for dates when the school is closed due to poor weather conditions.

School closings will be announced on Channels 3 and 5. **Please check the local stations for school closings during the winter months. All parents** need a back-up plan in place for your child when Little Lambs Preschool and Trinity Baptist School are close. We close down rather than have a delayed opening.

### SECURITY

After 9:30 a.m. the door entering the Preschool wing is locked. In order to enter the hallway after this time, you must ring the doorbell located to the right of the door in the lobby. A teacher will look through the peephole to see who would like access into the Preschool. We know that this process will help to ensure a better, safer environment for the children.

## CURRICULUM

Our Foundations Class and Pre-Kindergarten Class both use the Bob Jones University press curriculum. The curriculum focuses on major areas of learning for the young child through thematic units. Development of new skills and understanding is encouraged through a variety of activities. The Pre-Kindergarten program prepares and equips children for Kindergarten through teaching basic visual perceptive skills, an introduction to letter and number recognition, correct pencil hold, and pre-cursive penmanship. Nine activity categories are provided to give the child an opportunity to learn in structured arrangement while allowing the teacher the flexibility of choosing activities that help meet the needs and abilities of her children.

Nine Activity Categories:

1. **Circle Time Discussion** – Heritage Studies and science topics, receptive and expressive language skills, discussion skills, vocabulary expansion, picture reading, and interpersonal relationships (scriptural applications with Bible Action Truths)
2. **Action Rhymes and Poems** – language expression, auditory discrimination in rhyming words
3. **English Skills**- receptive and expressive language skills, visual and auditory discrimination, language-experience activities for print awareness, dramatizations, creative movement, imitative play, and stories
4. **Pre-math**- counting, number and numeral recognition, sorting, classification, and sequencing
5. **Art and Crafts**- creative expression, observation skills, eye-hand coordination, and prewriting
6. **Cooking**- sensory and language experiences, print awareness in “reading” labels and recipes, vocabulary expansion such as *hot*, *cold*, *empty*, *full*, and terms of measurement
7. **Motor**- loco-motor, axial, manipulative, and fine-motor skills; vocabulary expansion in directional terms such as *up* and *down*, *top* and *bottom*
8. **Music**- singing, listening, moving, and playing
9. **Literature**- listening, print awareness, picture reading, and appreciation of good literature

Our daily Bible time also uses the Bob Jones University textbooks during the school year. Positive Action Truths is used during the summer months. All learning relates to God and His plan and purpose for His creation. We teach that Christ died for our sins. Our Bible curriculum concentrates on God’s love for us and His help and guidance available to us throughout our daily lives. We teach the Bible stories and lessons and discuss how we can make the right choices in life’s situations.

The curriculum is planned in advance to meet the goals and direction of Little Lambs Preschool. The monthly curriculum is posted on the parent board and placed in your parent pocket for you as a family to follow at home.

## DAI LY SCHEDULE

Our daily program of activities is consistent enough to give young children a sense of security in knowing what to expect. The daily program is flexible enough to permit the use of unexpected opportunities as they arise and to adapt the length of the activity to the needs and interests of the group. There is a balance of active and quiet experiences throughout the day as well as relatively quiet teacher-led sessions. There are times for indoor learning, outdoor learning, and routines. Allowances are made for inclement weather. Longer outdoor play time is utilized during good weather and during the summer months.

### Daily Schedule

<b>7:30-8:35</b>	Arrival – <b>Parents:</b> <b>Please write arrival time on attendance check-in chart.</b> <b>Please wash child’s hands.</b> Simple table activities and play areas
<b>8:35</b>	Cleanup
<b>8:40</b>	<b>Opening Time:</b> Story Time & Bible Songs
<b>9:00</b>	<b>Snack Time</b>
<b>9:20</b>	Restroom Break
<b>9:35</b>	Circle Time – Bible and Learning Time Foundations Class – Three and four year olds Pre-Kindergarten Class – Four and five year olds
<b>10:30</b>	Curriculum Activities (School Time)
<b>10:45</b>	Outdoor Activities – Please have child prepared to go outside everyday! It is a state regulation that children go outside weather permitting. (Indoor play time activities include a bouncy castle or special projects during inclement weather.)
<b>11:45</b>	Lunch
<b>12:15</b>	Restroom Break
<b>12:30</b>	Story Time and <b>Half day pick-up time</b>
<b>12:45</b>	Nap/quiet time, special quiet toys on mats are allowed for children who are awake
<b>2:40</b>	Pick up nap items and prepare for snack
<b>3:15</b>	Outside playtime or inside play areas and activities
<b>4:45</b>	Clean Up- Children will prepare to meet parents and dismiss
<b>5:00</b>	Dismissal- Children <b>must be picked up on or before 5:00 p.m.</b> <b>Parents: Please write check out time on attendance chart. Thanks!</b>

## ARRIVALS AND DEPARTURES

Upon arrival to the Preschool, parents are asked to do the following:

- Sign in your child's arrival time on the attendance chart
- Guide your child in hanging up clothing items and putting lunch in the refrigerator
- Help your child wash his/her hands
- Relay any changes if anyone other than the parent is to transport the child to or from the Preschool. Anyone unfamiliar to the Preschool Staff will be asked for identification.
- Should an occasion arise when you will not use the scheduled times for your child, please inform the Director and/or teacher. **\* Changes to schedules need to be approved by the Director prior to change to comply with state regulated ratios.**
- Take time to give your child a comfortable "goodbye" and hug to give the day a good start. Reassure your child that you will return. Encourage them to have a wonderful day at preschool.
- Please arrive prior to 5:00 p.m. in order to allow for time to gather your child's belongings and discuss your child's day.

## ITEMS TO BRING TO PRESCHOOL

- **Morning snack and beverage** (healthy – fruit, cheese, granola bar, peeled orange slices, etc. . .)
- **Lunch and beverage** (Lunches may be heated in the microwave by the Preschool staff **if the food is all prepared and placed in a sealed, microwavable container.**) **Please do not send Kid's Cuisine or TV Dinners.** These items take too much time to prepare properly.
- **Afternoon snack and beverage** (We do not allow candy)
- **Please keep all drinks and food items inside a labeled (child's name) lunch bag.**
- Full day students need to have an equivalent of three drinks for the day. You may include a water bottle or plastic cup for water. We do not allow soda, Kool-Aid, or candy. (Please refrain from using **red** drinks as they stain the carpet when spilled.)
- **Inside slippers (if desired)**
- **Two complete changes of season appropriate clothing** (may be kept in child's cubby)(**please label** with the child's name) \* Please note according to the state regulations, items containing body fluids will not be rinsed out. The dirty clothes will be sent home in plastic bags. Please remember to replace with clean clothes the next day. Thanks!
- **Nap items for full day students** – blanket, pillow, stuffed animal or comfort item (please label with child's name) We provide a large zip-lock bag and sheet. Please take home nap items on the last day of your child's week to be washed and returned the following week. Thank you!

- **Seasonal outside apparel (please label with child's name)**
  - **Winter Gear:** coat, snow pants, boots, hat, and mittens. The children go outside to play everyday, weather permitting. As long as the outside temperature is 20 degrees or greater, state regulations require that the children go outside to play. Please have your child prepared to go outside comfortably! Winter gear may be kept hung up on child's hook. Please take home all items to be cleaned and returned the following week. Thank you!
  - **Summer Items (June - August):** Sprinklers are set up for water-play enjoyment. Each child needs a modest bathing suit (**girls – one piece**), water shoes (croc's, flip flops, or water shoes), towel, **spray on** sunscreen, and tote. **Please label** all items with child's name.

## TOYS FROM HOME

Sometimes, toys from home can help with the morning transition from home to school. Your child may bring a toy in during the arrival time. Please keep in mind that toys may get broken, so choose toys carefully. They may play with the toys until clean-up time or until there are problems sharing. Then the toys will be put in their backpack or cubby. Little Lambs Preschool **is not responsible for lost or broken items brought from home.**

## REST TIME

Little Lambs Preschool will supply a rest mat, bag, and sheet for each child. The parents are responsible for a blanket, pillow, and comfort item. All bedding must be washed weekly and returned on the first day of the week. State regulations require that children attending during the afternoon hours must rest for 30 minutes in the afternoon. After that time, the children may do quiet activities on their mat while others sleep.

## DRESS

We ask that appropriate, modest clothing be used for your child enrolled in our preschool. Please take time to be aware of the weather conditions and have your child prepared to go outside.

## FIELD TRIPS

We enjoy taking the children on special field trips to give students more hands-on learning. Each child will be required to have a signed permission form before being allowed to go with the preschool. The parents will provide any fees for each event. A school bus is used for transporting the children to and from field trip activities. Car seats are not required when transporting children on our school buses. Seatbelts meet the state requirements and are used for all our field trips.

### Field Trip Emergency Procedures:

- An emergency bag is taken on all field trips. It contains copies of emergency information on each child, consent forms, special medications, and a First-Aid kit
- In the event of a medical emergency, we will call 911 first and then contact the parents or the secondary numbers. If we are unable to contact primary or secondary numbers, we will continue to call the parents until we have established contact with them.

## PARENT CONFERENCES

The children will be evaluated two times a year, usually in November and May. The May evaluation will be more extensive than the November evaluation. Parent conferences will be offered at both times. If at any other time you wish to discuss your child's progress or any other aspect of the preschool, please feel free to request a meeting.

## ILLNESS

It is the best interest of your child and other children in the preschool not to bring your child to school if he/she is ill. If your child becomes ill during the preschool hours, we will contact you first, and if unable to reach you, then your emergency contacts. The child should be picked up within the hour. Children will be sent home from school with a temperature over 99.4 degrees and will not be allowed to return until they have been **without a fever (99.4) for at least 24 hours** and off Tylenol or Advil for 24 hours. Little Lambs Preschool has to follow the regulations mandated by the state concerning illness. Parents need to find alternate care for sick children. Please use your back-up caregivers during times of illness. Having a fever is not the only sign of illness. **If your child is unable to participate in the daily activities, the child will need to go home.** We want to do our best in keeping the other children healthy. We clean toys and facilities daily and wash our hands many times a day, but we need your help as well. Thank you for your cooperation.

Your child must be excluded from the preschool if he or she exhibits any of the following symptoms:

- Uncontrolled diarrhea
- Severe coughing
- Yellow skin
- Conjunctivitis (pink eye)
- A fever greater than 99.4 orally (**The child must be fever free for 24 hours** before returning to preschool.)
- Mucus from the mouth or nose that is not clear in color
- Vomiting (the child must be excluded for at least 12 hours **AFTER** the last episode of vomiting)
- Rashes, skin conditions, oozing cold sores, infected bug bites, or open wounds
- Sores in the mouth or nose

- Earaches with fever, ear drainage, or ear pain
- Sore throat with fever or difficulty breathing
- Wheezing

If the child exhibits any of the above symptoms, he/she will not be allowed to attend until the criteria outlined in the Vermont State Regulations have been met. In some cases we may require a signed doctor's note stating that the child has been examined and is not contagious. In this case, re-admission would be at the discretion of the Director. Please check the Vermont State Regulations for diseases and complications and the ability to return and attend the Preschool.

## MEDICATIONS

We encourage parents to administer any necessary medications to their children. If it is necessary for the preschool teachers to administer medications, the parents need to meet the following conditions:

- Medication is **prescribed by a physician**
- Medication is in the original bottle with the prescription clearly printed on the label showing the name of the child, doctor, dosage, and time schedule
- Parents must fill out a medical permission form for each prescribed medication indicating time, date, and dosage instructions

## EMERGENCIES

In the event of an accident or medical emergency, we will call 911 first. Then we will attempt to contact you or your emergency contacts until someone is reached.

Little Lambs Preschool has a written **E**mergency **R**esponse **P**lan. It covers what would happen during various emergencies such as illness, missing child, fire, and evacuation. You are welcome to see our emergency response plan.

The preschool fire drills will be conducted the same days as Trinity Baptist School. The drills will help your child be aware of what to do in an emergency.

## DISCIPLINE

Little Lambs Preschool sees discipline as equipping the child to learn good behavior. It is a training process that involves the Lord's wisdom and guidance. We strive for first time obedience with a happy heart. Clear and consistent limits are helpful to children allowing them to learn to work within the framework of expected behavior. We will use gentle, positive guidance as much as possible. The discipline will be positive, supportive, and non-physical. Redirection is a very effective technique in classroom control. The teachers at LLPS will strive to encourage a change of behavior that is acceptable. Positive reinforcement works wonders for young children. It is helpful to avoid giving a young child a free choice. It has been proven helpful to limit the child's choice to one of

two given by the teacher. Time outs will be used to allow a child to be removed from a situation and to sit quietly until he/she is ready to return to the group. A teacher will help the child understand what kind of behavior would have been better during the situation. Stickers are given at the end of the day for good behavior (no time-outs). Children are rewarded with a prize from the prize box during the times when their chart is half-way filled and then completed. The children really look forward to getting to choosing from the prize box.

The staff desires a harmonious relationship with parents. Parental support is an essential part of the educational process. If parents have a question about an event that involves their child, they are to notify the Preschool Director. Every effort will be made to resolve differences and maintain excellent communication between parents and staff. If, in the opinion of the Preschool Director and/or the School Administration, a parent has failed to support the ministry of Little Lambs Preschool or the standards articulated in the parent handbook, the administration reserves the right to deny the student's continued enrollment in the preschool.

In extreme cases where a child poses a threat to another child or the child is not conforming to the desires of the faculty, the parents will be called to remove the child from the program for the day. It is at the discretion of the Director under the advice and help from the School Administrator and Pastor of Trinity Baptist Schools and Church to remove a child from Little Lambs Preschool for a day or permanently. It is at the discretion of the Director, School Administrator, and Pastor if a two-week notice is acceptable or, depending on the circumstance, immediate dismissal is necessary. We believe parents should be respectful to the staff. Parents are expected to voice concerns and questions to the Director.

## MANDATORY REPORTERS

Vermont State law requires that our preschool report all suspected incidences of child abuse and/or neglect to the Department for Families & Children; Family Services Division within 24 hours. The number is (802) 241-2131. All teachers are mandated reporters. Child abuse includes physical, sexual, or emotional abuse. Any person who fails to report suspected cases of abuse is subject to criminal penalties and civil liability. In suspected cases, we will file a report with the Department of Children and Families. The State of Vermont may conduct an investigation. This policy applies to all parents, guardians, and staff affiliated with the preschool. We will take appropriate measures to ensure the safety of children in our preschool.

The Child Care Consumer Concern number is 1-800-540-7942.

## CONCERNS

If you have any questions or concerns about any of the policies or procedures at Little Lambs Preschool, please talk to the teacher and director. If that does not help, please contact the School Administrator, Mr. Randy Krystowiak, at ext. 29. Unresolved issues and concerns may also be brought to Pastor Knolls. Thank you.

Little Lambs Preschool  
300 Trinity Drive  
Williston, VT 05495  
(802) 878-8118 ext. 25  
Fax (802) 879-5272  
Website: [www.trinitybaptistvt.com](http://www.trinitybaptistvt.com)

## CONTRACT AND STATEMENT OF UNDERSTANDING

Please be sure you have read and understand all pages of the handbook. It is important to us that we answer any questions you may have regarding our facilities, staff, and policies. As stated before, please feel free to discuss with the director any concerns or questions you may have.

Each child that enters Little Lambs Preschool has an automatic 30-day probationary period. The Director, Administrator, and Pastor reserves the right to terminate this contract with 24 hours notice, should it be determined that commitments and responsibilities are not being met by the parents or guardians or if the Director deems termination is in the best interest of Little Lambs Preschool.

- This contract is made between the parents/guardian and Little Lambs Preschool for the care of \_\_\_\_\_.
- The payment fee shall be \$ \_\_\_\_\_ per week.
- Payment plans have been discussed with the Business Administrator and agreed that payments are due \_\_\_\_\_.
- Care shall be provided from \_\_\_\_\_ AM to \_\_\_\_\_ PM on days (please circle) Monday Tuesday Wednesday Thursday Friday
- Admission Date: \_\_\_\_\_
- Registration Fee Paid check # \_\_\_\_\_ Date: \_\_\_\_\_

Signed contracts are in full force until the conclusion of a two-week notice given by parent/guardian. A two-week notice is mandatory and payment of those two weeks is also mandatory whether the child attends or not.

**I have read this handbook and understand the information and obligations contained herein. I accept the stated responsibilities, financial and/or otherwise for the duration of this contract. Little Lambs Preschool may terminate the contract without giving notice if the parent/guardian does not make payments when due.**

By signing this contract, the parent(s)/guardian(s) agree to abide by the written policies of Little Lambs Preschool. Little Lambs Preschool may amend the policies giving the parent(s)/guardian(s) a copy of the new or changed policies at least 2 weeks before they go into effect. This contract is renewed annually on September 1<sup>st</sup>.

Little Lambs Preschool Director: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_