

# Little Lambs of Lord and Savior Lutheran Preschool Handbook



Little  
Lambs  
Preschool

*where faith and learning go hand in hand*

Dear Parents or Guardians,

Welcome to Little Lambs Preschool of Lord & Savior Lutheran School. We are pleased that you and your child will be participating in our Early Childhood program at Lord & Savior Lutheran School. We consider it a privilege to share in your child's growth and development. We will do our best to make your child's learning experience a meaningful and rewarding one. We also need your participation and involvement since we firmly believe that you are your child's first and life-long teacher.

This handbook has been prepared to introduce you to our Center and explain the purpose, functions, enrollment requirements, and procedures of our program. If we can help you in any way, or if you have any questions, please feel free to contact our Principal, Mr. Joel Moeller.

Parents are an integral part of our program and of your child's experience here at Lord & Savior Preschool and School. We look forward to getting to know you better through your active involvement in the classroom, special parent visits to the school, conferences, and parent meetings. We look forward to working with you in order to ensure that your child's early learning experiences are positive and exciting.

Sincerely,  
Lord & Savior Preschool & School

## MISSION STATEMENT

Little Lambs Preschool of Lord & Savior Lutheran School shall support the mission of Lord & Savior Evangelical Lutheran Church by providing to children an exceptional early childhood education which will, by God's grace,

- lead them to eternal life with their Good Shepherd, Jesus Christ.
- contribute to their spiritual, intellectual, physical, emotional, and social development.
- prepare them for life-long Christian faith, service, and learning.

## PURPOSE

Little Lambs Preschool of Lord & Savior Lutheran School is a Christian early childhood program maintained and operated by the Lord & Savior Evangelical Lutheran Congregation. The program is conducted to assist parents in meeting their God-given responsibility to "bring up their children in the training and instruction of the Lord." (Ephesians 6:4).

## PHILOSOPHY

We believe that each child is a special gift from God. Each child is a unique individual and is encouraged to develop spiritually, intellectually, physically, emotionally, and socially at his/her own rate. Each child is created by God with his/her own special capabilities. We try to recognize these differences, and give attention to individual needs.

In a Christian atmosphere your child will experience God's love, know Jesus as his/her Savior, and share this love and forgiveness with others.

Through a stimulating environment, hands-on experiences, and varied learning resources, your child will gain self-confidence, independent problem solving skills, social skills, and a love of learning. These concrete learning experiences will broaden the foundation for future learning.

The education of a child is a partnership between home and school. Parents are recognized as the child's primary teacher and supported in that role. We strive to provide an environment in which the parent/guardian and the school can cooperatively enhance the child's life as a special child of God.

## PROGRAM GOAL

The overall goal is to provide early learning experiences that assist parents in nurturing the spiritual, intellectual, physical, emotional, and social development of their young children. We believe this goal can be reached when children learn by doing—with hands-on, active experiences that are developmentally appropriate for young children.

We further believe children develop best when all experiences occur in an atmosphere of Christian love, care, trust, and respect. Specifically, this goal is accomplished by:

- acquainting your child with Jesus.
- encouraging love for God the Father who created us, God the Son who redeemed us, and God the Holy Spirit who keeps us in the faith.
- providing a relaxed, secure, and happy environment for children which promotes a positive attitude toward school and learning.

- recognizing and respecting individual differences and using those differences for positive learning experiences.
- fostering positive self-concepts in children as feelings of success and security grow.
- providing opportunities for children to assume responsibility in a group and recognize their contribution to that group.
- fostering social behavior which encourages sharing, listening, respect for others, and taking turns.
- providing an atmosphere which encourages children to express themselves creatively through literature, art, and music.
- providing fine and large motor activities that exercise children's bodies.
- working with parents as a team in their child's early learning experiences, and discussing formally and informally their child's development and progress in school.

## CURRICULUM & DAILY SCHEDULE

The Little Lambs Preschool of Lord & Savior Lutheran School curriculum goal covers five areas of development. We seek to provide opportunities for growth in the spiritual, intellectual, physical, emotional, and social areas of development. Activities are provided to give children opportunities for experimentation, discovery, and hands on learning, as we know that young children learn best when they are free to interact with their environment. The schedule remains flexible to meet the needs and interests of the children and staff.

Each of our preschool sessions begins with free play. Play is an important aspect of a preschool child's life, and is probably just as important to healthy growth as are food and sleep. During free play the children have the opportunity to work with others and begin to develop ways to problem solve. Much planning goes into the organization of a free play environment to make it effective.

The free play approach focuses on the child as the learner rather than upon the teacher as a dispenser of wisdom. The teacher's task is to create an environment which encourages creativity and imagination and then to enable the child to explore it freely and make his/her own discoveries.

Children should have freedom to explore, experiment, make choices, etc. We want them to have confidence in their own ability, but at the same time they must have the assurance that the teacher will provide the necessary guidance and security. The teacher will act as the facilitator.

A room full of happily occupied children may seem noisy, but the end results prove this to be a worthwhile learning experience. If a child is happy and secure at school and knows that God loves him/her, we have accomplished our purpose.

Free play is enhanced through learning centers. Children will be encouraged to role play, dramatize, make comparisons, count, pattern, judge size, experiment with water and sand, cook, etc., in an enriched planned environment.

Opportunities for singing, listening to and playing different instruments, dancing, learning simple songs, and following directions in a song are made available to the children.

Each preschool day will naturally include time for a Bible story and songs about Jesus. The focus of our religion stories for preschool is how Jesus loves us. Our stories are from the Bible and will cover New and Old Testament. In addition, values such as being kind to each other, helping our parents, and working together will be stressed.

Included in the daily schedule is time for art. At this age children need the opportunity to experiment with a wide variety of media. Art activities will include drawing, painting, sculpting with clay and play dough, collage, etc.

Large motor skills will be developed through activities which include running, jumping, hopping, ball play, balancing, animal walks, games, and the use of indoor and outdoor playground equipment.

## ADMISSIONS ELIGIBILITY

Little Lambs Preschool of Lord & Savior Lutheran School admits students ages 3 years to 4 years (by September 1st) of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the program. It does not discriminate on the basis of race or origin in administration of its educational policies or admission policies. "God our Savior, who wants all men to be saved and to come to a knowledge of the truth." (1 Timothy 2:4)

- A preference will be given to a child who is three & four years of age by September 1st of the current school year.
- The maximum number of children in the class each day is 20.
- All children must be toilet trained - no diapers and no pull-ups.
- Classes and vacancies are filled under the following priority guidelines:
  - a. Children from Lord and Savior Lutheran Church.
  - b. Families who are not members of Lord and Savior Lutheran Church but have had their children in the program.
  - c. General public (by the date the application was received).
- Parents must complete the required registration form and submit with the required registration fee for entry into Little Lambs Preschool of Lord & Savior Lutheran School.
- All children should have the necessary immunizations and physical forms for state record purposes, if this is the first year the student is attending Little Lambs Preschool.
- A certified copy of each child's birth certificate is necessary for all students who are enrolling at Little Lambs Preschool. The certified copy of the birth certificate is to be physically received on or before the first day of School.

## TUITION

Monthly tuition is due on or before the first of the month. Please make checks payable to Lord & Savior Preschool and School. Give your tuition to the teacher and they can provide you with a receipt for payment. Delinquent tuition may result in dismissal of the child or action as deemed necessary by the Board of Education.

- If for any reason you are unable to pay tuition on time, due to extenuating circumstances such as loss of job, injury, on vacation, etc., please call the Principal or contact your child's teacher. The Board of Education will work with you and reach some type of arrangement.
- PAST DUE ACCOUNTS: Any account not paid by the 15th of the month is considered delinquent. Arrangements must be made immediately with the Principal.

\* \* \* ANY PORTION OF A MONTH OF ATTENDANCE IS CONSIDERED AN ENTIRE MONTH AND TUITION IS DUE ACCORDINGLY.\* \* \*

The tuition for the school year is as follows:

2- half days	\$140 per month	2-full days	\$175 per month
3-half days	\$175 per month	3-full days	\$230 per month
5-half days	\$200 per month	5-full days	\$300 per month

## BEFORE &AFTER CARE

Lord & Savior offers a Before & After-care program. The Before-care opens at 7 am. Students arriving at school before 7:45AM are directed to go into the before school care program. Similarly, at 3:15 PM, students will be signed into the after-school program. After-school care is available until 5:30 PM. The Before & After Care cost \$1.50 per half-hour per child. You will receive a monthly statement and payment is due within 10 days.

Parents should pick up their children promptly at 3:00 PM. Students not picked up by 3:15 will be sent to the after school care program. Parents will then need to sign out their child when picking up. If an emergency keeps you from picking up your children by 3:15 PM, please call us to let us know.

\* \* \* \* \*If a family's before/after care account is past due 60 days or more, that family will not be allowed to participate in the program until the entire balance is paid in full. After 30 days of an account being unpaid, the parents or responsible adult will be given an invoice showing the account is past due with a reminder that at 60 days delinquent, their child(ren) will not be allowed to participate in the program. At 60 days delinquent, the parents or responsible adult will be informed that they will not be able to drop off their child(ren) for before care and that their child(ren) will have to be picked up promptly after school. Also, if you make use of our before/after care, it is imperative you sign out your children each time you drop-off/pick them up. Failure to sign your kids in/out presents a liability to the school, and also creates confusion. Thank you for your help in insuring your child's safety.\* \* \* \* \*

## HOME VISITS

During the late summer, your preschool teacher will make home visits to the families of children in the preschool classroom. Appointments are made by your preschool teacher. During this time, parents may raise any questions or express any concerns they might have, policies may be discussed, materials may be handed out, and forms and fees may be collected. In addition to home visits parents are encouraged to attend the school open house scheduled in August.

## WITHDRAWAL PROCEDURES

We require a 30-day written notice be given if a child is to be withdrawn. For severe behavior problems, upon recommendation of the teacher and Principal, the Board of Education has the authority to ask for the withdrawal of a child.

Non-payment of tuition - if tuition is not cleared up in full from the previous year, the child will not be admitted the following year.

\* \* \* If a family is having financial difficulties, please make a courtesy call to obtain approval to arrange alternative payments.\* \* \*

## PHYSICAL EXAMINATION AND IMMUNIZATIONS

All children entering Little Lambs Preschool of Lord & Savior Lutheran School for the first time must have a physical examination and the required immunizations. The results of this physical must be signed and dated by a licensed health care provider (MD, DO APN, or PA) on the physical form. Health and enrollment forms are required for the child and must be completed and returned before the first day of school. The forms are kept on file. All children should have vaccination up to date; this includes hepatitis B vaccinations.

Medical alert: Any child who has food allergies or other concerns must let the teacher know so proper measures are taken to ensure safety.

## ARRIVAL AND DISMISSAL

Please notify your child's teacher in advance or call the school at 815-455-4175 if your child will not be attending that day.

When arriving for school, parents should escort their child to the classroom. The child's outer clothing, backpack, and lunch should be placed in their assigned cubby in the hall. At dismissal, all children should be picked up promptly. Students remaining at school after 3:15 will be placed in the After School Care Program and will be charged \$1.50 per half hour per child.

Parents are required to sign out their child and must escort their child from the school doors to their vehicle. Only those people authorized in writing by the parent will be allowed to receive the child.

Please park your car in a parking space and walk your child into the school. Please remember to sign in and sign out your child.

Let the teachers know if someone else will be picking up your child.

**IT MUST BE IN WRITING.**

Also check the board by the door for special events information and sign-up sheets, and be sure to check your child's locker every day for extra papers.

## ILLNESS

Please do not send your child to school if there is any reason to suspect that he or she might be ill. We also ask that you be certain your child is completely recovered before returning him or her to class. These measures will help to prevent a contagious illness from spreading through the classroom. You will be contacted and requested to pick up your child if he or she is vomiting, running a fever or listless. If your child has had a fever he or she must have a normal temperature for twenty-four hours before returning to class. All cases of contagious disease or conditions such as chicken pox or head lice must be reported promptly to the teacher or principal so that parents of exposed children may be notified as soon as possible.

If it is necessary for your child to take medication while at school, you must fill out a Permission to Administer Oral Medication in School Form before the teacher will administer the

medication to your child. Medication should be given to the teacher by the parents or a responsible adult. On the form you should include written directions as to the disbursement of the medication. Prescription drugs must come in a pharmacy bottle with written directions. Medication includes: prescriptions, aspirin, Tylenol, cough drops, etc. (The State of Illinois does not permit us to give any medication without written authorization.)

- Please do not send your child to school when he/she is ill. If your child has a stomach ache, fever, severe respiratory infection, or any flu symptoms, he/she belongs at home.
- If a child becomes ill at school, we will separate the child from the class and call you immediately to come and pick up your child. If a parent cannot be reached, the emergency contact on the Family Information Sheet will be called.
- Please remember: Your child is to be fever free 24 hours before they can return to school.
- If your child is well enough to be in school, he/she is also considered well enough to participate in all school activities including outdoor play.
- In the event of a minor accident, basic first aid will be administered by the staff. The staff will complete an accident report for parent/guardian review.

## SCHOOL SAFETY

Our faculty will use their best judgment based on the circumstances to take reasonably necessary steps to ensure your child's safety at all times. If an emergency arises, the teacher and/or Principal will telephone a parent or someone designated by the parent. Therefore, the school will need your home phone number, cell number, the business phone of father or mother, and the phone number of a friend, neighbor, or relative who will assume the care and responsibility of your child. A form for gathering this information will be provided with registration forms.

Contact the Principal with any changes or additions that need to be made during the year. This form will also be valuable if a child becomes sick at school and needs to be sent home.

To further ensure safety, tornado drills, fire drills, and stranger drills are also held on a regular basis.

Our school follows reporting requirements and other regulations as set forth by state and federal law (water testing, asbestos inspection, fire inspection, health permits, etc.).

Our school doors will be locked at 8:15 AM. Any parent wishing to enter the school will need to use the telephone and the extension list provided to be let into the building.

## SCHOOL CLOSING & ONE CALL NOW

Listen to local TV and radio stations (WGN 720 AM, WBBM 780 AM, STAR 105.5 FM, CBS, NBC, ABC, WGN, FOX, CLTV) for notification of winter weather school closings. Generally speaking, when our local school districts (47 and 155) are closed for inclement weather, our school will close also.



## ONE CALL NOW

A database of phone numbers (and e-mails) is collected at the beginning of the year and uploaded to a notification system called One Call Now. We use this One Call Now system to send out mass notifications for reminders and school closings.

## ITEMS FROM HOME

Please provide a pillow and blanket for nap time that is kept and stored in their cubbies at school. You will of course need to take home your blankets/pillow to lauder but please remember to return them for your child's use.

We have plenty of toys and games for the children to use, so we ask that children do not bring personal toys from home. We are not responsible for personal items that are lost or broken.

## PARENT/TEACHER CONFERENCE

Little Lambs Preschool will hold an optional parent/teacher conference in the fall and spring for the Preschool class to evaluate the five major areas of growth (spiritual, intellectual, physical, emotional, and social) upon entering Kindergarten. We encourage you to meet with your teacher to develop a partnership in the education and growth of your child. At any time, a parent may request a conference with the teacher and/or Principal. An after school meeting will be arranged at the convenience of both the teacher and the parents. Tell the teacher about any unusual problem(s) or situations at home that might affect your child during school.

## PRESCHOOL, SCHOOL & CHURCH NEWS

Important news will be sent home with your child and weekly newsletter will be emailed or printed (upon request). This newsletter includes classroom news, curriculum, Bible story themes, and special events. Please be sure to check your child's cubby at the end of each school day.

## IT IS IMPORTANT TO STAY CONNECTED.

"The Buzz" (Newsletter of upcoming events for Lord & Savior Lutheran Church & School) newsletter will be e-mailed monthly.

## LUNCH, SNACKS & TREATS

- Lunch

Parents are responsible for providing a well-balanced lunch for their children. Medical studies show (and experience demonstrates) that students study better and learn more when they have a balanced diet that is low in sugar and high in protein. This is also an excellent way to teach children to properly care for the bodies the Lord has given to them.

- Snacks

There will be a snack calendar sent home monthly; please bring your snack in the ahead of time or on the day you are assigned. When you are assigned to provide the snack for the class, please observe the following guidelines:

- Be sure to provide enough snacks and beverages for 20 students
- Water will also be provided.
- Non-sugar snacks are encouraged such as: cheese and crackers, popcorn, graham crackers, muffins, raisins, fruit, rice cakes, pretzels and cream cheese, etc. **PLEASE DO NOT BRING COOKIES, CAKES, CANDY OR CUPCAKES UNLESS IT IS A SPECIAL DAY.**

- Treats

A child may wish to bring a birthday treat for the room. We encourage some alternative to candy treats, such as a classroom gift (game) or a mission offering. We feel that this can be best determined by the parents since this is a very special day for their child.

## LOCKERS

Each student will be assigned a locker to use for their lunch box, book bag, and outer clothing. Any locker damage must be reported. Above the preschool lockers will be totes (labeled with your child's name) to hold extra set of clothes, a blanket and a pillow. No tape or stickers are allowed. No student may exchange his or her locker with another student. Each student is responsible for all articles placed in the locker and is expected to keep the locker neat and clean at all times. Food should not be kept in the locker overnight or over the weekend.

## DISCIPLINE POLICY

In a Christian environment, the child will be taught to treat all people with mutual respect and love. The child will be assured of constant love, acceptance, and forgiveness, while he/she is made aware of his/her good choices and bad choices and their consequences. Teachers will alert parents/guardians when troublesome misbehavior occurs. Through the example of God's love and forgiveness, children can learn to forgive each other and themselves, learn from their mistakes, and begin to make better choices in the future.

The staff of Lord & Savior Lutheran School and Preschool recognizes that many discipline problems can be prevented. We feel many potential problems will not occur at our school due to careful scheduling of the day, appropriate expectations of individual children, the use of positive communication techniques, and structuring of the classroom environment.

Appropriate child behavior is encouraged through positive reinforcement, encouragement, and modeling. In spite of all we do, inappropriate behavior sometimes does happen, but it is discouraged through;

- Structuring the environment
- Redirecting child's behavior-perhaps repeatedly
- Appropriate "time out" management (separating the child from other, but within view of the teacher in order to give the child time to collect himself/herself and think over the rules.)
- Following through- consistency is important
- Immediate response to behavior

Our staff avoids the use of negative discipline practices such as yelling at, and/or, embarrassing the child. Negative practices do not teach a child what is appropriate, do not change behavior in the long term, and may harm the relationship between the teacher and child.

Our staff agrees that children must be disciplined in a respectful and constructive manner. Children must not be subjected to discipline which is severe, humiliating, or frightening. Discipline must not be associated with food, rest or toileting. Spanking, shaking, or any other form of physical punishment is prohibited.

## VOLUNTEER DRIVERS/FIELD TRIP SUPERVISORS

Field trips are an important part of the learning process. When a classroom takes a field trip, the children are able to learn in a way that may not be available in the classroom. Field trips can only be productive, however, when there is a learning atmosphere. Teachers call on their supervisors/drivers to aid in keeping a learning atmosphere through the entire field trip, from the departure from school to the arrival back at school. In order to keep that atmosphere of learning, the driver/supervisor must adhere to these requirements:

- The driver requires that all children are properly restrained in the vehicles (State law requires that ALL children under the age of eight be in a booster seat).
- The driver's automobile is in good working order and insured.
- The driver has a valid driver's license and has not been convicted of serious driving offenses.
- The driver has also completed the Volunteer Compliance available in the school office.
- The driver/supervisor keeps a Christian atmosphere in the automobile and in their group at all times (i.e. music that is played, words that are spoken, actions that are done, etc.).
- The driver/supervisor realizes that he/she is being asked to supervise the children on the field trip. Keeping this in mind, bringing additional siblings on the field trip is not permitted.
- The driver/supervisor understands and is willing to enforce the rules that are set by the school. Those rules being:
  - Be polite and courteous to leaders
  - No talking out of turn or when others are speaking.
  - Stay with the group.
  - Walk, don't run.
  - Most importantly, represent their school and their Lord and Savior well at all times.

Children who disobey any of these rules should be verbally corrected by the driver/supervisor. If the child continues to disobey the rules, the teacher should be informed immediately of the behavior, and the children will be removed from their group and placed in the group with the teacher.

Children who consistently disobey these rules on the field trip will lose their field trip privileges. On days when their class is taking a field trip, they will need to sit quietly in another classroom until their class returns.

## PICTURES

Children will have individual pictures taken in the fall of the school year. Parents are under no obligation to purchase these pictures. The date and time of the picture taking will be announced well in advance.

## APPROPRIATE DRESS

Please dress your child in play clothes and soft-soled shoes. No sandals, please. Since the children will play in the classroom and on the playground and will be involved in many messy projects, this type of dress will be most beneficial. The paint we use is washable but we cannot guarantee that it will come out of your child's clothes. Soft soled shoes cut down on the possibility of slipping on the floors and pavement and help create ease of movement while playing games, running, or jumping.

We will be going outside every day as long as it is above 25 degrees and there is not a severe wind chill factor. Please remember boots if it is muddy or snowy, and mittens and a hat are needed.

Little Lambs Preschool requires 1-2 complete extra sets of clothes (a set during fall/spring and a set during winter), including underwear and socks, to be left at school. The clothes should be brought in a zip-lock bag, marked with the child's complete name.

Please label all outer clothing and boots with your child's complete name. Remember to send an extra pair of shoes when boots are worn to school.

To avoid excessive tracking of mud and dirt into the classroom, all pupils should wear boots in inclement weather. Students who do not have proper footwear will only be allowed to play on the parking lot during recess. Each child will keep a clean pair of shoes (white or non-marking soled shoes) to be only worn in the school building (inside shoes). Clean socks must also be worn. Children are not allowed to go without shoes.

## PARENT / TEACHER ORGANIZATION

The Ministry of Education oversees a Parent/Teacher Organization (PTO) which meets at least three times a year. Its purpose is to provide for two-way communication between the faculty and parents interested in Lord and Savior's Lutheran School. All parents are encouraged to take part and to serve on one of the various committees within the PTO.

## PARENT VOLUNTEERS

Lord and Savior Lutheran School is very happy to draw upon the resources of its parents who are willing to donate their time and talents to improve the quality of education provided at Lord and Savior. Please let your child's teacher know what day you are available to volunteer so that we can ensure that there is only one volunteer in a classroom each day. We encourage families to help with snack, free choice, or group project time (although you are welcome into the classroom at any time!) Volunteering is a great opportunity for family members to see their preschoolers at work, and take part in their child's preschool world.

## SCHOOL CLEANING

A cleaning service has been hired to come in and clean the school for the upcoming school year. They will clean the school once during the midweek, once on the weekend, and three times a year they will perform a deep cleaning of the school. This service will cost \$125 per family for the year. Money will be due to Mr. Moeller, the principal, by August 15<sup>th</sup>, 2014. If the money is not received, the service may be cancelled and a weekly schedule of school families will share the cleaning duties.

## SCHOOL SUPPLIES

Your preschool teacher will provide a list of supplies that each student needs to have in class on the first day of school.

## WORSHIP

- Chapel

Chapel services are conducted at 8:30 AM on the last day of every school week (generally Friday). At this service the children bring their offerings which will be sent to a mission of the children's choice. What a wonderful opportunity for the children to give their money for the support of the work of the church! Parents are always encouraged and invited to attend chapel services with their children each week.