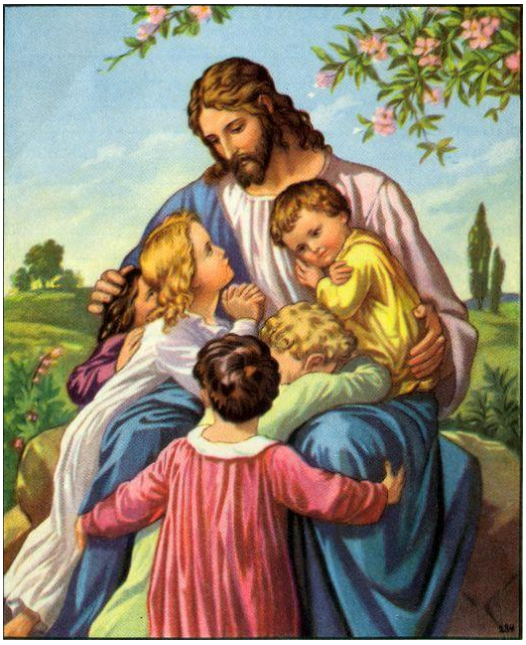
HIS LITTLE LAMBS
Preschool
Handbook



Mission Statement
Hand in hand with parents to build a sound Christian foundation for their children's future.

St. Paul Lutheran Church and School
4941 W. Center Street
Millington, MI 48746
989-871-4581 Childcare ext. 5 (after hours)

St. Paul His Little Lambs Preschool
Parent Handbook

Thank you for enrolling your child in His Little Lambs Preschool program. This handbook is designed to answer many of the questions you may have about His Little Lambs Preschool program.

Purpose

St. Paul's His Little Lambs Preschool was established:

- to provide quality teaching in a Christian setting for working families.
- to provide a safe environment in which to nurture the spiritual, social, physical, and academic development of the children God has entrusted to us.
- to minister, also, to the parents of our congregation and community by providing child care services which meet their needs.
- to provide a positive start to a young child's Christian education at St. Paul Lutheran School.

Goals

The goals of His Little Lambs Child Care program are:

- to offer children daily opportunities to meet and know their Lord, Jesus and to grow spiritually through faith based curriculum, songs, and Bible stories.
- to offer families a caring and positive environment for their children to play and learn.
- to offer children, within their appropriate stages of development, opportunities for spiritual, emotional, social, and intellectual growth.
- to offer children opportunities for physical development through both large and small muscle skills, and a working understanding of their environment.

Licensing

His Little Lambs Preschool is licensed by Michigan State Department of Industry and Commerce and therefore meets or exceeds their regulations for Child Care centers. These regulations were designed to assure the welfare of your child. His Little Lambs Childcare maintains a licensing notebook that contains information about renewals, corrective action plans, inspections, and reports. This notebook is available for review during business hours. Licensing rules can be found on line at www.michigan.gov/michildcare

The childcare program follows the guidelines set by the Department of Human Services regarding the number of children to adult ratios:

1. Children 3 years of age until 4 years of age, there will be 1 caregiver for every 10 children, including children related to childcare staff or licensee.

2. Children 4 years of age to school age children, there will be 1 caregiver for every 12 children, including children related to childcare staff or licensee.

3. School age children will have 1 caregiver for every 18 children, including children related to childcare staff or licensee.

4. No more than 15 children in the Preschool room.

Daily Routine

3 year old preschool meets Tuesdays and Thursday

4 year old Preschool meets Monday, Wednesday and Fridays

His Little Lambs Preschool will follow St. Paul Lutheran K-8 school program for start date, no school dates, and snow days.

AM ½ Day Schedule

8:45am-9:00am	Folders, Table Activities, Free Play
9:00am-9:20am	Circle Time, Calendar, Weather, etc.
9:20am-9:30am	Bathroom & Hand Washing
9:30am-9:50am	Free Play, Table Activities/Library/Chapel*
9:50am-10:00am	Bathroom & Hand Washing
10:00am-10:20am	Snack Time
10:20am-10:30am	Story Time

10:30am-11:15am	Centers/Small Group Activities
11:15am-11:20am	Clean up/Closing Prayer
11:20am-11:30am	Pack up/Dismissal

PM ½ Day Schedule

12:15pm-12:30pm	Folders, Table Activities, Free Play
12:30pm-12:50pm	Circle Time, Calendar, Weather, etc.
12:50pm-1:00pm	Bathroom & Hand Washing
1:00pm-1:25pm	Free Play, Table Activities/Library/Chapel*
1:25pm-1:35pm	Bathroom & Hand washing
1:35pm-1:50pm	Snack Time
1:50pm-2:00pm	Story Time
2:00pm-2:30pm	Centers/Small Group Activities
2:30pm-2:45pm	Clean up/Closing Prayer
2:45pm-3:00pm	Pack up/End of day prayer/Dismissal

Tentative 4 Year Old Full Day Schedule

8:45a-9:00a	Arrival/Table activities
9:00am-9:25a	Calendar time, Music and movement
9:30a-9:45a	Library/Chapel
9:45a-9:50a	Go potty wash hands, get ready for snack
9:50a-10:30a	Center Time/Small Group
10:30a-11:00a	Reading
11:00a-11:30a	Free play

11:30a-11:40a	Clean up;Go potty, wash hands; get ready for lunch
11:40a-12:15p	Lunch Time
12:15p-12:30p	clean up; go potty, wash hands
12:30p-1:00p	Outside time/Gym time
1:00p-1:15p	go potty, wash hands, Read story get ready for rest time
1:15p-2:30p	Rest time
2:30p-2:40p	Get up from rest, Table activities
2:40p-3:00p	Clean up, End of the day prayer, Dismissal

3 year olds Thursday (Library)/4 year olds Monday (Library)

* 3 year Olds Tuesday (Chapel)/4 year olds Wednesday (Chapel)*

Enrollment Policy

Registrations for the Preschool program are accepted throughout the year for children who are three or four years old by September 1 of that school year.

All children enrolled in His Little Lambs Preschool must be potty trained and wearing regular underwear with the exception of rest time.

Required documentation:

- A copy of the **child's birth certificate**
- **Current immunization record or signed waiver**
- **Updated health appraisal (current well child visit with doctor's signature)**
- Copy of current Health insurance
- $50.00 non-refundable registration fee

All required documents and registration fee are to be turned in on or before the child is in attendance at His Little Lambs Preschool. If documents are not turned in, the child will not be permitted to attend.

Nondiscrimination Policy

STATEMENT OF NON-DISCRIMINATION

St. Paul Lutheran School believes that educational opportunities and programs should be open to boys and girls on an equal basis and those employment opportunities be available to men and women equally. This is also prescribed by Title IX of the Education Amendments of 1972. We, therefore, do not discriminate on the basis of sex or racial background in administering our educational policies, programs, activities and employment practices. Inquiries about the non-discrimination policies of St. Paul Lutheran School may be referred to Mr. Paul Schoenknecht, Principal (989) 871-4581.

Preschool Tuition

3 year old preschool:	$675.00
4 year old preschool ½ Day:	$1,004.00*
4 year old preschool Full Day:	$1,500**

*1/2 Day 4 year old preschool: 2 days a week AM Session 8:45am-11:30am and PM Session 12:15 pm-3:00pm

** Tentative Full Day 4 year preschool: 3 days a week 8:45am-3pm.

***Families will receive a discounted daily rate for childcare, if their child is enrolled in His Little Lambs Preschool program. Discounted daily rate will be given on the days their child attends preschool and childcare.

Tuition and Payment Policy

Payment is required when registration for preschool is done. There is a non refundable registration fee of $50.00. There are 3 Payment Plan options available:

1. Pay in full via any payment method.
2. Pay over 10 months (August-May) by ACH or Credit card
3. Pay over 6 months (August-January) by ACH or Credit card

*Late fee of 3% or a bank fee of $25.00 will be applied if credit card declines or bank returns check.

Parents are responsible for:

1. Payment of balance by choosing a payment option.

2. Contacting the school when your child will not be in attendance due to illness, vacation, or last minute schedule change. You may leave a message on the voicemail if it is before or after business hours.

3. Late fee of 3% or $25.00 non-refundable fee for insufficient funds on any written checks or declined cards.

4. To give at least two weeks' notice if you are withdrawing your child from the program. If withdrawn, parent/guardian must pay balance. You may be refunded part of tuition. Special arrangements/circumstances will need to be discussed with the program director.

Attendance

Attendance is required for child's full immersion of learning and development with in the classroom. Please notify Preschool Teacher or School office via phone or Remind message, if your child is going to miss days due to vacations, doctor visits and illness. Preschool sessions start promptly and hope that your child is there on time. We are aware and fully understand that some circumstances arise. Please try to notify preschool teacher if you will be late.

Withdrawal

St. Paul reserves the right to request withdrawal of a child for any of the following reasons:

1. Delinquency of payment (delinquency is up to 10 business days late)

2. Behavioral issues which cause harm to other children and adults, such as: biting, excessive physical aggression, violent language, or extremely disruptive behavior. Every effort will be made to resolve the problem through conference between care giver, parent, and director (principal) after which time the director (principal) will make a decision as to whether the child will remain enrolled.

3. An inability by the child and/or parent to adjust to the facility rules and regulations.

His Little Lambs Preschool Calendar

St. Paul's His Little Lambs Preschool will be open from the first day of school (August or September) through the end of May (end date TBD) of each year.

His Little Lambs Preschool will be closed on the following days:

- Good Friday
- Easter Monday
- Memorial Day
- Labor Day
- Thanksgiving
- Christmas Break

Inclement Weather/Snow days

His Little Lambs Preschool will be following St. Paul Lutheran School K-8 when determining snow days. St. Paul will notify families through major news channels.

To comply with licensing rules the preschool will close when reasons include but are not limited to:

- Power outage
- State of Emergency

Curriculum

His Little Lambs Childcare provides children with experiences to learn through a Christ centered atmosphere, His Little Lambs Childcare plans activities that teach colors, shapes, numbers, fine and gross motor skills, and other important areas of education. These activities are teacher directed and/or child led. Children are given opportunities to explore, to play, and to create, all within reasonable limits.

Religion: One in Christ/CPH Preschool B Curriculum

Language Arts: Happily Ever After Curriculum, Stories, rhymes, talking and listening skills, sequencing, opposites and letters.

Math: Saxon Math Curriculum, Identifying, counting, comparing, grouping, numeration,

shapes, sorting and classifying.

Physical Education: Gross and fine motor skills, controlled movement, balls and other educational items for physical development.

Science: Exploration in areas of physical science, earth science, life science using simple experiments and observations of the environment.

Social Studies: Self-awareness, relating to friends, responsibility to self and group, geography, growth and change.

Art: Using paint, crayons, clay to create lines, textures shapes, colors and forms.

Music: Singing, rhythm instruments, listening, singing games and movement to music.

Discipline

His Little Lambs Preschool is a Christian organization and we will encourage our children to conduct themselves in a Christ-like manner. If and when a child demonstrates inappropriate behavior, redirection with simple rules and a positive attitude will be used. Using redirection and a positive, Christ-like method, preschool staff is helping build a child's development of self-discipline, self-control and cooperation.

Staff will not use the following methods of discipline:

- Hitting, biting, pinching or inflicting a form of corporal punishment
- Restricting a child's movements by binding or tying him/her.
- Inflicting mental or emotional punishment such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, treats or necessary toilet use.

The staff will follow these steps when disciplinary action is required:

- First incident, the child will be talked with. Discussion of choices made and consequences of those choices and how they can make other choices will be done.

- If the behavior continues, the child will be redirected to another activity.

- If the behavior continues after redirection, the child will be asked to take a break from the activity.

- Parents/Guardians will be notified of behavior, if needed.

All discipline will be administered with love and care for the child. Discipline is viewed as what God wants for and does to those whom He loves. The preschool staff, as God's representative, will make every effort to redirect the inappropriate behavior so it is a positive effect on the child's learning and development.

Sickness, Emergency Plan, Evacuation Procedure

Health and Sickness

The State of Michigan requires that a completed health form, with an up to date immunization record and a completed emergency form be on file before the first day of attendance. We want our children and staff to maintain a good state of health. Therefore, we ask for your cooperation with the following health plan.

Please keep your child home if he or she displays any of the following symptoms:

1. A fever of 100° or higher within the last 24 hours.

2.Diarrhea or vomiting in the last 24 hours.

3.A severe cold or bronchitis with excess sneezing, nasal drainage, or coughing.

4.Any contagious condition. If your child is exposed to or develops a contagious condition (i.e. measles, mumps, chicken pox, scarlet fever, head lice, conjunctivitis (pink eye), etc.) please notify the child care so that we can inform other parents.

If your child becomes ill while in preschool:

- We will call the parents first. If parents cannot be contacted, we will call the emergency contact list on the information card.

- We will take your child's temperature with an ear thermometer.

- We will try our best to keep a sick child distanced from other children in our care. We do not have facilities for sick child care. Parents must pick up a sick child as soon as possible.

Medication

When a child needs to receive medication while in Preschool these steps must be followed:

1. Written permission form signed by the parent detailing what and how the medicine will be given.
2. Prescription medication must be in the original container with the original directions clearly marked.
3. Over the counter medications must be in original container.
4. All medication must be given to the teacher who is working at the time the child is dropped off.
5. No medication is to be left in a child's book bag.

Allergies

Please notify preschool teacher of any allergies. We will at every precaution necessary to prevent any allergic reactions.

Serious Injury/Emergency Plan

We will make every effort to prevent accidents from occurring. In the event that an accident may occur, these procedures will be followed:

1. Basic First Aid/CPR will be applied. All childcare staff are trained in first aid and CPR.
2. 911 will be contacted, if needed. Preschool staff will remain with child at all times.
3. Parents will be notified via phone, text or Remind message. If parent cannot be contacted, emergency contacts will be notified.

4. An incident report will be filled out by caregiver in attendance. Parent will provide signature when child is picked up. Director will sign as well. Copy will be given to parents and original kept in child's file.

5. Parents must inform His Little Lambs Preschool of any changes to:

    - Home phone number
    - Work phone number

- Address
- Emergency contact phone numbers
- Absence from work or travelling

Evacuation Drills/Procedures

In compliance with the State of Michigan Rules for Childcare centers, we regularly practice fire, tornado, lockdown drills. Practice drills are conducted throughout the school year. Drill procedures are posted in all childcare, preschool and latchkey rooms. Inspections on all fire safety equipment are done yearly.

Preschool Supplies

Clothes and Personal Belongings

These things should be kept in their backpack on their hook:

- A complete change of clothes, appropriate for the season, including socks and underwear, in a Ziploc bag labeled with the child's name. We will make every effort to protect clothing during projects and play but sometimes messes and accidents happen.

- Shoes and socks are a must to ensure safety in the classroom and out on the playground. Closed toe sandals will be permitted in the summer.

- Children should bring a book bag or back pack to and from Preschool each day.

Supplies for Classroom

- 2 boxes of Tissues

- Sandwich or snack size baggies

- 2 of paper towel

- 1 container of Clorox or Lysol wipes

- 1 package of Markers

- 1 package of glue sticks
- 1 package of crayons

These supplies will be for the classroom; no need for names on items.

Meals and Snacks

Snack

Children will be served a snack during their preschool session. Please provide healthy and nutritious snacks and a drink. Your child will keep their snack in their backpack until snack time. When your child has easy to open snacks, containers and drink containers; your child becomes more independent and willing to try on their own. A drinking fountain is available in our classroom.

Lunch

Lunch is served daily at 11:40 am until 12:30pm.

During the months that school is in session, the center offers a hot lunch option. Tickets for hot lunch may be purchased by giving lunch money to the childcare supervisor or the lunch program director. Free and reduced lunch applications are available upon request.

***In the summer and on days when St. Paul's lunch program is not in operation (i.e. half days of school, no school days) all students will be required to bring a cold lunch.**

Cold lunch or lunch from home is an option. Refrigeration will be available for cold lunches. Please pack a drink with your child's lunch. If a drink is not packed they will have a choice of water.

Please try to pack and send nutritious lunches - no fast food lunches.

Administration

Preschool Staff

St. Paul's Preschool is staffed with qualified Christian adults who have a love for and an understanding of young children. This staff answers directly to the principal of St. Paul school. The principal reports proceedings of the child care to St. Paul's Board of Christian

Education.

Lead Teachers and preschool staff are employed under the State of Michigan licensing requirements and all staff are trained in Basic First Aid and CPR.

All preschool staff has an extensive background check and fingerprints done. They are kept on file when completed. All preschool staff sign statements that they know of abuse and neglect is against the law, they have been informed of His Little Lambs Preschool's policies regarding abuse and neglect, and the individual knows that they are required by law to report any suspected child abuse and neglect. If a childcare staff is found to be ineligible or not eligible, they will not be employed by His Little Lambs Preschool or childcare nor will they have any contact with any child in the center.

Volunteers

All unsupervised volunteers undergo an extensive background check and fingerprinting. All information is kept on file. All supervised volunteers undergo a check on the sex offenders registry list. All supervised and unsupervised volunteers sign statements that they are aware of abuse and neglect is against the law, they have been informed of His Little Lambs Preschool's policies regarding abuse and neglect, and the individual knows that they are required by law to report any suspected child abuse or neglect. If a volunteer is found to be ineligible or not eligible, they will not have any contact with any child in the center.