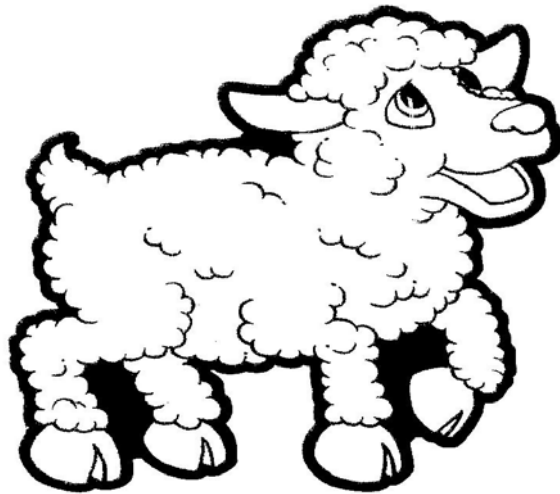


Little Lambs
of Lord and Savior Lutheran
Preschool
Handbook



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To Any Child's Parent

There are little eyes upon you, and they're watching night and day,
There are little ears that quickly take in everything you say,
There are little hands all eager to do everything you do,
And a little child who's dreaming of the day he'll be like you.

You're the little child's idol; you're the wisest of the wise,
In her little mind, about you no suspicions ever rise,
She believes in you devoutly, holds that all you say and do,
She will say and do it your way, when she's grown up, just like you.

There's a wide-eyed little child who believes you're always right,
And his ears are always open and he watches day and night,
You are setting an example every day in all you do
For the little child who is waiting to grow up and be just like you.

Author unknown

What is a Christian Preschool?

A Christian preschool is an early education center at which children, parents and teacher work cooperatively to produce a healthy, safe, Christian environment, for exploration. The educational program of the preschool is under the direction of a trained professional.

What values can you expect from attending a Christian preschool?

For Your Child

- To feel secure knowing that God loves them, cares for them and has given them caring adults to work and play with them.
- To learn simple songs, finger plays, and stories.
- To learn to get along with others.
- To share adult equipment and adult attention.
- To explore creative materials such as play dough, paint and water.
- To develop some interest in living things.
- To show some growth in expressing him/herself verbally.
- To take responsibility for his/her personal care.
- To learn some acceptable ways of expressing aggression.
- To make a happy transition from home to school.
- To feel secure with adults, other than his/her parents.
- To help clean up after he/she has played.
- To improve in his/her ability to finish what is begun.
- To think of others.

For You (the parent)

- As parents, it will reassure you that your children are safe and secure.
- To learn what to expect from a three to five year old.
- To talk about your child's growth with a trained person.
- To achieve objectivity concerning your child.
- To be able to observe your child in relation to a group of youngsters of approximately the same age.
- To work creatively with a group on a plan of mutual interest.
- To work with others for the good of all.
- To have some time alone for your own activities while your child is happy at school.

Admission Policy

1. A preference will be given to a child who is three years of age by September 1 of the school year.
2. The maximum number of children in the class is 16.
3. Classes and vacancies are filled under the following priority guidelines:
 - a. Children from Lord and Savior Lutheran Church.
 - b. Families who are not members of Lord and Savior Lutheran Church but have had their children in the program as three-year olds.
 - c. General public (by the date the application was received).
 - d. All children must be toilet trained - That means completely; no pull-ups.
4. Parents must complete the required registration form and submit with the required registration fee for entry into Little Lambs preschool.
5. All children should have the necessary immunizations, physical forms, and dental forms for state record purposes if this is the first year the student is attending Little Lambs Preschool.
6. A certified copy of each child's birth certificate is necessary for all students who are enrolling at Little Lambs Preschool. The certified copy of the birth certificate is to be physically presented to the Director on or before the first day of School.

Withdrawal Procedures

1. We require a 30-day written notice be given if a child is to be withdrawn.
2. For severe behavior problems, upon recommendation of the teacher and Director, the Board of Education has the authority to ask for the withdrawal of a child.
3. Non-payment of tuition - if tuition is not cleared up in full from the previous year, the child will not be admitted the following year.

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

Little Lambs Preschool policy regarding past due accounts

1. Any account not paid by the 15th of the month is considered delinquent.
2. For those whose account is delinquent, a statement will be sent.
3. Past due accounts must be made current within 10 calendar days of the statement date.

4. If full payment is not received within the 10 calendar days, the child's enrollment in Little Lambs Preschool will be terminated.

Tuition

1. Make checks payable to **Little Lambs Preschool**. Give tuition directly to the teacher.
2. Monthly tuition is due on or before the first of the month.
3. Delinquent tuition may result in dismissal of the child or action as deemed necessary by the Board of Education.
4. If for any reason you are unable to pay tuition on time, due to extenuating circumstances such as loss of job, injury, on vacation, etc., please call the Director or the school office and let them know. The Board of Education will work with you and reach some type of arrangement.
5. The tuition for the school year is as follows:

2- half days	\$100 per month	2-full days	\$110 per month
3-half days	\$120 per month	3-full days	\$150 per month
5-half days	\$140 per month	5-full days	\$180 per month

Attendance

Any portion of a month of attendance is considered an entire month and tuition is due accordingly.

School Closings

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

Lunch Milk Program

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

Chocolate, 2%, and skim milk are available for purchase throughout the school year. Milk can be purchased for lunch. Prices will be announced at the beginning of the school year and payments will handled by the PTO treasurer.

Health Requirements

1. Health and enrollment forms are required for the child and must be completed and returned before the first day of school. The forms are kept on file.
2. A medical logbook will be maintained to keep track of any injuries which have occurred on the playground or in the building.
3. Medical alert: Any child who has food allergies or other concerns must let the teacher know so proper measures are taken to ensure safety.
4. All children should have vaccination up to date. This includes hepatitis B vaccinations.
5. Do not bring a child to school when ill. This includes such conditions as upper respiratory infections and infectious lesions. Never bring a child to school with a fever.

School Safety

Our faculty will use their best judgment based on the circumstances to take reasonably necessary steps to ensure your child's safety at all times. If an emergency arises, the Director will telephone a parent or someone designated by the parent. Therefore, the school will need your home phone number, cell number, the business phone of father or mother, and the phone number of a friend, neighbor, or relative who will assume the care and responsibility of your child. A form for gathering this information will be provided with registration forms. Contact the Director with any changes or additions that need to be made during the year. This form will also be valuable if a child becomes sick at school and needs to be sent home. To further ensure safety, tornado drills, fire drills, and stranger drills are also held on a regular basis.

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

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

Discipline Policy

Our overall goal is to teach the children which actions are God-pleasing and which are not, as well as teaching them to apologize and forgive each other. When a child is exhibiting inappropriate behavior, a warning is given, and the child's wrong doing is pointed out, along with an example of appropriate behavior. If the behavior is repeated, the child's name is moved to the yellow spotlight. If this behavior continues, the student is moved to the red spotlight, and a note is sent home. Should the student continue the behavior, his parent will be called to take him home.

These three steps are used in conjunction with Christian love. The child is taught to apologize and is consequently forgiven, just as Christ forgives us.

Volunteer Drivers/Field Trip Supervisors

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

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

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

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

Pictures

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

Daily Procedures for Parents

BEFORE SCHOOL

1. Call the school (815) 455-4175 between 7:15-8:00 or call the director (815) 261-8022 if your child is not coming that day.
2. Bring your child to the classroom and sign them in on the clipboard.
3. Please keep your child at home if he/she is ill.
4. Dress your child in play clothes and rubber-soled shoes. We will be going outside every day as long as it is above 32 degrees and there is not a severe wind chill factor. Please remember boots if it is muddy or snowy, and mittens and a hat are needed.
5. Children should arrive as close to their class time as possible. The teacher will need the time before class to set up for the day.
6. Tell the teacher about any unusual problem(s) or situations at home that might affect your child during school.
7. Let the teachers know if someone else will be picking up your child. **IT MUST BE IN WRITING.**
8. When you are assigned to provide the snack for the class, please observe the following guidelines:
 - a. Be sure to provide enough snacks and beverages for 16 students
 - b. Natural fruit juice and water will be provided.
 - c. Non-sugar snacks are encouraged such as: cheese and crackers, popcorn, graham crackers, muffins, raisins, fruit, rice cakes, pretzels and cream cheese, etc.
PLEASE DO NOT BRING COOKIES, CAKES, CANDY OR CUPCAKES UNLESS IT IS A SPECIAL DAY.

AFTER SCHOOL

1. Please be prompt in picking up your child.
2. Sign your child out on the clipboard before you leave.
3. Check the calendar each day you come. **Also check the board by the door for special events information and sign-up sheets, and be sure to check your child's folder every day.**
4. You may stay after school for a few minutes to talk to the teacher about how you thought the class went on the day that you participate. Any questions or suggestions are more than welcome.