



# Handbook

## Contents

Mission Statement .....	3
Non-Discrimination Policy .....	3
Terms of License.....	3
Curriculum .....	3
Daily Routine .....	3
Discipline/Guidance .....	3
Admission.....	4
Discharge/Withdrawal .....	4
Tuition & Fees .....	4
Absence.....	5
Enrollment Procedure .....	5
What to Bring/What to Wear.....	5
Arrival /Separation/ Departure Procedures.....	5
Transportation .....	6
Snacks/Meals .....	6
Birthdays .....	6
Naps.....	6
Field Trips .....	7
Scheduled School Closures.....	7
Emergency Closings.....	7
Parent Conferences.....	8
Parent Communication .....	8
Visitors.....	8
Confidentiality.....	8
Parental Concerns .....	9
Health and Safety.....	9
Child Abuse/Neglect.....	9
Illness.....	9
Medications.....	9
Injuries/Accidents .....	9
Emergency Procedures/Contacts.....	10
Evacuations .....	10
Programs .....	10

## Mission Statement

The central goal of Good Shepherd Little Lamb Preschool is to share with young children and their families the healing and saving Gospel of Jesus Christ.

## Non-Discrimination Policy

Good Shepherd Little Lamb Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded to and made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies and other school-administered programs.

## Terms of License

The preschool is licensed by the state of Wisconsin for 3-year-olds to 5-year-olds. We operate morning classes from 8:15-11:15 Monday through Thursday and we also offer an afternoon class Tuesday, Wednesday and Thursday from September through May. A bulletin board near the classroom door displays the license, rules and any violations plus parent information and brochures.

## Curriculum

The curriculum at Little Lamb Preschool is a blended curriculum of High Scope (which is child led curriculum with teacher guidance) and teacher led approach (teaching enrichment through different themes through the school year).

## Daily Routine

8:15-9:15 (12:00-1:15) Arrival and Free Play time  
9:15-9:20 (1:15-1:20) Clean Up Time  
9:20-9:40 (1:20-1:40) Meeting Time Recall of Play time, opening Story, Calendar, and weather  
9:40-10:00 (1:40-2:00) Snack Time  
10:00-10:15 (2:00-2:15) Bible Time  
10:20-10:40 (2:20-2:40) Outside time/Large Motor skills  
10:45-10:55 (2:45-2:55) Songs and Stories  
10:55-11:10 (2:55-3:10) Project Time  
11:10-11:15 (3:10-3:15) Closing

This is the schedule for last year if we decide to do 15 in a class I may rework the schedule to split the group up perhaps

## Discipline/Guidance

The use of positive praise will be used most often when the teacher sees a desirable behavior. However, when a disagreement happens between the students, the teacher will model for class or student how to use words to work out the difference. The teacher will model how to use social skills and listening skills to work out the difference.

If a child has offended or hurt another child, he/she will be encouraged to listen to what the other has to say and how they were hurt. The offending child will be asked to say, "Sorry that I did \_\_\_\_." The other child will be asked to say, "I forgive you" and we will end the encounter with a hug, high five or hand shake. We want to end as friends.

If the offending child does not want to say sorry or listen to how they hurt the other child, they will be asked to sit on a thinking chair until they are ready to listen and apologize. In one-minute time increments the child will be asked if they are ready to participate in the resolution of the behavior.

If the teacher sees an undesirable behavior, such as throwing a block, the teacher will go to the child and explain the consequence of the action – the block could hit another child and it would hurt them- (a child of 3-4 years old is unable to understand cause and effect). The child will be taught and encouraged how to use the toy properly, in this case to build a block tower. If the behavior persists, then the child may be redirected to another activity. The use of Love and Logic may be used at this time giving the child a choice between playing with blocks or another activity. If they persist in the unwanted behavior and cannot make an acceptable choice the child may be directed to sitting on a thinking chair. The time on the thinking chair will be determined by the child in 1-minute increments. When the child is ready to make a choice, they will be led through a process of questions asking why they were on the thinking chair and how they plan to make better choices.

Punishment that is humiliating or frightening to a child such as hitting, spanking, shaking verbal or sexual abuse, withholding or forcing food, punishment for lapses of toilet training or other forms of physical punishment will never be used, even at the request of the parent.

## Admission

A child must be three by September 1<sup>st</sup> or on their birthday if they wish to enroll in the Preschool. A child must be toilet trained before they are able to start.

## Discharge/Withdrawal

If a child's behavior becomes unsafe for the staff and other students physically or educationally, the teacher may ask to meet with both parents to make a plan that would best provide a safe learning environment for all who are enrolled at Little Lamb Preschool.

If the behavior persists the parents may be asked to meet with the teacher, the pastor and the ministry team chairperson to work out the best course of action.

If a plan cannot be worked out the child may be asked to leave the program.

If a child is withdrawn from the program any fees already paid will not be refunded. One-month notice of a child withdrawing from the preschool, would be appreciated.

## Tuition & Fees

Non-Refundable Registration Fee \$40

Monthly Tuition for a 2-day-a-week session

Member rate - \$80      Non-Member rate \$90

Monthly Tuition for a 3-day-a-week session

Member rate - \$110      Non-Member rate \$125

An initial non-refundable registration fee shall accompany the registration form to hold a spot for a child enrolled in Little Lamb Preschool.

Tuition fees are to be paid by the 15<sup>th</sup> of each month. The first month (September tuition) will be paid to the teacher on the home visit in August. Subsequent payments will be paid by the 15<sup>th</sup> of each month so parents will always be paying for the month ahead. Families will be done paying for the preschool tuition

the month of April. Payments will be made in the church office to the office administrator. She will record your payment and send you an emailed receipt of your payment.

Parents can pay for several months or the whole year's tuition, if they would like.

If a tuition payment is not received by the 15<sup>th</sup> of the month, our office administrator will send a reminder email.

If for any reason you are unable to make your tuition payment on time, please talk to the office administrator to make special arrangements.

If an NSF check is returned, there will be an additional \$20 fee plus any additional costs which the parent will be expected to pay.

## Absence

Parents and/or guardians should notify the school by phone or note prior to the start of the school day if your child is going to be absent. If you do not notify the school, a phone call will be made to ensure the safety of your child.

## Enrollment Procedure

Children of the congregation members and past preschool families can enroll the month of February for the next school year. An open house will be held in early March where enrollment is open to the public on a first come first serve basis until our classes are full.

We then will begin a waiting list. Families on the waiting list will receive a call in early August to inform them if we have any openings.

A registration form is to be filled out accompanied by the non-refundable registration fee before your child is officially enrolled.

In late July the preschool will send you three forms that the state of Wisconsin requires us to have on file for every child enrolled in the preschool.

## What to Bring/What to Wear

Children can wear whatever parents deem appropriate. Parents are encouraged to think about Christian values and what type of clothing is appropriate for school activities as an example your children will use different types of paint and even though paint shirts are used some may get on clothing. Also, any foot wear is allowed and must be worn while they are at school. When we go outside tennis shoes are preferred.

## Arrival /Separation/ Departure Procedures

The main entrance door of the church (under the carport) should be used upon arrival and for pick up time. Children can be dropped off any time between 8:15-8:30 (12:00-12:15). Please be aware that by state guidelines of our license we can not care for a child for over 3 hours, so please do not drop your child off before 8:15 (12:00) and please pick them up promptly at the end of the school day at 11:15 (3:15). An adult is to accompany the child in the building to ensure the safety of your child. The child is to find their hook with their name above the hook. They should hang up their backpack and hang up their coat. An adult must sign the child in and out in the binder at the outside of the door of the classroom.

If the child is to be picked up by another adult, the teacher must be informed prior to dismissal time except in a case of an emergency. The teacher may be notified by a phone call, written note, email, or text of who will be picking up the child. If a child for any reason will not be coming to school due to illness, vacation or doctor or dentist appointment, please notify either the teacher by email, text or phone or call the church office where the administrator will relay the message. If a child does not arrive as scheduled and the school has not been notified of the absence, the parents will try to be reached within 15 minutes of the starting time.

Drop of time is a time of transition that every child handles differently. The teacher or teacher assistant will greet the child and invite them in the room. If the child is reluctant to stay the parent is encouraged to come into the room find a toy or activity the child may like, give them a big hug and kiss reassure them you will be back to pick them up at the end of the day and leave quickly. The teacher will distract and comfort the child with reassuring words and appropriate reassuring touches such as a pat on the shoulder or back.

## Transportation

Parents are responsible providing transportation to and from school.

## Snacks/Meals

A mid-morning snack and a mid-afternoon snack will be served to the class. Parents will be assigned to bring snack on a rotating basis. The parents are asked to donate a large container of apple juice at the beginning of the year. The school will buy white milk and chocolate milk to serve during snack and will also offer water and apple juice to drink. The child will be using white foam cups from which to drink.

When it is the child's turn to bring snack, the parents are asked to bring a snack enough for the class for that week. We encourage parents to bring healthy snacks such as: vegetables, fruit, yogurt, cheese, crackers, etc..... We do understand there are time when children will bring cookies, muffins and cupcakes. Parents may bring either purchased or homemade snacks. If you bring fruit snacks also provide crackers of some sort to go with the fruit snack.

If your child has an allergy it will be told to the other parents what type of allergies are in the class. We will encourage parents to try not bringing a snack with items that children are allergic to such as nuts. If a snack is brought where the item may have an ingredient that a child is allergic to or the teacher is unsure, the teacher will error on the side of caution and provide a snack that either the parent has provided or one the teacher has in case of emergencies. The child first name and the name of the allergy will be posted by the fridge so other workers will be aware of the allergy. IF a child's allergy is so severe, the child can bring their own snack at snack time. All snack that are offered are recorded on a calendar that is hung in the classroom.

## Birthdays

The child will be scheduled the week of their birthday (August birthdays will be celebrated in September and birthdays that fall in June or July will be celebrated in May). It will be stated in the newsletter which day we will be celebrating a birthday. The child will be given a paper birthday crown to wear if they choose. The teacher will put a candle in the snack they bring, and the class will sing Happy Birthday to the student. The child will pick out a birthday book from the birthday book basket and a prize from the prize box for their birthday.

## Naps

Naps are not given at Little Lamb Preschool for our ½ day program.

Reviewed by the Ministry Team August 2018

## Field Trips

As a part of our curriculum, hands on learning is very important. One way to obtain hands on learning is through field trips. A schedule of field trips will be given to parents at the beginning of the year. Reminders of upcoming field trips will be highlighted in the weekly note. Parents/ grandparents or other adults are always welcomed to chaperone. The only time chaperones are limited are for plays where the tickets are bought ahead of time, then chaperone seats are offered first come first serve basis.

Parents that are signed up to chaperone are responsible for the transportation of their own child, if a bus is not taken. If a parent who is going on the field trip has room in their vehicle and is willing to transport another student, the preschool asks that we have a copy of their license and their insurance card which can be done in the church office. The parents of students not chaperoning are asked to leave their car seat and help install it in another parent's vehicle.

On all field trips the teacher will take a field trip bag that will include class emergency contact card and first aid kit. Attendance will be taken on a class list when we get to the destination, while we are at the destination, before we leave the destination and when we return to school.

A student may be asked to come to school on a day or time they do not regularly attend. For example, if all the classes are going to a play at the Viterbo, all students will be asked to come on a Tuesday morning and the child may not have school on Monday morning or Tuesday afternoon because Tuesday morning counts as one of the child's school session.

## Scheduled School Closures

Little Lamb Preschool is closed for major holidays (Thanksgiving, Christmas and Easter) and for Parochial State teacher's conference (October) and District teacher's conference (February). A Schedule for the year will be handed out at the beginning of the school year.

Not sure if this should be here being here or with field trips I put it in both places

A student may be asked to come to school on a day or time they do not regularly attend. For example, if all the classes are going to a play at the Viterbo, all students will be asked to come on a Tuesday morning and the child may not have school on Monday morning or Tuesday afternoon because Tuesday morning counts as one of the child's school session.

## Emergency Closings

The preschool will operate in accordance with the Holmen Public school calendar unless otherwise informed. We try to adhere to their schedule around the major holidays but also strive to keep the same number of class periods for each class if possible. We do not close for days where the school district is holding in-services.

In case of inclement weather, very wintry weather or extremely hot weather the preschool is closed if Holmen School District is closed. Parents are encouraged to watch for television bulletins on the closings of schools. You may sign up for an app at your local television station where you will be notified on your phone of school closings.

If the Holmen has a 2 hour late start due to inclement weather, there will be no morning class. The afternoon class will have class in that case. Parents are again encouraged to tune into their local T.V. for information on Holmen School District closing.

If Holmen School District close two hours early because of inclement weather, families will be notified by staff that there will be no afternoon class.

If at any time parents feel that the weather conditions are not conducive for their child to attend class, please just call the school (526-4829) or text the teacher and notify the school that your child will not be attending.

If our building has loss of service including, but not limited to, loss of heat, air conditioning, water, electricity, plumbing problem or telephone service, the school will be cancelled. The parents will be notified by a phone call by staff.

## Parent Conferences

Parent teacher's conferences are scheduled two times in the year. One in the fall and one in the spring. The conferences will be signed up for using the site Sly Reply. A link will be emailed to the parents to sign up or a hard copy will be at the school to sign up there. But parents are encouraged if a question or a concern comes up in between times, feel free to schedule a time to talk in person, or call, email or text the teacher to handle the concerns and questions in a prompt manner.

## Parent Communication

A weekly note will be emailed to the parents each week. A paper copy can be obtained in your child's Bible folder at the end of the school week if you would like. In this weekly note parents will be notified of the Bible lesson, a summary, unit topics, art projects, songs we are learning, books we are reading and who is the snack provider for the week. Upcoming events will also be highlighted.

## Visitors

Parents are encouraged to observe a class at any time. Parents are also welcomed to share their talents, hobbies and/or occupations with the class.

Grandparents or other relatives of a student are invited to participate in the classroom environment at any time, if the teacher has received written or verbal authorization by the parents or guardian. These visits would be best scheduled ahead of time.

There are times where the teacher will ask parents and/or grandparents or other family members to help such as baking, holiday party times or with special craft times in the classroom. The teacher will notify parents of these special times through the weekly note.

Student visitors of similar age are welcome to attend class session but must be accompanied by a parent. The teacher should be notified in advance.

## Confidentiality

Little Lamb Preschool respects everyone's right to confidentiality in communications and records concerning the care of children or their employment. Prior to the first day of school, parents are asked to fill out several forms for admission. These forms will be in the child's file and are confidential. They will only be seen by the preschool staff and the state licensure person.

A special form will be used to ask for parent's permission if their child's picture can be used for promotional purposes.

## Parental Concerns

As a Christian ministry, we look to God's word for guidance in how to address concerns that may occur when working with one another. In Matthew 18, Jesus provides steps in how to lovingly and progressively address concerns when they occur.

1. The parent will meet privately with the teacher or other person involved to discuss the situation and help to gain understanding. They will then agree on a God-pleasing solution to the matter.
2. If after the initial meeting the matter is not resolved, the parent will contact the pastor and ask for his help in meeting with the involved parties.
3. If the issue is still not resolved, the parent will ask for the Church Council to be involved.

The goal of each step is to lovingly lead one another to see the sin that has occurred, receive Christ's full forgiveness, and work at resolving the matter to the best of our abilities and in love for all involved. These steps outlined by Jesus also describe the blessings of not talking to others about an issue before you have addressed it privately with the person or people directly involved. In this way, reputations are upheld, divisiveness is avoided and God-pleasing solutions are more likely to occur.

## Health and Safety

### Child Abuse/Neglect

Prior to employment, the staff shall be oriented on child abuse detecting and procedures on reporting any suspected child abuse. The teacher is required to report any suspicions of child abuse or child neglect to the proper authorities.

### Illness

If a child has a communicable disease (such as but not limited to chicken pox or pink eye etc..) or has a fever, the child should not attend school. The parents may call the church phone and leave a message to inform the teacher of the absence or you may call, text or email the teacher directly about the absence. **If the child has been sick, they may return to school after being fever free for 24 hours without any medication.** So, for example if your child is running a low-grade fever in the evening and you give the child Tylenol or Motrin the child would not be eligible to come back to school the next day. Or if your child awakes with a fever and you give medicine then the child is not eligible to go to school in the afternoon.

If a child becomes ill during the school day, the parents will be called first to arrange the child is picked up from school as soon as possible. If the staff is unable to reach the parents, the emergency contact that the parents have provided will be called to make arrangements for the child. In the meantime, the child will be isolated from the rest of the class and will be monitored. The child will have a rest mat and a lite blanket to use if needed.

### Medications

Good Shepherd Little Lamb Preschool will not be responsible for administrating medication.

If a child should need to have an emergency medication due to an allergy, it will be put in a marked upper cabinet that can be reached quickly but out of the reach of children.

### Injuries/Accidents

If a child falls, trips or occurs a minor injury like a scratch, the child or teacher will wash the area with soap and water. A first aid kit is kept in the upper cupboard of the kitchen and will be labeled. Items from the first aid kit will be used to treat the injury as needed. Ice will also be kept on site for any incident requiring a reduction of swelling. The teacher will wear gloves when treating any injury where

there is blood or bodily fluids. If first aid is given, the parent will be notified when picking up the child or through a note or a personal phone call. A notebook recording any instances of first aid will be kept.

In the case of injury where the child needs medical care but is not life threatening, attempts will be made to reach the parents and the emergency contact person, the parents' have provided. If contacts cannot be reached and more advance care is needed, the First Responders will be called.

In the case, of a life-threatening emergency, 911 will be called and if they deem it necessary, they will transport the child to the nearest hospital (either Gunderson Lutheran or Mayo Franciscan – both located in LaCrosse). In this case the teacher will accompany the child to the hospital and the preschool aid, the pastor or the emergency contact person will stay with the other students until school is dismissed.

Like most private schools and all public schools, Little Lamb preschool does not provide student medical insurance coverage for accidents that occur on our property (including the playground) by students. Parents will be expected to assume all responsibility for any medical expenses resulting from an incident requiring medical treatment.

## Emergency Procedures/Contacts

### Evacuations

In case of a fire or other situation that requires evacuation during preschool hours, the children will be directed to the exit out of the side door in the preschool room toward the parsonage. The parsonage garage serves as a meeting point. A fire extinguisher is in the kitchen. When the students reach the parsonage garage, all children may be counted. If the door located in the room is blocked, an alternate door shall be used as an exit. Monthly fire drills will be carried out. In inclement weather, the fire drill will be talked through by the teacher, asking children what to do next.

In the event of a tornado warning, the children will be directed to the girl's bathroom where they will stay until an all-clear signal is given. At that time all children will be counted. Tornado drills will be held during the tornado season. Please refer to the diagram of the facility.

### Programs

Little Lamb Preschool has two student-led programs during the school year. The first program is a Christmas program normally held in December. The second program is an End-of-the-Year program normally held in May. In these programs, we will present songs that we have learned during our school day.

The preschool students will at times be invited to sing with our Sunday School students at our Sunday worship services. All preschool students and their families are invited to attend.

All of these events will be highlighted in the weekly note.