

Parents' Handbook



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MISSION STATEMENT

As a mission of Peace Lutheran Church, Little Lambs of Peace Preschool exists to share God's Word and the never-ending love of Jesus Christ with children, families, and all people within our community.

TEACHING PHILOSOPHY AND PURPOSE

PHILOSOPHY

God gives parents the primary responsibility of raising and nurturing children. At Little Lambs of Peace, we strive to assist parents in giving children a loving, Christian environment to help children with their development. Our Preschool will work to meet the child's spiritual, physical, intellectual, emotional, and social needs in a developmentally/age appropriate manner.

PURPOSE

The purpose of Little Lambs of Peace Preschool is to share the message of Christ with young children. Little Lambs of Peace Preschool follows the teachings of the Holy Bible as confessed by the Wisconsin Evangelical Lutheran Synod (WELS). Everything we do will strive to display the love of God as seen in His Son, Jesus Christ.

Along with our primary purpose, Little Lambs of Peace strives to provide experiences to help children:

- ◆ learn lessons for life and faith from the Holy Scriptures
- ◆ develop a self-awareness and sense of self-worth centered on God's creative work and redeeming love
- ◆ increase both gross and fine motor skills through play
- ◆ expand visual and auditory skills by exploring the world around them and trying new things
- ◆ build vocabulary and communication skills through interaction with the teacher and fellow students
- ◆ adjust socially to their peer group, learning cooperation, patience, kindness, and forgiveness
- ◆ discover and learn those elements necessary for a successful school experience, such as how to listen, how to follow directions, and respect for other

EDUCATION POLICY

CURRICULUM

Our Preschool's purpose of education is to develop all aspects of a child's learning. Little Lambs of Peace will include a variety of educational opportunities aimed at the overall development of a child. The child will be guided through the day with positive adult-child interactions. At Little Lambs of Peace, we also understand the importance of play in a child's development. Each day the child will have a chance to play with other children as they learn to use these experiences to grow spiritually, emotionally, socially, physically, intellectually, and creatively.

In order to address the spiritual development of the students, the curriculum will include religious instruction each day. The teacher will develop weekly lesson plans, and will incorporate celebration of secular holidays and Christian festivals into lesson plans.

DAILY ROUTINE

Routine is important in a child's life. At Little Lambs of Peace, we strive to follow a routine to help the children know what can be expected to happen each day.

A TYPICAL DAY

8:15-8:30	Arrival, Bathroom, Table Toys
8:30-9:00	Circle Time, Calendar & Weather, Story Time
9:00-10:00	Active work and play time
10:00-10:15	Clean-up, Recall, Bathroom
10:15-10:30	Snack Time
10:30-11:00	Praise & Worship Time
11:00-11:30	Small Group, Music & Movement
11:30-12:15	Outdoor Play (Half-time children leave at noon)
12:15-12:45	Lunch, Rest Time Prep
12:45-1:45	Rest Time
1:45-2:15	Snack, Table Toys
2:15-2:45	Story Time, Music & Movement
2:45-3:30	Outdoor Play, Go Home

PRESCHOOL PROGRAM HOURS AND CALENDAR

The hours of our program are from 8:30am-3:30pm, Monday through Friday.

PROGRAM SIZE AND RATIOS

The licensed program is presently limited to a maximum of 20 children ages 3-5. The ratio for the classroom is 1 adult to 10 children.

SUPERVISION

The teacher will take attendance at the beginning of each class period. The teacher will monitor the departure of each child to verify that each child is departing with an approved adult.

The child attendance sheet will accompany the class if any field trips are made outside the preschool grounds.

Student head counts will be conducted frequently, including, but not necessarily limited whenever the class arrives at a new location such as entering or leaving the outdoor play area.

Teachers will monitor the children throughout the day. There will always be a teacher in the room with the children and within close proximity to them. Teachers will play and interact with the children during free play.

OUTDOOR PLAY

Weather permitting, students will have the opportunity to play outdoors daily. Each child will need the appropriate clothing for outdoor play. In the winter, all children will need a jacket, snow pants, boots, hats, and mittens. A variety of activities will be available to all children on the playground. In cases when it is too cold to play outside (5 degrees or lower), there will be activities planned for inside. All children will play outside with the rest of the class. If a child is too sick to play outside, then the child is too sick to come to school that day.

REST TIME

Children enrolled in the full day program will be given the opportunity to rest or nap after lunch. There will be a required 15 minutes of quiet time, but if the child is not able to fall asleep, they may read quietly for the remainder of rest time. Parents should provide a blanket or sleeping bag and a pillow for rest. All items will be taken home to wash each week or as needed.

The teacher will continue to supervise the children and remain in close proximity during the rest time.

FIELD TRIPS

From time to time the students may be taken on a field trip to enrich their learning and understanding of the world in which they live. Information on field trips will be sent to the parent in a note, posted on the parent board, and placed in the newsletter. Before a student is taken on a field trip, parents will need to fill out a permission slip.

Parent volunteers are often needed for field trips. Volunteer drivers are required to have proof of insurance on file and a valid driver's license.

Please Note: According to Alaska Law, every student under 65 lbs must ride in a booster seat or other appropriate child restraint system when being transported. Please make sure that your child brings their booster seat into school on field trip days.

A First Aid kit and all emergency phone numbers will be taken along on field trips.

Children will be closely monitored by the teachers (1 teacher for every 10 children). A head count will be conducted throughout the fieldtrip.

ELECTRONIC MEDIA POLICY

Movies, television, and computers will not be a part of the classroom curriculum.

Children are not permitted to bring personal electronics such as tablets, laptops, mp3 players, gaming systems, or cell phones.

CHRISTIAN EDUCATION

Parents who are not members of a church in the Wisconsin Evangelical Lutheran Synod will be encouraged to participate in a four-session overview of the Bible's basic teachings. By attending this class parents will become familiar with the basic religious teachings in which their children will be taught in the Preschool. Attendance does not obligate parents to join our church.

While church attendance is not and cannot be required, your child will be encouraged to attend worship and Sunday school programs. Faith is strengthened through God's Word. The Preschool children will also have the opportunity to sing a song they learned in a worship service at Peace Lutheran Church periodically throughout the year. However, such attendance is not mandatory and every family's religious convictions will certainly be respected and honored.

ENROLLMENT POLICY

WHO MAY ENROLL

Children three to five years of age will be admitted, meeting the following requirements:

- Child must be 3 years old on or before September 1st.
- Child must be fully potty trained.

All children are welcome to enroll regardless of religion, race, gender, creed, color, or ethnic origin.

HOW TO ENROLL

New students will be enrolled on a first-come, first-served basis. Please call the Preschool at 694-3456 for more information or register online at peacethroughjesus.com.

If there is a waiting list, children will be enrolled the class opens. No registration fee is needed to be put on a waiting list.

ENROLLMENT FORMS

The following forms must be completely filled out and submitted to the Preschool teacher/director prior to the child's first day of Preschool:

- ◆ Registration Form
- ◆ Parent Handbook Acknowledgement
- ◆ Required Immunization Statement for Provisional School Enrollment
- ◆ Permission to Photograph
- ◆ Child History Form

LEARNING OR PHYSICAL DISABILITIES

Little Lambs of Peace strives to meet the needs of all children. If our staff cannot meet a child's needs, we will suggest agencies through which parents can find a program better qualified to meet their needs. Our program is limited by the restroom facilities and requires that all children are able to use the restroom independently.

FEES AND FINANCIAL PROCEDURES

ENROLLMENT FEES

A non-refundable enrollment fee of \$100 per student is due upon acceptance of enrollment. This fee is in addition to the annual tuition and required to hold a spot in our Preschool. If a child withdraws before classes start, the enrollment fee will only be refunded if a child on the waiting list fills the spot.

TUITION FOR NON-MEMBERS OF PEACE LUTHERAN CHURCH

Half Day Program: \$400 per month
3 Full Day Program: \$550 per month
Full Day Program: \$700 per month

TUITION FOR MEMBERS OF PEACE LUTHERAN CHURCH

Half Day Program: \$320 per month
3 Full Day Program: \$440 per month
Full Day Program: \$560 per month

Siblings will have a 20% discount. All tuition payments are due by the 1st of each month from September to May.

Late tuition payments (those not received by the 15th of each month) are subject to a \$10 late fee.

Please speak with the director if you are not able to make your payment on time for specific reasons. An arrangement will be tried to be made.

ADDITIONAL FEES

An additional fee of \$5 will be charged to the child's account if a child remains at Preschool after 12:10pm for half day or 3:40 for full day. If a child is not picked up by 12:15pm for half day or 3:45 for full day, an additional \$5 fee will be added to the child's account for every 5 minutes of late time.

A \$20 fee for NSF returned checks will be charged to the child's account.

Periodic additional fees may be required throughout the year for things such as field trips, special snacks, and special activities. Notifications for such things will be sent home with the child.

PAYMENT OPTIONS

ONLINE TUITION PAYMENTS

We encourage you to submit your monthly tuition payments online. On our website, you can set up online payments that you initiate each month, or even easier for us, and hopefully for you, you can set up a recurring monthly payment. You can set up your payment to come out of your savings or checking account any day of the month, though for ease of processing and tracking your payments, we encourage you to choose the first of each month.

The registration fee can be paid with a one-time payment. The monthly tuition payments can be made either by 9 one-time payments (you must initiate each month) or by setting up a recurring payment to automatically come out of your account each month (this is our preferred method).

Here are some simple instructions to set up your online payment account.

1. Go to our website: www.peacethroughjesus.com/preschool
2. Click on "Pay Tuition Online" on the top bar menu.
3. Click on tab "Register with our online payment service."
4. Click on "Create an Online Profile" button on the right side of page.
5. Enter your email (twice)
6. Fill out form, including your password, then click "Create Profile"
7. Click on "Add a Donation"
8. Enter the amount of donation in "Preschool Tuition"
Enter child's name in the adjacent box.
Enter donation frequency
Enter start date (Sept. 1 or first day of first month enrolling)
Click "Continue"
9. Verify information in "Donation Summary" box on the right
10. Select account type - Checking or savings
11. Enter Bank routing number and account number
Click "Process"

We currently are able to process EFTs (electronic funds transfers) only. We are not set-up to process credit card payments.

PAYMENT BY CHECK

Payments can be made by personal check, payable to "Little Lambs of Peace Preschool", and may be given to a teacher, director, or our pastor.

You may also mail payments to:

Little Lambs of Peace Preschool
11555 Birch Hills Drive, Eagle River, AK 99577

ATTENDANCE

Little Lambs of Preschool doors will be open at 8:15am Monday through Friday. Class starts at 8:30am.

ATTENDANCE/ABSENCE

The teacher will take attendance each day at the beginning of class. If your child will be absent, please call the church office at 694-3456. If your child will be arriving late or leaving early, please inform the teacher in advance.

Tuition and fees are based on enrollment and not on attendance.

FIRST DAY OF PRESCHOOL

It is important for parents to talk with their children prior to the first day of Preschool to let them know what is happening. When it is time for the parent to leave, he/she should say good-bye and then leave without stopping. The child will be assured lovingly by the teacher that their parent will return at the end of school. It is important for parents to follow through with this routine in order for their children to adjust to the separation.

SUPPLIES

Each child will be provided with a space to store their personal belongings while at Preschool. The teacher will let children know when it is appropriate to bring a toy to school. Otherwise we ask that you leave toys, books, videos, or other related items at home.

All children should come to school in comfortable shoes and play clothes. They will be very busy with active learning! Each child needs to have on complete change of clothing, clearly labeled with the child's name. Boots, coats, snow pants, hats, mittens, and any other outdoor clothing must be labeled with the child's name.

The teacher will inform the parents of any other supplies that are needed prior to the first day of Preschool.

ARRIVAL AND DEPARTURE

ARRIVAL

Parents will be asked to bring their child to the classroom at the beginning of each day. There will be a sign-in sheet for the children.

DEPARTURE

Parents will be asked to come pick-up their child from the classroom after each session. There will be a sign-out sheet for the children when they leave. No child will be released to anyone unauthorized to pick them up from the Preschool. Anyone who is authorized must be able to present a valid driver's license or a photo ID.

Children need to follow the state law for car seat safety. The teacher is required to report any child who is not put in a car seat.

TRANSPORTATION

Little Lambs of Peace does not offer transportation to and from the facility. Families are responsible for all transportation. When transportation is needed for a field trip, parents will be notified in the permission slip as to the type of transportation being used. All regulations will apply and you may be required to provide a car safety seat for your child.

SECURITY

All access to the preschool will be through the main entrance to the church and then down the stairs. For children or adults with a handicap, there is access through the back entrance off of the driveway.

OPEN DOOR POLICY

Little Lambs of Peace believes that parents are very important to the successful educational program; therefore, parents are welcome to visit their child, share their talents with them, communicate with staff, and participate in field trips and special events.

All visitors to the Preschool need to talk to the teacher/director before the visit.

HEALTH CARE POLICY

HEALTH GUIDELINES

To facilitate a healthy environment, we ask that parents do not send their child to Preschool if he/she has any of the following symptoms:

- ◆ Temperature of 100 degrees or higher
- ◆ Recurring diarrhea
- ◆ Vomiting within the last 24 hours
- ◆ Severe nasal and/or chest congestion
- ◆ Behavior indicating pain
- ◆ Head lice, nits, or scabies
- ◆ Any unexplained rash
- ◆ Discharge of green or yellow mucous from the nose
- ◆ Eye redness and drainage
- ◆ Inability to participate in every aspect of the program (including outdoor activities, weather permitting)

The child may return to the Preschool after being symptom free for 24 hours. If an antibiotic is prescribed, the child may not return to the Preschool until they are on the prescribed antibiotic for 24 hours or they are no longer contagious.

If a child is too sick to play outside, the child is too sick to attend preschool.

IF A CHILD BECOMES ILL WHILE AT PRESCHOOL

If we find it necessary to take a child's temperature while at Preschool, it will be taken under the child's arm. If a child becomes ill while at Preschool, he or she will be isolated from the other children to the extent possible while still under staff supervision. If a parent cannot be reached and/or cannot pick up a child within one hour, the designated emergency contact will be called.

MINOR INJURY

If a child should receive a minor injury while at the Preschool, it will be washed thoroughly with soap and water, and a bandage or ice pack will be applied. Parents will be notified of the injury at pick-up.

SERIOUS INJURY

If a child becomes seriously injured while at the Preschool, 911 will be called if deemed necessary, the child will be transported by ambulance to a local hospital. Parents, or predetermined emergency contacts, will be immediately notified of serious injuries. The child will be made comfortable and not left alone while waiting for medical treatment.

COMMUNICABLE DISEASE

If a child is diagnosed with a communicable disease such as RSV, rotavirus, chicken pox, German measles, mumps, etc. parents will be informed immediately.

ALLERGIES

When a child enrolls at the Preschool, all allergy and special needs information will be noted. The names of children along with the child's picture and their needs will be provided to all staff.

MEDICATION

Prescription and non-prescription medication will be administered only after a needed form has been completed, dated, and signed by the child's parent. This form is available from the teacher. Prescription medication must be in its original labeled container. The child's name, physician's name, name of medication, and the dosage must be on the label. Non-prescription medication, such as Tylenol, cold medicine, even sunscreen and insect repellent, must be in its original container and labeled with the child's name, dosage, and directions.

HANDWASHING AND CLEANLINESS

Each child will wash his or her hands with soap and water after toileting and after wiping bodily secretions (e.g. runny noses). Children will also wash their hands with soap and water before and after meals, snacks, participation in moist play, and whenever hands are contaminated.

Staff will wash their hands with soap and water before and after assisting the children with toileting and after using the bathroom. Staff will also wash their hands with soap and water after nose blowing, handing out snack to the children, assisting them with meals, giving medication, participating in moist play, and whenever hands are contaminated.

PETS

Children may not bring their own pets to the Preschool.

SMOKING POLICY

Smoking is not allowed on school grounds, in the building, in vehicles used to transport children other than your own, on the parking lot or play areas. Our program is smoke-free. Caregivers are not allowed to smoke in the presence of any children enrolled in our program during hours of operation.

NUTRITION

SNACKS AND LUNCH

Little Lambs of Peace does not have a hot lunch program. Parents are responsible for packing their child a morning snack (both programs), and a lunch and afternoon snack (full-time program).

Examples of acceptable snacks include:

- ◆ pretzels
- ◆ squeezable yogurt
- ◆ vegetable sticks with dip
- ◆ popcorn
- ◆ cheese and crackers
- ◆ goldfish crackers
- ◆ graham crackers

Parents must meet USDA requirements for snacks (two components must be served) and lunches, which include:

- ◆ protein (meat, cheese, egg, fish or peanut butter)
- ◆ grain
- ◆ milk
- ◆ two fruits, vegetables, or one of each

The preschool will supply any missing component from a child's lunch or snack for an additional fee.

The preschool will supply milk for those students who do not bring their own for an additional fee.

SPECIAL OCCASIONS

For a special occasions, such as a child's birthday, please see the director before bringing special treats.

ADMINISTRATION

ADMINISTRATIVE STRUCTURE

Little Lambs of Peace Preschool is a ministry of Peace Lutheran Church. It is a non-profit ministry dedicated to serving the spiritual needs of families in this community and in sharing the gospel of Jesus Christ. A statement of the teachings and practices of Peace Lutheran Church is available by request from the church office.

The Church Council of Peace Lutheran Church, the elected administrative body, has direct control over the church and school. The Preschool Board for Peace Lutheran Church, which reports to the Church Council, is responsible for formulating educational policies, preparing and administering the preschool budget, and acting as the hearing board in matters of discipline, all with the approval of the Church Council. The director will manage the daily operations of the Preschool.

TAX IDENTIFICATION NUMBER

Our TIN number for tax purposes is: 92-0059330. Our official name is Little Lambs of Peace Preschool.

INSURANCE

Little Lambs of Peace Preschool is insured under the multi-peril insurance contract issued to Peace Lutheran Church by Church Mutual Insurance Company of Wausau, WI.

SCHEDULE OF PRESCHOOL CLOSINGS

Generally, Little Lambs of Peace is open for classes on the same days that the Anchorage School District schools are open for class. There may be some exceptions.

SEVERE WEATHER CLOSINGS

School closings due to inclement weather will occur when Anchorage School District closings occur.

There is no tuition or fee reduction for weather-related or emergency-related school closings, holidays, student illness, student absences, or student vacations.

LOSS OF BUILDING SERVICES

In case of loss of building services including, but not limited to: no heat, no water, no electricity, no telephone, or plumbing problems, the situation will be handled on a case-by-case basis. If the loss of service cannot be remedied in a timely manner we may close the Preschool for the day and resume as soon as we have the service operating as needed.

COMMUNICATION AND CONFIDENTIALITY

PARENT COMMUNICATION

All parents are encouraged to check our parent communication bulletin board daily, located at the entrance of the Preschool, for postings and information about the Preschool and its activities.

FACEBOOK

A Facebook group will be started for the class to help communicate between the preschool and parents. You will be encouraged to participate in this group if you are a Facebook user. An email invite will be sent to each parent to join the group. You can also like the Little Lambs of Peace Preschool Facebook page.

CHILD'S FOLDER

Each child will be given a folder at the beginning of the year, and they will be asked to bring that folder to class each day. This is the way that notes and written communications are sent between teachers and the parents.

PARENT TEACHER CONFERENCES

Parent-teacher conferences will be scheduled at least twice per year so that all parents will have the opportunity to have a conference with their child's teacher to discuss his/her development and progress.

OTHER CONCERNS

Parents who have questions or would like to share their concerns, should feel free to speak with or schedule an appointment with the teacher. Parents' opinions are of great value to us as we continue to grow in our ability to serve the spiritual and educational needs of each child.

CONFIDENTIALITY

Every staff member working at Little Lambs of Peace Preschool is expected to keep all information regarding a child and his/her family confidential.

This does not apply to:

- ◆ the parents or persons authorized in writing by the parent/guardian to receive such information.
- ◆ an agency assisting in planning for the child when informed written consent has been given.
- ◆ agents for the State of Alaska who may monitor our programs.
- ◆ staff consultation regarding spiritual matters with the Pastor of Peace Lutheran Church.

CHILD ABUSE/NEGLECT REPORTING

Alaska State Statutes and Anchorage Child Care Center Regulations require that all licensed child care providers report all incidents of suspected or actual abuse or neglect of children, regardless of whether they occur or are related to the facility. We are obligated by law to report such instances within 24 hours to the Child Protection Office of Children's Services (Alaska Department of Health and Social Services) at 907-269-4000.

Centers are also required to notify the Municipal Child Care Licensing Office (907-343-4758 or 907-343-6730) of any incidents that allege that a child was abused or neglected during any time the center is responsible for the child.

DISCIPLINE/GUIDANCE

Preach the Word, be prepared in season and out of season; correct, rebuke, and encourage-with great patience and careful instruction.-2 Timothy 4:2

Clear guidelines and acceptable behaviors will be shared with the children. The teacher will also set a clear example of appropriate Christian behavior.

Children are born with a sinful nature. When a need for discipline arises, the teacher will use the following means to correct the problem:

- ◆ the teacher will explain to the child what action was wrong and why
- ◆ the child will be reassured that their sins are forgiven by Jesus
- ◆ the children will be encouraged to solve their own problems in a way that shows love and respect
- ◆ the child may be given a time out
- ◆ the child may be removed from the room if other children are endangered
- ◆ in severe cases, the teacher and parent will consult with the child for further disciplinary actions.
- ◆ parents will be notified at pick-up time about the situation that occurred

The child will never be shaken, hit, spanked, or verbally abused. No child will be subjected to punishment that would frighten or humiliate the child. These techniques are prohibited even when a parent requests them.

TERMINATION OF ENROLLMENT

Our goal is to consistently provide loving care and guidance to each child as we work together under the forgiving love of Christ.

However, there may be some extreme cases where it would be necessary to terminate a child's enrollment. Therefore, Little Lambs of Peace Preschool reserves the right to terminate a student's enrollment for one or more of the following reasons:

- ◆ Failure of parents to observe parent policies and procedures as outlined in this handbook or as presented by the Preschool director.
- ◆ Inability of the Preschool to accommodate the high needs of a special-needs child based on the best interests of all children at the Preschool.
- ◆ Physical or verbal abuse by a child or parent toward another child or staff member.
- ◆ Chronic disruptive behavior that makes it impossible for the teacher to maintain an orderly learning environment for all students.
- ◆ Stated inability of a parent to pick up a child within the appropriate time schedule (before 12:10pm), or excessive abuse of scheduled pick up time.
- ◆ Failure by a parent to pay tuition or consistently late payment of tuition.
- ◆ Defiance of the teachings of the Bible on the part of a parent or student, or a parent or student discouraging other parents or students to disregard the teachings of the Bible at Preschool.

DISCHARGE POLICY

Discharge of an enrolled child will occur under the following conditions:

- ◆ **Mutual decision between parent and Preschool**

A mutual decision may be reached between the parent and the Preschool whereby both parties agree that the placement of the child is inappropriate, and the child would better profit from another placement. Written notice of two weeks prior to beginning of the following month must be given or parents will be responsible for payment of tuition for the following month. If the parent has paid tuition in advance for more than one month, a refund will be given for those months.

- ◆ **Parent initiated-voluntary discharge**

Circumstances may arise when parents voluntarily withdraw their child from the Preschool. A two-week written notice must be given to the director stating the child's last date of attendance at the Preschool. Parents are responsible for payment of fees for the following month if less than two weeks' notice to the start of the following month is provided.

◆ **Preschool initiated-involuntary discharge**

Little Lambs of Peace Preschool may initiate discharge of a child for the reasons listed earlier. The following steps will be taken prior to discharge:

1. The Preschool teacher or director will notify the parents in writing of the problem and arrange for a meeting with the parents. If the parents fail to respond to the notice within five calendar days, discharge of the child will occur. The Preschool Board for Little Lambs of Peace will be notified of the discharge.
2. During the meeting between the parents and the director, potential solutions to the problem will be discussed, and a timeline will be set for resolving the situation. Solutions may include the involvement of outside assistance. A follow-up meeting will be arranged, if necessary.
3. The Preschool director will consult the Preschool Board regarding the potential discharge.
4. The director will monitor the situation for the length of time determined in the initial meeting and document information.
5. At the second meeting, the problem will be reviewed. If progress toward the required solutions has not been made, discharge will occur. The Preschool Board will be notified of the discharge.
6. When a Preschool initiated discharge occurs, requirements for the two-week notice prior to the start of the next month will be waived. Only the current month's tuition is required.

RIGHT TO APPEAL

If parents feel that their child has been unfairly discharged, they may submit a written appeal to the Preschool Board. The appeal shall state the child's name, reason for dismissal, what actions were taken by the parents to resolve the problem, and why they think the discharge was unfair. The child who was discharged will not be readmitted during the appeal process. The Preschool Board will respond to the parents with the appeal decision within 30 calendar days.

FAMILY PROGRAMS

PRESCHOOL SINGING OPPORTUNITIES

All Preschool children will be given the opportunity to sing praise to God in a worship service at Peace Lutheran Church periodically throughout the school year. Attendance will be encouraged, but not required.

FAMILY MINISTRY

During the school year, we will offer parenting classes, Bible studies, and other opportunities for our preschool parents to learn more about God and his Word. We strongly encourage you to take advantage of these opportunities.

PARENTING RESOURCES

Peace Lutheran Church offers an excellent lending library for families that includes wonderful resources for parents. This lending library is located in the upstairs lobby of the church.

SUBSTITUTES AND VOLUNTEERS

We try to maintain consistent staff in the Preschool. If the regular classroom teacher is absent, we will bring in a paid substitute. Substitutes and volunteers will be required to meet the same standards as regular caregivers. Parents wishing to volunteer in the classroom on a regular basis should see the director for information on additional licensing requirements for volunteers.

EMERGENCY POLICIES

ACCOUNTING FOR CHILDREN IN CARE

The Preschool staff will continually conduct head counts to ensure that children are accounted for. In case of emergency, the teacher will take the attendance sheet to the designated safety area and conduct a head count in a safe location.

FIRE DRILL/EVACUATION

Building evacuation procedures and exit routes are posted in the Preschool classroom. Fire drills will be practiced on a monthly basis. It is the responsibility of staff to guide the children out of the building using prearranged exit routes. Staff will take all children to the designated location on the evacuation plan. Everyone will stay outside until the teacher gives the okay to reenter the building.

EARTHQUAKE DRILL/PROCEDURES

In the case of an earthquake, children will be instructed to “duck and tuck.” They will be led away from windows and other unsafe structures. If there is time they will be led under the tables to be protected from falling debris.

After the earthquake, attendance will be taken to make sure all the children are safe. First-aid will be admitted if needed. In the case of significant injury or structural damage to the Preschool facilities, the parents involved will be notified.

CLOSING COMMENTS TO PARENTS

In closing, Little Lambs of Peace Preschool wants you to know how very pleased and excited we are to have you and your family involved with our Preschool. We hope that all the information presented in this manual has answered any questions you may have had regarding the operation of the Preschool.

The material contained in this handbook is for information only. Little Lambs of Peace Preschool reserves the right to revise or alter the policies, rules, and procedures contained in this handbook at any time in the best interest of the children and institution. Parents will be given a 2 week notice before any changes go into effect. There will be a note sent home with the children to inform parents of any change.

God has shown us, both young and old, his wonderful love and amazing grace by sending his Son to be our Savior from sin. It is the primary goal of our Preschool to instruct, guide, encourage, and build up both children and parents in the light of the never-ending love of Jesus. We look forward to serving you and your children at Little Lambs of Peace.