

Little Lamb Learners Christian Preschool



# Little Lamb Learners

*A Christian Learning Environment*

A nurturing environment where children learn about God's love,  
themselves, and the world around them.

## Family Handbook

Church of the Good Shepherd

135 Quarry Road Alburtis PA 18011

610-966-2991

[littlelamblearnerspreschool@gmail.com](mailto:littlelamblearnerspreschool@gmail.com)



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## **2022-2023 School Year**

### **Program Organization Information**

Director: Nichole Dang

Preschool Teachers: Vanessa Brown & Shannon Kacsur

Pre-K Teachers: Nichole Dang & Shannon Kacsur

### **Little Lamb Learners Christian Preschool Board of Directors**

President- Susan Smith

Pastor Matt Gorkos

Joanne Nosal

Judy Godshalk

Erica Felty

Betty Dodson

Melody Arndt

The Board of Directors meets quarterly. Meetings are open to the public. Please contact the Committee Chair prior to the meeting date to have an item placed on the agenda. Messages may be left for the Chair by calling the preschool classroom phone number listed on the front cover. The Board of Directors and Staff are accountable to the governing body of the congregation via the Consistory.



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## Motto

A nurturing environment where children learn about God's Love, themselves, and the world around them.

## Philosophy/Mission

Our program instills the academic building blocks children need to succeed in school both academically and socially, as well as the values that allow them to become loving, caring members of their community. The children develop the essential skills they need to be fully prepared for kindergarten in a setting where they are encouraged to come to know and love God and his son, Jesus. Ultimately, our mission is to provide children with a strong foundation that will enable each of them to reach their God-given potential.

## Growth and Development Areas

### Academic Development

#### LANGUAGE ARTS:

- Exposure to the ABCs
- Speaking in complete sentences
- Expanding vocabulary
- Understanding opposites
- Introduction to Spanish and sign language

#### SCIENCE CONCEPTS:

- Weather, seasons
- Basic astronomy-what is in the sky: stars, planets, sun, moon and clouds
- Basic biology – inanimate and animate;
- Learning to grow plants/care for living things
- Modes of transportation

#### CREATIVE ARTS:

- Self-expression through art, music, and movement
- Exposure to musical instruments
- Learning through songs
- Arts and crafts

#### SPIRITUAL GROWTH:

- Learning how to pray
- Learning through Bible stories
- Finding God in all things
- Appreciating all of God's creatures
- Learning to celebrate diversity
- Following Christian values:
  - Loving one another
  - Caring for others
  - Helping others
  - Kindness
  - Honesty

#### MATHEMATICAL/SPATIAL CONCEPTS:

- Number recognition and counting 1-10
- Shape recognition
- Finding matching pictures and objects
- Basic measuring through cooking
- Calendar activities

#### SOCIAL STUDIES:

- Occupations
- Social structure—home, school, church, store, etc.
- Memorization of full name, parent's names, home address and phone number
- Exposure to different cultures
- Learning about maps and the globe
- Some very basic American and world history concepts

## Physical Development

### HEALTH AND PHYSICAL EDUCATION:

- Basic nutrition concepts through cooking projects and healthy snacks
- Emphasis on the importance of good hygiene-washing hands, brushing teeth
- Increased comfort level of doctor/dentist visits
- Increased body awareness-naming parts of body
- Making physical activity fun

### MOTOR SKILLS

- Fine motor skills:  
tracing, coloring, painting, drawing, writing, cutting, threading, snapping, buttoning, zipping, play dough, and puzzles
- Gross motor skills: running, skipping, hopping, jumping, dancing, marching, and dramatic play

### SOCIAL & EMOTIONAL DEVELOPMENT

- Following directions
- Sharing and taking turns
- Cooperating with others
- Using good manners
- Respecting authority
- Becoming more independent
- Building self-confidence
- Learning to express self and one's feelings



## Program Hours, Descriptions and Fees

Hours: 9:30 AM – 12:30 PM

Stay-the-Day Hours: 12:30 PM – 2:30 PM

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Program/class days, hours, and fees are subject to change based on enrollment and need

### Preschool Class

This class is a wonderful way for your child to begin their educational journey. The children will start to learn the classroom setting, structure, and most importantly how to work and play well with others- a skill needed throughout their entire life. They will also begin to explore colors, shapes, story time, music & movement, and other activities all while using different types of play and arts & crafts to absorb these lessons. The children will have a great time singing, dancing, playing, painting, and reading.

Ages: 2.7 to almost 4 years old by September 1, 2022

Meets: 2 days/week – Tuesday/Thursday - \$1,395/year or \$155/month

3<sup>rd</sup> Day Option – Tuesday/Wednesday/Thursday - \$1,665/year or \$185/month

### Pre-K Class

This age is a time of great exploration, self-discovery, and preparing for the next adventure in kindergarten. Letters, numbers, shapes, and colors are all explored and investigated. There is an emphasis on understanding not only letter recognition but that letters have sounds and these sounds create words. This is referred to as phonemic awareness. Children are introduced to these concepts through books, music, games, cooking and art activities that are creative and open ended, and of course play.

Ages: 4+ years old by September 1, 2022

Meets: 4 days/week - Monday – Thursday - \$1,890/year or \$210/month

### Stay-the-Day Program – Extended Care 12:30-2:30PM

Children provide their own lunch. We provide a fun-filled afternoon!

Available for currently enrolled and potty-trained students

Tuesday **OR** Thursday \$60/month

Tuesday **AND** Thursday \$110/month



## Enrollment Information

Enrollment for the following school year begins in January. Current students and families are given first priority, with enrollment opening to the public no later than two weeks after family enrollment. All families are required to fill out a registration form and pay the registration fee in order to guarantee their spot for the following school year. Details about registration fees and tuition payment can be found in the tuition section.

*Little Lamb Learners serves all individuals who are eligible for its programs in a nondiscriminatory manner, without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, marital status, disability, or age.*

## Class Enrollment Requirements

We follow the East Penn School District's age "cutoff" date of September 1st for our class requirements. Preschool age children must also be toilet trained and be able to use the toilet independently (but with supervision and help as needed). Exceptions may be made with the recommendation of the Preschool Committee. Pre-K age children must be toilet trained and be able to use the toilet independently.

The first few weeks of school will be a "probationary period" to assure the child is ready to attend school. We reserve the right to ask a family to withdraw if it is deemed that the child is not ready to attend a large group situation. Taking direction from a teacher and appropriate, safe behaviors are key factors in this determination.



## What to Bring to School

- A backpack every day to bring items to and from school
- Labeled school folder (Given out by the teacher)
- A (labeled) change of clothes in case of spills or accidents  
This should include a pair of socks
- Weather appropriate play clothes for indoor and outdoor activities
- Snow boots are not to be worn in the classroom, please bring another pair of shoes to wear during the school day
- Individual snack for your child (see below)
- A water bottle with your child's name on it

## Nutritious Snacks

We ask that parents send in an individual snack and drink for their child for snack time. When providing a snack, please pack nutritious, wholesome snacks. Also, the classrooms are carpeted, therefore please send in **water only** for a drink.

**REMEMBER: We are a nut-free school. Please do not send in snacks containing nuts of any kind.**

Here are some ideas for snacks to bring in:

- Washed and cut up fruit such as: grapes, Strawberries, Watermelon, Oranges, Pear, Apples, etc.
- Cheez-Its
- Pretzels
- Graham Crackers
- Vanilla Wafers
- Teddy Grahams
- Veggie Sticks
- Apple Sauce or yogurt pouches
- Dried fruit bars
- Triscuits
- Fig Newtons
- Animal Crackers
- Cheddar or Pretzel Goldfish

## Tuition and Payments

- \$90.00 non-refundable registration fee
- \$45.00 non-refundable registration fee for current or returning students
- Monthly Payments due August – April, **due on the 1<sup>st</sup> of each month**  
Preschool 2 Day: \$155/month    3<sup>rd</sup> Day Option: \$185/month  
Pre-K: \$210/month
- **Checks only please**, made out to Little Lamb Learners. Please place in the drop box in the Office.

The first tuition payment is due by August 1<sup>st</sup> prior to the new school year. Therefore, tuition is due by the 1<sup>st</sup> of each month. If a student withdraws after September 1<sup>st</sup> there will be no refund.

If you need to withdraw your child from the program during the school year, please give the Director a two-week written notice. In case of immediate removal, the current monthly tuition payment would be due.

*Unless the Director is advised in advance of a family's special financial situation, payment is due by the 1<sup>st</sup> of each month. A \$25 late fee will be added for payment received after the 5<sup>th</sup>. After one month of non-payment the child will not be allowed to attend class until full payment is received. Any returned checks will be assessed a fee as determined by our bank's policy.*

## Withdrawal from Program

A two-week written notice is required to withdraw a child from the program. Parents are responsible for any tuition that is due during those two weeks whether or not child care services are used.

## Refunds

Tuition cannot be credited for classes missed for any reason including but not limited to illness, vacation, or weather related cancellations.

## Tax Information

Please keep records of your tuition payments for federal income tax purposes. If any further information or documentation is needed, please contact the Acting Director of Little Lamb Learners.

## School Calendar

A school calendar can be found in the registration packet or during meet-the-teacher. School-wide newsletters featuring important upcoming events will be e-mailed periodically, please let the Director know if you require a hard copy. In the event of a funeral being held at the church, classes may be cancelled.

## Outdoor Play and Safety

Children will have opportunities for outdoor play. The standards state that all children can play outside if the temperature is between 25 and 90 degrees Fahrenheit unless it is raining, snowing, etc. and/or a health advisory has been made public due to extreme humidity or bad air quality. **Please be sure to dress your children appropriately for the weather conditions.**

Playing outdoors can be a source of childhood injury. Families and teachers can reduce the likelihood of injury by guiding children to follow these main rules of safe play:

- Respect our property and environment- children and adults alike
- Children should be encouraged to take turns and allow spaces
- Children should be careful of others when running, climbing, jumping, etc.
- Children should use the equipment in the manner it was intended to be used
- Families and teachers should be actively involved in the play
- Children are not permitted outside alone or unsupervised at any time

## Dress Code

We provide an active learning environment. Students are engaged in messy, hands-on art and science experiences, free play, sitting on the floor, and playing and climbing outdoors. Please dress your child in washable, play clothes. Please label all clothing especially outdoor clothing including, boots, mittens, gloves, hats, umbrellas, etc. Little Lamb Learners cannot be responsible for missing personal items.

Please send your child dressed for the weather. Sneakers or closed-toe shoes are required for outdoor play experiences. Each child should bring a change of clothing, including underpants, in case of an emergency.

## Hand Washing

In order to reduce the spread of illness, Little Lamb Learners asks that Parents have their children wash their hands upon arrival to the classroom. Staff will wash/sanitize their hands as needed throughout the day. Students will be required to wash their hands after outdoor play, before snack, and at any other time requested by the teacher. This is for the health of your children and for all of the children and staff as a whole.

## Health/Illness/Injury Policies

Little Lamb Learners requests that parents keep children home if there is any indication of a cold, fever, stomach illness, or other contagious condition such as pinkeye or head lice. A doctor's note may be requested before the child may return to school. Parents are asked to keep a child home if he/she has any of the following symptoms:

- Fever exceeding 100.5
- Colored mucus
- Vomiting
- Diarrhea
- Contagious rash/skin condition
- Excessive coughing/sneezing

**Children need to be symptom-free, without the use of medicine, for 24 hours before returning to school.**

Please contact the school immediately if the child has a contagious illness or disease. Please contact the school to report a child's absence or late arrival.

If a child becomes ill at school a teacher will contact the parent or designated contact person to come pick up the child. Minor injuries at school will be explained to the parent at pick-up time unless we deem it necessary to contact you immediately.

*Note: Preschool staff is not permitted to administer medications. Please notify the teacher of any medication the child is taking.*

## Allergies

When filling out an Emergency Contact card for your student please list any of the child's allergies. Please be sure to discuss any allergies and allergic reactions personally with your child's teacher.

**Little Lamb Learners is a nut-free school** and when notified we will make any reasonable, necessary accommodations to ensure the safety of your child. If your child has a severe food allergy, you may be asked to provide your child's snack regardless of your child's teacher's individual snack policy. This is a safety precaution for your child.

## Arrival/Dismissal Safety and Procedures

Safety is one of our top priorities. It is important for staff, students, and parents alike to follow the safety rules set in place in order to provide a nurturing environment for the children. At all times, during drop-off and pick-up it is important to be aware of the safety of the children. Children should stay with the parent and only adults should open and close doors of the building.

**Drop-off Procedure:** Parents/Guardians are responsible for walking their children into their classrooms each day. When coming into the parking lot, please park near the rear of the church and enter through the side door that can be accessed through the courtyard. Please press the button labeled "Preschool" on the security system box located on the wall next to the door. A staff member will be alerted you have arrived, and then let you in.

**Pick-Up Procedure:** Children will be dismissed from their classroom. If the parent/guardian isn't picking up the child, the adult must be listed on the approved pick-up list and the teacher will check the adult's photo identification. If your child's classroom doors are closed, please wait in the hallway until their class is finished. If you must pick up a child before the designated pick-up time, please alert the teacher beforehand.

*Please be prompt when picking up your child. If, on a regular basis, a child is not picked up on time there will be a charge of \$15 for every 15 minutes past dismissal until the parent/guardian arrives.*

## Fire/Emergency Evacuation Procedures

In case of a fire or emergency, staff members will escort all students to the designated meeting place as detailed in the Emergency Escape routes located in each classroom. In the event of an emergency, staff members will inform all parents by phone. If the parents cannot be reached, staff members will try to contact alternative persons on the Authorized Emergency Contact List. Depending on the type of emergency, children may be asked to evacuate the building's premises; staff will contact the parent (or authorized pick-up person) who will need to pick up the child immediately from the designated emergency pick up location.

Fire and Evacuation Procedures will be practiced at least once a month by all staff members and children within our facility. Evacuation drills are not scheduled, and are conducted at random to ensure all people within the building are safe in an emergency.

Little Lamb Learners will follow East Penn School District's lead in closing early due to weather conditions and/or safety concerns.

## Weather Information

Little Lamb Learners will follow East Penn School District's Closing and Delay determinations due to weather conditions, safety concerns, etc. **If East Penn is closed, Little Lamb Learners is closed. If East Penn is delayed 1 or 2 hours, Little Lamb Learners will be delayed 1 hour, and classes will start at 10:30AM and dismiss at 12:30PM.**

East Penn School District closings are announced on WFMZ. Request text or email notifications by visiting [www.wfmz.com/weather/stormcenter](http://www.wfmz.com/weather/stormcenter), requesting to receive updated closing information, and choosing East Penn School district.

## Make-Up Days

In case of excessive weather-related closings, each class will make-up days according to the amount of days attended per week. For example, the Preschool Class meets 2X a week and will therefore have a makeup day after missing more than 2 total weather-related closings; the Pre-K Class meets 4X a week and will have a makeup after missing more than 4 total weather-related closings etc. It is up to each teacher as to when each class's make-up day will occur but must occur on a day approved by the Director.

## School Discipline Policy

Little Lamb Learners focuses on positive reinforcements and clear-set classroom expectations introduced and heavily reinforced at the beginning of, and throughout, the school year. All teachers use positive reinforcement which encourages appropriate classroom conduct as opposed to chastising inappropriate classroom conduct. Most behavior issues are minor and part of the learning experience of preschool. However, if a situation arises that would cause harm to other students or staff members such as physical abuse, hitting, or biting for example, or inappropriate language or intimidation, the following actions will be taken.

1<sup>st</sup> and 2<sup>nd</sup> Offense- The teacher will talk with the parent and will discuss the benefits of setting up a behavior modification plan. A written incident report will be made.

3<sup>rd</sup> and 4<sup>th</sup> Offense- Written incident reports will be issued.

4<sup>th</sup> Offence and beyond- A conference will be scheduled with the classroom teacher and/or the director to discuss specific strategies to help the child succeed in the classroom.

The director and/or classroom teacher will meet with the family to ensure consistent expectations, and to strategize next steps in how to best help the child in the classroom environment.

The Little Lamb Learner Christian Preschool Committee reserves the right to ask a child/family to leave LLL at any time for the safety of the students and staff and the Church of the Good Shepherd U.C.C.