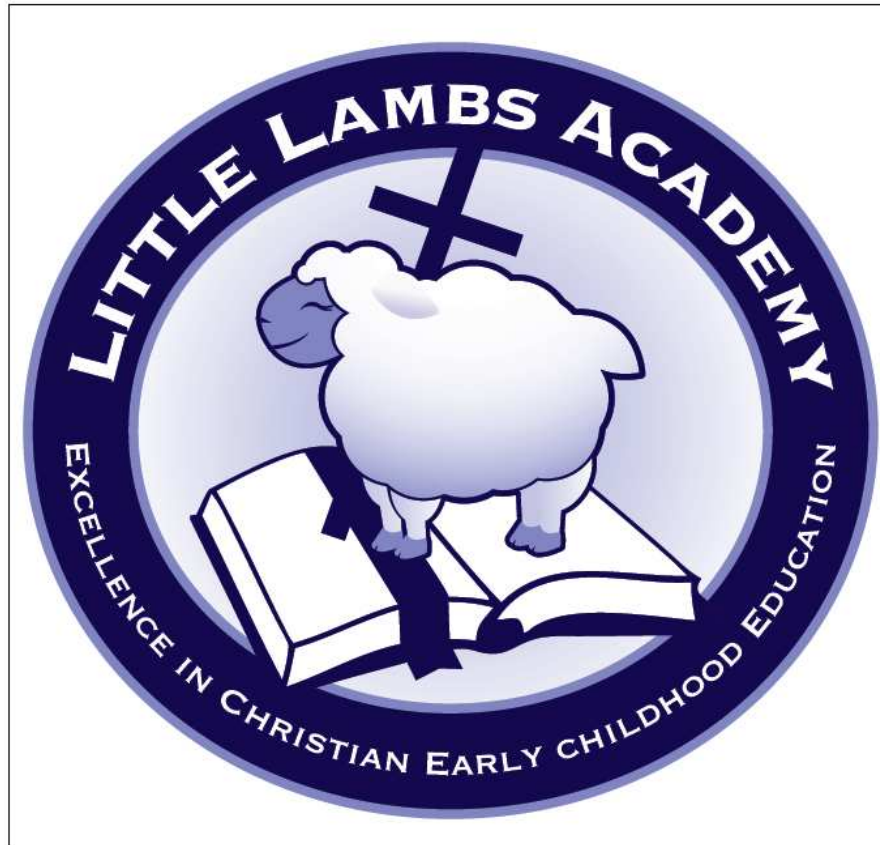


PARENT HANDBOOK

2011-2012 School Year



Celebrating 23 years
Of Excellence in Christian
Education

Class Schedules

The classes for the *infant program* (children 6 months to 2 years) will meet on Fridays 10:30 to 11:30 a.m.

The classes for the *two-toddler program* (children age 2 by the start of each session) will meet on Mondays, Tuesdays, or Thursdays from 9:00 to 10:30 a.m. or Monday evenings 6:00-7:30p.m.

The classes for the *three-year-old preschool* (children who are 3 by Sept. 1st) will meet on Tuesdays and Thursdays either 9:00 to 11:30 a.m. or 12:30-3:00 p.m. An Extended Day program is offered 11:30-12:30

The classes for the *four-year-old kindergarten (half-day)* (children who are 4 by Sept. 1st) will meet on Mondays, Wednesdays and Fridays 9:00 to 11:30 a.m. or 12:30 to 3:00 p.m.

The classes for the *four-year-old kindergarten (full-day)* (children who are 4 by Sept. 1st) will meet on Mondays, Wednesdays, and Fridays 9:00 to 3:00 p.m. This will include attendance in the Little Explorers classes on Wednesdays.

The classes for *Little Explorers* will meet on Wednesdays 9:00 to 11:00 a.m. or 1:00 to 3:00 p.m.

Pick up/Drop off

Children must be brought to the *classroom* and picked up from the *classroom*.

The child will only be released to those individuals who are authorized to pick up him/her as listed on the child enrollment form. If any other individual is picking up the child, arrangements must be made between the parent and preschool teacher. A handwritten note with the designated person's name on it must accompany that child if the parent will not be picking up. If a situation occurs during school hours, and the parent cannot pick up the child, a phone call must be made to the school/church office with a message telling the teachers who will pick up the child. Individuals picking up the child under these special circumstances may be asked for an ID. Students will not be released to a non-custodial parent unless approved by the parent with custody.

It is important that meeting times for the classes be strictly followed. Children should arrive no more than 10 minutes before the start of class, but likewise should be ready to begin class at the scheduled time. Also, children should be picked up no later than 10 minutes after the scheduled ending of the class. Your promptness in picking up your child is greatly appreciated.

Emergency School Closings

Cancellation of school due to inclement weather, power failure or other emergencies will be conveyed through Channel 6 and Channel 4 school closings or through an emergency call list. If the New Berlin schools or Muskego schools close it is likely that Little Lambs will close as well. The teachers and the preschool board will make the decision to close the school based on the safety of all children concerned.

Discipline Policy

Ephesians 6:1 states that it is the Christian duty of children to obey their parents, for it is the right thing to do. According to Ephesians 6:4, parents are not to treat their children in such a way as to make them angry. Instead, parents are to raise their children with Christian discipline and instruction. In Luke 6:31, we find the word, "Do for others just what you want them to do for you." These words and instructions from our Lord shall be the basis (or foundation) of the discipline policy for Little Lambs Academy. The policy shall provide for positive guidance, education, the setting of clear-cut limits and be designed to help the children develop self-control, self-esteem and respect for the rights of others.

Discipline will be handled in a loving, caring Christian manner - firm, but gentle. Acceptable behavior will be encouraged through the use of positive reinforcement, praise and replacing an inappropriate activity with an acceptable form of the same activity. The children will also be allowed to experience consequences of their behavior. This gives a child responsibility for the results of his/her actions. Negative feelings such as anger and jealousy are normal and will be accepted, but inappropriate behavior will not. A time-out may be used as an avenue to release negative feelings and to interrupt

unacceptable behavior. A time-out is to be considered a calming device, not a punishment. The time-out will be five minutes or less so the child has a chance to go back to the original situation and learn acceptable behavior. Problem solving techniques will also be employed. Children may be asked to define the problem, generate alternatives and then follow through with a solution. Because punishment does not teach a child what to do, it will not be used as a form of discipline at Little Lambs Academy.

Educational Policy

Little Lambs Academy is an integral part of the ministry of Peace Lutheran Church. Our purpose is to commit ourselves to the highest quality Christian preschool education in order to achieve development of: Christian values, a positive self-concept, positive social skills with family, peers and others, and to instill a creative attitude toward learning. Our educational philosophy is based on the premise that children acquire knowledge about the physical and social worlds in which they live through playful interaction with objects and people. Play is the child's work. Research shows young children learn by doing. They learn best through direct encounters with their world using all 5 senses. The children of Little Lambs Academy will be actively responding to an environment that provides stimulating, challenging materials and activities for children.

Developmentally appropriate programs will be both age appropriate and individually appropriate. That is, the program is designed for the age group served and implemented with attention to the needs and differences of the individual children enrolled.

It is the goal of Little Lambs Academy to offer a program, which will develop the spiritual, social, intellectual and physical growth of each child as well as stimulate creativity. Our objectives are outlined in detail below.

- I. **SPIRITUAL GROWTH** - The children will:
 - A. See themselves as God's children.
 - B. Enjoy worship activities.
 - C. Feel secure in God's love.
 - D. See their world as God's creation and grow in a desire to care for it.
 - E. Respond to God's love by caring for others.
 - F. Trust God as a loving Father.
 - G. Know Jesus is their best friend.

- II. **SOCIAL GROWTH** - The experiences and opportunities offered shall:
 - A. Develop each child's self-esteem and positive self-image.
 - B. Encourage each child to interact with peers and adults.
 - C. Help children to feel at ease about being away from home.
 - D. Strengthen family ties and through participation, help the parents to understand their children better.
 - E. Encourage the ability of children to cope with problems.
 - F. Encourage the children to be responsible, self-directed and self-disciplined.
 - G. Familiarize the children with group settings.

- III. **INTELLECTUAL GROWTH** - Opportunities, activities and resources shall be provided to:
 - A. Develop age-appropriate cognitive skills.
 - B. Enhance and develop language skills.
 - C. Encourage children to express themselves verbally.
 - D. Increase children's ability to be observant and attentive.
 - E. Develop an interest and joy in learning.

- IV. **PHYSICAL GROWTH** - Opportunities shall be provided for each child to participate in activities and utilize equipment to enhance his/her small and large muscle development.

- V. **CREATIVITY** - Opportunities shall be provided for each child to be original and to make use of equipment and materials in a way not prescribed by others.

The program of Little Lambs Academy will provide a balance between freedom and guidance, group and individual activities, and quiet and active experiences so the children have opportunities to reach the previously stated goals. Following is a non-inclusive list of some of the specific activities and equipment that will be employed:

Creative movement	Matching	Shapes	Sharing
Coloring	Housekeeping	Puzzles	Singing
Calendar	Dressing	Music	Story Time
Blocks	Cutting	Memory	Swings
Clay	Glue	Pegboards	Tumbling Mats
Chapel time	Drawing	Painting	Weather
Cooking	Group games	Role playing	Woodworking
Counting	Instruments	Rhythm	Writing
Climbing apparatus	Experimenting	Puppets	

Admission Policy

For the three-year-old program, your child must be at least three years of age before September 1. For the four-year-old program, your child must be at least four years of age before September 1. Children of members of Peace Lutheran Church will be given the first opportunity for enrollment. Next are those who are currently enrolled in the school, then siblings of past and present enrollees, and finally all others. Enrollment for all others will be on a first come, first served basis. There shall be no more than 16 children per class in the three-year-old program and no more than 16/20/22 per class in the four-year-old program. Little Lambs Academy welcomes children of any race, color, sex, creed, handicap, national origin or ancestry provided their needs can be fulfilled. No child, family or applicant for enrollment shall be discriminated against in regards to admission, privilege of enrollment or discharge condition.

It is necessary for parents to complete all of the following forms and submit them to the Little Lambs Academy:

1. Application for Enrollment
2. Child Enrollment Form
3. Child Health Report (medical exam form)
4. Immunization Record Form
5. Emergency Form for Medical Consent
6. Child Abuse Form

Tuition Payments

Little Lambs Academy is operated as a non-profit self-supporting Christian school. Financing comes from tuition receipts alone. Little Lambs Academy Preschool Board sets tuition and registration fees. Tuition and registration fees are guaranteed for the full school year.

The registration fee is non-refundable and will not be applied to tuition fees. **TUITION FEES ARE DUE THE FIRST DAY OF EACH MONTH.** Checks should be made payable to Little Lambs Academy. Tuition payments can be placed in the locked tuition box located downstairs between the two preschool rooms. Please put checks in envelopes. If tuition payments are not received by the 1st of the month, a \$5.00 late fee will be assessed. If payment is still not received by the 1st of the *following* month a pay schedule will be set up with the director and tuition's person. If all payments are not made according to the schedule the child will be suspended from school until all monies in arrears are paid. Any check that is returned to Little Lambs due to insufficient funds will be assessed a \$25 service charge plus the appropriate late fee. Parents may also use automated tuition withdrawal through Thrivent. Information regarding automatic withdrawal will be given on Orientation Night and/or is available from the director.

There may be additional fees charged for field trips.

Refund Policy

No refunds will be made if the child has attended class at least one week of that month. Parents are responsible for full tuition as long as they expect a position in the class to be kept for their child. There will be no refunds of tuition due to illness or family vacation unless approved by the board.

Discharge Policy

Parents may terminate enrollment at any time. Fee refunds are as set forth in the *Refund Policy*. The Little Lambs Academy Staff and parents may mutually agree that placement is inappropriate and enrollment shall be terminated. In such case, the Preschool Board shall determine any refund.

Enrollment shall be terminated for failure to pay within 21 days of the tuition due date unless other arrangements have been made and agreed upon. Enrollment shall also be terminated for the failure to submit the child's physical examination and immunization records. Enrollment may also be terminated for the failure of the parents to observe rules of the preschool relating to arrival and departures of child or any other disruption of preschool programs. If Little Lambs Academy is unable to meet the special needs or problems of a child, termination of enrollment could occur. (Before termination takes place, a meeting will be held with the parents, the teacher and a representative of the Preschool Board.)

Health Policy

Our objective is to maintain, protect and improve the health of all children. Our purpose is to reduce the risk of spreading of disease and childhood illness to children. Children should not be sent to school if they show any of the following symptoms: fever, severe cough, severe cold, severe itch or sore throat. Children should also be kept home if they have any of the following diseases which are communicable: Chicken Pox, conjunctivitis (pink eye), gonorrhea, viral hepatitis, influenza, impetigo, measles, mononucleosis, mumps, lice, ringworm, rubella (German Measles), pertussis (whooping cough), scabies, and strep infections (including scarlet fever). If you are not sure of the symptoms of the above diseases contact your physician or the Waukesha County Department of Health at 262-549-3012, ext. 616.

If a child becomes ill at school, the child's parent, or designated responsible person when a parent cannot be reached, shall be contacted as soon as possible after the illness is discovered. Arrangements shall be made for the exclusion of the child from the preschool.

When a diagnosis of a communicable disease is made, the exposed children shall be observed for symptoms of the disease and the parents shall be notified. The teacher shall inform the parents in writing and include an information sheet on the disease. A child may be readmitted without a physician's statement after the communicable disease if they child has been absent for the period of time designated by the department of health.

No prescription medication or non-prescriptive medication such as, but not limited to, aspirin, cough medicine or nose drops may be given to a child except under the following conditions:

1. A signed, dated, written authorization of the parent is on file.
2. Prescription medication is in the original container and labeled with the child's name, name of drug, physician's name, date, dosage, and directions for administering.

In case of serious injury or illness, the staff will contact the parents as soon as possible. If parents cannot be reached, the instructions given on the emergency record form shall be followed. Children's Hospital is the facility designated to provide emergency medical care to Little Lambs Academy.

In the event of a minor injury, standard first aid procedures shall be employed. Parents shall be informed of minor injuries upon departure from school that day.

Each child shall have an initial physical examination not more than 6 months prior to nor 90 days after admission. It shall be the responsibility of the parent to obtain this physical examination by a physician. Evidence of current physical examination shall be provided to the preschool by a report signed and dated by an appropriate licensed medical professional.

Each child shall have an immunization history, which states that the child has been immunized against diphtheria, pertussis, varicella, tetanus, poliomyelitis, measles, rubella, Hepatitis B and the month/year that each dose was administered. This statement shall be on file at the preschool prior to the child's admission or one of the following compliance alternatives shall be met prior to the child's admission.

1. Upon written and dated statement by a physician that, in the opinion of the physician, a particular required immunization is or may be detrimental to the health of a particular child. The Health Department shall waive the requirement for that particular immunization for that child until that physician certifies it or another physician chosen by the parent that the particular immunization is no longer detrimental to the child, **-OR-**
2. Upon written, signed and dated statement by the parent that a particular child is an adherent of a religious belief which precludes immunization, the immunization requirements shall be waived by the department for that child.

Any immunization, which is administered after the immunization history is submitted, shall be on file at the preschool within 90 days after administration.

For students not in compliance with the appropriate immunization schedule, a written notice will be given to the parent stating that the immunization criteria must be met or enrollment will be terminated.

No staff, volunteer or visitor with symptoms of communicable disease, illness or whose behavior gives reasonable concern for the safety of the children may be on the premises of the preschool.

A medical log is maintained by Little Lambs Academy detailing medications given, accidents, injuries, etc. Parents are welcome to view entries made regarding their child.

Transportation Policy for Field Trips

Parents shall be notified of the date, time and destination of field trips, which require the use of a vehicle. Little Lambs Academy shall require a signed statement from each parent giving authorization to transport the child to and from the field trip destination. When on field trip, there shall be at least 4 adults accompanying the children. This will include the teacher and teaching assistant.

To ensure the safety of our children while on a field trip, teachers and teaching assistants will implement the following state-required safety measures.

1. A list of the children being transported will be kept with the teacher and children exiting the vehicle will be checked off. This list will be signed by the teacher and kept on file.
2. Teachers will carry emergency information including parent contacts, physician contacts and emergency medical consent forms in the vehicle on all field trips.

Parent Volunteers

All parents are highly encouraged to participate as a parent volunteer in the classroom. Sign-up sheets will be located on the bulletin board outside the classroom. For those parents who are not available to volunteer, please contact the teacher so that you may help assist the class in other ways. Parent volunteers are asked to arrive 10 minutes early on their specified day. Activities usually involve assisting the children with projects or activities, setting up the snack and participating in all group activities. Wear comfortable clothing.

Visiting the Classroom

Parents may visit and observe the class on any day during normal operating hours.

Grievances or Suggestions

If at any time you, as a parent, would like to discuss any problems you have with our program or personnel, please do. We would encourage you to first speak to the classroom teacher. If you would rather not discuss the matter with the teacher, please feel free to contact any one of the board members and your problem will either be handled immediately or be brought to the attention of the board at their next meeting. You are

welcome to attend any preschool board meeting. (Contact the church office regarding the date of the next meeting.)

Licensing and Violations

The preschool license is displayed next to the bulletin board outside Classroom 2. Any violations that were cited during an inspection are also posted there along with their corrective actions taken.

Snack Notes

Nutritious snacks and drink shall be provided by the parents on a rotational basis scheduled by the teacher. Little Lambs Academy is a NUT-FREE SCHOOL. Please do not bring any snacks with nuts, homemade or purchased! Parents are asked to inform the staff of any food allergies their child may have. Following is a list of suggested nutritional snacks:

Pretzels	Nut free Mini muffins/breads	Cheese/crackers
Veggies/dip	Fruit slices	Popcorn
Graham crackers	Cereal/milk	Nut free granola/cereal mixes
Breadsticks/dip	Finger Jell-O	Ice cream/yogurt
Sausage		

Please do not send cupcakes since they are very messy. Also please do not send candy as snack of the day.

100% fruit juices, water, and milk (white or chocolate) are recommended for the drinks. Please do not send sugar-added fruit drinks, Kool-aid or the like. Snacks that are not nutritious will not be served. This is necessary in order to follow state code.

Communication

On a daily basis, a white board will be located outside each classroom explaining the highlights of the children's day. A copy of this may also be sent home in your child's mailbox. A monthly newsletter will go home with the children explaining the themes or units for the various weeks, snack assignments, parent volunteers and any special supplies needed for that week (e.g. paper towel tubes, shoe boxes, etc.). Additionally, teachers may communicate with parents via email, and updates can be followed on Facebook.

Progress reports will be sent home 3 times during the year for our three's and four's classes. There will be an opportunity for parent conferences twice during the school year with your child's teacher. Please refer to the school calendar for these specific dates. Please feel free to contact the teacher anytime during the school year about your child's progress. Likewise, the teacher may contact a parent if a significant problem or concern exists.

Wee Care Program

Parents who shop at Pick 'N Save stores and wish to participate in the "Wee Care" program may do so by registering for a new Advantage Plus Savers card at your local Pick 'N Save. Tell them the organization number you wish to have your money go to and automatically, 1% of your purchases will be give to Little Lambs. If you already have an Advantage Card, you may ask that they add our organization on your card. *Our member number is 459369.*

Sentry Receipts

Little Lambs Academy also benefits if you shop at Sentry! All you need to do is ask for a sticker to put on the back of your receipt after checking out. Simply bring the receipt to school and place it in the box marked "Sentry Receipts". Little Lambs will get 1% of your total purchases.

Wish Board

A bulletin board is located near the classrooms with items listed on note cards that the preschool is in need of or "wished" for. These cards may be removed from the board and purchased by a parent or friend of Little Lambs. The board is in place throughout the year.

Suggestions to Parents

Take your child to the bathroom before you leave.

Put mittens on clips or strings, label boots and clothing with your child's name to avoid mix-ups.

Let the children wear clothes that are easy to take down when going to the bathroom.

Leave your child with *a smile* and assurance of your return.

You may find it helpful to provide your child with a school bag or backpack for transporting items to and from school.

Please dress your child in casual clothing and comfortable shoes to enable safe play in the classroom and at gym time.