



**Capron Lutheran Church
Little Lambs Preschool
Parent Handbook
2017-2018**

**Capron Lutheran Church
155 South 2nd Street
PO Box 306
Capron, IL
815-569-2711 Preschool Office
815-569-2480 Church Office**



2017 Edition

Dear Parents:

On behalf of the teaching and support service staff, we would like to personally welcome you and your child to Capron Lutheran Church Little Lambs Preschool. The 2016-2017 school year will be filled with many opportunities for your children to learn and grow. We hope the information provided in the Parent Handbook will answer many of your questions regarding procedures and organization of our school. We are pleased to work with you to meet the educational needs of your child and look forward to making 2016-2017 a success!

Bonnie Fulton
Pre-School Director/ Lead Teacher

Our Mission

The mission of CLC Little Lambs Preschool is to provide enrichment activities and learning opportunities for 3 and 4 year olds to facilitate physical, intellectual, emotional, and social growth. This is done through quality leadership, programs, services and facilities.

Staffing

Bonnie Fulton – Director/ Lead Teacher
Preschool Line 815-569-2711
Church Office 815-569-2480

Rosie Pierce - Teacher Assistant

Staffing for preschool- minimum 1 teacher & 1 assistant per 10 children.

Admission

Admission will be on a “first come-first served” basis. To be admitted to the preschool program, students must:

- Meet the age requirements for the program 3 & 4 year olds
- Preschool children must be able to handle toileting independently.
- Pay a non refundable registration fee of \$35.00
- Provide the required forms prior to attendance, completed and signed.
 - Registration Form
 - Health Form- signed by a physician and not older than 6 months prior to the first day of school.
 - Emergency Form and Consent Form

Purpose and Philosophy

The purpose of Little Lambs Preschool is to provide enrichment activities and learning opportunities for 3 and 4 year olds to facilitate physical, intellectual, emotional and social growth.

The program philosophy is based on beliefs that:

- Each child is an individual, unique in his/her background;
- Children have different rates of developing and ways of learning;
- Learning at the preschool level is play-based;
- Self-esteem and the ability to learn are interdependent;
- Music and motion are essential to development of circuitry in the brain.
- It is our responsibility to provide an environment that:
 - Provides a wide variety of play-based learning opportunities
 - Play centers with age-appropriate toys and media
 - Seasonal or thematic play centers
 - Group and individual games and activities that use large, fine and gross motor skills.
 - Provides individual and group activities (games, music, arts, crafts, puzzles, and other manipulatives) that allow natural teaching opportunities for developing math and literacy skills;

The goals of the program are to assist in developing a child who:

- Has a positive self-concept
- Is able to work and play with children and adults
- Deals with his/her emotions
- Is physically coordinated
- Can orally communicate (ask questions, listen, can follow directions)
- Expresses himself/herself in many ways (movement, art, building materials, drama, music, spoken word)
- Is curious and wants to learn
- Has readiness skills for full time school

The program purpose is accomplished through the use of structured and unstructured discovery time, outdoor time, physical activities, small group time, music, art, drama, dance and story times.

Attendance

- Preschool Session will include:
 - Sessions are: Monday/Wednesday/Friday 8:30 AM – 11:00 AM
- It is expected that children will attend their assigned session regularly, except in cases of illness. There are no “part time” options for the preschool sessions.
- **Parents are to notify the teacher if the child will be absent for any reason.**
- Transportation must be provided by the parent or authorized representative.

Daily Program

Preschool sessions: 8:30 AM – 11:00 AM

(30 min) 8:30-9:00 – free choice activities-learning centers.

(5 min) 9:00-9:05 – Clean-up time

(10 min) 9:05-9:15 - Calendar, weather, pledge

(30 min) 9:15-9:45 – curriculum time, breaking into groups (alphabet, numbers, colors, reading etc.)

Friday is arts and crafts.

(25 min) 9:45-10:10 – hand washing/ snack time

(25 min) 10:10-10:35 – movement/ large muscle time (outdoors if possible).

(20 min) 10:35-10:55 – group time/ story time.

(5 min) 10:55-11:00 – Getting ready for dismissal.

Outdoor Activity

Whenever possible, children will be taken outside for games and activities. We will not go outside if the temperature is below 32 degrees or if wind chill makes conditions unsafe. PLEASE DRESS YOUR CHILD FOR THE WEATHER.

- There may be occasional excursions off site.
 - Permission forms and information about the event will be sent home several days before the event; these forms will need to be signed and returned prior to the child being taken on the outing.

Fees

There is an initial non-refundable registration fee of \$35, this is paid annually at time of registration to hold child's place and for program fees.

Payments are due the first day of school of each month beginning with September, there will be a \$25 late fee charged for all late payments made after the first week of each month. Three delinquent payments within one year will be cause to discharge the child. A \$25 service charge will be assessed for check returned because of "non-sufficient funds" and notification of such will be given to the parent. Payment including monthly payment and service charge must then be paid in cash.

3 year olds - \$55 a month

4 year olds - \$80 a month

There are no refunds for holiday, vacations, non attendance, or illness.

Calendar

Capron Lutheran Church, Little Lambs Preschool will begin each year on the first Tuesday after Labor Day in September and will end on the Friday before Memorial Day in May. Emergency closing of school due to weather or other emergencies will follow the North Boone School district. Local radio and TV stations will announce closings.

Arrival and Departure

- **For the safety of all children**, please park on the south side of the church on Ogden Street and enter and exit the east door entrance of the preschool.
- Parents or the authorized/designated representatives are responsible for getting the preschool children safely into and out of the school building.
- Parents or the authorized/designated representatives must **sign the child in** when they arrive and **make the staff in the classroom aware** of the child's arrival.
- Children will need to wash/sanitize their hands in the preschool bathrooms upon arrival at school.
- When picking up the child, parents or the authorized/designated representatives must **sign the child out**. Children will be released by the teacher or the assistant only to those individuals whom the parents have authorized in writing on the emergency form. If someone else is designated to pick up the child on a particular day, the teacher must be notified by the parent in writing. Picture identification may be requested at the time of pick-up. If the teacher/assistant has a concern about the representative picking up the child and the child does not recognize the person readily/spontaneously, the parent will be contacted.
- Children are to **arrive** no earlier than 8:20 AM. If children are not picked up by 11:10 AM, parents will be charged \$5.00 for every 15 minutes, payable in cash at the time of pick-up.
- On some days, it may be difficult for some children to separate from their parents. This is normal. It is recommended that parents make the drop-off brief and cheerful with a hug and assurance of being back to pick them up. The teacher and assistant will get the child quickly involved in play or activities. The child will not be forced to participate, but will be given positive alternatives and options.

Student Records

- All student records will be confidential and secured at all times.
- Records or individual student information will not be released unless proper, written authorization by the parent or legal guardian is secured and on file.
- A copy of the all forms will be maintained in the student's file.

Nutrition & Snacks

- Nutrition is essential for healthy bodies and effective learning. Preschool children are expected to be brought to school having had breakfast.
- Parents will be asked to provide snacks, please choose a nutritious snack oriented toward low sugar and good, basic nutrition. The snacks must be store bought. The Preschool will provide milk and 100% juice.
- Appropriate store-bought snacks include:
 - Apples, bananas, or other washed fruit
 - Raisins, fruit bars, applesauce, fruit cups
 - Popcorn, pretzels, crackers, snack mix, snack bars, low sugar cereal, granola bars
 - Peanut butter
 - Cheese
- Children will not be forced to eat the snack, but no substitutions will be made. **HOWEVER**, children **allergic** to contents of the snack provided will be served a suitable substitute.
- A short prayer will be said before snack is served.

Clothing and Attire

- Children should wear/bring clothing appropriate for indoor activities as well as daily (as weather permits) outside activities. Snow boots should not be worn in the classroom.
- Children should wear well-fitting shoes appropriate for active play (**NO LOOSE-FITTING SANDALS, FLIP-FLOPS, OR DRESS SHOES**)
- We recommend all clothing (including boots, backpacks etc.) brought to the school shall be inconspicuously marked with the child's name.
- Preschool children should bring a tote or back pack with name or ID inconspicuously attached, to use to take home crafts, newsletters, and other materials.
- Designated area will be available for outer wear and backpacks/totes. The child will be responsible for identifying his/her own belongings.
- Personal Belongings – Children will not be allowed to bring personal belongings,(toys, games, jewelry, money etc.) in the preschool room except by special permission or for a special event. Any item brought to school will be secured in the child's backpack or in a safe place in the preschool room until departure.
- Parents are asked not to send candy, gum, or food to school unless prior arrangements are made with the teacher.

Parent Participation & Conferences

- Parents are welcome to visit at any time. It is most helpful if the teacher is aware of the visit ahead of time, but it is not required.
- Parents may call the teacher after hours to discuss issues. Phone number is listed in this book.
- A preschool orientation session will be conducted in August of each year.
- Parents may volunteer to assist in the classroom at any time and may be asked to help with particular projects.
- A newsletter will be sent home monthly.
- One parent/teacher conference is offered during the school year. Additional conferences may be requested by the teacher or the parent as needed or desired

Guidance & Discipline

Discipline is viewed as a process of learning self-control, respect for others, and responsibility. To help children learn this process, the following guidelines are in place:

- Children will be oriented to school behavior expectations in the first weeks of each session.
- Children will be redirected when demonstrating inappropriate behavior. The goal is to help the child become self-disciplined and responsible for his/her own actions.
- At times, children will assist with making clear and concise rules and limits.
- Teacher and assistant will:
 - Anticipate and redirect inappropriate behaviors;
 - Remind children of expectation, rules, and limits;
 - Help children use words to express anger, resolve conflicts, and express needs and desires;
 - Assist children in the conflict resolution process.
 - The teacher, or assistant may remove a child from an activity if inappropriate behaviors persist and help the child to find an appropriate activity to engage in. If needed, a child will be directed to a chair in the room to take a break for no more than one minute per year of age.
 - If a child physically hurts another child, he/she will be removed from the activity, the hurt child will be comforted and the children will then be assisted with conflict resolution process. The parents will be informed at the end of the day.
 - If the child continues to behave inappropriately, parents will be called for a conference with the teacher and assistant to develop a strategy and timeline for correction. Professional or outside intervention may be requested. Should the strategy not be effective, the parents may be asked to withdraw the child from the program.
 - No corporal punishment will be used.

Health, Illness, and Medication

- The school must be notified if the child is absent for any reason, including illness.
- Little Lambs Preschool is for well children. Parents are asked to keep their child home if there are symptoms of illness, including, but not limited to fever, vomiting, diarrhea, rashes. The child should be fever free without medication for 24 hours prior to attendance.
- Parents or the designated representative will be called and asked to pick-up their child if they exhibit any of the above symptoms while at school.
- Children are expected to participate in all activities, such as going outside if the weather permits. If the child has not fully recovered from an illness to permit this, the parents will be asked to keep the child at home.
- A doctor's decision regarding return to preschool may be required.
- Medication – Medication will NOT be administered at the Preschool Program.
- Medical emergencies – If an emergency injury or illness occurs, the parent or designated representative will be notified immediately and asked to pick up the child. (Parents are required to maintain an updated Emergency phone list at the school.) A cot and blanket will be provided for the child to rest on. If the injury or illness appears life-threatening or serious, the parents will be contacted and the child, accompanied by the teacher or assistant, will be taken by ambulance to the designated hospital.

Discharge

A child will be discharged from Little Lambs Preschool for any (but not limited to) the following reasons:

- Failure to pay tuition.
- Failure to complete required forms in a timely fashion
- Lack of parental cooperation and compliance with policies/procedures.
- At the request of parents, in which case a two weeks written notice is requested. No refunds of fees will be made.
- At the request of the teacher because of
 - An inability to participate or benefit from the program
 - An inability of a school age child to take and follow direction on repeated basis
 - Discipline problems that jeopardize the ability of the teacher, and/or assistant to provide necessary supervision and appropriate learning environment for the other children.

A parent-teacher conference will be held to determine appropriate strategies to handle the situation. A time frame will be agreed upon by both parties. A follow-up conference may be requested by the preschool director.