

**LITTLE LAMBS LUTHERAN
PRESCHOOL**



**PARENT
HANDBOOK**

We hope this handbook will help to give you a better understanding of this program and to inform you of the many policies and procedures.

You are welcome to visit the classroom and center any time; advance notice is appreciated. We want children to have a successful experience here and parent involvement is encouraged.

Revised: June 2017

OUR PHILOSOPHY

Little Lambs Preschool offers young children a **Christian setting** in which to grow and learn. The Little Lambs Preschool provides a program based on the developmental philosophy that children learn through play. Children are encouraged to problem solve, make decisions and think creatively as they exchange ideas in a flexible, organized environment. Our program is designed to meet both the individual and group needs of the children entrusted in our care. We provide a positive place for children to learn and grow. The experiences in our classroom will build positive attitudes, good self-esteem, help children master self-help skills and teach children skills that are developmentally appropriate. Our goal is to support the growth and development of children by providing an interesting, **Christian** and adult-supervised environment.

WE BELIEVE:

- * We can expand the child's perception of **God**, of other people and of the physical world in which **God** has placed us.
- * We offer one of the best opportunities for achieving goals of **Christian education** outside the home.
- * Adults are dedicated and committed to teaching simple **Christian truths** from the **Bible** related to the child's experiences and level of development.
- * Children progress through a natural order of discovery and skill levels. Each child will achieve their skill at different times.
- * We need to provide for the development of the whole child, their spiritual, physical, emotional, social and intellectual growth, guided by caring, loving and qualified staff.
- * Children must be given opportunities to explore their world using natural curiosity through the use of materials we will provide.
- * Adults should be facilitators of the children's learning, provide a stimulating environment, asking open-ended questions and enhancing their learning by making suggestions.
- * Adults should offer encouragement and give support for their efforts knowing that children learn by doing and making their own mistakes.
- * Adults need to support the children by using guidance methods such as positive reinforcement, encouragement, redirection and modeling.
- * Assessments of the children should be based on the teacher observations and communication between parents.
- * We should encourage parents to be participants in the program. Opportunities include volunteering in the classrooms or on field trips, sub teaching when needed, serving on the preschool team, participating in family fun nights, helping with classroom projects, stopping in to visit the classroom, reading a story, having a snack with their child's group, sharing a talent or interest with the group and/or donating items the classroom may need.

Relationship to the Congregation

Little Lambs Preschool is an arm of the educational ministry of St. Paul Lutheran Church. Its student body will include children of the congregation, children of other congregations, and children whose parents have no church affiliation.

What Is The Little Lambs Preschool?

This program is a preschool housed in a building owned by St. Paul Lutheran Church. The preschool is a Christian-based preschool and is run under the supervision of the Preschool Team of the church.

Our preschool is licensed by the Department of Human Services and approved by the State Fire Marshall. It will be inspected and renewed yearly.

We serve 3, 4 and 5 year olds of all income levels. A child must be 3 years old before they can enter the preschool and we would like them potty trained; however pull-ups can work.

Little Lambs admits any students and does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions or other school-administered programs.

While attending Little Lambs, children will be exposed to a variety of learning experiences intended to help them get along with other people, be encouraged in their curiosity and creativity, develop self-help skills and they will learn Christian values. Most important, these experiences will help them feel good about themselves, their world, and their learning.

Some concepts the children will be exposed to may include Chapel Time, Bible lessons, Zoo Phonics, shapes, numbers, letters, counting, colors, songs, finger plays, weather and stories. Activities may include Christian music, art, science, large and small (fine) motor skills, family living, manipulative skills (table toys), language, nutrition, and field trips.

What Do Parents Need To Do Before Classes Begin?

Your children cannot attend school until:

- * You return a completed immunization form (your doctor needs to sign it).
- * You have the physical form completed (both parent information and provider exam).
- * You complete and sign all required forms, including financial agreement.

What about an Orientation Process?

An open house will be scheduled in August for you and your child to attend. This will be a time for you to register your child, visit the facilities and get answers to questions you may have. We will set up individual conference times for each family to review completed paper work. 15 to 20 minute daytime and evening conferences will be scheduled according to availability of the family. If you and your child should begin the program after the school year has begun, you will be asked to come in during working hours to fill out necessary paper work, and observe the classroom in session.

What Are the Hours, Registration and Tuition Policies of Our Program?

The preschool is in session from September through May; our classes are Monday, Tuesday, Thursday and Friday. We generally follow the Garner/Hayfield Ventura School District calendar.

All children are required to pay a non-refundable \$25.00 registration fee at the pre-registration. **The first month's tuition is due and the necessary paper work is to be filled out prior the registration conference and returned at the conference.** If your child attends the 2 days a week the monthly fee is \$90.00. If your child attends the 4 days a week session it will be \$165.00 per month.

The monthly tuition is due the first day of the month. Example: October tuition is due by October 1st. May tuition needs to be paid no later than April 30th. Refer to the payment policy for further information. Please make your check payable to Little Lambs Preschool.

How Should Children Dress?

The children should wear play clothes: comfortable, loose-fitting, and warm during the winter months. The children will be playing on the floor, climbing, painting and playing games. Shoes should be suitable for running and climbing (**no flip flops outdoors**). Remember to send boots for rainy or snowy days. A warm coat, mittens and a hat are needed for cold or chilly weather. Please mark all of your children's clothing.

An extra set of clothing is needed at school for your child in case of an accident or spills; winter and summer clothing for season changes is really nice!

What about Arrival and Transportation?

We request that your child arrive **no earlier than 10 minutes** prior to class time. Staff will be preparing the classroom and may not be available to supervise your child earlier. The morning session runs from 8:30am to 11:30am. The afternoon session runs from 12:30pm to 3:30pm. Please be prompt at picking up your child when class is done.

If you will be unable to arrive on time due to an unforeseen circumstance, please call and inform the staff as soon as possible; we will then explain to your child (he/she may be very distressed about your late arrival).

Designated individuals on the pick-up Permission Form should bring your child into the classroom each day. **Never drop off your child and allow him/her to come into the center unattended.** To pick up your child at the end of the day we ask that you come into the gate or classroom to pick up your child. Enter the parking lot on the west driveway, driving in near the south edge of the pavement and pull up as far as you can go. This will help in make room for others to pull behind you and in allow for more than one row. You can then exit using the north driveway. This helps avoid congestion and makes it safer for you and your child in the parking lot. When you and your child leave the gate; have your child near you and do not allow him/her to run out into the parking lot alone. In bad weather please come in and pick up your child inside the classroom.

Transportation is available at no extra cost. St. Paul Lutheran Church has a van

and driver to assist parents in transporting their children to Little Lambs (within Garner city limits).

No child will be allowed to leave the center with an undesignated person who is not on the Emergency Medical or Pick-up Permission Form.

What about Your Child's Development?

In order to provide a program that is individualized to help your child's development, we use a checklist to see their accomplishments and areas for improvement. Written curriculum plans are posted, as well as a daily schedule on the Little Lamb Preschool website. Our curriculum plans are based on developmentally appropriate practices and individualized learning styles and needs. We use the One in Christ Curriculum, Creative Curriculum, Zoo Phonics and Hand Writing Without Tears as our guides, providing a balance of active and quiet activities, individual and group activities, indoor and outdoor activities, and staff-initiated and child-initiated activities. We will assist children with special needs in any way we can, working closely with parents and asking that we be involved in their I.E.P's. We will make reasonable accommodations based on the special needs of the child.

We will work together with parents to make this a positive learning environment for the children. During scheduled conferences in November and March we will review your child's progress. We also encourage your input on things you would like to have your child work on. We watch their progress, and then plan activities to help them grow in these developmental areas.

If you should want to talk with us at any time during the school year about curriculum plans, conferences, goals or checklists, please feel free to call us. We can set up additional conferences as needed during the school year.

Resources can be made available for parents to help with promoting healthy development or child-rearing practices. Feel free to discuss any topic of concern with us; we are here to help.

What about Attendance?

If your child is going to be absent for any reason, **you** need to call the center before the beginning of class. We **may** contact you by phone if you have not called.

We may have children on a waiting list for this program; your child should maintain good attendance to gain full benefit of the program. It absenteeism becomes a problem we will want to schedule a time to discuss this with you.

What about Mandatory Reporting of Child Abuse?

As outlined in the Iowa code, all staff of preschools are mandated by law to report any suspected case that a child has suffered sexual abuse, physical abuse, or neglect. Iowa law states that the preschool personnel may take, at public expense, photographs of injured area. Any person participating in the making of or in the investigation of a report shall have immunity from liability, civil or criminal, which

might otherwise be imposed.

What about Food?

The children will have a variety of foods at snack time. Snacks must come from 2 of 5 food groups on the snack suggestion sheet. This is not lunch time; portions need not be large. **The drink and snack will be furnished by a different parent each preschool class day.** We will have enough snacks on hand in case a child forgets. If you do forget, please send snacks to replenish our extra supplies. The state of Iowa has come up with a suggestion list below to give you an idea of what snacks should be served.

Drinks: milk or 100% juice
Vegetables: celery, cucumbers, broccoli
Fruit: peaches, bananas, apples
Other: cereal, cheese, meat, crackers

Remember, snacks must come from 2 of the 5 food groups listed on the snack suggestion sheet. Snacks do not have to be fancy treats; they can be purchased or homemade. Snack calendars will be sent home monthly. **We do have a refrigerator!! A snack policy form will be given to you at registration along with additional snack suggestions.**

What about Parent Involvement and Volunteers?

Parents are welcome to visit our classroom and have access to their children and staff caring for their children during normal working hours of operation (unless parent contact is prohibited by court order). We appreciate notice, if possible, when you plan to visit to prepare the children for a visitor. We cannot prevent a child from seeing or leaving with their legal or biological parent without a court order to do so.

You have opportunities to be involved in our program. Parents can help in the classroom or on field trips. Volunteers are welcome to participate in our programs on a daily basis. We do have an orientation handbook that shall be reviewed with every volunteer prior to working in the classroom.

Volunteering is helpful to this program and having parent participation can make help create a successful classroom. With your help we can work closely as a team; we hope to get to know one another, learn each other's teaching and parenting styles, and partner to provide the best experiences for your child.

According to the Department of Human Services, volunteers must sign a statement indicating whether or not they have: a conviction of any law in state, any record of founded abuse for child abuse in any state, or a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children. If a substitute is included in the staff ratio, he/she must complete a criminal history record check and request for child abuse information and attend a two hour training for mandatory reporting of child abuse.

What about Emergency Procedures?

Tornado & Fire Drills

Procedures for fire and tornado emergencies are posted by each exit area. Fire drills are practiced monthly and tornado drills are practiced quarterly so the children become familiar with the procedure and are not frightened by loud noises. We are trained and prepared for the possibility of a Tornado or Severe Thunderstorm Warning. We will use the basement of the classroom in the event of a tornado drill or event. A copy of the Tornado Procedure Instruction Sheet may be obtained by request from the staff.

Illness

In the event your child gets sick at school, you will be called. You will then need to make arrangements for your child to be picked up.

Medical or Dental Emergencies

In the event of a medical or dental emergency, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you. If the child has a serious injury, EMS will be called for assistance. A member of the preschool staff will remain with the child, until a parent or emergency contact can arrive to be with the child. The "Authorization for Emergency Treatment" form must be signed at the time of enrollment to ensure that in the event of an emergency your child receives the necessary assistance and treatment he/she needs. It is very important that all emergency information be kept up to date and correct.

Weather Delays

In the event we have a snow storm or bad weather, it is important you contact the center or pick up your child as soon as possible. The radio or TV will announce Little Lambs Preschool closing along with that of Garner Hayfield Ventura Schools. Staff will stay on site until all children have been picked up.

*Listen to your radio/TV regarding Garner Hayfield Ventura Schools. You may also visit the Garner Hayfield Venture Schools website and sign up under Links for Iowa School Alerts.

*If the school system closes, Little Lambs Preschool will close.

*If the school system delays 2 hours in the morning, there will be no morning preschool class.

What about Discipline?

It is important to treat each child as an individual in a manner which is appropriate to the child's development, activity, and general well being. Consistency, positive reinforcement, natural consequences, and positive redirection are used in the classroom to shape appropriate behaviors in the children. When the above things have been tried to shape appropriate behaviors and behavior is not changing, the child will be asked to sit and calm down. Depending on the age of the child and the context of the behavior, the child may be asked to sit with a teacher, work away from the group, or just take a quiet time. The child will rejoin the group when he/she has calmed down. Each

child will be shown dignity and respect at all times.

If the child is exhibiting an ongoing behavior problem, we will call the parent(s) to discuss the situation. Please share with the staff any changes, observations, questions or suggestions you might have in dealing with your child. No punishment will be used in connection with rest, food or toileting. Parents may be held liable for any damages done to the center's equipment.

The rules of the classroom and the preschool are set to provide a child with enough structure to help him/her be responsible for his/her own conduct. These rules are essential for successful learning and safety of others. The following procedure is used for dealing with disruptive behavior:

1. Verbal warning is given with redirection for disruptive behavior (verbal, physical, or emotional abuse: causing excessive classroom management, special developmental needs that we can't handle, or requiring one-on-one care for extended periods of time).
2. The child is then asked to sit and calm down away from the group.
3. If the child does not cooperate in sitting, contact is made with the parent (verbal and written incident report). The parent will be asked to help the child understand why the behavior is affecting the safety of others; immediate pick-up may be the result of a failed discussion by the parents or emergency contact person.
4. The staff will keep a narrative log identifying and documenting the problem for a minimum period of two weeks.
5. After the documentation period (or sooner, at the discretion of staff), a parent/teacher conference is held to determine behavior expectations and the best course of action to help the child get beyond the difficulty. Other resources such as AEA may be contacted at this time.

What about Posted Polices?

We are required by state regulations to post many policies in our center. All polices that are in the preschool pertaining to the health and safety of the children is on the bulletin board near the back entrance. We have some in clear sight and others in a plastic folder attached to the board. Families have access to these at any time and copies can be made upon request.

What About Tobacco, Alcohol and Illegal Substance Use?

Little Lambs Preschool and St Paul Lutheran Church facilities and grounds, including the preschool van, are **no smoking areas**; tobacco and nicotine use including but not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, snuz, Electronic Smoking Devices (ESD) and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation is prohibited. This requirement extends to students, employees and visitors. This policy applies at all times, including Little Lambs Preschool sponsored and non-preschool sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product or leave the preschool and church premises immediately. It is the responsibility of the preschool staff to enforce this policy.

Alcoholic drinks may not be brought onto the preschool premises or grounds. Taking, possessing or dealing in illegal drugs is forbidden as well. If a parent, guardian or volunteer is suspected of being under the influence of drugs or alcohol, we hold the right not to allow that person to take the child/children out of Little Lambs Preschool. Anyone (including staff) suspected of drug or alcohol abuse will be asked to leave the premises immediately, escorted by the appropriate agencies if necessary.

What about Health Policies?

Hand Washing

Hand washing is the best source of protection against illness; we do have a hand washing procedure which the staff adheres to as well as teaching it to the children. The staff and volunteers shall wash hands at the following times: a) upon arrival for the day; b) before and after eating, handling food, or assisting a child in eating; administering medication; playing in water that is used by more than one person; c) after using the toilet or helping a child use a toilet; handling bodily fluid (mucous, blood, vomit) from sneezing, wiping and blowing noses, from mouths, or from sores; handling uncooked food, especially raw meat and poultry; handling pets and other animals; playing in sandboxes; cleaning or handling garbage . Your child will be washing his/her hands a) upon entering preschool each day; b) before and after eating or handling food; playing in water that is used by more than one person; c) after using the toilet; handling bodily fluid (mucous, blood, vomit) from sneezing, wiping and blowing noses, from mouths, or from sores; handling uncooked food, especially raw meat and poultry; handling pets and other animals; playing in sandboxes; or handling garbage. To prevent the spread of illnesses, all toys/equipment in the classroom are disinfected daily as needed and sanitized weekly.

Universal Precautions

All preschool staff receives annual training on Universal Precautions and Infectious Disease Control. The following practices are in place to prevent and minimize the spread of disease:

- *Blood and body fluids including vomit and fecal or urinary incontinence in any student will be treated appropriately.

- *Gloves are required when direct hand contact with body fluids is anticipated. Hands and other affected skin areas will be routinely washed with soap and water after unanticipated skin contact with body fluids has ended.

- *Soiled surfaces will be cleaned promptly, the affected area washed with soap and water and disinfected with bleach (ten parts water to one part bleach) or another disinfectant. Disposable towels will be used: mops will be rinsed in disinfectants.

- *All disposable materials, including gloves and diapers will be placed into a plastic bag before discarding.

- *Toys and other personal non-disposable items will be cleaned with soap and water, followed by disinfection with bleach solution before passing to another person. A normal laundry cycle is adequate for other non-disposable items.

- *Persons involved in any clean-up must wash their hands afterward, even though gloves may have been worn.

Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS)

Subject to the guidelines set forth below, students diagnosed as having AIDS, or with laboratory evidence of infection of AIDS associated virus (HIV), and who are receiving medical attention, may attend classes in an unrestricted education setting. A team approach will be used to determine if an education setting is appropriate for each HIV infected student. Preschool staff will determine the educational placement of a student known to be infected with HIV or AIDS on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services. In each case, risks and benefits of both the infected student and to others in the school will be considered.

Medications

We feel that medication can be dispensed before or after the class sessions; our policy is not to dispense medicine at the preschool. However, if there is a critical need to administer medication to your child while at the center, there are requirements that must be met. The lead teacher or associate in the classroom shall be in charge of administering your child's medication.

If a child needs to have any medication administered while at the center, the state requires these regulations be followed:

1. Administration of medications shall be limited to;
 - a. Prescribed medication and nonprescription (over-the-counter) medications ordered by a health care provider for a specific child with written permission of the parent or legal guardian.
2. Any prescribed medication brought into the center by the parent or legal guardian shall be:
 - a. Dated and kept in the original container
 - b. Labeled by a pharmacist with the child's first and last name
 - c. Name of the health care provider who wrote the prescription and the medication expiration date
 - d. Instructions or prescription label with specific, legible instructions for administration, storage, and disposal
 - e. Name and strength of the medication
3. Over-the-counter medications must be kept in the original container as sold by the manufacturer, labeled by the parent with the child's name and specific instructions for administration.
4. All medication, refrigerated or unrefrigerated, shall have child resistant caps, and will be kept in an organized fashion stored away from food at a proper temperature, and be inaccessible to children.
5. Medications will not be used beyond date of expiration.

What About Sunscreen and Insect Repellant?

Because of the seasons Little Lambs Preschool operates, the use of sunscreen and insect repellant is very limited. The use of sunscreen and insect repellant does not require written authorization from a health care provider. However, parent/guardian written permission is required, and all label instructions will be followed. Parents will provide their own sunscreen, lip balm or insect repellant (must be in original container and marked with child's name). Children will be assisted to wash off the sunscreen/insect repellant with soap and water after outdoor activities.

Illness Policies

The purpose of our policy is to protect the children and staff against the spread of illnesses. Each child must have an annual physical exam or obtain a statement of health condition and have an up-to-date immunization record.

Please keep the staff informed of any changes in your child's health status and/or eating habits (i.e. a child who develops an allergy, immunizations etc.)

Children who are ill should not be brought to the center. Alert the staff if your child has been exposed to a communicable disease. In the event of a communicable disease outbreak, such as strep throat, head lice, or chicken pox, a letter will be sent home in your child's notebook. The Little Lambs Preschool is not responsible for any communicable disease acquired while a child is attending the center.

If a child becomes sick while at preschool, his/her parents will be notified, and the child will be taken to a quiet area to rest until the parent can pick them up. If the illness is contagious and the parents are unable to come to the preschool right away the staff will call the church office; Pastor, the DCE or the office secretary will come to the center and a staff person will take the child to the church to wait for his/her family.

Parents will be called:

- *If an illness prevents the child from participating comfortably in activities;
- *If an illness results in a greater need for care than a staff can provide without compromising that health and safety of the other children;
- *If there is an acute change in behavior such as: lethargy, lack of responsiveness, irritability, persistent crying, uncontrolled coughing, difficulty breathing, or a quickly spreading rash;
- *If a condition is contagious and requires exclusion as identified by health authorities.

DO NOT BRING YOUR CHILD TO PRESCHOOL WITH THE FOLLOWING:

Fever

If a child has a temperature of 100 degrees F or more, and exhibits any of the below conditions the child may be sent home (unless it is due to recent teething or immunizations). The parent will be contacted with the child's symptoms.

Colds

If a child is in respiratory distress (when the child gets red or blue in the face or

makes a high pitched croupy or whooping sound after he/she coughs) or the child has a temperature elevation, the child shall not be brought into the preschool

Ear infection

A child diagnosed with ear infection with no drainage must be on medication. If there is drainage, the child shall not be at the preschool (exception: if the child has tubes and has been on an antibiotic for 24 hours).

Strep Throat

A child with strep throat shall not be brought to the preschool. A child may return when he/she has been on antibiotics for 24 hours.

Diarrhea and Vomiting

If a child is experiencing diarrhea due to illness or vomiting, the child may not be brought to the preschool. If the child has loose stools or diarrhea due to illness while at preschool or if he/she vomits, he/she will be sent home. The child may return to the preschool when he/she is free from diarrhea or vomiting for 24 hours from the last stool or vomiting.

Rashes

A child with a suspicious looking rash should be seen and diagnosed by a physician. The child may be brought back to preschool as long as the parent has acquired a diagnosis and doctor's permission to return.

Impetigo

A child with impetigo shall be excluded from preschool 24 hours after treatment has begun. The return shall depend upon the location of the infected area and if the area is dried and healing well, or the area can be kept covered.

Pinworms

When pinworms are diagnosed in a child, the child shall be restricted from preschool until the day after appropriate medication is taken. All clothing worn by the child prior to the treatment should be washed. It is advisable that other family members be treated.

Scabies and Head Lice

When scabies or head lice are suspected in a child, the child shall be restricted from preschool until after the initial treatment with appropriate medication; it is advisable that the family members also be treated.

Eye Infection

If a child has eyes that are mattering or draining, the child shall not be brought to preschool. The child may return after he/she is on antibiotic ointment for 24 hours or the eyes have shown marked improvement.

Chicken Pox

A child diagnosed with chicken pox may return when all spots are scabbed over (approximately 7 days). Children with chicken pox should NOT take aspirin.

All communicable diseases (i.e. mumps, diphtheria, Hepatitis, measles, Lyme disease, pertussis, rubella, and tuberculosis) will be reported to the Department of Health.

What about Injuries and Discipline Problems?

Injury Reports

Our staff is trained in CPR and First Aid. Accident Reports will be completed for an incident/accident resulting in injury. The written report will be prepared by the staff person who observed the incident or accident. It shall include a general description of what happened and the action taken by our staff. Upon check-out, the parents will be shown the report and asked to sign it for acknowledgment, and the report will become part of the child's file. A copy of the report may be kept by the parent. In the event of an emergency, parents and emergency personnel will be contacted immediately.

Discipline Reports

A Discipline report will be completed when a child exhibits behavior that violates the classroom discipline policy or is otherwise inappropriate. Parents must sign the report and retain a copy of the report; a copy is placed in the child's file.

What about Miscellaneous Items?

Running

Running is permitted outdoors only. Parents are asked to help us to enforce this safety rule as well.

Field Trips

Field trips are part of the activities offered. First aid kits and emergency contact numbers are taken on field trips. Field trips require an extra person. A general field trip permission slip form is included in every enrollment packet; we will notify parents of field trips as they occur.

Folder

Each child will have a folder placed in their back packs, these folders will be used to carry papers back and forth to school. This is one way for contact between staff and parents if the need should arise. We request that the folder remain in the back pack and be brought back and forth to school each day. Please be sure and check the folder daily; we often send home important papers or a message for you to read.

Withdrawal or Dismissal

If you decide to withdraw your child from the program we will need you to fill out a withdrawal form and sign it. This will state the reason for withdrawal and be placed

in your child's file.

Not all children are ready for the preschool experience or fit well into that setting. Every attempt will be made to make the preschool experience a positive one for your child. If parents and/or teachers agree that this setting is not productive for your child, a meeting will be held and options will be discussed

Transitioning

If your child transfers from another preschool please have their former teacher(s) contact us to provide insight on your child's experiences. If you give us written permission, their past teacher can contact us directly to help with the transition from one preschool to ours. We would be happy to provide information or consult with your child's kindergarten teacher to ensure a smooth transition from our class to kindergarten.

Toys

Toys the children bring should be marked to make sure they make it back home. We try very hard to prevent broken or lost toys, but we (cannot) be responsible for what happens to toys brought by children. Any child bringing items to the classroom should be prepared to share with other children. Also, please try to limit the number of items your child brings (1-2 items) as this will aid in keeping track of them. **If a book, movie or item that goes along with the theme of the week is brought in we will try to take time during large group to share that.**

Birthday Celebrations

Scheduling of snacks will be done alphabetically and not necessarily on or near a child's birthday. Birthdays are a special time to enhance a child's uniqueness and build self-esteem. We will sing and give each child a special hat in recognition of their special day. For those who have summer birthdays we will celebrate 1/2 birthdays. You are welcome to bring a birthday treat. Stickers, some type of non-choking candy or small treats are fine. We may accidentally miss their day; if that should happen please just bring it to our attention. **You can bring a treat any day near their birthday.**

Year-end Celebration

There will be a year-end celebration for the children. A year-end celebration program will be about 20 minutes in length, followed by a social gathering in the church basement. Please plan for this event so that your child has at least one adult family member (grandparents are welcome or family friend) in attendance.

Program Evaluation

In May a parent evaluation of our program will be given to you to complete. This is very helpful to us so we can see our positive strengths and weak areas we can improve. Your input is necessary and important to us.

What if you have questions or concerns?

If an emergency should arise and you need to talk to us, please feel free to call during school hours; if you need to discuss a non-emergency situation, call before class

which begins at 8:30 am, during lunch (11:30 – 12:30), or after classes end at 3:30 pm at **641-923-2300** or leave a message after hours. **Please try not to call during class time unless it is an emergency as it is disruptive and distracting to the students.**

If conflicts arise, please contact us to schedule a face to face appointment. Conflicts will not be resolved through text messages or emails.

We are willing to help your child in any way we can. We encourage you to ask questions and make suggestions and comments on the program.