

**LITTLE LAMBS CHRISTIAN PRESCHOOL
LYNN HAVEN UNITED METHODIST CHURCH**

**STUDENT HANDBOOK
2018-19**



Revised 7-18-18

Little Lambs Christian Preschool
Lynn Haven United Methodist Church
4501 Transmitter Rd.
Panama City, FL 32404
(850) 265-8485

Dear Parents:

Welcome! We are pleased you have selected Little Lambs Christian Preschool for your child's Preschool experience. We look forward to an exciting year with an AWESOME team of committed, caring, dedicated teachers and aides. Our goal is to provide a nurturing and supportive experience in a Christian environment where your child will feel safe, secure and loved.

It is the mission of the United Methodist Church to make disciples of Jesus Christ for the transformation of the world. We strive to honor that mission by making it our goal to grow young disciples at Little Lambs Preschool by sharing God's Word with the children.

Please read this handbook and sign the Parent Agreement that will be mailed to you in your Back to School informational packet. It contains preschool policies, tuition rates and general information. If you have further questions, please feel free to contact me at any time. Thank you for sharing your Little Lamb with us!

Blessings to you and your family,

Julie Richter, Director

PRESCHOOL PHILOSOPHY

Little Lambs Christian Preschool has been an outreach ministry of Lynn Haven United Methodist Church since its inception in 1999. The purpose of the Preschool is to provide excellence in Christian education in a safe, loving and supportive environment. Emphasis is placed on developing the spiritual, cognitive, physical, social and emotional growth of each child while taking into account differences in developmental abilities.

Little Lambs Christian Preschool hours

Monday - Friday, 9 a.m. - 12 noon

Morning drop-off begins at 8:50 a.m., so please bring your child at that time.

***OUR DROP-OFF/PICK-UP PROCEDURES HAVE CHANGED FOR THE 2018-19

PRESCHOOL YEAR! In the past, caregivers were able to enter the building via the church lobby that connects to our rear hallway near the playground. That entrance is now closed to provide additional security during preschool hours.

ALL drop-off and pick-up must occur at the educational building doors nearest our Preschool office. We are very excited to have the additional security prevention measures in place to provide a safe environment for the students and staff. You may park and walk your child(ren) in/out of the building or utilize

the drop-off/pick-up lane and our staff will happily walk students to/from the classroom(s).

Any child(ren) not picked-up by 12:10 p.m. will be assessed a charge of \$1 per minute. Parental signature is required for late pick-up verification. Late fees will be reflected on the monthly tuition statement.

****The FL Dept. of Children & Families issued new statutes for childcare effective 2/1/18. If a child does not arrive to the Preschool, within one hour of the start of school our office is required to contact a parent, legal guardian or emergency contacts to confirm the child's whereabouts, unless we have prior knowledge of their absence. You may let the teacher know in advance of planned absences for our record-keeping purposes. For any absence due to illness, car difficulties, etc. please CALL OUR OFFICE at (850)265-8485 as soon as possible. If we don't hear from you, we are required to call you within the hour. Thank you in advance for your assistance with this state-mandated rule for the safety of children.**

FEES/TUITION

Registration and supply fees are non-refundable. Tuition, based on a 9 month calendar is due at Open House in August, and the 1st of every month thereafter beginning October 1. A late fee of \$15.00 will be assessed the 7th

of each month for any tuition past due. Checks should be made payable to LHUMC - Little Lambs Preschool. No tuition adjustments are made due to absence, illness, vacations, holidays, etc. When paying tuition through personal electronic banking, please indicate your child's name on the payment for proper posting to your account. Tuition is based on the number of school days, excluding holidays. A \$15.00 fee is assessed for returned checks. (See Tuition Schedule for more details). Monthly tuition statements will include Before and After Care, Lunch Bunch and any late fees incurred. Your child's preschool attendance will be suspended should your account become 30 days past due. Once fees are paid current and space availability determined, your child may resume attending preschool.

LUNCH BUNCH

This extended session is offered only to children enrolled in Little Lambs.

Children furnish their own lunch from home. PLEASE DO NOT SEND

MICROWAVABLE MEALS - WE SIMPLY DO NOT HAVE TIME NOR

MANPOWER TO ACCOMMODATE THIS ! Lunch boxes should be labeled with

your child's name. The Lunch Bunch fee of \$5.00 per day is billed on tuition

statements. Lunch Bunch is from 12 noon - 1 p.m. A fee of \$1.00/minute for

tardy pickups after 1:00 p.m. Parents will be required to sign for late pick-up. Late fees will be posted on monthly tuition statements.

BEFORE CARE

Before Care will be offered Monday - Friday from 8:00-9:00 a.m. This is a pre-registered option with Parents billed for the registered days. A \$5.00 charge will be added to monthly statement for each day this option is used regardless of drop-off time. For those NOT registered to utilize Before Care on a regular basis for the entire school year, drop-ins are allowed at the rate of \$5/child for this additional hour. Names of those randomly using this option will be added to the daily Before Care attendance sheet with fee/date applied to monthly statement. Please note Drop-ins are restricted to children currently enrolled in Little Lambs Preschool and does not apply to extended family members/friends. **Drop-in attendance must be pre-approved by the Director.

EXTENDED CARE

After Care will be offered Monday-Friday to families in need of childcare from 12:00-5:00 p.m. Extended Care is provided only for children age 2 or older. There will be a charge of \$15.00 a day for this option. Families utilizing the afternoon extended care are not charged for lunch bunch. Those utilizing both

before and after care will be charged \$20.00 per day. A registration fee of \$50.00 is required to secure the spot and assist with supplies. Before care charges are billed weekly and added to the following month's statement. After care charges (12-5 p.m.) are billed in advance, caregivers will be charged for the days of after care they reserved at registration.

A late fee assessment of \$1/minute will occur after 5:00 pm. To discontinue use of this optional service, the courtesy of a 2 week notice is required. Drop-ins for Extended Care are limited due to pre-registered ratio of adults: children. Preschool office must be contacted to confirm space availability for any given day.

SCHOLARSHIPS

Scholarship information is available upon request. Interested parents should contact the Preschool office for a Scholarship application. Applications are reviewed and recommendations made accordingly by the Preschool Advisory Board. Children receiving tuition assistance whose attendance reflects absence more than presence will no longer be enrolled in the program. This will allow opportunity for another child to enroll, as well as being good stewards of scholarship funding.

WITHDRAWAL

Due to the revolving waiting list for space availability, a two (2) week withdrawal notice is appreciated. Any outstanding fees must be paid in full at that time. Please remember Registration/Supply fees are non-refundable.

PRESCHOOL ADVISORY BOARD

The Preschool Advisory Board meets each year to discuss budget/finances, policies/procedures, staff issues, praises/concerns; scholarship needs/applications. The Board is comprised of parents with children in the Preschool, as well as, church members and preschool staff. Please see Julie in the office if you have any items you would like to submit for the Board's discussion/evaluation.

CURRICULUM

WEE Learn curriculum, is published by LIFEWAY, and has been recognized as being appropriate for Pre-K. Biblical perspective curriculum guides furnish a balance of opportunities for development of the whole child for each age group beginning with Toddlers, Twos, Threes and Four year olds. Founded on sound educational principles, this curriculum equips teachers with specific guidance in

age-appropriate activities used to guide and encourage mental, physical, spiritual, social and emotional development with an emphasis on literacy and kindergarten readiness. (Art, language, math, science, music, creative movement, fine & gross motor skills). Supplemental materials published by ABEKA, another Christian faith-based curriculum, are also utilized. The Secular curriculum, Links to Literacy, which meets Florida Sunshine State Standards and rounds out the preschool's curriculum usage.

BEHAVIOR

To learn to socialize and interact with others, accept direction from adult(s) other than from parent(s), and adopt classroom rules that include using words to express feelings instead of hands to demonstrate frustration, is part of the process of developing positive appropriate behavior. Any aggressive behavior (i.e. kicking, scratching, biting, hitting, cussing, etc.) will be documented on an incident report with parent consulted. If after three (3) instances and parent consultations the child's behavior has not improved, child will be removed from the program. Incident reports are completed on children for instances of behavior and/or verbal situations. Safety for all is the Preschool's primary and utmost concern. Positive, appropriate behavior is encouraged in all children. The Preschool staff daily models appropriate behavior and provides a verbal

warning and provides positive choices for children as an alternative when inappropriate behavior is observed.

****In accordance with State licensing requirements, it should be noted:**

1. Children shall not be subjected to discipline, which is severe, humiliating or frightening.
2. Discipline shall not be associated with food, rest or toileting.
3. Spanking or any other form of physical punishment is prohibited.
4. Children may not be denied active play as a consequence to misbehavior.

Incident/accident reports are filled out & signed by the teacher, parent and Director and placed in the child's permanent folder.

IMMUNIZATION

Your child must have a Florida Certificate of Immunization (Form DH680) as well as a current School Entry Health Form (DH3040) complete with physician's signature and expiration date on file before child begins Preschool. These are available at your pediatrician's office or Bay County Health Department. School Entry Health forms (DH 3040) are valid for 2 yrs from the date physical was performed. Immunization records are updated as needed depending upon child's

age and shot requirements. For those who choose not to immunize their children, a religious exemption form filled out by physician, must be provided for the child's permanent folder. Attendance is not permitted unless immunization & physical forms on file are current. Parents have two weeks to update expired forms (with proof of a scheduled doctor appointment) without causing interruption to child's daily attendance. This is a non-negotiable licensing standard requirement. Therefore, there is a possibility that some students in the Preschool may not have current immunizations for a brief period of time.

ILLNESS

Please do NOT send a sick child to Preschool. Please do not administer fever-reducing medications to children before drop-off as a consideration for the safety and health of classmates and Preschool staff. Parents are asked to keep a sick child home until he/she is symptom-free and fever-free for 24 hours. A temperature of 101 degrees or higher is considered feverish. Should a child become sick during Preschool hours, parents or emergency contact persons will be notified promptly for child pick-up. A Doctor's letter is required for a child to return to preschool after being diagnosed with a highly contagious illness. Children arriving to Preschool with contagious symptoms will not be permitted

attendance. Should these symptoms become evident during preschool hours, parent will be notified to pick up child at earliest opportunity. Keeping an ill child at home is a matter of consideration for other children in class and Staff in keeping infection and sharing of germs to a minimum. We like to share most everything but germs!

Due to Florida licensing standards, FL 65C-22.004 Health Related Requirements, a child identified as having head lice shall not be permitted to return to the childcare facility until the following day, and only then, provided treatment has occurred and been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a custodial parent or legal guardian that treatment has occurred. The preschool will be responsible for treating areas, equipment, toys and furnishings with which the child has been in contact.

MEDICATIONS

It is not our policy to dispense medications. Anything administered to an enrolled child must be approved by parental permission. A fair number of children have been prescribed Epipens for allergies. Epipens are secured in the preschool outer office to provide accessibility to all staff members. Please advise your child's teacher should your child have an Epipen prescribed.

Families are asked to collect Epipens either at the end of the year or should the child withdraw from program. Parents are given the opportunity at Open House to authorize Little Lambs staff to apply over the counter products (i.e. Bactine, Polysporin, etc) should a minor accident occur necessitating cleaning, treating and bandaging a "boo boo". Accidents are documented on accident reports detailing what occurred and what action was taken. Parent signature is required on these reports which are retained in the child's permanent folder.

PARENT VISITING

Parents are welcomed and encouraged to visit their child's class anytime. Please plan to visit your child's class sometime during the year to become familiar with the program of the Preschool. Siblings, not enrolled in the preschool, may not be in the classroom while the parent volunteers in classroom. Off site arrangements for any younger siblings should be handled by parent in advance of volunteering in classroom. We value and appreciate our many parent volunteers! Parents and grandparents are encouraged to read to classes and help with parties, special art projects, etc.

SPECIAL CIRCUMSTANCES

We have had students in the past that have required special assistance due to broken bones, surgery recovery, etc. Often this has required the student to

use a wheelchair. We are more than happy to add additional staff to provide this service, if we have the staff available. This is especially necessary if the child needs special assistance to accomplish toileting needs.

CHILD CUSTODY

In instances where a child is living with someone other than his/her biological parents, the Preschool must be given a copy of the Court Order outlining any custodial restrictions. This will ensure proper safety and care for the child. Should there be a change in family structure (i.e. separation/divorce/death) causing legal issues with parental custody or placement of a child with another relative, etc., notification to Preschool office is necessary and appreciated. A recent photo of the parent legally restricted from coming in contact with his/her child, must accompany Court Orders located in child's permanent folder.

PARKING

Parents are encouraged to utilize drop-off/pick-up whenever possible to lessen child/parent separation by expressing "goodbye" in the car. Abandoning the car in drop-off /pick-up lane to run inside the building is strictly prohibited.

Parents desiring to escort their child(ren) to class must park at front of Church or park in the available spaces in the parking lot near the Little Lambs

entrance. Under NO circumstance, should a child be off-loaded from his/her vehicle and be permitted to enter the building without staff supervision.

INCLEMENT WEATHER

On rainy days, recess is held in the Treasure Cove area. Weather is monitored during program hours. Should hurricane or other weather conditions warrant school closings, parents would follow local public service announcements.

**When Bay District Schools close due to weather, we will also be closed.

When lightning/storm conditions exist, morning drop-off and afternoon pick-up will take place at covered drive portico at the front of the church.

CLOTHING

Please dress your child in season-appropriate clothing. We do venture out to the playground on dry, cold (not freezing) days. All clothing, backpacks, lunch boxes, etc should be labeled with child's name. Please send a change of clothes, including socks, in a Ziploc or plastic bag to be kept at school in the case of an "accident". Again, please label all items with your child's name. These clothes will need to be swapped out as each season changes. If your child is in the process of mastering toilet training, please send him/her to preschool in Pull-ups. ** THREE & FOUR YEAR OLD children must be potty trained to be

enrolled in the preschool program. Due to the mulch surface of the playground, closed toed shoes are recommended.

TOYS FROM HOME

All personal toys remain at home unless otherwise specified by a Teacher for a special show and tell time.

CLASSROOM SNACKS

Classes handle daily snacks differently. Some classes rotate weekly snack schedules with parents sending healthy prepackaged snacks for all children in the class. Other classes prefer for parents to send in child's snack. Children with known food allergies should bring his/her healthy snack from home.

(Examples of healthy snacks: cheese, grapes, raisins, crackers, etc.)

BIRTHDAYS

Each child's birthday is celebrated in his/her class. Observance with easy-to-serve store-bought individual treats is welcomed. Please schedule with the child's teacher. If you wish to distribute private birthday party invitations at school, all children in the class must be included.

CLASS PARTIES

Throughout the year, parties will be held in classes. To comply with health department ordinances, food sent in for parties must be prepackaged or

purchased from a bakery or restaurant.

FOOD SAFETY RULES

The FL Dept. of Children & Families issued new food safety and food handling rules effective 2/1/18. Foods that are associated with young children's choking incidents must not be served to children under 4 years of age; such as, but not limited to, whole/round hot dogs, popcorn, pretzel nuggets, whole grapes, nuts, cheese cubes and any food that is of similar size and shape of the trachea/windpipe. Food for TODDLERS must be cut into pieces $\frac{1}{2}$ inch or smaller to prevent choking. Bottles and sippy cups brought from home shall be individually labeled with the child's first and last name and shall be returned to parents daily. Milk and food must not sit out for longer than 15 minutes prior to the beginning of the meal to avoid contamination and spoilage.

NEWSLETTER

A Preschool newsletter is published monthly relaying information about activities and upcoming events.

CHAPEL

Mini devotions are graciously given by LHUMC and/or Little Lambs Staff Members each week. This allows for a corporate worship opportunity for three and four year olds. Chapel is at 10 a.m. on Wednesdays.

MUSIC

Music, scheduled weekly, is another added curriculum component provided for Little Lambs classes to enjoy. Classes are on Mondays or Thursdays.

FIRE DRILLS

Fire drills are performed monthly per licensing criteria. Tornado, hurricane and facility lock-down drills are also conducted to inform children what to do in case of emergency.

SMOKE-FREE FACILITY

Pursuant to Florida Administrative Code Child Care Standards Chapter 386, smoking is prohibited within the child care facility, all outdoor areas, during field trips, and in vehicles used to transport children. It is required that owners/operators notify custodial parents and legal guardians are notified in writing, that smoking is prohibited on the premises of the child care facility.

BALLET

Audience of One offers ballet classes to children ages 3 and 4 enrolled in Little Lambs. There is an annual ballet registration fee of \$25. This class will be an additional monthly fee of \$37.00 payable to LHUMC- Little Lambs. The fee will be added to your monthly tuition statement. After children eat their lunch

sent from home, classes will begin at 12:30 and end at 1:30 pm for parent pickup. The location for class will be determined by the number of participants.

Preschool ENROLLMENT OPTIONS:

13—23 mos	1 class	3 days	Monday, Wednesday, Friday
13-23 mos.	1 class	2 days	Tuesday and Thursday
2 Year Olds:	3 classes	3 days	Monday, Wednesday, Friday
2 Year Olds:	3 classes	2 days	Tuesday and Thursday
<u>*3 Year olds:</u>	3 classes	3 days	Monday, Wednesday, Friday
<u>*3 Year olds:</u>	3 classes	2 days	Tuesday and Thursday

*Children placed in these classes must be potty trained.

**5 day option for these classes will use both a 2 and 3 day class.

4 Year Olds:	1 class	4 days	Mon, Tues, Wed, Thurs
	2 classes	5 days	Monday - Friday

Children are placed in classes according to their age as of September 1st.

Grouping children with regard to birth date is considered along with parent preference of days. Monday - Friday preference is an option for Toddlers - 4yr olds pending space availability.

*****CHILD:TEACHER RATIO (some restrictions due to room capacity limitations)

CLASS	CHILDREN	TEACHER(s)
TODDLERS	8	2
2 YEAR OLD	7/8	1
3 YEAR OLD	8/9	1
4 YEAR OLD	11	1

There are 4 Aides available to assist with all classrooms daily.

EMERGENCY PLANS

1. In the event we should need to evacuate the Preschool building due to fire, gas leak, etc. during Preschool hours, students would be moved to a safe area outside the building. An announcement will be released on our Little Lambs Christian Preschool Facebook page and our staff will phone/message parents.
2. In the event we become aware of a lost or missing child, we will contact Lynn Haven Police Department and the child's parent(s) after an efficient, thorough search of the building and grounds.
3. In the event we suspect maltreatment or abuse of a child, our staff is required to report suspected abuse by calling 1-800-96-ABUSE.
4. If a child sustains an injury or sudden illness that requires hospitalization or emergency treatment while in our care, our staff will call 911 and then notify parent(s) of the situation.
5. In the event we become aware of the death of a Preschool student or staff member during non-school hours, families will be notified via phone, message or a note sent home. In the event the death of a Preschool student or staff member occurs during Preschool hours, our staff will immediately call 911 and notify the involved families. If possible, age-appropriate grief counseling will be provided.
6. In the event we become aware of the presence of a threatening individual who attempts or succeeds in gaining entrance to the facility, all staff will be notified to begin lockdown procedures and we will call 911. If possible, a notification will be made via social media. Caregivers will not be granted access to the building until the lockdown has concluded.

****Thank you for allowing us to care for your precious Little Lamb! We are looking forward to an amazing year of growth and development!**