

# Little Lamb Preschool

A Ministry of  
Christ Lutheran Church  
2610 Campbell St.  
Valparaiso, IN 46385

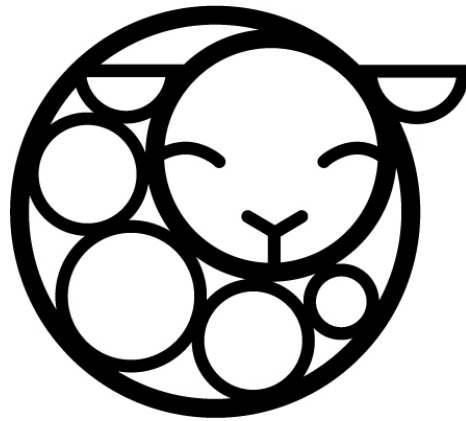
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Facebook- Little Lamb Preschool



## Family Handbook

2025 - 2026 School Year



*We welcome your family to Little Lamb Preschool! Our staff is dedicated to the nurturing of your child and family in a wonderful preschool experience. Please always feel free to speak to any of us with any questions, comments, or concerns you may have. We will listen!*

*May God bless your family as God has blessed us with the privilege of being your child’s teachers.*

*The LLP Staff*

*This booklet is prepared for the benefit of all those who express interest in or whose children attend Little Lamb Preschool at Christ Lutheran Church in Valparaiso, Indiana. It contains information regarding the staff, procedures, policies, child guidance and daily operation of the school.*

*It is important to note that the contents of this booklet are presented to you with the permission of the Board of Directors of Little Lamb Preschool. As such, the contents of the booklet carry the authority of Board Policy in directing the staff what rules and regulations are to guide them in interacting with all students of Little Lamb Preschool and all the families of those students.*

*It is important that these guidelines be applied and upheld fully and equally to all parties in the interest of fairness and to preserve the integrity of the school and its program.*

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# **Little Lamb Preschool**

## **Christian Mission Statement**

Little Lamb Preschool, in union with Christ Lutheran Church, serves God by shepherding God's children as we nurture the whole child in partnership with families.

## **Educational Philosophy Statement**

We are a Christian preschool whose goal is to provide excellence in education and a loving, safe learning environment for every child. Based on the philosophy that young children learn best through play, we provide developmentally appropriate opportunities for them to explore, make discoveries, and learn respect for themselves and others. We firmly believe that all children are wonderful gifts from God to be cherished and nurtured. In collaboration with families, we encourage and support children to learn and grow socially, emotionally, academically, physically, and spiritually.

## **Motto**

**"Serving God by Shepherding God's Children"**

# General Information

**ALL ARE WELCOME**--Little Lamb Preschool welcomes all families and students regardless of gender, gender identity, race, color, national or ethnic origin, religion, sexual orientation, or family structure.

**ACCREDITATION** +- Little Lamb Preschool received full accreditation by the ***National Association for the Education of Young Children***. NAEYC is a rigorous and transformative quality improvement system that uses a set of ten research-based standards to collaborate with early education programs to recognize and drive quality improvement in high quality learning environments. LLP is committed to providing excellence in education and accreditation is evidence of this commitment.

**PATHS TO QUALITY**- Little Lamb is a Level 4 *Paths to QUALITY*™ School. *Paths to QUALITY* is Indiana's voluntary quality rating and improvement system. This rating means we have successfully met Indiana's requirements for creating an environment that supports children's learning. Level 4 is the highest rating.

**ADDRESS & PHONE**- Please call 462-6660, extension #14, and feel free to leave a voice message. We check our voice mail regularly. **In EMERGENCIES, please feel free to call the church office if we do not answer our office phone.** Director's cell phone is **(219) 309-6019**.

**ARRIVAL FOR CLASS** - Please arrive no earlier than 5 minutes before class starts. It is difficult for the teachers to receive students any earlier since we will be preparing materials for class. We have staggered class times purposely to help decrease traffic congestion. Once inside the building, encourage your child to hang his/her own jacket and backpack in their cubie, and then wash their hands (use the toilet, if needed). Help your child put any paperwork or library books in their proper container. Your teacher will welcome you into the classroom.

**BACKPACKS/TOTE BAGS** - Please provide an inexpensive backpack for your child to bring to school each day. It should be large enough to store a hat, mittens, a change of clothes and to send home notes and craft projects yet easy enough for your child to handle (please, no mini packs). Please check the backpack daily. Your little one works hard and is proud of his/her accomplishments!

**BOOK ORDERS** - LLP offers you the chance to order from Scholastic Book Clubs. The order forms will be available about once per month, including password information for online ordering. The books usually arrive approximately 1-2 weeks after we place the order. You may order directly online using our password.

**CHAPEL TIME** - Classes will go into our church sanctuary weekly for a 15-minute chapel time. We will share a prayer, short devotion, and enjoy singing. The LLP teachers tell the stories with an occasional CLC staff member being our guest storyteller. On non-chapel days the teachers will share a short devotion with the class, usually using the same theme as the Chapel lesson for that week. All classes at LLP enjoy prayer before snack time.

**CLASS BIRTHDAY CELEBRATIONS** - We encourage parents to be the special birthday reader on your child's birthday or 1/2 birthday celebration at school. You are also welcome to bring in a special non-edible treat to send home with the children if you would like as well.

**COMMUNICATION** – Please give any important notes pertaining to your child directly to your child's teacher, such as changes in who will be picking up your child. Your child's teacher will need this information. Also, please feel free to speak with your child's teacher directly anytime you have a question or concern. We want to create a partnership with you concerning your child's education. Informal conferences can be arranged after class or through a telephone call as well. The LLP Director is also available and very willing to assist you with any question or concern personal. Our family communication app can be used to contact your teacher or director easily.

A monthly newsletter and calendar will be sent home and posted on our family communication app before the first of each month. Valuable information is also sent out by email, our family communication app or by paper copy as needed. Class newsletters are on various colored paper, Director notes are green and medical information will be orange.

Teachers post their daily activities outside their classroom door and will often give verbal reminders as well.

**COMMUNITY VISITS** – We enjoy having community visitors by scheduling various community members to make presentations to our students at our school. These visits provide opportunities to bring learning from our community to the classroom! We plan several visitors throughout the year for the various age groups which include the Fire Department, Police, Library, Dental Assistants, Musicians, and Health Professionals.

**YEARLY CONFERENCES**- All children have a scheduled conference with their child's teacher. This usually takes place in late winter-early spring. A completed assessment form will be discussed as well as any questions or concerns you may have. The purpose of the conference will be to share the development of your child and to look at goals for them. Brigrance Developmental screenings take place in the beginning of the school year for new students.

**AS NEEDED CONFERENCES**- LLP has daily conversations with parents as teachers see them both at drop-off and pick-up times. Any concerns are addressed as soon as possible later that day in person or by phone. We pride ourselves on open communication with our families. Please feel comfortable raising a concern or question with your child's teacher or the director.

**ASSESSMENT OF CHILDREN**- All Lead teachers are required to complete assessment training upon hire. ***Why we Assess Young Children and How to implement Authentic Assessment in Early Childhood***

**Anecdotal records**: All teachers have copies of anecdotal forms in their classroom notebooks and are encouraged to use them frequently to record observations of the children. These also can be used in conjunction with photographs taken of children during school to explain or document an activity the child was enjoying.

**Portfolios**: Teachers will compile a portfolio for each child during the school year which will have samples of artwork, projects, photos and accompanying descriptions, and other items you think would be enjoyed by the parents. The parents may view the portfolio at any time; however, it is not given to the parent to keep until the last day of class.

**Evaluation/Assessment forms**: All students will have an assessment or evaluation form completed by the teacher in time for the parent teacher conference in March. Throughout the year teachers are encouraged to assess children during their classroom activities and document these observations. At conference time you will then have a record of your child's growth in his/her development.

Teachers will use these assessments to guide planning or adjust curriculum, to assist in the development of the children. They will also share these results with the families and encourage families to support, enrich, or extend their child's learning at home in specific ways.

**DONATIONS** - Our tuition fees do not cover all our LLP expenses. We do ask your help in several additional ways. We have several fundraisers during the year including LLP Carnival and Art Show and Breakfast. Participation in these events is genuinely appreciated. On occasion there will be "WISHES, WANTS, AND NEEDS" lists posted outside each classroom from a particular teacher.

We also ask for the following donations if you desire:

**Young 5's and Pre-K classes –Paper towels PLEASE!**

**Beginner Classes – Paper towels PLEASE!**

**PARTIES/SCHOOL SPECIAL EVENTS** - Parents may be invited to donate food items for special events. Food items need to be prepackaged in their original container so the ingredients may be read. Please see the Policy section for more essential information about snacks.

**PARENT INVOLVEMENT** - We appreciate parents sharing special talents or interests. Class parties are also excellent times to participate with your child. Teachers will need occasional help with classroom projects. **At times, your child will be asked to do special projects at home. It is wonderful to work along with your child creating something special and educational too!** LLP also schedules several parent/child events during the school year for your family to participate in. Also, please consider coordinating or serving on a service project or fundraiser!

**PICKING UP YOUR CHILD** - Please be prompt at dismissal time so that teachers can prepare for the next class. School doors are unlocked 5 minutes before class ends. Please come into the building and wait outside the classroom door and the children will be dismissed to their parent one at a time. Please see POLICY section for more information about dismissing children.

**SCHEDULE**- Our school year runs from August 25<sup>th</sup> until May 21<sup>st</sup> following the vacation days of the Valparaiso Community Schools whenever possible. Please see Calendar our 2025-2026 School Calendar.

**Class times are:**

Beginners AM (Three classes) – 8:45 to 11:15AM on Tuesdays and Thursdays.

3 Session Beginners AM – 9:00 to 11:30 AM on Mon, Wed, & Fridays.

3 Session Beginners PM – 12:30 to 3:00 PM on Mon, Wed, & Fridays.

Pre-K AM (Two classes) – 8:45 AM to 11:15 AM on Mon. Wed. & Fridays.

Pre-K PM (One class) - 12:15 PM to 2:45 PM on Mondays, Wednesdays, and Fridays.

Young 5's AM – 9:00 to 11:30 AM; Monday through Friday.

Young 5's PM– 12:30 to 3:00 PM; Monday through Friday.

**LLP office hours** are Monday through Friday from 7:30 to 3:30PM. The director is best reached during those hours using the church number at **462-6660 #14** or her cell phone at 219-309-6019 or you can use our family communication app.

**SERVICE PROJECTS** - LLP offers families the opportunity to participate in various service projects during the year. This year we are planning to collect for the Christmas Angel Tree for local families, collect “Wish List Supplies” for Hilltop Neighborhood House Childcare & Preschool, and collect canned food for area food pantries. We welcome your family to participate (or coordinate!) any of these service projects.

**SNACKTIME** - LLP provides a snack and drink for each class offering two different food groups. If your child has a food allergy or is on a special diet, we may need you to provide his/her daily snack from home. Please see the Policy section for more essential information about snacks.

**WELCOME/ CLC & LLP CONNECTION** - In a spirit of friendliness and welcome, Christ Lutheran Church provides each LLP family the opportunity to view the monthly newsletter through website link ([clcvalpo.org](http://clcvalpo.org)). They hope you always feel welcome to participate in any project or event that is mentioned. Christ Lutheran Church has a wonderful Sunday School Program that takes place from 9:20-10:20 every Sunday morning. Please feel free to enroll in these or any of our church activities. See Jen for more information.

## Introducing Your Teachers

**JENNIFER GOTTLIEB**, LLP Director, has a BS in Elementary Education with an Early Childhood Addition. She previously taught 4 years in elementary schools before her 14 years of teaching at LLP. Jen volunteers at her church as VBS teacher and worship helper. Her hobbies include hiking, traveling, reading, and playing with her dog Lucy. This is her twenty-fourth year at LLP. Jen has been married to Dave for 36 years and is mother of two daughters (both LLP graduates).

**MARY COMSTOCK**, Lead Teacher in the Pre-K AM & PM classes. She has a BS degree in Elementary Education and MS in Physical Education. She stays remarkably busy supporting her sons' activities. Mary enjoys playing and watching sports, with volleyball being the sport she likes to play the most. She also enjoys traveling and seeing the world. Mary has been married to Jared for 30 years. They are the proud parents of two sons (both LLP graduates). This is Mary's fourteenth year on LLP staff, as well as having substituted for us for many years. Mary is also part of our Summer Camp Staff.

**TERI COPLAN** is our Young 5's teacher. She had worked as an instructional aide and long-term sub in the Valparaiso Community School for nine years. It was during this time she found her love of teaching and pursued her teaching certificate in Elementary Education. She has been married to her husband Geoff for 31 years and has three beautiful children. She loves reading, gardening, and walking her Golden Retriever Finn. This is Teri's eighth year at LLP.

**LAURA VENSTROM**, Lead teacher for Beginner AM, Pre-K AM and Extended day classes. She holds a bachelor's degree in Elementary Education and has six years' experience at the elementary level, plus one year subbing here at LLP. She volunteers in various capacities at her church, including Sunday School and Vacation Bible School, and is kept busy with her three kids' activities. Her other interests include reading, photography, and travel. Laura has been married to her husband Luke for 16 years and they are the parents of three children, all LLP graduates. This is her fourth year at Little Lamb.

**COLLEEN VATTHAUER** is the lead teacher in the 2-day Beginner Class. She has a BS in Elementary Education, with a Kindergarten Endorsement. She taught for 12 years prior to becoming a stay-at-home mom. Colleen enjoys baking, volunteering, and spending time with her family. She has been married to Brian for 20 years and they are the proud parents of 3 girls, all LLP graduates. This is her sixth year at LLP, apart from substituting at LLP.

**ABBEY VAVRIK** is the lead teacher in the Beginner 3 session morning and afternoon classes. Abbey has a degree in Elementary Education and has previously taught in elementary schools. Abbey enjoys reading and traveling. She has been married to Jason for 15 years and they have two children, both of whom are LLP graduates. Abbey has been a dedicated substitute for LLP for several years. This is Abbey's first year at LLP.

**DANI DZIEDZINSKI** is the assistant teacher for the Young 5 classes. Dani has taken classes toward an associate degree in early childhood and loves working with children. She has volunteered and substituted for the Valparaiso School system, provided childcare, and worked as a peer tutor. Her interests include being with her family, gardening, and sports, especially playing volleyball. Dani has been married for 17 years to her husband Brian, and they are the proud parents of a teenage son (LLP graduate). This is Dani's 12th year with us as well as having substituted for our school. Dani is also part of our Summer Camp Staff.

**CHERYL MULDER** is the Lead teacher for AM Beginners and assistant Pre-K AM & PM classes. Cheryl has a transition to teaching certificate as well as a master's degree from Valparaiso University. She enjoys crafting, photography, writing, bargain hunting, and being with family. Cheryl has been married to Mike for 16 years and they have 2 boys (both LLP graduates). She has fun volunteering with her oldest son's sports and various other activities. Cheryl was a sub at LLP for 3 years prior to becoming an assistant and lead. This is her ninth year at Little Lamb.

**MALLORY RAAB** is the assistant teacher for AM Beginners, AM Pre K and Extended Day. Mallory enjoys working with children and has substituted / volunteered on numerous occasions. She enjoys reading, scrapbooking, and being outside. She has been married to Luke for 16 years. Together they have four children, all LLP graduates. This is Mallory's 9th year at LLP.

**RENEE SHIPLOV** is the assistant teacher in both the Beginner 3 AM/PM and for the T/T Beginner classes. Renee has worked for several years as an aide with the Valparaiso Community Schools and has volunteered for many years in her church's nursery and VBS programs. She holds a bachelor's degree from Ball State University. The beach is one of her favorite places to be in the summer. Renee enjoys spending time outdoors, reading and exercising. Renee has been married to Dan for 13 years. They have two girls, both LLP graduates. This is Renee's third year at LLP.

**TRINITY WINARS-** is the assistant teacher for AM Beginners, interned at LLP in the Young 5's classroom, helped with our Lunch Bunch program, and earned her CDA April 2024 and her VHS Highschool Diploma in June 2024. She interned for her first year of her CDA program Porter Lakes Elementary. Trinity has an older brother and 4 younger sisters. Her youngest sister is an LLP graduate! She is attending Ivy Tech to continue her education in Early Childhood. When she is not making a positive impact in the classroom Trinity loves reading, and spending time with her family and friends. This is Trinity's second year at LLP.

# Policies

**ABSENCE/ILLNESS** Please let us know if your child will not be at school. Please message both your teacher and director. This helps us safely monitor contagious illness within the class. In addition, we lock doors after the last parent has arrived, so it is particularly important that we know you are not coming. Please see *Illness Guideline Policy* (enclosed in this handbook) for more information. **Tuition is computed on a yearly basis and divided into nine equal payments. Therefore, please note that while the number of class days each month will vary, due to absences or scheduled breaks, the monthly tuition fee remains the same.**

**AGE REQUIREMENTS** - Children must be three before August 1<sup>st</sup> of the enrolling year for enrollment in our Beginner classes, four by August 1<sup>st</sup> of the enrolling year for the Pre-K AM & PM classes, should be 4 by February 1<sup>st</sup> of the enrolling year for our 3 Session Beginners, and should be 5 by June of the enrolling year for our Young 5's classes.

**ARRIVAL/TRANSPORTATION** – Please arrive no more than 5 minutes before your child's class is ready to begin. Class start times are staggered purposely to ease traffic and parking congestion. LLP is not legally set up as a daycare, so we are unable to watch children before or after class (baby-sit) or transport them to or from school. Thank you for not asking the teachers to make exceptions to this rule. **We ask that no vehicles idle in the parking lot. This is both a safety and environmental issue. If you need to idle because of extreme heat or cold, please do so in the far back parking lot.**

**CHILD GUIDANCE** at LLP is based upon respect for our children and a belief that most circumstances requiring teacher intervention provide an opportunity for learning appropriate alternatives of behavior. Parents will be asked to read & retain the complete *Child Guidance Policy & The Suspension & Expulsion Policy* (enclosed in this handbook).

**CHURCH POLICIES** – Little Lamb Preschool follows Christ Lutheran Church policies regarding building use and safety standards, unless otherwise written.

**WEAPONS POLICY**- The personal possession of firearms, weapons, or explosives in all church buildings and on all church, property is strictly prohibited. This prohibition applies to all church members, parents, students, volunteers, employees, independent contractors, and visitors, including those who have a valid permit to carry a concealed weapon. Individuals who possess a valid permit to carry a firearm may, however, keep it locked in the trunk or glove compartment of their vehicle in the church parking lot. This prohibition does not apply to authorized security or law enforcement personnel. Weapons may include, but are not limited to firearms, pellet guns, air rifles or BB guns, paintball guns, bows and arrows, sling shots, water balloon launchers, martial arts equipment, swords, switchblades, and large knives, tasers and clubs. If you are aware that an individual possesses a firearm, or other weapon or explosives in violation of this policy, please contact Christ Lutheran staff or law enforcement immediately.

(Approved by Council Executive at the direction of CLC council on 6/3/19, for inclusion in the CLC Safety and Security Policy/Handbook)

**CLOTHING/DRESS** – Please dress your child for active play in comfortable clothes and shoes. For the safety of your children and others in the classroom, shoes must have a back so that shoes remain on their feet during active play at school (NO flip flops, mules, or clogs). Please dress them in shoes that do not have slippery bottoms so they can safely join in our active play. We will try to protect clothing from stains, but we do get messy. Including a change of clothes in their backpack may be helpful in case of unexpected accidents. You may also want to keep an extra hat, sweatshirt, and mittens in their backpack in case of unexpected weather changes during fall & spring. We go outside daily, if the temperature is above 25 degrees (with the windchill factored in) unless it is inclement. Please send in appropriate cold weather clothes for your child.

**DISMISSAL TIME** - IF A PERSON OTHER THAN A PARENT OR KNOWN CAREGIVER is to pick up your child, parents must **notify us in writing beforehand**. At the beginning of the school year, you will be asked to complete three cards indicating the people authorized by you to pick up your child. If you need someone other than those persons named on the cards to pick up your child, we need parents to personally notify us with a written note including the full legal name of the person you are allowing us to release your child to, & the date. All people's IDs will be checked until they are familiar to us.



**LATE PICK UP**- Please plan to pick up or have your child picked up on time. Children remaining to be picked up five minutes after class is over will be accompanied by their teacher to the director's office and the parents or emergency card people (in descending order) will be called. Children should be picked up on time. **A late fee will be applied for excessive late pick-ups.**

**EMERGENCY CLOSURE INFORMATION**- LLP generally follows the Valparaiso Community School (VCS) closure decisions for weather. The Director will put the LLP closure on our LLP Facebook page as well as the family communication app. **If Valparaiso Community Schools is on a 2-hour delay, we will offer class as usual, understanding that not everyone will be able to come or make it on time.** As always, use your own discretion if LLP is open and your road conditions are poor.

**EMERGENCY PLANS /INSPECTION REPORTS** - Parents are welcome to view emergency procedures for the school (fire, tornado, and other medical and non-medical emergency preparedness policies) and inspections reports (fire inspections, fire extinguisher inspections, asbestos reports, etc.) by asking the Director. These reports and policies are kept in our school's "SAFETY & SECURITY: MEDICAL & NON-MEDICAL EMERGENCY PROCEDURES, INSPECTION REPORTS, and YEARLY TRAINING RECORDS" which is in the preschool office. LLP practices building evacuations each month. This is done in a careful loving manner so that children will feel calm and ready to handle an emergency situation should it arise. Emergency information and a First Aid Backpack are located by the door in each classroom.

**HANDOUTS** - Birthday invitations may be passed out in class if **all** the students within that class are invited **or** all the boys or all the girls are invited.

Church policy prohibits the passing out of private profit-making party invitations within the church building (such as Tupperware). However, you may post such information on our Parent Information Board over the water cooler current or post community events that may be of interest to our families.

**IMMUNIZATIONS AND PHYSICALS**— All children must have a copy of his/her current immunization record and physical on file. Please see ***Immunization Requirements*** (enclosed in this handbook). **A waiver for religious exemption is required.**

**LIMITED BACKGROUND CHECKS: VOLUNTEERS** — LLP requires a limited criminal background check on all individuals interested in volunteering services that involve students enrolled in LLP. This includes, but is not limited to, anyone interested in being birthday classroom readers, volunteering in "Student, Parents & Teacher" (SPAT) centers in the Young 5's classes or any other type of classroom volunteering. If you are planning to volunteer at LLP during the school year, please complete the copy of our background check permission form so that we may complete a background check for the safety of our students. We thank you very much for your time in volunteering your services at LLP. If you have any questions, please feel free to contact the LLP Director at your convenience.

**MEDICATIONS** - If you need us to keep emergency medication here at LLP, please refer to the ***Medication policy*** (enclosed in this handbook). If an emergency medication is needed and administered at school, a parent or their designated adult must come to pick up the child (or stay at school to supervise the child, if approved by the director).

**NEW STUDENTS** - All children initially enrolled in our programs will enter a probationary period of 4 weeks. If, during that period, we determine our setting is not meeting the developmental, behavioral, or learning needs of your child, his or her enrollment may be suspended at any time during these 4 weeks.

**NON-DISCRIMINATORY POLICY** - Little Lamb Preschool admits students of any gender, gender identity, race, color, and national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate on the basis of gender, gender identity, race, color, national or ethnic origin, religion, sexual orientation, or family structure in administration of its educational policies, admissions policies, or other school administered programs.

**OUTDOOR LEARNING CENTER** - The playground rules for our church and preschool are the same that the area schools enforce on their playgrounds. Please help us by reading the ***Outdoor Learning Center Rules***, familiarizing your child with these safety rules, and enforcing these rules when you are present as well.

**PLEASE DO NOT ALLOW CHILDREN TO CLIMB THE FENCE.**

- No running or roughhousing around any equipment or on the cement area.
- Use equipment only in the manner it was built for. No unauthorized use of this equipment is permitted.
- No throwing sand, stones, or any other material. Be alert for others on or around the equipment.

**We will try and go outside every day weather permitting (25 degrees and above). Families are responsible for putting sunscreen on their child before school. We also encourage you to send a hat and sunglasses!**

**SAFETY/ FOOD & ALLERGY-**

- LLP does not allow grapes, marshmallows, regular popcorn, or nuts during class time because of the choking hazard they represent. We strive to provide a **nut-free school** because of the high incidence of allergies to nuts. Food must be prepackaged, and labels checked to assure food was not prepared on lines containing nuts.
- At some parent/child events parents may volunteer to provide prepackaged snack items. **Labels must not include any reference to nuts of any kind and or any reference to being prepared on a line with nuts. Donated items should be brought in before the day it is needed so teachers can check ingredient labels with you.**
- **If your child has a food allergy or is on a special diet, parents must be present at parent/child events and check pre-packaged labels or home baked items and be responsible for what their child eats because we cannot guarantee parent provided items or take-home treats are nut-free. Parents are responsible for supervising and deciding what your child eats at these parent/child events.**
- On occasion, families send home treats after special events or birthdays. **LLP cannot guarantee food items or items sent home are nut free so please check all items carefully.**

**SAFETY/ GENERAL-**

- When arriving or leaving school, a responsible adult must always supervise children.
- **No balloons** at school for any reason because of the choking hazard they represent.
- All entrance doors to the educational building are kept locked except for the Preschool.

Entrance door, which is unlocked only during the brief time parents arrive to bring or pick up their children. LLP extends an Open Door Policy to present LLP families. Please ring the doorbell or call us on cell phone to enter at any time.

**SNOW/WEATHER MAKE-UP DAYS** – Two additional days for each class have been added to our normal school calendar. If there is an excessive number of closed days due to weather (greater than the 2 built in), we will attempt to make up class days until Thursday May 21 (Exception is Young 5 on Friday, May 22<sup>nd</sup>). No additional days will be added to the calendar after this time.

**TOYS FROM HOME** -- We strive to provide fun and educational toys that are different from those the children play with at home to create an interest in learning. For this reason, we ask that the **children NOT bring items from home** (unless requested for Show and Tell). Too often a child's favorite toy is lost or broken.

**SAFE CONDITIONS POLICY** - The following steps will be taken to ensure that your child is safe while at Little Lamb Preschool.

Children will be actively supervised with the required number of qualified staff (adults who have completed a comprehensive criminal history check, drug screen and negative TB test and have completed all the required training). Little Lamb Preschool staff, including substitutes, must attend an initial orientation and pass a federal background check before they are able to work alone with children. Volunteers and classroom visitors will need to have an approved limited criminal background on file before they are able to visit or volunteer in the classroom.

Little Lamb Preschool will not place children in areas that are being remodeled, repaired, or painted. The director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, and furnishings, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose or rusty parts, or materials containing poisonous substances.

Little Lamb Preschool will take the following steps to maintain the school:

- Clean the classrooms daily.
- Always keep the Preschool in a sanitary condition.
- Sanitize toys, furniture, and other equipment used by the children on a regular basis and when they become soiled or contaminated.
- Wash soiled items prior to sanitation.

**Transportation Safety Policy-** Little Lamb Preschool **does not provide** transportation to/from school or other extra-curricular activities. Parents are always welcome to participate in in-house field trips/community visitor presentations.

\* Any change to this policy will result in notification to parents and CCDF (Child Care Development Fund).

**Emergency First Aid Treatment and/or Transportation-**Acceptance of this handbook allows Little Lamb Preschool or its agents, to provide emergency first aid treatment and/or transportation for your child when such treatment and/or transportation are judged necessary while your child's enrolled at Little Lamb Preschool. You understand that there are no medical staff employed by Little Lamb Preschool. You further agree to release from all liability whatsoever Christ Lutheran Church, Little Lamb Preschool, or any agents thereof if first aid becomes necessarily administered. Every attempt will be made to notify the parents.

**Absence, Illness, Serious Illness, or Death of Director, Teacher, or Assistant Teacher**

- In the event of an absence or illness of a teacher, assistant teacher or director, a qualified substitute will take the place of the teacher, assistant teacher, or director.
- In the event of a serious illness of a teacher, assistant teacher or director, a qualified substitute will take the place of the teacher, assistant teacher, or director.
- In the unlikely event of the death of a teacher or assistant teacher, the LLP Board will hire a qualified interim until such time as a qualified replacement can be employed.
- In the unlikely event of the death of the director, the LLP Board will hire a qualified interim until such time as a qualified replacement can be employed.

**POLICY AGREEMENT** – Parents and/or guardians agree to read and follow all the policies and guidelines written in this Parent Handbook and have signed this agreement upon receipt of this handbook.

**Thank you for supporting our diligence to provide a safe and nurturing environment for your children.**

# Child Guidance Policy

Child guidance at Little Lamb Preschool is based upon loving respect for our children and a belief that most circumstances requiring teacher intervention are seen as teachable moments and provide an opportunity for learning appropriate alternatives for behavior. In most cases, children are guided toward appropriate classroom behavior and the use of acceptable problem-solving skills through brief discussions about the child's behavior and modeled strategies. Other forms of child guidance such as verbal redirecting ("time to think it over") and/or the withdrawal of privileges may become necessary. Parents will be informed of any out-of-the-ordinary situation involving their child. An individualized behavior modification plan for the child may be created if necessary. Little Lamb Preschool does not believe in or exercise the use of corporal punishment as a means of child guidance or discipline. Staff will never use physical punishment, psychological abuse, or coercion when disciplining a child.

If a child aggressively harms or in any way compromises the safety of the other children in the group, Little Lamb Preschool reserves the right to temporarily remove the child from the preschool. Such would also be the case in the event of chronic and excessive class disruptions. These situations would be presented to the Little Lamb Preschool Board of Trustees before any permanent action is taken.

## Suspension/Expulsion Policy

Little Lamb Preschool (LLP) provides a developmentally appropriate curriculum in an environment designed to meet the needs of individual learners while celebrating and respecting each child's heritage, culture, and differing family situations. Lessons and activities are age-appropriate while remaining sensitive to differences in learning styles and stages of development. We offer whole group, small group, teacher directed, and student directed activity choices so that there are multiple ways for learners to participate. We strive for variety among all domains of learning. We incorporate read alouds and play to help children understand emotions. We also use yoga skills to promote mindfulness, behavior regulation and calming. The activities are grounded in research and often use play as an effective way to learn. Students are encouraged to increase their independence with self-help skills and in creating positive relationships with both teachers and peers. Children who need additional support with self-regulation are given individualized attention to help them succeed in the classroom. Teachers model appropriate behavior and positive interactions. When a child struggles with emotions or relationships, the teacher will use this time as a teachable moment - respecting the learner's feelings while maintaining classroom safety.

When needed, LLP will reach out for additional resources (i.e.,...Child Care Resource and Referral Agency and or other local and state support agencies) to support the teacher in meeting the needs of the individual and ensuring the wellbeing of all children in our care. Teachers participate in ongoing professional development in such areas as-- Successful Social Interactions, Classroom/Behavior Management and Positive Guidance. Continuous communication between our teachers and parents is key in meeting the challenges our learners face. We passionately believe that meeting the needs of our learners is a true collaborative effort with the family. We communicate with families early and often regarding struggles and have regular meetings to share information and ideas.

LLP also has a process in place to support the family in identifying agencies for services including but not limited to-- Supports to address challenging behaviors, Early Childhood mental health consultations, and Part B intervention (preschool special education).

### **Suspension/Expulsion Procedure**

\* Parents/caregivers will be made aware of challenging behavior and will work in collaboration with teachers to provide consistent strategies to promote growth.

\* Teachers will seek support from a variety of sources to assist in creating a positive climate and environment to help with behavioral challenges.

\* Parents/caregivers will be offered referrals to agencies that can offer support and intervention for the learner.

\* Once all avenues have been pursued, Director and Little Lamb Preschool Board determine if suspension or expulsion is necessary as a last resort (it is the goal of this policy to limit or eliminate expulsions, if at all possible), keeping in mind that the safety and ability of ALL students to learn is of utmost importance.

**This Policy follows all state and federal civil rights laws.**

# Tuition Policy

Tuition is computed on a yearly basis and divided into nine equal payments. Therefore, please note that while the number of class days each month will vary, the monthly tuition fee remains the same.

Prompt tuition payment is essential to the continued operation of the school, the services and Christian message it delivers. Please, make this tuition payment a part of your regular monthly budget. You are welcome to pay ahead several months at a time or even for the entire year. Early payments are always welcomed! **One month's notice is required if withdrawing from our school.**

**Tuition payments are handled through our tuition management system Blackbaud/Smart Tuition**

**Tuition by Auto Debit: Nine Auto debit withdrawals will be made in July, then September through April on either the first or the 15<sup>th</sup> of the month. There will be no August payment. Tuition is paid 1 month ahead.**

**Tuition Due Dates:**

- September: Due by July 1<sup>st</sup>  
If registering after that date, your first month's tuition is due upon registration.
- October-May: Due the 1<sup>st</sup> of the month. **Beginning in September and ending in April.**
- **If enrollment was after July 1 the tuition schedule will be slightly amended.**

**Late Tuition Payments:**

- See late tuition guidelines when registering with Blackbaud/Smart Tuition
- The LLP Board of Directors reserves the right to change terms and conditions of future payments and/or deny enrollment due to delinquent payments.

**Monthly tuition for this school year is \$175 for Beginners, \$216 for all Pre-K's, \$222 for 3 Session Beginners, and \$297 for Young 5's.** There is a \$10 monthly reduction in tuition for the second child within the same family, and \$15 reduction for the third child.

**Please speak with the director immediately if you are aware that you will have a problem making a monthly tuition payment.** If circumstances arise during the school year - which will make paying tuition a financial hardship, you may apply for a church sponsored scholarship to help with a portion of the tuition. Qualification for tuition scholarship will be based upon the sliding scale used by the US Government in determining participants in the Federal Free Lunch Program. Please see the director for information.

# Little Lamb Preschool Immunization Requirements

Children entering Little Lamb Preschool must have the following immunizations:

- 4 Diphtheria/Tetanus/Pertussis\* vaccines.
- 4 Haemophiles Influenza type B vaccines.
- 3 Oral Polio vaccines or Injectable polio vaccines.
- 1 Mumps/Measles/Rubella vaccine.
- 3 Hepatitis B vaccines.
- 1 Varicella (or health provider signed statement with dates of disease)

\*Pertussis may be omitted if indicated for a medical reason.

All children applying for enrollment at LLP must have a copy of their completed immunization record on file within 10 days of application. The Health Consultant, designated by the Little Lamb Preschool Board of Directors, will review all health records of children enrolled in Little Lamb Preschool. Children failing to complete their needed immunizations will not be permitted to attend Little Lamb Preschool until the needed vaccine(s) have been given. Medical and Religious exemptions must be approved by the LLP Board.

Questions regarding immunizations should be directed to our designated medical advisor. Exceptions to the required immunizations must be approved by our medical advisor.

**Medical objections must include a physician note stating the reason for exemption.**

**Religious objections are not to be for philosophical reasons and must be signed by a physician.**

**Due to religious exemptions, a small percentage of students may not be fully immunized. The families of these children agree to follow strict attendance protocol when an outbreak occurs.**

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## LLP Medication Policy

\_\_\_ For **over-the-counter medication** that parents would like us to administer at LLP, we require:

1. The medication in its original labeled container.
2. Your physician to complete the LLP's **Authorization for Medications** form.

\_\_\_ For **prescription medication** that parents would like us to administer at LLP, we require:

1. The medication in the original pharmacist dispensed container with the pharmacist label containing **child's name**, **medicine name**, and **dosage**.
2. Your physician to complete the LLP's **Authorization for Medications** form.

**If an emergency medication is needed and administered at school, a parent or their designated adult must come to pick up the child (or stay at school to supervise the child if approved by the director).**

# Illness Guidelines

## Absences

If your child will be absent from school, please notify us by messaging both the director and the child's teacher on our family communication app or calling the preschool number at 462-6660, Ext 14. **It is vital that you inform us of any contagious diseases your child contracts so that we may alert other parents to watch for symptoms.**

**We hope your child loves coming to school. We realize your child may not want to miss school when sick; however, when in doubt if your child is contagious, please refrain from bringing them to school.** In order to curb the spread of infectious diseases please refer to the following Health Guidelines, prepared by the LLP Board and our medical advisor, when deciding the date your child may safely return to school.

**Chicken Pox** – 4-5 days after vesicles appear and /or when vesicles have dried and crusted.

**Impetigo** -- All lesions no longer drain, and child has been on medication from physician to treat lesions for at least 24 hours.

**Lice** – After appropriate treatment has been administered and there is no evidence of live lice.

**Measles** – 5-7 days after onset of rash.

**Mononucleosis** – When physician feels child may return.

**Mumps** – 9 days after onset of rash.

**Pink Eye** – 24 hours after being treated with appropriate medication and drainage has stopped.

**Rubella** – 5 days after onset of rash.

**Scarlet Fever** –48 hours after beginning appropriate medication and fever free for at least 48 hours.

**Strep Throat** –48 hours after beginning appropriate medication and fever free for at least 48 hours.

**Whooping Cough** – 7 days after beginning appropriate medication.

**Hand, Foot, Mouth-** -NO fluid filled lesions. No new spots in the past 24 hours and fever free without use of medication.

**Fever** – Children should be fever free for 48 hours before returning to school without the use of any fever reducer medication such as Tylenol, Motrin, or Advil.

**HIV/AIDS** – Child may attend school provided that all secretions, excretions, and /or blood from the child will not come in contact with another person during normal activities.

**Vomiting or diarrhea** – 48 hours after vomiting & diarrhea has resolved.

**Ear Infection with drainage** – must be on medication from physician and a cotton ball placed in ear while at school.

**Respiratory Virus-COVID19, Influenza, Respiratory Syncytial Virus (RSV)**-24 hours fever free without the use of fever reducing medicine and their symptoms are improving—masking protocol when returning may be required if appropriate.