



GSLC

Parent Handbook

Revised 8/18

| | |
|---|---|
| Introduction..... | 2 |
| Licensing..... | 2 |
| Purpose and Objectives..... | 2 |
| Enrollment Procedures and Requirements..... | 2 |
| Days, Times, and Tuition..... | 2 |
| Fees and Payments..... | 3 |
| Federal Tax ID Number..... | 3 |
| Admissions Policy..... | 3 |
| Arrival/Departure..... | 3 |
| Cancellations..... | 3 |
| Conferences..... | 3 |
| Transportation..... | 4 |
| Curriculum and Activities..... | 4 |
| Field Trips..... | 4 |
| Food & Snacks..... | 4 |
| Birthdays..... | 4 |
| Show & Tell..... | 4 |
| Clothing and Personal Items..... | 4 |
| Illness Procedure..... | 5 |
| Emergency Treatment..... | 5 |
| Child Abuse..... | 5 |
| Guidance Policy..... | 5 |
| Biting Policy..... | 5 |
| Release Policy..... | 6 |
| Access Policy..... | 6 |
| Emergency Evacuation Policies..... | 6 |
| Class Directory | 8 |
| Supplies | 8 |
| Parent Involvement | 8 |
| Our Final Thoughts | 8 |
| Daily Schedule..... | 9 |

LITTLE LAMBS PRESCHOOL

Good Shepherd Lutheran Church

Little Lambs Preschool has been started to meet the needs of young children in our community and the surrounding area. Our program will provide experiences to preschool children that are meaningful and

will nurture their unique and individual and spiritual development through a variety of learning centers and activities.

LICENSING

Our preschool is licensed by the Iowa Department of Human Services. Strict standards must be met in order to maintain our license. Copies of the licensing regulations are available upon request. The staff is certified in CPR and First Aid. We are rated with ECERS (Early Childhood Environment Rating Scale) and have passed state verification following the criteria in the IQPPS (Iowa Quality Preschool Program Standards).

PURPOSE AND OBJECTIVES

Our program provides opportunities for preschool children to realize his/her own potential as a 3, 4, or 5 year old. It is structured for the developmental age level of the children enrolled at preschool.

- *To provide a loving, caring, stable environment for young children in a Christian setting.
- *To promote positive self-awareness through individual and group activities.
- *To promote meaningful relationships with adults and other children in a sharing environment.
- *To develop cognitive, social/emotional, language, fine & gross motor skills through a variety of learning activities and experiences.

ENROLLMENT PROCEDURES AND REQUIREMENTS

Children attending our preschool program must be the age of the class enrolled in by September 15th of the current year. Children attending preschool must be toilet trained by the time school begins.

To enroll your child, you need to fill out the registration forms and mail it along with the \$50 registration fee to the address on the top of the registration form. **Your child is not enrolled until the registration paper and fee are received.** We will text or email to let you know we received the necessary paper work.

Complete and return all state-required forms **prior to the first day of school.** The forms needed are:

- | | |
|--|--|
| 1. Emergency Medical Treatment Authorization | 5. Copy of your child's 3-year-old well-child check up |
| 2. Book Consent & Picture Release | 6. A signed Certificate of Immunizations |
| 3. Field Trip & Activity Consent | 7. Initial Receipt Form – given out at home visit. |
| 4. Pick-up Permission Form | |

Other forms are:

1. Tuition Assistance Form – This form will be available in July and will be mailed to you. (3's only)
2. Iowa Kidsight Consent Form
3. Dental Health Screening Consent Form
4. Prayer Partner Form

DAYS, TIMES, AND TUITION

3 year olds: 1st session Tuesdays and Thursdays, 2nd session Wednesdays and Fridays 8:15-11:15. There is a \$50.00 registration fee. Tuition is \$80 per month starting in September. ***Tuition assistance is available.***

4 year olds: Monday - Friday, 12:00-3:00. There is a \$50 registration fee, but tuition is free through the State-Wide Voluntary Preschool Grant.

FEES AND PAYMENTS

3 yr. old Tuition is due the first of each month starting in September. Tuition is considered late if not received by the 10th of the current month. Payments after the 10th will be assessed a \$10.00 late fee.

*You are, also, responsible for any fees incurred on checks with insufficient funds.

**** MAKE CHECKS PAYABLE TO LITTLE LAMBS PRESCHOOL**

You may hand deliver the check to the teacher, place it in the child's communication folder, or mail it to:
Little Lambs Preschool
1436 21st Ave. North
Fort Dodge, Iowa 50501

If tuition is delinquent by the 10th of the second consecutive month, the parent(s) will be notified in writing and by telephone, if necessary, that the child will be withdrawn from the program. Refunds for days missed because of illness, appointments, or vacations are not possible since our operating costs continue, and we save space for your child. If you are experiencing a temporary finance problem, please contact the director to work something out. Also, there are grants that you can apply to for assistance with tuition.

FEDERAL TAX ID NUMBER

Our Preschool Federal Tax Identification Number is 42-0727495. This number may be required on your income tax statements if you are itemizing. Preschool expenses are, at times, considered tax deductible as child care expenses.

ADMISSIONS POLICY

Little Lambs Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies or any other school administered programs.

ARRIVAL/DEPARTURE

Children should be brought to school at approximately 8:00/11:45. Use the back parking lot of the church. An adult needs to bring them inside and down the stairs, help hang up coat, put folder into cubby, have the child GO TO THE BATHROOM TO **GO POTTY**, and wash hands according to the posters in the bathrooms. The classroom door will open 5 minutes before each class begins for the children to come in. (This allows staff their much needed preparation time.) Please have an adult encourage the child to find their name and help with the skill for the month.

When class is dismissed, please wait outside the preschool door. The teacher will call your child to come out to you. This allows us to know the child is going with the right adult. If someone else is picking up your child, you need to let us know. We cannot send a child home with someone who is not on the list unless you let us know ahead of time.

Doors to the church will be locked during preschool hours to ensure the safety of the children. If you need to come during preschool hours, please use the front door of the church on the east side and check in with the secretary.

CANCELLATIONS

****Preschool will be closed** or delayed due to inclement weather. Cancellation and late starts will be the same as Fort Dodge Public and Parochial schools. If no school, we won't have preschool. If a late start, we will start at 10:00 a.m. It will not be announced separately on the radio.

CONFERENCES

A close relationship between parents and teachers will benefit each child. If you have questions, concerns, or suggestions, you are encouraged to share them with your child's teacher or the director. A scheduled parent/teacher conference will be held in Oct./Nov. and a second one in Feb./Mar. Additional conferences may be scheduled at any time during the school year by parents. Please send a note to the teacher or call the Preschool to arrange a time.

TRANSPORTATION

We encourage all parents to transport their own child to and from preschool. However, we realize there are some who have no way of leaving work. If for some reason you cannot, please let us know. There are other options to explore such as carpooling, grandparents, etc.

CURRICULUM AND ACTIVITIES

We use *One In Christ* from CPH for Jesus Time and *Creative Curriculum & Teaching Strategies Gold Assessments*. Children learn through play. They will be involved in creative and imaginative play through various centers in the room. Such experiences offer a child a choice of learning styles and activities. These choices allow the child to be a decision maker and an active learner around his/her own interest.

We offer a planned and structured program of activities. Flexibility is present to provide for individual needs. Trained and qualified staff will provide stimulating activities, which are age appropriate for the age of the group. A variety of activities, which include a balance of quiet/active, group/individual, and inside/outside will be planned each day to foster optimal development.

FIELD TRIPS

Various field trips will be taken throughout the year. These trips are planned as an extension of the learning that takes place in the classroom. Parents/Guardians will be informed in advance of any field trips planned. Your signed permission for these trips is included in the registration papers.

We will ask for parent volunteers to accompany us on our trips. Strict transportation and supervision guidelines will be followed to insure your child's safety.

FOOD & SNACKS

The children will take turns bringing snacks and drinks. A snack calendar will be sent home monthly with a child assigned to each preschool day. **Snacks need to be nutritious** such as fruit, vegetables, crackers and cheese, blueberry muffins, granola bars, etc. 100% juice or milk. No Kool-aid, Hi-C, etc.

All food must be prepackaged and peanut-free. Chocolate is NOT considered a fruit. ☺

BIRTHDAYS

Your child will be scheduled to bring snacks as close to their birthday as possible. June birthdays will be celebrated in May. July/Aug. birthday are celebrated as ½ birthdays in Jan./Feb. It is okay to bring fun foods on these occasions, such as cupcakes, ice cream bars, etc. Invitations to outside parties may be distributed at school ONLY IF ALL CHILDREN ARE INVITED.

SHOW & TELL

Except for Show & Tell, we ask that your child leave toys at home or in the car. When it is your child's turn, he/she will bring home the Show & Tell bag. Please send ONE appropriate item. **No guns, weapons, or toys related to fighting and/or violence, play or otherwise, will be allowed in school.** Good Show & Tell items would be a favorite stuffed animal, book, picture of a family outing, etc. Your child will have an assigned day to bring show & tell and may be asked to bring something that goes along with our current study.

CLOTHING AND PERSONAL ITEMS

Your child should wear washable clothes everyday – something comfortable that does not need special care and allows the child independence at restroom time. **No flip flops, please.** They are cumbersome in all areas of play. Tennis shoes are your best choice. **Your child needs to have an extra set of seasonal clothes to keep in their backpack.** Sometimes we get a little messy and/or wet. A change of clothes helps keep the child comfortable.

ILLNESS PROCEDURE

Sick children should not be brought to school. This includes a fever of 100 degrees or higher and/or any communicable disease, including cold, diarrhea, nausea, vomiting, undiagnosed rash, boil, congestion, non-clear runny nose, "pink-eye", head lice, and on-going cough. **A child must remain at home for 24 hours AFTER the symptoms subside. Teachers, with the approval of the Director, may refuse to accept children who exhibits any of the symptoms listed above. No child will be accepted if he/she is ill. The school is to be informed immediately if a child contracts a communicable disease.**

If your child becomes ill while at school, he/she will be separated from the class and the parents will be contacted. Sick children must be picked up within the hour that the parents are notified. In addition, if your child is sick, please notify the school of your child's absence.

EMERGENCY TREATMENT

In case of emergency, accident or illness, when a parent cannot be reached immediately, medical attention will be sought. Parents will be responsible for all medical fees above those covered by their insurance. An emergency medical treatment authorization form is required for all children and will be on file at school.

CHILD ABUSE

We are obligated by law to report all suspected cases of child abuse and/or neglect to the local authorities.

GUIDANCE POLICY

Positive guidance and limits are set to teach your child about safety, care of property, good health habits, and consideration of others. Rules are explained in a cheerful, positive manner, making sure they are understandable to the child. When problems arise, we will remind the child of the rules and/or redirect a child's activity offering acceptable solutions to the problem. Occasionally a "quiet time" is needed. The child may be temporarily removed from the group but within the teacher or aide's sight. This will be done in a gentle way, making sure the child understands the reason for such action. In the unlikely case where a child is about to cause injury to self or others, the teacher or aide will intervene to prevent such injury. If discipline problems persist and become disruptive or harmful to others, the parents will be notified. If the staff should determine that a child's continuous undesirable behavior is detrimental to the other children in the group, the Director will request a conference with the parents to discuss the options available including, and as a last resort, dismissal.

Corporal punishment is never used.

BITING POLICY

We want to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporally condition that is most common between thirteen and twenty-four months of age. But on rare occasion, may happen in our preschool.

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this age's mindset, so the cause-effect relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, an ice pack is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.
- A written incident report is given to the parents of all children involved when they are picked up that day. The name of the biting child is not released as it serves no useful purpose and can make an already difficult situation more so.
- We will look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- We will work with each biting child on resolving conflict or frustration in an appropriate manner.
- We will try to adapt the environment and work with parents to reduce any child stress.
- We will make special efforts to protect potential victims.

We will make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that to other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

RELEASE POLICY

If your child is not ready for the group experience at preschool, or if his/her needs are not being met in the group setting, we may ask for a confidential conference with you. We do not believe a child should remain in preschool unless the child derives some benefit from the program and therefore, we may decide to postpone the preschool experience. If you decide that your child's needs are not being met by his/her experience in the group setting, please feel free to ask us for a conference.

ACCESS POLICY

Parents are allowed to visit at any time after the second week of classes. This allows the children time to get accustomed to our preschool routine and establish a classroom community.

Parents have unlimited access to their children. A court order prohibiting parental contact must be in the child's file to deny access.

Any one required to register with the Iowa sex offender registry under the provisions contained in Iowa Code chapter 692A shall not operate, manage, be employed by, or act as a contractor or volunteer at a child care center.

The sex offender also shall not be present upon the property of a child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.

EMERGENCY EVACUATION POLICIES**Blizzard:**

*We will have cancellations, postponements and early outs according to the school district.

*Listen to the radio for the above.

Earthquakes:

*As determined by staff, children and staff will go into the hallway outside the classroom.

*If outside, children and staff will move away from the building and playground equipment.

*Children will be counted.

*If there is structural damage to the building, children will walk with staff members to Northwoods Living.

*Parents will be contacted as soon as possible to pick up their child.

Bombs:

*Any staff informed of a bomb threat will immediately notify the director and church secretary in order to alert all staff members.

*The police will be notified and the preschool will be evacuated in a manner similar to a fire drill.

*Children's emergency forms will be taken when leaving the building.

*Children will be counted.

- * If cold or inclement weather, children and staff will proceed to Northwoods Living.
- * Parents will be contacted as soon as possible to pick up their children.

Fire:

- * When a fire emergency is detected, children and staff will be evacuated according to fire drill instructions posted on the doors.
- * When possible, children's emergency forms will be taken.
- * Children and staff will assemble on the sidewalk away from building.
- * Children will be counted.
- * If cold or inclement weather, children and staff will proceed to Northwoods Living.
- * Parents will be contacted as soon as possible to pick up their children.

Tornado:

- * In the event of a tornado warning, children will be moved to the restrooms as the determined safe area.
- * As the children gather in the assigned area, each child will kneel, put their head in their lap, using their arms to cover the back of their head.
- * Children will be counted.
- * If structural damage occurs, police will be notified, and staff and children will walk to Northwoods Living.
- * Children's emergency forms will be taken when leaving the building.
- * Children will be counted.
- * Parents will be contacted as soon as possible to pick up their children.

Power Failure:

- * Children will remain in the classroom.
- * We will continue to follow scheduled activities if possible.
- * We will contact parents to pick up children if early dismissal is necessary.

Intoxicated Parents:

- * A staff member will attempt to detain the parent.
- * Another staff member or church secretary will contact another person from the emergency contact list and request pick up.
- * The intoxicated parent will be informed of the alternative pick up plan.
- * If unable to contact another pick up person, child must be allowed to leave with the parent.
- * The parent will be informed that the police will be called.
- * Staff will notify the police of the situation.

Intruder:

- * If it is determined that an intruder may be harmful, staff members will close and lock all preschool doors.
- * A staff member will attempt to assist the intruder.
- * Another staff member will contact the police depending on the situation.
- * We will proceed as instructed by the police.
- * If children are moved, they will be counted by staff.
- * Parents will be contacted if necessary.

Lost or Abducted children:

- * One staff member will remain with the children.
- * A second staff member will alert others in the building to assist the search.
- * If the child is not found in ten minutes, parents and police will be notified.
- * Staff will proceed as directed by the police.

Chemical Spills:

- * Staff and children will leave the area immediately.
- * A staff member will contact the Fire Dept. and follow their directions.
- * Staff and children will evacuate the building according to the Fire Dept. instructions, if necessary.
- * Children will be counted.
- * Staff will notify parents, if necessary.

If the circumstances call for us to evacuate the immediate area, children will be taken to Prince Of Peace Lutheran Church. In case of the whole city being evacuated, children will be taken to Holy Trinity Lutheran Church in Farnhamville, Iowa. Parents will be contacted as soon as possible to pick up their children.

CLASS DIRECTORY

To help with carpooling, play groups, etc., a class list containing children's and parent's names, phone numbers and email addresses will be distributed for each session. (Information will come from the Initial Receipt Form.)

SUPPLIES

Each child should have a backpack or school bag to carry projects and papers safely home with them. It should be easily opened and LARGE enough to hold school communication folder, school papers, and projects. **NAMES ON EVERYTHING, PLEASE.**

A list of supplies will be given with a welcome letter in July

A change of seasonal clothing (required) for those “Oops, I spilled” moments, to be left in your child’s backpack.

We feel that by each child bringing his own supplies will make him feel important and that the preschool is their school by having his own personal supplies at school. If for some reason you cannot provide these items for your child, we have extra on hand so your child will not feel excluded. We will provide a box to keep crayons and markers in and have scissors here at school for the children to use.

PARENT INVOLVEMENT

We encourage our parents to be actively involved in their child’s lives. We feel that when parents show interest and support for children, it is a positive experience for everyone and shows your child the importance of their daily lives. We have many opportunities at our preschool for you to become involved.

1. Parents can stop by and visit any time. We have an open-door policy.
2. Volunteer to help during center time. Spend an hour whenever your schedule allows you to.
3. Volunteer to read your child’s favorite book of choice.
4. Volunteer to help with small groups.
5. Volunteer to help with field trips.
6. Share your career, hobby, craft, ethnic or cultural backgrounds with the class.
7. Come and eat a snack with your child on his/her birthday!
8. Join your child for special centers days and programs.
9. Join our Parent Advisory Board.
10. Check in your child’s Take Home Folder every school day!

OUR FINAL THOUGHTS

Our hope is that your child will have a happy and enjoyable experience of loving, caring, sharing, and learning with us. If at any time you have question, concerns, or suggestions about any part of our preschool program, please speak with us. We care about our children and our parents, and want to try and meet the needs of everyone.

We celebrate Jesus all day long!
Praise Him, sun and moon, Praise Him, all you
Shining stars! Psalm 148:3

(Times are flexible)

Little Lambs Daily Schedule

3-year-old class

(Times are flexible)

3’s Little Lambs Daily Schedule

8:10 Doors Open/Skill
8:15 Music & Movement
8:20 Large Group/Story Time
8:35 Small Groups
8:55 Jesus Time
9:10 Potty Break/ Recess-Gross Motor
9:40 Snacks
10:00 2nd Step/Social Skills

10:05 Choice Time
11:05 Large Group/Closing/Prayer
11:15 Class Dismissal

4-year-old class

(Times are flexible)

11:55 Doors Open/Arrival
12:00 Large Group
12:20 Small Group
12:45 Gross Motor/Recess
1:20 Bathroom/Snacks
1:40 Choice Time
2:40 M/W/F Jesus Time
T/Th Read Aloud/Second Step
3:00 Class Dismissed



Centers/Free Choice

This is a time for social skills, sharing, playing, being a friend, and centers for learning skills such as, colors, numbers, science etc.

Jesus Time

We will cover stories throughout the Bible using a variety of activities while learning about Jesus' and God the Father's love for us.

Large/Small Group

This is when we talk about our study for the day, sing songs, learn finger plays, read stories and do story activities.

Outside/Gross Motor

When weather provides, we will go outside so please dress your child appropriately. The children will have time to explore the activities outdoors while teachers/aides build gross motor skills in small groups.

Class Dismissed

We ask that you wait out in the hallway until we call upon your child to come out of the room. This way we know your child is safe and leaving with the correct adults.

Please, observe the times scheduled.
Teach your child the importance of being on time! ☺

Thank you.

(Jesus said,)
"Let the children
come to me."