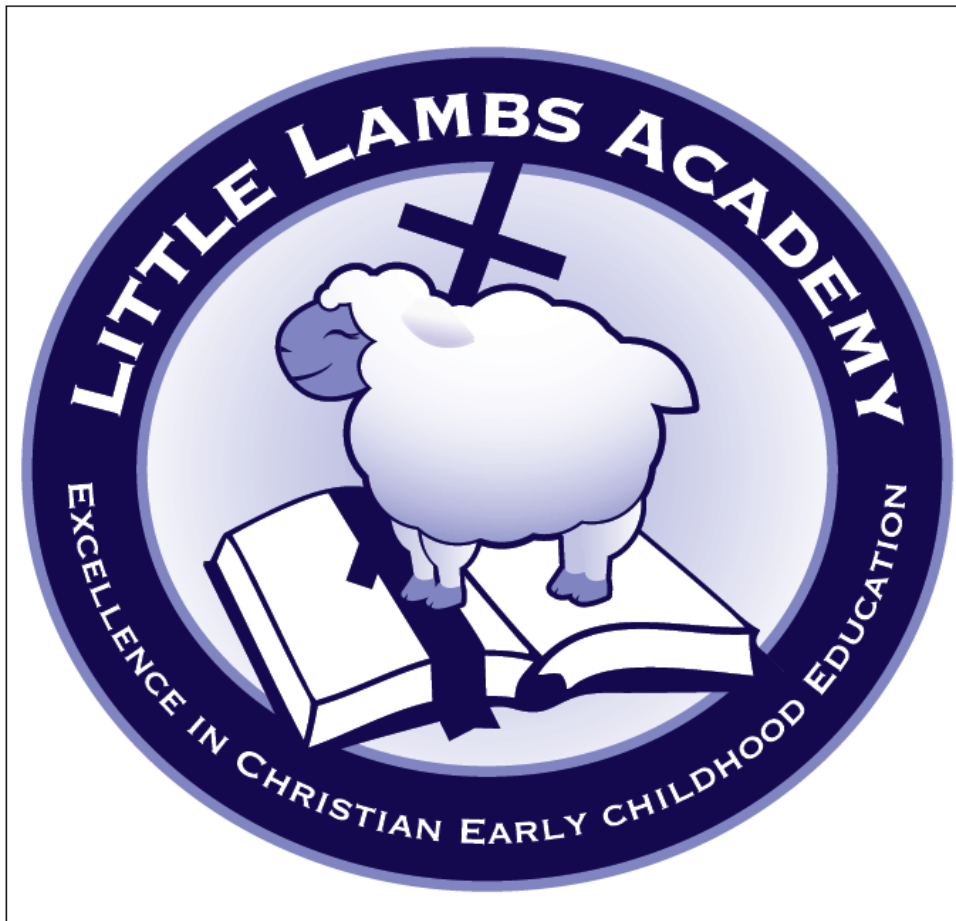


PARENT HANDBOOK



Excellence in Christian Education
Since 1989

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Little Lambs Academy Policies and Procedures

Education at Little Lambs Academy

Philosophy:

Little Lambs Academy is an outreach ministry of Peace Lutheran Church and holds to the philosophy that each child is a valuable gift from God. It is therefore the purpose of Little Lambs Academy to provide the highest quality, Christ-centered environment that offers a positive, whole child development program that focuses on spiritual, physical, academic, emotional, social and creative learning objectives.

Vision and Mission:

The vision of Little Lambs Academy is to serve children and families for Christ through excellence in Christian Early Childhood Education.

Our mission is to:

Care for Families

 Connect with Families

 Celebrate with Families

Goals:

- To provide excellence in Christian Early Childhood Education from infants through 5 years old
- To connect families with each other and with the fellowship of believers
- To be an outreach ministry of Peace Lutheran Church – to offer a “home” for those who are looking for or don’t have a church home
- To give Preschool families the opportunity to connect with the Sunday School and Children’s Ministry at Peace Lutheran Church
- To inspire Peace members to be more actively involved in this very important Outreach Ministry of the Church
- To care for the families of Little Lambs, the way Christ cared for His children while He was on Earth
- To be the light of Christ, shining brightly to all those who walk through our doors
- To meet the physical, spiritual, emotional, intellectual, creative and social needs of the children and families we serve
- To whole-heartedly and faithfully follow the direction of God, our Leader, down the path He sees most fit for the ministry of Little Lambs Academy, even as that path changes direction over the years
- To prepare children for the next step in their early childhood journey in all aspects of childhood development

Overview:

To facilitate learning in each of the 5 areas of development, we provide activities in art, music, literature, science, language arts, dramatic play, math, social studies, games, safety, and physical exercise, using large and small muscle enrichment activities. These are enhanced by various field trips, special programs and guest experts.

Preschoolers thrive in a structured environment with a predictable schedule that allows for flexibility.

Our daily schedule varies by grade and classroom teacher. Your teacher will provide a general daily schedule for your reference. Each class period includes large group time, small group instruction, guided free-play, snack time, Jesus time, bathroom break, music and movement, gym time, transitions, hands-on activities, reading, small muscle development activities, math, science, sensory, and social experiences.

Ethnic related play items such as toys, puzzles, and books are included in our classroom environments.

Formal, written progress reports will be provided two-three times each school year, and teachers will offer parent-teacher conferences twice per year to help parents track their child's development.

We believe education is a team effort between parents and teachers. Therefore, parents are encouraged to speak with teachers at any time. We have an "open-door" policy.

Curriculum:

Each teaching team collaborates on curriculum development, under the supervision of the Preschool Director. They teach learning objectives and concepts within the context of a monthly or session theme. We provide a dual track curriculum with a weekly Bible theme integrated with a learning concept theme. Transition times are facilitated with a poem, song, or movement activity to minimize waiting time.

Parents are welcome to view lesson plans if they wish.

Little Lambs Academy Curriculum Outline promoting *Whole Child Development*:

Spiritual Growth:

The "One in Christ" curriculum is employed to teach the children to:

- See themselves as God's children
- Enjoy worship activities
- Feel secure in God's love
- See their world as God's creation and grow in a desire to care for it
- Respond to God's love by caring for others
- Trust God as a loving Father
- Know Jesus is their best friend
- Understand that the Holy Spirit lives within them to guide them through life

Social Growth:

Self-concept:

Promote children's ability to improve self-concept through attitude and behaviors about self and others

- Promote acceptance of every child as a worthy human being
- Provide activities and opportunities for individuals to experience success
- Promote knowledge of body awareness skills
- Encourage the ability of children to cope with problems

Socialization:

Promote and provide opportunities for children to work and play together

- Promote and provide experiences that help children to respect the rights and understand the feelings of other children
- Promote understanding of differences between people
- Encourage children to interact with both peers and adults
- Familiarize children with group settings
- Strengthen family ties and through participating, help the parents to understand their children better
- Provide opportunities for children to gain knowledge of neighborhoods and communities

Self-help:

Promote children's development towards independence by helping them to care for themselves at an age appropriate level.

- Promote independence in toileting and dressing skills
- Promote and encourage good grooming skills
- Promote knowledge of good health skills

Intellectual Growth:

Language:

Listening

Promote children's understanding of language spoken to them

- Provide opportunities for children to follow directions
- Use books, stories, poems, songs and finger plays to promote listening and comprehension skills on a daily basis
- Help children understand the importance of listening

Speaking

Promote children's verbal communication skills

- Promote child-to-child interaction, as well as child-to-adult interactions in ways that encourage them to communicate their thoughts and feelings verbally
- Promote use of appropriate sentence structure
- Provide experiences to expand verbal language
- Elicit verbal responses by asking open-ended questions
- Provide materials to promote speech development (cooperative games, manipulatives, dramatic play)

Writing

Develop the concept that spoken words can be represented by written words

- Demonstrate use of the written word by labeling items in the classroom
- Encourage children's first writing attempts
- Promote use of writing material such as pencils, crayons, markers
- Promote use of small muscle strengthening materials such as playdough, clay, scissors, tongs, spring clothes pins, games and activities using pincher grasp
- Provide experiences with words and symbols through use of experience stories, labeling art work, making books, and using magazines
- Provide for writing experiences that are meaningful to children such as creating cards and pictures, adding captions to pictures, filling in the blanks in little reader books, responding to beginner-writing prompts
- Provide proper pencil grip instruction and utilize tools that help children be successful
- Provide pre-writing opportunities such as tracing, painting on easels, following dots and lines

Reading

- Provide opportunities for children to use books on a daily basis during quiet reading time, free play, and group reading time, and at the listening center
- Orient children to the printed word by reading aloud, and develop comprehension skills by holding pre- and post-reading discussions asking children to respond to a variety of questions
- Encourage children to use print to convey their ideas through use of paper, pencil, crayons, magnetic letters, signs or experience charts
- Provide opportunities for children to identify their name in print, recognize sight words, and be able to identify letter sounds of the alphabet

Cognition:

- Promote use of the five senses in order to explore their world
- Promote knowledge of colors
- Promote and develop concepts such as shape, size classification, and sequencing
- Promote and encourage logical thinking and problem solving abilities
- Provide both open-ended and directed science experiences, including science skills such as:
 - Observing
 - Classifying
 - Quantifying
 - Predicting
 - Experimenting
 - Communication (graphs, pictures)
- Incorporate life sciences (animals, plants, people, etc), earth sciences (air, water, sand, soil, etc), and physical sciences (magnets, simple machines, etc)
- Provide both open-ended and directed experiences to develop math concepts, including skills such as:
 - Patterning
 - Sorting and classifying
 - Ordering (sequencing)
 - Number Concepts

Rote counting
One-to-One Correspondence
Quantitative Differences
Concept of Number Sets
Recognizing Numerals

Measuring

Estimating

Spatial Skills – position words

4K students will also focus on counting by 10's, addition and subtraction with manipulatives, and writing number sentences

Physical Growth:

Gross Motor:

Promote children's large motor development by determining age-appropriate needs and providing appropriate materials and activities:

- Promote large muscle movement on play equipment
- Promote response to rhythms with appropriate body movements
- Promote body coordination through balance activities
- Promote hand-eye coordination through large ball and bean bag activities
- Develop hopping, running, jumping, skipping, kicking, throwing, and catching skills

Fine Motor:

Promote children's small motor development by determining their age-appropriate needs and providing appropriate materials and activities

- Promote coordination through use of manipulative materials such as blocks, beads, legos, and puzzles
- Promote finger strength and dexterity through use of clay, glue, cutting, coloring, painting, and paper folding/tearing
- Provide experiences to develop proper use of pencils, crayons, and scissors

Creativity:

To promote children's creativity through playful expression and freedom of activity

- Promote independent exploration of a variety of art materials
- Promote children's acceptance of own creative products without judgment
- Promote ability to dramatize a story
- Promote imaginative play
- Promote opportunities to explore music
- Promote opportunities to approach concepts and solve problems/puzzles in creative ways

Admission:

Policy:

At Little Lambs Academy, we offer educational programs for children ages 6 months – 5 years old during the September – May school year, and full or part-time wrap around care from 7:00am-6:00pm Monday-Friday all year. Please refer to Appendix A for current year pricing.

Lambs Academy utilizes TADS, a school management company for Admissions, Enrollment and Tuition management. Any child, who is dropped off at Little Lambs Academy, whether in a preschool or child care program where a caregiver is not present, incurs an administrative processing fee. It is neither refundable nor applied to tuition, and is paid through TADS.

4K

- a child must be 4 years old by September 1st
- classes are held Mondays, Wednesdays and Fridays, either half-day or full-day
- school year is the Tuesday after Labor Day through the Friday before Memorial Day
- our internal student to teacher ratio is 10:1; (state licensing ratio is 13:1)
- maximum of 16 students in one classroom, 20 in the other
- children must be toilet-trained

3K

- a child must be 3 years old by September 1st
- classes are held Tuesdays and Thursdays, either half-day mornings or afternoons
- school year is the Tuesday after Labor Day through the Friday before Memorial Day
- our internal student to teacher ratio is 8:1; (state licensing ratio is 10:1)
- maximum of 16 students in a classroom (2 classrooms)
- children must be toilet-trained

Pre-3K

- Pre-3K is offered throughout the year in 6-week sessions
- class is held once/week – on Thursdays
- a child can apply for the next session after his/her 3rd birthday
- student to teacher ratio is 8:1
- maximum of 9 students in the classroom (two classrooms available if needed)

2T

- school year consists of 3 sessions: fall, winter and spring
- class is held once/week – either Mondays or Tuesdays
- a child can apply for the next session after his/her 2nd birthday
- this is an adult/child class – students must be accompanied by a loving caregiver

Infant

- school year consists of 3 sessions: fall, winter and spring
- 2 different classes are offered for non-walkers and walkers
- this is an adult/child class – students must be accompanied by a loving caregiver

Infant Child Care and Wrap-Around Care for children 2 and up

- licensed for children 2 weeks - 13 years old January through December (all year)
- open 7:00am-6:00pm
- infant classroom maximum of 7 children ages birth-2
- Full or part-time care available for children ages 2 weeks to 13 years old
- wrap-around care classroom maximum of 9 children of mixed ages 2 years and up
- student to teacher ratio varies by age and is calculated on a daily basis in the 2+ classroom
- please refer to the Appendix G for more information

We also offer enrichment opportunities, as well as regular social events: Lunch Bunch, Little Explorers, Playgroup, and Evening Family Events.

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.

Procedure:

Applications for admission is continuous during the current school year, while applications for the following school year are accepted beginning in January.

We accept applications in the following order, associated with specific dates published each year:

1. Members of Peace Lutheran Church
2. Currently enrolled students and siblings
3. Siblings of children who have been enrolled in the past
4. New families (open to the public)

Enrollment:

Policy:

Little Lambs Academy utilizes an enrollment management company called TADS to complete the enrollment process online. Enrollment is continuous. Parents are allowed to enroll their child(ren) anytime during the school year.

In addition to the online enrollment process, the Wisconsin Department of Children and Families, the state licensing agency, requires every child to have the necessary state forms complete and on file at the school **before** the first day of attendance.

Each year, returning students must re-enroll in TADS.

Each parent, guardian, caregiver, grandparent, or anyone who would like to volunteer in the classroom, and those who are designated for regular drop-off and pick-up are required to attend the Fall Parent Orientation meeting.

Procedure:

If you are joining Little Lambs Academy mid-school year, you will receive Orientation and forms information from the school office. The preschool director will personally guide you through the enrollment process.

If you are applying for the following school year, you will receive an email from TADS towards the end of July inviting you to proceed through the enrollment process and set up your tuition account.

There are three steps to the online enrollment process:

1. Complete the online enrollment forms for each child enrolled at Little Lambs Academy. During the enrollment process, parents provide information about:
 - a. the family's household
 - b. child-abuse statement
 - c. photo permission
 - d. supplementary information about the child
 - e. transportation permission
2. Complete the Tuition Agreement and set up a billing account
3. Complete state forms and submit to the school office

The following are the required state forms that must be complete and on file before the first day of attendance:

1. Health History and Emergency Care Plan (2 pages)
2. Child Health Report
 - a. form must be signed by the child's physician effective as of the child's most recent physical exam
 - b. this form expires 2 years after the date of physical exam and a new form signed by the physician must be on file before the expiration date of the original
3. Immunization Record Form
4. Child Care Enrollment Form
5. Child Pick-Up Authorization Form
6. Emergency Card
7. Intake for Children Under 2 (if applicable)
8. Authorization to Administer Medication (if applicable)

Tuition and Fees:

Policy:

Little Lambs Academy is a non-profit, self-supporting Christian preschool. Financing comes from tuition receipts paired with fundraised monies. Little Lambs Academy Preschool Board sets tuition rates and application fees, which are guaranteed for the full school year.

Little Lambs Academy utilizes a tuition management company called TADS for families to complete a Tuition Agreement and set up a billing account.

Procedure:

If you are enrolling mid-school-year, the preschool director will guide you through the tuition management process in TADS before your child's first day of school.

If you are applying for the following school year, the tuition management process begins in the summer, and is completed online through TADS, our tuition management company. A link from TADS is sent via email before school starts to complete a Tuition Agreement and set up a billing account.

There are two steps to the online TADS process, as enrollment and tuition management are connected:

1. Complete the online enrollment for each child enrolled at Little Lambs Academy, as described in the Enrollment section on pages 9 and 10
2. Complete the Tuition Agreement and set up a billing account

TADS billing account charges include:

- Tuition payments for all classes
- Incidental fees:
 - field trips billed after they occur with separate billing and due dates from tuition
 - Weekly Reader billed at the beginning of the school year (4K only)
 - Child Care is billed after it occurs - see Appendix G for details
- Late and NSF (non-sufficient funds) fees

Fees paid directly to Little Lambs Academy office include:

- Security FOB payments
- Fundraising money

Each year, returning families must sign a new Tuition Agreement and set up a new billing account for that school year.

There is no charge to utilize TADS if tuition is paid in one or two installments. If families choose to pay tuition in 9 equal monthly installments, TADS charges a processing fee, which is added to your first payment in September.

Families are responsible for full tuition. Please refer to Appendix A and D for tuition and fee amounts. There will be no refunds of tuition due to common illness or family travel unless special arrangements have been made with the Preschool Board.

All tuition and fees must be received by the due date. Late fees and returned check fees are assessed by TADS. Any checks made payable to Little Lambs Academy that are returned NSF will incur a returned check fee. Please see Appendix D for NSF fee amount.

If an account is more than 30 days past due, a payment schedule must be set up between the Preschool Board and the person responsible for the account. If all payments are not made according to the schedule, the child will be suspended from school until all monies in arrears are paid. If tuition is not paid in full, Little Lambs Academy and Peace Lutheran Church reserve the right to take necessary means to collect the unpaid tuition amount through the use of a collection agency or other methods deemed appropriate by the Little Lambs Academy Board.

Student Withdrawal:

Policy:

Parents may terminate enrollment at any time. However, if a student withdraws from the school before the end of the school year, a mandatory withdrawal fee will be assessed.

Procedure:

Withdrawal fees are assessed to the family's TADS account in one of two ways:

1. Refund of paid tuition less the withdrawal fee or,
2. Withdrawal fee payment due before the child's last day of attendance

A family may apply for a Withdrawal Fee Waivers for the following reasons:

1. Relocation due to employment
2. Serious medical issue

Families applying for a waiver must submit a letter to the Little Lambs Academy Board from the employer or medical professional indicating such need. All withdrawal fee waiver requests will be addressed on an individual basis, and are not guaranteed.

Please refer to Appendix D for fee amounts.

Student Discharge:

Policy:

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 consider any potential withdrawal fees or refund on an individual basis.

Little Lambs Academy reserves the right to terminate a student's enrollment at any time for the following reasons (but not limited to):

1. Failure to pay tuition within 21 days of the tuition due date unless other arrangements have been made and agreed upon
2. Routinely late picking up the student
3. Failure to complete required state forms before the first day of attendance, and/or failure to re-submit new forms that have expired mid-year
4. Lack of parental cooperation
5. Failure of the parents to observe arrival/departure rules (see Arrival and Departure section on page 14)
6. Failure of the child to adjust to the school setting after a reasonable amount of time
7. Physical or verbal abuse of any person or property
8. Our inability to meet the child's needs (only following a meeting between parents and staff)
9. Parent/guardian failure to disclose information about child pertinent to his/her care, development or education.
10. Lack of compliance with handbook regulations

Procedure:

The preschool director will keep records of communications between the school and the family, documenting attempts to obtain payments, forms, or compliance. Parents will be given reasonable opportunity to comply with policy before termination occurs.

If Little Lambs Academy is unable to meet the special needs of a child, a meeting will be held with the parents, teachers and any other specialists to determine next steps before discharge occurs.

Grievances:

Policy:

Parents are welcomed and encouraged to discuss any problems he/she has with the program or personnel.

Procedure:

In the event that a parent/guardian has a concern, a complaint, or specific feedback, our policy is for you to proceed through the hierarchy as follows:

1. Approach the classroom teacher first
2. If you don't experience resolution, or you don't feel comfortable addressing the classroom teacher, approach the Preschool Director next
3. If you still don't experience resolution, the next step is to bring the matter to the Preschool Board
4. Finally, the Pastor will come to a final decision regarding any persistent unresolved issue

Licensing and Violations:

Little Lambs Academy's state license is posted in the commons area of the preschool.

Posted in the commons area of the preschool are the following documents:

1. State license
2. Any violations that were cited during the most recent inspection, along with the corrective actions taken
3. State of Wisconsin Department of Children and Families (DCF) Administrative Code Book
4. Little Lambs Academy Policies and Procedures Parent Handbook
5. Your Guide to Licensed Child Care (published by DCF)

Daily Activities:

Class Schedule

The Little Lambs Academy Class Schedule can be found in Appendix B at the end of this document.

Arrival and Departure

Policy:

- Parents/Guardians are required to park in the Small Road parking lot. Cars cannot park or wait in the circle drive, as dictated by the City of New Berlin Fire Department. In the event of an emergency, the circle drive must remain accessible at all times for emergency vehicle access.
- It is required by state licensing regulations that all parents sign their child in and out each day. A sign-in / sign-out sheet is used to provide a written record of the child's attendance, whereabouts, hours, and the person who brought/picked up the child each day.
- Children will only be released to the parents or other persons listed on the Child Pick-Up Authorization form, unless access is prohibited or restricted by a court order. If so, we must have a copy of the court order on file at school. If anyone other than the child's parent or someone who is not listed on this form is to pick up a child, we must be notified in writing or by a telephone call in advance. The person picking up the child may need to show a driver's license or other picture ID.

Procedure:

- Parents/guardians must park in the Small Road parking lot and walk with their child, holding their hand for safety, into and out of the building.
- Cars cannot park or wait in the circle drive, as it violates fire codes. The circle drive can only be used for loading or unloading, and only with permission from the office staff.
- Parents must walk with their child to and from the classroom. They are expected to drop off in and pick up from the classroom, verbally acknowledging their arrival and departure with the classroom teacher.
- A daily sign-in / sign-out sheet is located by the door of each classroom. Parents/guardians are required to sign in, indicating the time upon arrival, and sign out, again indicating the time at departure.
- Children are only released to the child's parent/guardian, or other adults listed on the Pick-Up Authorization form. If the parent/guardian wishes to have another person pick up their child, arrangements must be made ahead with a dated, written or typed notice provided to the classroom teacher. In the event of an emergency or unplanned circumstance, a phone call to the school or church office from an authorized adult will be permitted.
- If a child refuses to go with an approved individual, the following procedure will be followed:
 - The parent/guardian will be called alerting them to the situation. If there is no answer, the individuals on the Emergency Card will be contacted. The child will remain in the classroom with the teacher, assistant, or director until a suitable person can be reached.
 - In the event that a person picking up a child appears to be under the influence of alcohol, drugs or other substance, the child will remain in the classroom until the police arrive.
- Please notify the people you designate on your Emergency Card and Pick-Up Authorization forms that office staff may ask for identification upon arrival, if we do not know them. This procedure is to ensure your child's safety.

Attendance

Policy:

- Little Lambs Academy is open January through December, Monday through Friday, 7:00am-6:00pm. We are licensed to serve children 2 weeks to 13 years old, although our usual population is 6 months through 5 years old. Occasionally, an older sibling will need wrap-around care on days off of school.
- Little Lambs Academy must be informed if your child will not be attending class. If your child is absent and we have not heard from you, we will attempt to contact you, as required by State of Wisconsin licensing regulations.
- Little Lambs Academy observes and will be closed on the following holidays:
 - Labor Day
 - Thanksgiving
 - Christmas
 - New Year's Day
 - Teacher In-service Friday in February
 - Good Friday
 - Easter break is typically the week following Easter Sunday
 - Memorial DayPlease refer to the Master Calendar found in Appendix C for specific dates the school will be closed.
- Please refer to specific attendance policy related to our Extended Care program in Appendix G.

Procedure:

- Please make sure you call the Little Lambs Academy office, or email the director and/or classroom teacher to report your child's absence.
 - 262-679-1441
 - preschool@peacelutheran.orgEach classroom teacher has her own email address, as well, which you can find in Appendix F.
- In order to track attendance, we require parents/guardians to sign in and sign out their child upon arrival and departure. Please refer to Arrival/Departure policy and procedure for details.
- Children should arrive no more than 10 minutes before class begins, and should be picked up no later than 10 minutes after the end of the school day. Your promptness is appreciated.

Child Guidance

Policy:

In preschool, the goal of child guidance is to create an environment that allows children to develop self-control and assume responsibility for his/her behavior, while ensuring the safety of all children. All staff will communicate their behavioral expectations in a language that children are able to understand in order to redirect inappropriate behavior. In an effort to support the emotional development of children, limits will be set in a calm and reasonable manner. We are all working to help children feel secure, loved, and confident, and to help them become caring people who are learning to respect the rights of others.

For infants and toddlers, we understand crying is normal, and there will be times when a child will become distraught, fussy or cannot stop crying. At these times, we will stay calm and do whatever we can to soothe the child.

We maintain a positive, Christian-based discipline policy, which focuses on prevention, redirection, love, and consistency with a firm, yet gentle approach. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the school frequently, so they are familiar with the guidelines. Our goal is to encourage children to become creative, independent, responsible, and socially mature individuals who can make responsible choices and accept the consequences of such choices.

Little Lambs Academy does not use corporal punishment, verbal abuse, or isolation, even at parent request.

If a discipline problem arises that does not respond to the above-mentioned techniques, we will hold a conference with the parent/guardian. Together, we will try to find a solution. Parents may be called to remove their child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the child may have to be pursued, for the safety and well-being of all.

Procedure:

Please understand that preschool children do not behave perfectly all the time, and there WILL be disagreements between children. Sometimes children disobey adults. Sometimes they make choices impulsively without thinking first. Young children are just beginning to learn how to express their feelings and make good choices.

The word discipline originates from the Latin word *disciplina*, which means 'instruction'. We view discipline as a teaching tool, and shall be handled in a loving, caring, Christian manner – firm but gentle.

Acceptable behavior will be encouraged through the use of:

- positive reinforcement
- praise
- replacing an inappropriate activity with an acceptable form of the same activity
- positive suggestions instead of commands to help students make appropriate decisions

- setting consistent limits on the student’s conduct, and through words and actions, letting the student know that they are in an environment with loving people who care about them
- explanation of the difference between appropriate and inappropriate behavior

Negative feelings such as anger and jealousy are normal and will be accepted, but inappropriate behavior will not. In the event of negative behavior, teachers will employ the following correction strategies:

- A time out may be used with children three and older 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. Often times, we will put a toy causing a dispute on a ‘time out’ instead of the child(ren)
- Problem-solving techniques will be employed. Children may be asked to define the problem, generate alternatives and then follow through with a solution
- Teachers will redirect negative behavior when appropriate
- Teachers will discuss inappropriate behavior and teach alternative options
- Teachers will encourage apology and forgiveness
- Occasionally withdrawal of privileges will be employed based on the principle of natural consequences

Because punishment does not teach a child what to do, it will not be used as a form of discipline at Little Lambs Academy.

God loves and forgives us. This will be our model as we learn to love and forgive others in our classrooms.

When infants or toddlers cannot stop crying, our first action is to provide comfort and attempt to determine the cause of the distress. It may be related to basic needs such as hunger, comfort, diaper needs, or attention.

Aggressive Behavior

Policy:

One of the primary functions of Little Lambs Academy is to ensure the safety and well-being of our children. This policy sets forth the actions that the preschool will take when safety is endangered due to the aggressive behavior of a child. Examples of aggressive behavior include, but are not limited to, biting, hitting with hands, hitting with or throwing a hard object, shoving, scratching, kicking, pinching, threatening gestures toward others, threatening language toward others.

Procedure:

Teachers will move a child away from the group who is displaying aggressive behavior. The teacher will ensure a safe environment first, comfort and attend to the “victim” child first, and finally address the child who displayed the aggression. Problem-solving techniques are outlined in the Child Guidance section of this handbook.

Formal reports of aggression must be completed by the lead teacher and documented in the following manner:

- At every incident of aggressive behavior, a Notification of Aggressive Behavior form will be given to the parents, one to the Preschool Director, and one for the child's file.
- Upon the second incident of aggressive behavior, the Preschool Director, teaching staff and the Preschool Board may take action to consider temporary or permanent dismissal.
- In extreme circumstances, the Preschool Director and the Preschool Board may supersede this policy and dismiss a child from Little Lambs Academy immediately.

Parental Monitoring in Parent/Child Classes:

Policy:

In our Parent/Child classes (Infant classes, Toddler classes, and Friday Playgroup), parents/caregivers are responsible to monitor their child's behavior.

Procedure:

If a child is physically aggressive or hurting another child and the parent/caregiver does not intervene in a timely manner to prevent injury, the classroom teacher will step in to appropriately and safely redirect behavior. Safety is a priority in a group setting such as Little Lambs Academy.

Clothing / Attire

Policy:

Parents should dress their children for active play, including indoor gym and outdoor playground. This includes messy activities as well. Clothing should be comfortable and seasonally appropriate.

Procedure:

Make sure you send appropriate clothes for the weather

- No flip-flops. They are not safe on steps or the playground.
- Clothes need to fit properly
- Comfortable, closed-toed shoes for active play
- Please don't send your child in clothes they can't operate independently (belts, for example)
- Please don't send your child in fancy clothes that can't get messy

We ask that all parents keep a spare change of clothing in the child's backpack in case clothing gets wet or soiled during the school day.

Personal Belongings

Policy:

We ask that you leave the child's personal belongings (toys, special items) at home, in the car, or in his/her backpack. Exceptions include:

- It's the child's special day and they are invited to bring an object for show and tell
- The child's rest-time friend, blanket, pillow for "brain break"
- The child needs a comfort object at drop-off to ease separation anxiety

All of the child's belongings must be clearly labeled.

Procedure:

Label ALL belongings with indelible ink:

- Backpack / diaper bag (label on the outside)
- Coat
- Lunch Box (label on the outside)
- Boots – rain and snow
- Hats
- Gloves/mittens
- Rest-time items:
 - Blanket/beach towel
 - Rest mat
 - Stuffed friend
 - Pillow

Communication

Policy:

Good communication is of the utmost importance. Little Lambs Academy will make every effort to keep the lines of communication open with parents/guardians.

Classroom teachers will provide a written evaluation of your child's progress 2-3 times per year. Opportunities for parent/teacher conferences are offered twice/year. Please see the Master School Calendar for specific dates for progress reports. Teachers will schedule conferences with parents.

A variety of tools are employed to assess your child's development, such as observation, one-on-one evaluation, collections of your child's work, and learning games.

Parents/guardians are encouraged to communicate clearly with teachers and administration. We have an open-door policy. You are welcome to come to us with praise, concerns, or complaints.

Procedure:

Teachers and administration will communicate regularly with parents/guardians via the following methods:

- Daily highlights posted on the white board outside the 3K/4K classrooms
- Monthly classroom newsletters
- Monthly classroom calendars
- Verbal and email communication
- Monthly Director newsletters
- Yearly Master School Calendar
- Notes on the parent bulletin boards
- Group or individual text messages
- Social media

Remember, the teachers are always available for discussion about your child. We are working together for his/her optimum development.

In the event that a teacher has a concern regarding a student or parent/guardian:

- Teachers are encouraged to address the concern with the parent/guardian first
- Then seek the counsel of the Preschool Director next
- If the concern is not resolved, the matter will be addressed with the Preschool Board
- Finally the Pastor will come to a final decision regarding persistent unresolved matters

Classroom Volunteers

Policy:

Each parent/ caregiver, grandparent, anyone who wants to volunteer in the classroom, and those who are designated for regular drop-off and pick-up are required to attend the Fall Parent Orientation meeting.

Families who join Little Lambs Academy mid-school year will receive orientation and forms information from the school office. The preschool director will personally guide you through the enrollment process. New families must make arrangements with the preschool director to attend the required Parent Orientation meeting.

Please refer to the Classroom Volunteer Orientation Overview in Appendix H.

Procedure:

The purpose of the Fall Parent Orientation meeting is to communicate important safety, policy and procedural information necessary for a successful school year. This is also when we provide the Classroom Volunteer Orientation necessary before volunteering in the classroom. Volunteer Orientation is required by state licensing regulations. If grandparents are involved in the child's education, they should attend. If you are unable to attend the Fall Parent Orientation meeting, other arrangements must be made with the Preschool Director to obtain required information.

Visiting / Observing in the Classroom

Policy:

Parents/guardians may visit and observe the class on any day during normal operating hours, unless access is prohibited or restricted by a court order that we have on file at school.

Nutrition

Policy:

Nutritious snacks and drinks are provided by the parents on a rotational basis scheduled by the teacher. Safety dictates that Little Lambs Academy is a NUT FREE SCHOOL, and as such, parents must select snacks from our “approved snack list” below to ensure we avoid the risk of cross contamination. The teachers are not permitted to serve any snacks that are not listed below. Fresh foods must be pre-packaged and unopened or have the peels intact when they arrive at school. Parents are asked to inform staff of any food allergies their child may have. For more information on our food allergy procedures, please see page 31 in the Health and Safety section.

For those students who are at school for lunch, lunch food is provided by the child’s parents. We encourage parents to pack nut-free healthy foods from each food group for the child to eat at lunch time.

Procedure:

Snack Procedure:

Per state licensing regulations, we serve 2 nutritious items at snack time. We encourage whole foods for snack. Parents can choose from the following list of approved, nut-free snack options. Packaged foods must be unopened. Homemade foods are not an option, given the risk of cross-contamination.

Approved Healthy snack options:

- uncut, fresh fruits with peels on: bananas, easy-peel oranges (clementines, cuties)
- pre-packaged fruit cups in natural juice – not syrup
- pre-packaged applesauce
- individually packaged raisins or other packaged dried fruits
- pre-packaged vegetables - baby carrots, sugar snap peas
- pre-packaged natural popcorn – regular – not microwave and not cheese
- pre-packaged pretzels
- pre-packaged nut-free, low sugar granola bars
- pre-packaged graham crackers

Healthy drink options:

100% juice – apple, white grape
water**

**Water is a great option for a drink, but then you need to choose 2 other items with nutritional value to serve along with the water, per state licensing regulations.

- Parents are responsible to read the nutrition labels of packaged foods to ensure they are nut-free. ***Packaged foods must neither contain nuts nor be processed in a facility that processes nuts.*** If a snack does contain nuts, the classroom teachers will not serve it. They will use the “spare snack”, and the parent who sent an unapproved snack will be responsible to replace the “spare snack” supply.
- Parents who have children with food allergies beyond nuts (e.g. dairy, eggs, soy, rice, etc.) are asked to provide a container of safe snacks the teachers can access in the event an unsafe snack is served.
- A child who could possibly experience a severe allergic reaction at school will need to provide appropriate medication, prescribed by the child’s doctor, to leave at school. Parents will need to submit an “Authorization to Administer Medication” form to the classroom teachers before school begins.
- Table tops on which snacks are served will be cleaned and sanitized immediately prior to snack.
- All children are to wash their hands with soap and running water before snack time.
- All snacks are served on disposable materials.
- All snacks and drinks that need refrigeration will be stored in the classroom refrigerators, which contain a thermometer showing the temperature is maintained at 40 degrees F.
- Ample time will be given for socialization during snack.
- All left over items will be properly stored to maintain freshness. Extra snack items will be sent home with the student who brought snack that day.
- In the event that the person assigned to bring snack does not, the preschool keeps a spare snack and drink to serve. The parent who did not bring snack on the assigned day will replenish the spare snack.

Mealtime procedure:

- Lunch boxes/bags must be clearly labeled with the child’s name. Containers inside the lunch box must also be clearly labeled.
- Parents must provide an adequate amount of healthy foods for the child to choose from during meal time.
- For preschool students, we encourage ice packs to keep cold foods cold as we do not provide refrigeration for student lunches.
- The preschool does not have a method for heating preschool snack or lunch foods. We encourage the use of a thermos for hot foods.
- Lunch teachers monitor food choices, making sure children eat healthy foods first before treats.
- Lunch teachers encourage positive social conversation among students during meal time.
- Children wash their hands before and after mealtime.

- Tables are washed and sanitized before and after mealtimes.
- Children are encouraged to learn and practice self-help skills by throwing away their lunch garbage, cleaning their place, and closing their lunch containers inside their lunch boxes.
- After preschool children are finished eating and cleaned up, they have an opportunity for recess where they can run around and play with friends. A variety of play options are provided during this time, such as balls, basketball hoops, hoola hoops, scooters, etc. If the weather is nice, teachers will take the children outside for lunch recess.
- Children younger than 12 months old must be served formula or breast milk unless written direction is on file from the child's health care professional. The infant room has refrigeration and equipment to warm bottles and foods as necessary.

Special Treats/Party procedure:

Often, parents will choose to bring a special treat for the class to celebrate their child's birthday, however this is not required or expected. These treats (pre-packaged, nut-free foods or non-food items) must be packaged to go home. They are not distributed during the school day. Also, occasionally, classes will have a class party. On these days, two nutritious items are still served, but non-nutritious food may also be served - for example, students may decorate a heart-shaped cookie for a Valentine's Day party. Make sure all foods are nut free, as well as not processed in a facility that processes nuts.

Field Trips:

Policy:

On field trip days, class is held at the field trip destination and parents/caregivers stay with the child for the duration of the field trip.

Parents will be notified of the date, time and destination of field trips. Parents are required to submit a signed field trip permission slip. If this form is not completed, the adult with the child that day will be asked to sign the permission slip or must take the child home.

When on field trips, classroom teachers are in attendance to guide the activities, but the students are in the care of their parents/caregivers.

Procedure:

Little Lambs Academy utilizes parent/caregiver transportation for field trips due to a shortage of available certified buses.

To ensure the safety of all children while on field trips, teachers and teaching assistants will implement the following state-required safety measures:

- A list of the children being transported will be kept with the teacher, and parents/caregivers must sign in upon arrival and sign out upon departure from the field trip destination. This list will be kept on file with the daily sign-in sheets.
- Teachers will carry emergency information including parent contacts, physician contacts, child enrollment form, and emergency medical consent forms on all field trips.

- The primary teacher will carry a first-aid kit, including disposable gloves. It will be the parent's/caregiver's responsibility to appropriately care for the injured or sick child.
- Each teacher will carry a cell phone for use in an emergency.

In the event that parents/caregivers are not able to transport their child to and from the field trip destination, parents can contact other school families to make arrangements. If alternative arrangements cannot be made, the parents will need to keep their child home that day.

Fundraising:

Policy:

Little Lambs Academy operates exclusively with the tuition dollars collected from enrolled students. It costs more to educate each child than the cost of tuition, so we rely on fundraising to balance our budget and to complete larger projects where costs fall outside the budget. There are several opportunities throughout the school year for families to participate in fundraisers. We encourage participation, in hopes that families will have fun, and partner with us to keep tuition costs affordable.

Procedure:

Little Lambs Academy holds a variety of fundraisers throughout the school year including, but not limited to: Little Lambs Sunday Event, Annual Spring Carnival, LLA Dinner Nights, Raffles, and business partnerships, such as restaurants, Thrivent, Kwik Trip and Amazon.

Wish Board:

The Preschool Information Station is located across from the altar area downstairs. There you will find the "Giving Tree" which has items listed on sticky notes that the preschool is in need of or "wished" for. These cards may be removed from the tree and purchased by a parent or friend of Little Lambs. The tree is updated many times throughout the school year, so check often. There is also a bulletin board showing what each classroom is collecting. This isn't a fundraiser, but it helps the school save money in the supply budget.

Security:

Policy:

Little Lambs Academy places the utmost importance on the safety and security of all people in our building.

With the support and collaboration of the New Berlin Police Department, we have a security system and lock-down plan in place.

All students must be signed in upon arrival and signed out upon departure for security and child-tracking.

Parents with special custody arrangements and/or court orders must inform the Preschool Director and provide the necessary government-issued documentation.

Procedure:

Teachers are trained annually for an intruder emergency. Lock-down procedures are practiced during the school day at least once per school year.

In the unfortunate event that a student is lost, the primary teacher will search for that student. The teaching assistant will be in charge of the remaining students and all regular activities will be suspended until the lost child is located. The church staff will be called to assist if necessary. If the incident occurs while on a field trip, parents and on-site staff will be asked to assist in the search for the lost child. If the child isn't found in a reasonable amount of time, the lead teacher will call 911 and give the authorities a full description of the child, and the director will notify the parents. The Wisconsin Department of Children and Families will be notified within 24 hours of the incident.

The Preschool Director and classroom teachers will be aware and informed about any custody issues regarding their students. A copy of the court order will be filed in the appropriate student's file. The staff must follow all court order procedures regarding the release of the student to the proper custodial parent.

If another adult other than the parent will be picking up the student, a written authorization and proper identification must be presented to the Preschool Director / office staff or teacher before this new adult will be allowed to take the student from the preschool. These authorizations will be placed in the student's file. If an unauthorized person arrives to pick up a child, we will not allow the child to leave with that person. If necessary, we will lock down the school to prevent the unauthorized person from accessing the child, followed by calling 911 to allow the proper authorities to handle the situation.

If a parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While we cannot legally withhold a child from the legal guardian, we will not hesitate to call the police if we feel the child is in danger.

The building of Peace Lutheran Church is in compliance with applicable state and local building codes and the School Board will ensure that all of the DCF 251 requirements are fulfilled.

Emergency:

Policy:

Little Lambs Academy staff is committed to ensuring the safety of all people in the building in the event of an emergency.

Procedure:

Fire drills are conducted school-wide on a monthly basis, and the fire alarm system is tested by the alarm company on a daily basis. Staff is trained in the use of fire extinguishers. Parents are made aware of the location of fire extinguishers at the Parent Orientation meeting.

Tornado drills are conducted monthly during the tornado season.

Emergency evacuation maps are posted at the doorway of each classroom. Emergency numbers are posted in each classroom near the land-line telephone. Each employee is familiar with the procedures and will calmly carry out their duties in an emergency. Emergency supplies (flashlights, radios, cell phones) are in each classroom and each staff person has quick access to those supplies in an emergency. In the event of an emergency when only one staff person is in the building, a second staff person is available who lives within 5 minutes of the school. There is a staff vehicle available for use in emergencies on the premises whenever there are people in the building. Staff will be made aware of students who, because of special needs or disabilities, will need special evacuation considerations. Parents are made aware of the evacuation procedures at the Parent Orientation meeting.

In the event of an emergency building evacuation, classes first meet at the “safety tree” near the circle drive at the front of the building. If the evacuation is prolonged, children will be moved to staff vehicles for safety and protection until students can be picked up by parents/caregivers. Teachers always carry attendance and emergency contact information with them in an emergency situation.

In the event of a tornado warning, the children will be taken downstairs. A portable radio, flashlight and extra batteries are kept in the tornado shelter area at all times. Teachers always carry attendance and emergency contact information with them in an emergency situation.

In the event of a minor student injury, standard first aid procedures will be employed. A first aid kit is in each classroom and staff is oriented to its use. Parents are informed of minor injuries upon pick-up, and the injury is logged in the medical log book. Parents are made aware of the first aid kit location at the Parent Orientation meeting.

In the event of a serious injury or illness, staff will notify the parents as soon as possible. If parents cannot be reached, the instructions on the emergency record form will be followed. Staff will call 911 in an emergency and the injured/ill child will be transported by ambulance to the hospital. The default choice of hospital is Children’s Hospital of Wisconsin, unless parents, guardians, or EMS providers deem otherwise. Parents must inform the school administration regarding the extent of the medical treatment within 24 hours so we can notify the State of Wisconsin Department of Children and Families.

If a student injury/illness or other emergency occurs during a field trip, the parent/caregiver is responsible for the care of the student. A first aid kit will be brought to each field trip to aid in handling minor injuries. Teachers will assist the parent/caregiver as necessary in the care of an injured or ill student, and will call 911 for serious injuries.

There are land-line phones in the main floor classroom, and classrooms 2 and 3 downstairs for use at all times. Staff may use cell phones as necessary. Parents are made aware of the telephone locations at the Parent Orientation meeting.

If a parent or guardian comes to pick up their child and appears to be under the influence of alcohol or a controlled substance, the teacher must release the child to the parent/guardian but will call law enforcement for the well-being of the child.

In the event of the loss of building services such as heat, air-conditioning, water, electricity, telephone, or plumbing, staff will use common sense to do what is appropriate to keep the people in the building safe. We may close school early after notifying parents of the situation, or move students to an alternate room.

The inside temperature of the building may not be less than 67 degrees F or above 80 degrees F. We have heat and air-conditioning throughout the building. If temperatures are outside the allowed range due to system malfunction, parents will be notified and the school will close until the issue is resolved.

Unplanned School Closings:

Policy:

Little Lambs Academy may need to close due to inclement weather, power failure or other emergencies.

Procedure:

Emergency school closings will be conveyed through Channels 4, 6 and 12 school closings, or through a group text or email. The Director will make the decision to close school by 7:00am based on the safety of all children and staff concerned.

Health and Safety:

Policies:

Hygiene Policy:

We make it a priority to maintain strict cleanliness and hygiene standards. We follow all the licensing rules and guidelines set forth by the State of Wisconsin Department of Children and Families.

Illness policy:

Children should not be sent to school if they show any of the following symptoms:

- fever (99+) occurring within the last 24 hours
- deep, productive or recurrent cough
- severe cold
- constant, thick, colored nasal discharge
- vomiting / diarrhea occurring within the last 24 hours
- severe itch / unidentified rash
- severe sore throat with or without spots
- chicken pox

- conjunctivitis (pink eye)
- gonorrhea
- viral hepatitis
- influenza
- impetigo
- measles
- mononucleosis
- mumps
- lice
- ring-worm
- rubella (German measles)
- pertussis (whooping cough)
- scabies
- strep infection (including scarlet fever)
- hand-foot-mouth disease
- fifth disease

If an illness requires medication prescribed by a physician, children may not return to school until they have been on the medication for a minimum of 24 hours.

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 x616

A chart of communicable diseases is posted on each of the parent bulletin boards in the preschool commons area, and is also provided to parents during the Orientation process at the beginning of the school year.

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

Mandatory Reporter Policy:

Our staff is required by the Department of Human Services and Child Protective Services to be mandated reporters of suspected child abuse or neglect.

Medication Policy:

Parents will provide any medication needed by the child, including over-the-counter and prescription medicine. Written authorization is needed for the staff to administer ANY medication, prescription or over-the-counter.

State Forms Policy:

All students must have the following state forms on file before the first day of school, as required by our state license:

- Emergency Home Contact Card
- Day Care Immunization Record
- Child Health Report (must be resubmitted every 2 years)
- Child Enrollment Form
- Health History and Emergency Care Plan
- Intake for Children Under 2 (must be updated every 3-6 months)

- Child Pick-Up Authorization Form
- Authorization to Administer Medication Form

Other Health and Safety Policies:

Teachers do not apply sunscreen or bug repellent to any child. If you want your child to have these protectives, please apply them at home before coming to school.

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.

Little Lambs Academy is a nut-free school.

We do not have pets on the premises. Parents are notified in advance if an animal will be visiting.

Procedures:

Hygiene Procedures:

The staff is trained and follows universal precautions (measures taken to prevent transmission of infection from contact with blood or other bodily fluids or materials having blood or other bodily fluids on them as recommended by the U.S. public health service centers for disease control and adopted by OSHA) when exposed to blood or blood-containing bodily fluids and injury discharges of all students. Staff has training in the recognition of childhood illnesses and infectious disease control including handwashing procedures and universal precautions for handling bodily fluids.

- All persons exposed to blood or blood-containing bodily fluids and tissue discharges must wash their hands immediately with soap and warm running water.
- Single use disposable gloves must be worn if there is contact with blood containing bodily fluids or tissue discharges. Hands must be washed with soap and water after removal of the gloves. Gloves must be discarded in plastic bags.
- For spills of vomit, urine, feces, blood or other bodily fluids, staff must clean and disinfect the floors, walls, bathrooms, tabletops, toys, and countertops as needed.

Children must wash hands with soap and running water before and after eating, after using the bathroom, and after sneezing, coughing, blowing their nose.

Parent provided diapers and wipes must be disposed of in the provided diaper pails, which are emptied and sanitized daily or more often as necessary. Soiled cloth diapers are placed in a plastic bag, stored in the provided covered container and sent home daily for laundering by the parents.

Bathroom supplies are available at all times, including soap, toilet paper, paper towel, wastebasket, step stools. Toilet room door locks are operable from the outside.

Children are able to use the bathroom any time during the day. The bathroom door is open at all times during the school day, and a staff person is always with students using the bathroom. Boys use the boy's bathroom and girls use the girl's bathroom, unless a teacher is by herself, and she needs to have all the children in one bathroom to maintain staff to child ratios and safety.

Soiled clothes or family-provided bedding are placed in a plastic bag and sent home with the parents for laundering.

As part of regular hygiene maintenance, all family-provided bedding is sent home every 5 uses for laundering. Clean bedding must be returned the following school day.

All furnishings, toys, and other equipment are washed and sanitized when they become soiled.

Before the beginning of each new school year, the tables, chairs, toys and equipment are cleaned and sanitized in preparation for the new class.

Infants are placed to sleep on their backs in separate cribs with clean, tight-fitting bedding used by only that child. Beginning at 1 year old, washable nap mats or cots may be used. Each child has a separate nap mat/cot with bedding that is sent home to be laundered by parents every 5 uses. Bedding is sent home for washing sooner if it becomes soiled. Mats/cots are disinfected weekly.

Parents must provide all diapers, wipes, lotions, and other diapering supplies, as well as bottles, cups, plates, bowls, and utensils for meals on a daily basis. Each day, meal supplies are sent home.

Staff uses disposable plates, napkins, cups and utensils for group snacks.

Feeding chairs are disinfected after each use. Table tops are washed and sanitized before and after snacks and meals.

Illness Procedures:

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

In order for a sick child to return to school, he/she must be:

- fever-free for at least 24 hours
- vomit- / diarrhea- / rash-free for at least 24 hours
- on antibiotics or other medication such as eye drops or creams for at least 24 hours
- sores must be scabbed over to not be contagious (e.g. chicken pox, hand-foot-mouth)

Mandatory Reporter Procedure:

As a school, we are mandated reporters to the Department of Human Services if we feel a child is being abused or neglected. Parents/guardians must inform the teacher or director at drop-off of any injuries, cuts or bruises that occurred before arrival at school. Teachers then record that information in the medical log book.

Medication Procedures:

Parents who provide medication for their child to be administered during the school day must have an *Authorization to Administer Medication* form on file with the classroom teacher. Medication must be in the original package, with the original pharmacist's or manufacturer's label, the child's name, dosage instructions, current date, name of medication, and times to be administered. Medication is stored in the medicine / first aid cabinet out of the reach of children, or in the refrigerator if necessary. Staff must

record all medication administrations in the medical log book. Parents have the right to view the medical log book regarding their own child at any time.

Confidentiality Procedure:

Teachers will not share information about a child's special needs with other families in their child's class unless given specific permission by the child's parent/guardian.

State Forms Procedure:

All students must have the required forms on file before the first day of attendance. Enrollment will be terminated if any of the student forms are incomplete or not received on time.

All state forms must be reviewed and/or updated annually for accuracy. Parents are required to complete a review form at the Parent Orientation. *Child Health Report* forms expire after 2 years, and must be resubmitted before the expiration date. *Intake for Children Under 2* forms must be updated every 3-6 months as the child grows and his/her needs change.

Allergy Procedure:

Little Lambs Academy is a nut-free school. Students, teaching staff and classroom volunteers may not bring or consume anything containing peanuts or tree nuts. Parents must check the ingredients of foods they send for snacks and meals. The following is a list of commonly overlooked foods that do contain nuts: almond milk, almond butter, granola bars, Nutella, trail mixes, treats such as Nutter Butter and Reese's. We implore parents to be diligent about this policy as we serve children with life-threatening allergies, and at this early age, children are too young to advocate for themselves.

If a parent sends a food containing nuts, it will be returned home unopened, with a reminder note regarding our policy.

If a child has a food allergy other than nuts, parents are encouraged to provide safe foods, which are stored in a covered container and labeled clearly with the child's name. If a group snack is being served that the teacher feels may be an allergen, the teacher will provide the allergic child with a choice from his/her safe food options.

A child who could possibly experience a severe allergic reaction at school will need to provide appropriate medication, prescribed by the child's doctor, to leave at school. Parents will need to submit an "Authorization to Administer Medication" form to the classroom teachers before school begins.

Little Lambs Academy Classes

(prices are for the 2018-2019 school year)

Class	Times	Days	Fees
Infant Classes 6 months to 2 years old with a loving adult	6-12 mo. olds: 10:30-11:30am 1-2 year olds: 9:00-10:00am	Wednesdays	Fall: \$93 Christmas Mini: \$28 Winter: \$93 Spring: \$65
2-Toddler Classes 2 - 3 1/2 year olds with a loving adult	9:00-10:30 10:30-noon	Mondays or Tuesdays (choose one or the other)	Fall: \$116 Christmas Mini: \$36 Winter: \$116 Spring: \$81
Pre-3K 2T students who turn 3 throughout the school year	9:00-11:00	Thursdays Fall - 6 wks (Oct 11-Nov 15) Christmas - 3 wks (Nov 29-Dec 13) Winter 1 - 6 wks (Jan10-Feb 14) Winter 2 - 6 wks (Feb 21-Mar 28) Spring - 6 wks (Apr 4-May 16)	6 week sessions - \$132 Christmas Mini - \$66
3K Half Day Must be 3 by Sept 1st	9:00-11:30 or 12:30-3:00	Tuesdays and Thursdays	\$150/month Peace members \$144
3K Lunch Bunch	11:30-12:30	Tuesdays and Thursdays Choose 1 day or Both days	\$60 for 2 days \$30 for 1 day
3K Little Explorers	9:00-11:00	Wednesdays	\$59/month
4K Half Day Must be 4 by Sept. 1st	9:00-11:30 or 12:30-3:00	Mondays/Wednesdays/Fridays	\$186/month Peace members \$178
4K Full Day Must be 4 by Sept. 1st	9:00am-3:00pm	Mondays/Wednesdays/Fridays	\$395/month (Only \$5.48/hour!) Peace members \$380
4K Little Explorers with Lunch And Brain Break	9:00-12:30 or 11:30-3:00	Wednesdays	\$89/month
Free Friday Playgroup Infants – 5 years old	9:00-11:30	Open Playtime - Fridays Come and Go as you please Open when school is open	FREE
Extended Care 6 weeks-6 years	7:00am-6:00pm	Monday-Friday All year, including summer	\$5.50/hr 3+ yr. olds \$6.50/hr 2-3 yr. old \$7.50/hr Birth-2 yr. old

If you have any questions about the classes we offer, times, or fees, please don't hesitate to contact Joanne in the office!
Joanne Webb – Preschool Director preschool@peacelutheran.org 262-679-1441

Little Lambs Academy Class Schedules for 2018-2019 School Year

Free Friday Playgroup (children birth to 5 years) Open to anyone in the community

Fridays 9:00am to 11:30am.

“Come and go as you please” format.

Open when school is open, closed when school is closed.

Infant Class (children 6 months to 2 years old)

Wednesdays

9:00-10:00 for 1-2 year olds

10:30-11:30 for 6-12 month olds.

Fall, Christmas Mini, Winter and Spring Sessions

This is an Adult/Child class.

2-Toddler Class (children age 2 by the start of each session)

Mondays or Tuesdays from 9:00 to 10:30 a.m. or 10:30-12:00.

Fall, Christmas Mini, Winter and Spring Sessions

This is a Parent/Child class

Pre-3K Class (children who turn 3 after the Sept 1st cutoff)

Thursdays from 9:00-10:30am

A series of 6-week sessions, beginning in October, designed for 2T children who turn 3 throughout the school year. As soon as a child turns 3, he/she can enroll in the next 6-week session.

This is a drop-off class designed to prepare children for 3K in the fall.

3K Classes (toilet-trained children who are 3 by Sept. 1st)

Tuesdays and Thursdays, either 9:00 -11:30am or 12:30-3:00pm.

An Extended Day program called Lunch Bunch is offered from 11:30-12:30

4K Half-Day Classes (toilet-trained children who are 4 by Sept. 1st)

Mondays, Wednesdays and Fridays

9:00-11:30am or 12:30-3:00pm.

4K Full-Day Classes (toilet-trained children who are 4 by Sept. 1st)

Mondays, Wednesdays, and Fridays 9:00-3:00pm

This includes attendance in the Little Explorers classes on Wednesdays.

Little Explorers Classes (for toilet-trained 3K and 4K children)

Wednesdays 9:00-11:00am or 1:00-3:00pm.

Infant/Toddler Child Care and Preschool Wrap-Around Care

Open 7:00am-6:00pm

Monday - Friday

Full-time and part-time wrap around care open all year

Little Lambs Academy 2018–2019 Master Calendar First Semester September – December 2018

August 28	Orientation & Classroom Volunteer Training (required) – all grades 6-7pm
August 29	Open House – meet your teachers, school supply drop-off 4-5pm
September 4	Classes begin for 3K
September 5	Classes begin for 4K
September 5	Classes begin for Little Explorers
September 7	First day of Friday Playgroup
September 10, 11	Classes begin for 2T Fall Session
September 10	Book Club
September 12	Classes begin for Infants
September 21	4K Olympics Bikes & Trikes event – bring bikes/trikes to school today!
September 28	4K Preschool Olympics Closing Ceremonies 11:15
October 8	Book Club
October 11	First day of Pre-3K Fall Session
October 21	<i>Little Lambs Sunday–10:45 service-new 3K & 4K students receive Bibles Family Lunch & “Jesus Lights Our Way” event following the service</i>
October 11	Pumpkin Farm Field Trip 3K classes (<i>tentative</i>)
October 10	Pumpkin Farm and Train Ride Field Trip 4K and LE classes (<i>tentative</i>)
October 22, 23, 24	School Pictures
November 1 (week of)	Progress Reports sent home for 4K
November 3-10	Joanne on Guatemala mission trip (<i>Laurie in the office - limited hours</i>)
November 12 & 13	Vision Screening (during class – all ages) (<i>tentative</i>)
November 13, 15	4K Information Session (for 3K families) 9:15am the 13 th or 5:30pm the 15 th
November 12	Book Club
November 12, 13, 14	Last days of Fall Session Infant & 2T
November 14	<i>Evening Family Event - Fall Family Festival 5:30-7:00pm</i>
November 15	Grandparent’s Day for 3K (10:30am / 2:00pm)
November 19	4K Thanksgiving Feast
November 20	12 week assessments sent home for 3K
November 21, 22, 23	No School – Thanksgiving Break – No Friday playgroup Child Care Closed
Nov 26, Dec 3, 10	Christmas mini-session for Infant & 2T Classes
Nov 29, Dec 6, 13	Christmas mini-session for Pre-3K
December 4	2T Birthday Party for Jesus – all classes together
December 19	Last Day of school for 4K – Christmas program 10:00am / early dismissal
December 20	Last Day of school for 3K - Christmas Programs 10:00am / 1:30pm
December 21 – Jan 1	No school – Christmas Break Child Care Closed Dec 24, 25 / Open Dec 26-28

Little Lambs Academy 2018–2019 Master Calendar Second Semester January – May 2019

January 2, 3	Back to school for 4K (2 nd) & 3K (3 rd) and Child Care
January 7, 8, 9	Back to school for Winter Session 2T & Infant
January 10	Back to school for Pre-3K Winter Session 1
January 10	Progress Reports sent home for 3K
January 14	Book Club
January 15	<i>Registration online for 2019-2020 school year - Peace members - 5:00pm</i>
January 14, 15	Pre-3K and 3K Information Session after class (for 2T families)
January 14 –18	Conferences for 3K
January 22	<i>Registration online for 2019-2020 school year - LLA families - 5:00pm</i>
January 28 – Feb 1	National Lutheran Schools Week - Watch for exciting daily events!
January 31	Open House & Winter Fest Family Event 6:00-7:00pm <i>Registration online for 2019-2020 school year - New families - 6:00pm</i>
February 11	Book Club
February 13, 14	4K (13th) / 3K (14th) Valentine Parties
February 21	Pre-3K Winter Session 2 begins
February 20 (week of)	Progress Reports sent home for 4K, conferences to follow - watch newsletter
February 22	No School – Teacher In-Service Day
February 22	No Friday Playgroup – school closed - Child Care closed
Feb 26	Evening Family Event - Annual School Carnival 5:00-8:00pm (Fundraising Event)
March 11	Book Club
March 11, 12, 13	Last days for Winter Session 2T & Infant
March 29	4K Planetarium Field Trip – <i>(tentative date)</i>
March 25, 26, 27	Spring Session begins – 2T & Infant
April 4	Spring Session Pre-3K begins
April 8	Book Club
April 19, 22	Good Friday and Easter Monday - School and Child Care Closed
April 19-28	Easter Break – no school / Child Care open Apr 23-26
April 19, 26	No Friday Playgroup
April 29	Classes resume
May 3	4K Graduation Picture day (tentative)
May 6 - 10	Teacher Appreciation Week
May 10	4K All-Day picnic and David Stokes presentation
May 13	Book Club
May 13, 14, 15, 16	Last day Spring Session – 2T, Infant, & Pre-3K
May 16	3K Green Meadows Farm field trip <i>(tentative date)</i>
May 21	3K End-of-the-Year Program & Ice Cream Social 6:00-7:00pm
May 23	Last Day of School for 3K
May 24	Last Day of School for 4K – ½ day for all classes Graduation for all classes together - 10:00am with Reception to follow

Little Lambs Academy Fees, Credits and Discounts for 2018-2019 School Year

TADS fees:

\$55 one-time processing fee if you choose 9 equal monthly installments to pay tuition
\$35 NSF fee (non-sufficient funds)
\$29 late fee
3% credit card convenience fee

LLA fees:

\$100 Processing fee for any child being dropped off at LLA (effective date 10/15/18)
\$35 NSF fee (non-sufficient funds)
\$200 Early withdrawal fee (withdrawal from the school before the end of the school year)
\$10 per FOB to access the security system
\$5 photo processing fee for 3K classes only
\$6 Scholastic Weekly Reader subscription for 4K classes only

Extended Care fees:

Extended Care fees are billed to your TADS account after the month is over. Bills are due the 20th of the month following care. For example, the bill for September Extended Care is due October 20th.

Referral Credits:

Families who are new to Little Lambs Academy may identify who referred them, and the referring family will receive a \$25 credit on his/her January tuition bill. This credit can be applied to second semester tuition or summer camps. It does not roll over at the end of the fiscal year, which ends June 30th.

Member Discount:

Please see Appendix A for Church Member tuition rates. Member rates only apply to 3K and 4K.

Family Discount:

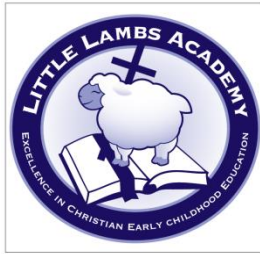
If a family has 3 or more students attending Little Lambs Academy in the same school year, the family will receive a 4% discount applied to the third child's tuition.

Fundraising Opportunities for the 2018-2019 School Year

Little Lambs Academy operates exclusively with the tuition dollars collected from enrolled students. It costs significantly more to educate each child than the cost of tuition, so we rely on fundraising to balance our budget and to complete larger projects where costs fall outside the budget. We encourage your participation, in hopes that you will have fun, and partner with us to keep tuition costs affordable.

- **Little Lambs Sunday / Family Lunch**
Every year, we celebrate our awesome school and our Little Lambs by inviting them to sing at Sunday morning worship. After church, families are invited to enjoy fellowship, lunch and a featured event such as an Arts Festival or Family Story Time activity. The cost of the Lunch is a fundraiser for our school, and free-will donations are accepted. We encourage everyone to join us for food & fun!
- **Annual Spring Carnival**
Every year, Little Lambs Academy hosts a huge carnival event with games, prizes, food, face painting, balloons, bounce house, and silent auction and raffle prizes. Everyone loves it! Families come back year after year to enjoy the LLA Carnival! This is a big fundraiser for us, so we hope you will join us and buy lots of tickets!
- **LLA Dinner Nights**
Throughout the school year, there are opportunities to eat at various restaurants in the area, and the restaurants donate a percentage of the sales from *our* families to *our* school. It's an easy fundraiser, and families can enjoy time together while getting a break from cooking! It's a win-win all around! Please put these dinner nights on your family calendar and plan to join us.
- **Front-Row Seating**
Little Lambs has several programs throughout the school year for the 3K and 4K classes. All families are given one free raffle ticket for front-row seating to these functions. To increase your chance of winning, families are encouraged to purchase additional raffle tickets in the LLA office. You may purchase as many as you want!
- **4K Quilt Raffle**
Each student in our 4K classes makes a quilt square for their class quilt during "Q" week. Volunteers sew the quilt together, and the quilt is raffled off during the 4K Graduation ceremony. Every family is given the opportunity to purchase raffle tickets up to graduation day.
- **Thrivent Choice Dollars**
If you are a Thrivent member, please go to the Thrivent website, log into your account and designate your Choice Dollars to Little Lambs Academy. It's very simple and quick!
- **Kwik Trip**
Kwik Trip has agreed to donate a percentage of purchases to anyone who uses their Kwik Trip card. Please stop in the office to find out more about how you can help us earn money donated by Kwik Trip.
- **Amazon Smile**
Do you shop online? If you go to Amazon Smile, which is the same Amazon you know and love, you can designate Peace Lutheran Church as your "charity of choice". Then, with every purchase through Amazon Smile, Amazon will donate a percentage of your purchase to the school and church.

Appendix F



Little Lambs Academy
Teacher emails

Mrs. Shiroda	4K	mrsshiroda.lla@gmail.com
Mrs. Lehmann	4K	mrslehmann.lla@gmail.com
Mrs. Abraham	3K	mrsabraham.lla@gmail.com
Mrs. Ritter	3K	mrsritter.lla@gmail.com
Miss Laurie	2T/ Pre-3K Little Explorers	misslaurie.lla@gmail.com
Miss Shelley	Infant	missshelley.lla@gmail.com
Mrs. Pelzek	Wrap-Around Care	mrspelzek.lla@gmail.com
Mrs. Lunsford	Infant Care	mrslunsford.lla@gmail.com
Joanne Webb	Office	preschool@peacelutheran.org

Appendix G



Little Lambs Academy Wrap-Around Care / Child Care Program

Little Lambs Academy offers full-time, part-time or occasional care Wrap-Around Care / Child Care Program for children ages 6 weeks to 13 years old.

Hours: Monday-Friday, 7:00am-6:00pm

Child Care Cost:

- \$5.50/hour 3+ years old
- \$6.50/hour 2-3 years old
- \$7.50/hour birth-2years old

Child Care Procedures:

Every child using Child Care must have all the appropriate state forms on file. We already have forms for all 3K and 4K students, however if your child is an Infant, Toddler, or a non-student sibling, we will need a series of state forms completed and handed in **before** the child is dropped off for care. If you aren't sure if we have the proper forms, please check with the teaching staff and/or the LLA office. Forms can be obtained in the office, the Child Care classroom, or the website.

1. Child Health Report – signed by the child's doctor
2. Immunization Record
3. Child Enrollment Form
4. Health History and Emergency Care form
5. Intake for Child Under 2 (if applicable)
6. Emergency Card
7. Pick-Up Authorization form
8. Authorization to Administer Medication form (if applicable)

If your child will be at school more than 4 hours on any given day, he/she will need rest time supplies:

1. Infants – parents provide crib sheet and other supplies (we provide crib)
2. 12 months and older need a 2" thick rest mat
3. beach towel to put on the mat
4. blanket to cover up with
5. small rest time friend

When you need to use Child Care you must fill out a calendar for the appropriate month.

Calendars are available in the following places:

1. In 2T, 3K and 4K mailboxes around the 15th of every month
2. Child Care classrooms
3. LLA office

You must fill out a calendar **every month**, regardless of how “regular” your Child Care needs may be, as this document is used for staffing, scheduling students, and billing.

1. Fill in the top section with the parent and student information, along with the child’s birthdate. Then write in the calendar squares the time your child will be dropped off and picked up. Please fill in times by the half-hour, as we bill by the half-hour. For example: 9:00am-11:30am.
2. You must fill out a separate calendar for each child – siblings CANNOT be on the same calendar.
3. Calendars are due the 25th of the month prior. Calendars should be handed in to the Child Care classroom or the LLA office. *Please do not hand them to preschool classrooms.*

Adding Child Care hours after the 25th of the month:

1. Email the LLA office so we have a record of the request.
2. Add requests must be received by 3:00pm at least one school day before care is needed. Please know that if someone is not in the office, we may not receive the request in a timely manner. The more notice you give us, the more likely your request will be processed before care is needed. If we have open spots and proper staffing, you will receive a confirmation via email.
3. Requests for same-day care will be considered based on classroom availability and proper staffing. You must make a request, and the request must be approved in the LLA office. **You may not just drop off your child.** If we have room and staff, your request will be granted for same-day requests. Again, if someone isn’t in the office, the request may not be processed before care is needed. You will receive email confirmation when your request is approved. An additional \$5 fee will be assessed for same-day care.

Cancellations and Absences:

1. Contact the LLA office via email (so we have a record of the communication) as soon as you know if your child will not be attending Extend Care, so we can open the spot to another child.
2. You will be charged for cancellations and absences because we will have already staffed for your child.

Child Care Billing:

1. You will be billed for the days and times that you have filled out on your calendar and/or additional hours you requested. You will be billed even if your child is absent, or you cancel.
2. If your child's stay extends before or past the time you have indicated on your calendar, you will be charged for the additional time. During the school day, you have a 10 minute grace period. More than 10 minutes early or late will be charged an additional half hour. Teachers will note the exact pick-up/drop-off times.
3. Our school closes promptly at 6:00pm. Pick-ups after 6:00pm will be charged a \$2 per minute, per child fee. This fee is not excused even if a call is made notifying the school that you will be late. The teacher will note the exact pick-up time. For example: if you pick up at 6:05, you will pay an additional \$10. Please be on time.
4. Payment for Child Care is processed through TADS. Child Care bills will be due the 20th of the month following care. For example: September Child Care will be due on October 20th.
5. In the event school closes for inclement weather or unforeseen circumstances, child care charges will be removed. You will not pay for child care if we have to close the building.

Classroom Volunteer Training Overview

Classroom Volunteers October-May

- Responsibilities in the classroom:
 - Assist children with projects
 - Help teachers set up projects and snacks
 - Read to children during quiet reading time
 - Help supervise on playground/gym
 - Cutting, preparing projects
 - Help supervise play, encourage social interaction

- Health & Safety
 - Wash tables before and after snack
 - Wash hands before and after food handling, bathroom use
 - Wash kids' hands before and after snack
 - First aid kit in each classroom
 - Superficial wounds washed with soap and water
 - Head injuries – always communicate w/ teacher
 - Emergency exit routes posted in each classroom
 - Volunteers not permitted to bathrooms w/ children
 - Phones located in Rooms 2 and 3, or cell phone
 - Fire extinguishers by altar and in hall by Room 2
 - Evacuation routes in each classroom
 - Downstairs classrooms are tornado shelter

- Cell Phone policy
 - No cell phones in classrooms please
 - Emergencies or urgencies, of course

- Social Media policy
 - You may take pictures of only your child in the classroom. Not all children have photo permission, and posting on social media may violate the rights of other people's children

- Siblings policy
 - Siblings are not permitted in the classroom while you are volunteering. We offer Child Care specifically for sibling care. Please contact the Child Care teacher to reserve a spot while you're volunteering.