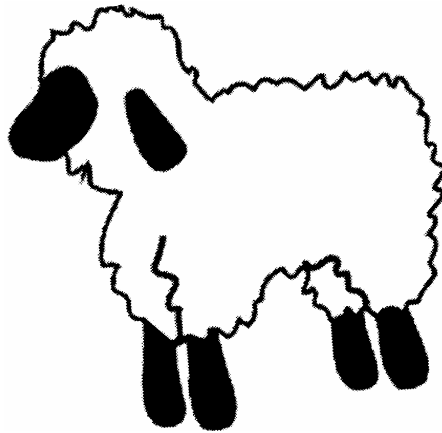


Little Lambs Preschool

"Bringing Hope and Comfort to Families through God's Saving Word"

Handbook for Parents



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TABLE OF CONTENTS

Our Mission, Vision, and Philosophy	p.3
Enrollment and Registration	p.3
Admission	p.4
Tuition	p.4
Part-time Class Schedule	p.4
Extended Care Hours	p.5
Absences	p.5
Drop-off and Pick-up Policies	p.5
Discipline/Guidance Policy	p.5
School Calendar	p.6
Emergencies	p.6
Meals and Snacks	p.6
Rest Time	p.7
Dress and Items from Home	p.7
Health and Safety Matters	p.7
Weather	p.8
Curriculum	p.8
Daily Routine	p.8
Parent/Teacher Conferences and Communication	p.8
Parent Involvement	p.9
Family Ministry	p.9
Withdrawal Procedures	p.9
Filing a Complaint/Reporting Suspected Abuse	p.9

Our Mission: Little Lambs Preschool is a ministry of St Peter Lutheran Church. The mission of the preschool is to bring hope and comfort to families through God's saving Word. As A Christian organization, we broadly strive to share the gospel with our community while nurturing one another through worship, study, and open fellowship.

Our Vision: As servants of Christ and with God's help, St. Peter Lutheran Church and the staff of Little Lambs Preschool will serve families of the congregation and community with a quality program of Christian education for both children and parents in a safe, nurturing, and well-equipped environment. All programs including extended care will rely on parental support both financially and through personal involvement.

Our Philosophy: Christian preschool education nurtures the faith of each child and supports Christian parenthood and home life. It prepares children for kindergarten and aids in early detection of academic, social, and emotional needs.



Children learn at different rates, depending on their own God-given capabilities and desires. Little Lambs Preschool is here to patiently serve those seeking a contemporary Christian education for their children. With the Lord's help, we will serve you to the best of our abilities by empowering staff, children, and parents, providing a meaningful learning experience, and developing a positive self-concept for members of God's family.

*"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."
— Deuteronomy 6:7 & 8*

Enrollment and Registration Policies:

You will receive an enrollment and registration packet, which includes this parent handbook, enrollment application, financial agreement form, health record form, and permission slips. All forms must be returned to Little Lambs Preschool before the first day of school except the health record. You have 30 days to submit the health record form completed by your child's physician. Additionally, you must provide a copy of your child's immunization record before the first day of school. Immunization record forms are available from staff.

Registration Details:

Registration is open to all students beginning February 1st. The \$50.00 registration fee is non refundable, and must be submitted with a completed Application for Enrollment. Registration and Enrollment Applications will be received and processed on a "first come, first serve" basis. The registration fee guarantees your child a spot in Little Lambs preschool, for the upcoming school year.

In the event that the school is full, your child's name will be placed on a waiting list, and you will be notified when an opening is available. In the event that no slots become available, the paid registration fee will be applied to attending the following school year.

Children placed on the waiting list will be notified in order as per the waiting list. Little Lambs Preschool will not offer any preferential treatment regarding this waiting list on the basis of race, religion, gender, national origin, or Church membership status.

Admission:

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

- 1) Child must be 3 years old by September 15th.
- 2) Child is fully potty trained.
- 3) Classes are filled on a first come, first served basis. Your child's name may be put on a waiting list to fill vacancies as they occur.
- 4) A non-refundable, one-time/school year fee of \$50 is due at the time of registration.
- 5) Enrollment paperwork must be completed and submitted prior to child's first day of attendance (see above).

We will accommodate children with special needs on a case-by-case basis after consultation with the child's parent(s). Little Lambs Preschool does not discriminate on the basis of race, religion, gender, or national origin.

Classroom size:

Each classroom size will have the following student/teacher ratio:

- 1-8 students = Teacher
- 9-12 students = Teacher and volunteer
- 13-18 students = Teacher and paid assistant

On rare occasion due to unforeseen circumstances, the student/teacher ratio may be slightly different.

Tuition:

Tuition fees are due the 1st of the month. Tuition is: 2 days per week/\$80.00 per session per month, 3 days per session per week/\$ 120.00 per month, and 5 days per session per week/\$200.00 per month. After the 10th of the month, unpaid tuition will be considered late and an additional fee of \$25 will be added to your balance due. Your child will be withdrawn if tuition is not received by the end of the month. All checks are to be payable to St. Peter Lutheran Church. Return check fees will be assessed at \$30 processing fee and payment will only be accepted in cash or money order after that.

Class Schedule:

Little Lambs Preschool operates Monday to Friday. The morning session runs from 8:30 a.m. to 11:30 a.m. The afternoon session, when initiated in fall 2007, will run from 12:00 noon to 3:00 p.m.

Extended Care Hours: (Provided when there are sufficient numbers)

As an optional & “as needed” service to the parents of enrolled children, Little Lambs Preschool associate staff may provide extended care from 7:30 a.m. for the morning session. Parents opting for this service must sign their children up at least one week in advance. The cost of extended care is \$5.00 per hour. Payment for extended care is due prior to each block of care requested.

Absences:

There will be no refund or reduction in tuition for absences. If your child is ill, please call Little Lambs Preschool ½ hour prior to your session starting. If your child will be attending late or leaving early for a necessary appointment, please inform the staff in advance. If your child will be absent for a planned vacation, please notify staff as far in advance as possible.

Drop-Off/Pick-Up

Drop off time for class is 8:30 a.m. and pick up time is 11:30 a.m. for the morning session and 12 noon drop off and 3:00 p.m. pickup for the afternoon session. Each child must be accompanied by an adult into the classroom and signed in and out every school day attended. Pickup authorization must be in writing; a phone call will not be acceptable. Please be sure the school is always provided with an up-to-date list of persons permitted to pick up your child. Little Lambs Preschool is required to ask for a photo ID before the child is released to them.

A late pickup fee will be charged for child pickup after 11:45 a.m. for the morning session or after 3:15 p.m. for the afternoon session, due and payable to the teacher in attendance when the child is picked up. Late fees are as follows: 15 minute grace period (no charge) \$1.00 for each additional minute thereafter the 15 minute grace period. Late fees not paid to the teacher when the child is picked up will be added to the next month tuition schedule.

If the child is not picked up by 12:30 p.m. for the morning session or by 4:00 p.m. for the afternoon session, the preschool will contact the Fort Collins Police Department and/or the Larimer County Social Services.

“Train a child in the way he should go, and when he is old he will not turn from it.”
— Proverbs 22:6

Discipline/Guidance:

We believe each child is a unique and special gift of God and will have different abilities. Our goal is to guide the children in practicing problem solving, learning appropriate social skills, and sharing God’s love and forgiveness with one another. If a problem of misbehavior arises, the teacher will talk privately to the child to correct the situation. If the behavior continues the child will be redirected to another area. Children will be encouraged to resolve differences with adult guidance. Little Lambs Preschool will not use humiliation, fear, or any kind of abuse to respond to children who misbehave.

School Calendar:

Little Lambs Preschool will follow the Poudre School District academic calendar. Little Lambs Preschool will observe the same closings as the Poudre School District. A copy of our school calendar will be provided in the registration packets.

Emergencies:

Parents must provide the preschool with up-to-date contact phone numbers, both home and business.

A fire drill will be conducted one time per month, as required by the state. Each staff member will walk the children to the designated area and wait instruction from the director/fire department when it is safe to return to the classroom. Staff will use the sign-in/out sheet to account for all children. In case of an actual emergency, parents will be notified as soon as possible.

In the case of a natural disaster, the following procedures will be followed:

- 1) Preschool staff will listen to the radio for information and instruction.
- 2) Staff will keep children calm and comfortable while parents are being contacted.
- 3) In the event of a tornado, the designated safe area is hallway.

If the preschool administrator and/or teacher believe any child (or the children) is at risk of potential harm, whether by natural disaster or other perceived threat to human safety, and remaining in the building is the safest option, staff may lock all exits accessing the school. If a decision is made to implement a lock down, staff will then do a head count, retrieve the emergency phone numbers, and take the children to a designated safe area. These are precautions for rare, unpredictable, and isolated events.

Meals and Snacks

There is a regular snack time for each session each day. Parents are required to bring a nutritious snack for the entire class on a periodic basis. Snack lists will be included on the monthly student calendar that goes home to parents at the beginning of each month. Suggestions include fruit, crackers, cheese, and muffins. Colorado regulations require that snacks must be pre-packaged store prepared. This does not apply to desserts for special occasions, such as birthdays, holidays, etc.



Little Lambs Preschool does not provide lunch. Parents with children in extended care must send a ready-to-eat lunch for their children. Please include a cold pack if spoilage is a concern. The church refrigerator and microwave are not available for food storage or preparation.

Rest Time

Little Lambs Preschool will provide mats for rest time. According to Colorado state guidelines, any child present in the preschool for more than four hours a day is required to rest on a mat for 30 minutes. If the child cannot fall asleep a quiet area with activities will be available so the children who are asleep will not be disturbed.

Dress and Items from Home

Your child will play and work hard in preschool. With this in mind, send your child to school in comfortable, practical clothing. Children should be equipped to play outdoors in any weather. Please do not send toys to preschool with your child. Rest time blankets or small pillows are welcome. Please label items that belong to your child. Please send a complete set of extra clothing, labeled and packed in a container or bag that seals to remain at the facility throughout the school year. Any standard safety equipment (i.e., helmets) or items for special needs may be sent to school. Please discuss these items with preschool staff.

Health and Safety Issues

It is imperative that you inform preschool staff of any allergies or special medical needs your child has, both verbally and in writing. If your child becomes exposed to a contagious disease, notify little Lambs Preschool immediately. Staff will post a note to notify parents of any contagious diseases that may have been present at our preschool facility.

To help all students stay healthy, please keep your child home when sick. Some guidelines to follow are:

- 1) Fever above 100.5 degrees F
- 2) Vomiting/diarrhea
- 3) Severe cold, runny nose or cough
- 4) Any unusual change in physical appearance, behavior, appetite
- 5) Pink eye, crusting or mattering of eyes
- 6) Head lice

If a child has had a fever, diarrhea or vomiting, preschool policy prohibits attendance for at least 24 hours after symptoms abate. If a child becomes obviously ill at school, he or she will be asked to rest in the area designated for such situations. Parents will be notified and required to pick their child up immediately.

If your child requires prescription medications during school hours, a medicine administration form must be completed, and the prescription medicines must be in original containers for staff to administer. Over-the-counter medicines must also be in original containers and must be accompanied by a signed note from a doctor. Do not send medicine in lunch boxes or on your child's person.

If your child should be injured, the staff will administer first aid. You will be notified by phone if your child's injury is significant. An accident report form will be completed for all accidents/injuries.

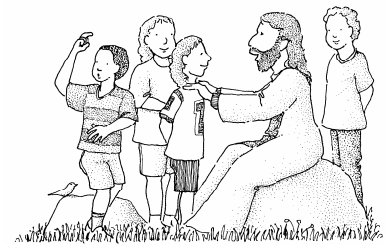
Weather



Because the weather in Colorado changes rapidly, please send your child with appropriate outerwear, including protective shoes and/or boots as we plan to go outside whenever possible. In the event of inclement or excessively hot weather, staff will use their discretion and may choose to keep the children inside. It is helpful to send your child to school with sunscreen already applied. Staff may apply sunscreen with written authorization on file. A sunscreen permission form is included in the Enrollment and Registration packet.

Curriculum

We have a High/Scope Curriculum. Our Christ-centered curriculum builds upon each child's skills and experiences. We utilize play, interactive and engaging teaching methods as well as quiet and relaxing activities. Content will be guided by the Christ-Light Curriculum published by the Wisconsin Evangelical Lutheran Synod.



Everyday we will spend a few minutes at our Savior's knee with a Bible lesson and devotion. We will share with the children Christ and His love for us. We will sing Christian songs and poems. We wish to make the children aware that our words and actions are a means of showing our love for Christ and each other. We will learn numbers, letters, shapes and colors as well as read books, play games, and exercise.

*"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."
— Mark 10:14*

Daily Routines

The daily schedule is included in your registration packet and will be posted on the parent board inside the preschool, as will any anticipated changes.

Parent-Teacher Conferences and Communication

Parent-teacher conferences will be held 1-2 times a year or by special request. This allows staff to give detailed observations on a child's social, emotional, and physical development. Appointments will be made for the formal conferences. If at any time a parent has a question or a concern, please feel free to leave us a note or a message on the answering machine. We will return your call in a timely manner.

Parents will be given opportunities throughout the year to provide feedback to the staff.

Parent Involvement

We will create many opportunities for parents to participate, to the best of their ability, in school and extra-curricular activities. A volunteer sign up sheet will be available to parents/extended family members at registration. Children love to see their parents visiting and helping at school, and we welcome parents to visit. It is helpful to inform the staff before visiting when possible. Please sign-in and out on the visitor sheet.

Family Ministry

We recognize that God gives the responsibility of raising children who know and love Him to parents. It is our goal to assist families as they grow together in their love for our Lord and for each other. During the course of the year, we will offer parenting classes, Bible studies, and other opportunities for our preschool parents to learn more about our God and His Word. We strongly encourage you to take advantage of these opportunities.

“Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”
— Ephesians 6:4

Withdrawal Procedures

When a child needs to be withdrawn from Little Lambs Preschool, a minimum of two weeks notice is required so that another child can fill the vacancy. [Fees will be recalculated and adjusted based on actual attendance. Notification will be given if there is a balance due.]

Little Lambs Lutheran Preschool reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payment of fees
- Not observing the policies outlined in this handbook
- Physical and/or verbal abuse of staff or children by parent or child

Filing a Complaint/Reporting Suspected Abuse

Persons who wish to file a complaint regarding the preschool can contact the following: The Division of Childcare, Colorado Department of Human Services, 1575 Sherman St., Denver, CO 80203-1714. Phone 303-866-5958. Any suspected child abuse should be reported to the Department of Social Services, at 970-498-6300 or the Larimer County Sheriffs Department at 970-498-5100.

