

Parent Handbook  
2017/2018



**Little Lambs  
PRESCHOOL**

North Oak Campus

“where faith and learning go hand in hand”

## Table of Contents

❖ Contact Information.....	1
❖ Admission Policy and Enrollment.....	1
❖ Enrollment Forms.....	1
❖ Fees & Tuition.....	2
❖ Guidance & Discipline.....	2
❖ Illnesses & Injuries.....	3
❖ Arrival & Dismissal.....	4
❖ Field Trips.....	4
❖ Clothing.....	5
❖ Communication & Conferences.....	5
❖ School Cancellation.....	5
❖ Parent-Volunteers.....	6
❖ Special Needs.....	6
❖ Snacks.....	6
❖ Lunch.....	7
❖ Birthdays.....	7
❖ Safety & Security.....	7-8

# **Little Lambs Preschool – North Oak Campus**

*POLICIES & PROCEDURES*

## CONTACT INFORMATION

Address - Little Lambs Preschool – North Oak Campus  
Good Shepherd United Methodist Church  
9555 N. Oak Trafficway  
Kansas City, Missouri 64155

**Phone - 816-429-5425**

**Director: Ashley Collier**

**Email - [acollier@goodshepherdkc.com](mailto:acollier@goodshepherdkc.com)**

**Administrative Assistant: Wendy Davis**

**Email – [wdavis@goodshepherdkc.com](mailto:wdavis@goodshepherdkc.com)**

\*Good Shepherd Executive Director- Diannah White

\*Lead Pastor – Mark Sheets

Website: <http://www.littlelambskc.com>

Facebook: <https://www.facebook.com/littlelambsgs>

## **ADMISSION POLICY AND ENROLLMENT**

Little Lambs admits students of any race, color, nationality & ethnic origin to all the rights, privileges, programs & activities generally made available to students at this school. It does not discriminate on the basis of race, color, nationality & ethnic origin in administration of its educational policies, admission procedures and other school administered programs.

Open Enrollment for current Little Lambs families is held in February. Open enrollment for the general public is held the 1<sup>st</sup> week in March. Each child is enrolled for the entire school year or the balance of the school year. A child is enrolled and a spot is held in one of our classes when the online application has been completed and the enrollment fee (see "fees & tuition" below) has been paid. A returning student must also be in "good standing" at the end of the school year or his/her spot will be released.

## **ENROLLMENT FORMS**

All students are required by the State Child Care Bureau to have the following forms on file.

1. Enrollment Form
2. Medical Authorization Form with up to date immunization records
3. Notice of Parent Responsibility Form

We also require the following forms:

4. A signed form stating that you acknowledge the following:
  - That we cannot heat or cool any lunch boxes or food items served during lunchtime.
  - You have read and will comply with the LLP Parent Handbook - Policies and Procedures.
  - You are aware of our Potty Training Policy (if applicable)
  - Consent for child to be photographed for website or social media
  - Late pick up policy
5. Field Trip Consent for K Prep Families only
6. Family Inclusion Form

## FEES AND TUITION

Preschool registration requires a **\$80.00 non-refundable enrollment fee per family**. These fees are due at the time of application and help cover administration fees and some classroom supplies.

TUITION - All students are enrolled for the entire school year (September - May). Tuition is based on the entire school year and divided into 9 monthly payments. Each family will enroll in Rapid Tuition for automatic withdrawal from your checking, savings or credit/debit card. All tuition payments are drafted on the 5<sup>th</sup> of month unless that falls on the weekend or Holiday and then it will be drafted the Friday before. Cash payments are still accepted as well. A \$10.00 late fee will be applied if payment is not received by the 5<sup>th</sup> school day of the month and \$1.00 added each day thereafter. If tuition is not paid by the 15<sup>th</sup> of the month, your child will not be able to return to school until paid in full.

\*\*We are unable to give refunds for illness, absence or cancellations due to weather conditions.

## GUIDANCE AND DISCIPLINE

We use positive guidance at Little Lambs Preschool, which uses redirection when inappropriate behaviors occur. We focus on assisting children to understand and use constructive behaviors in an environment that strives to foster responsibility, caring and creativity. The goal is to guide children by using positive interactions to work toward self-discipline. Self-acceptance and self-control are essential elements.

There may be times when a behavior may necessitate a short "time-away" for the child. This provides an opportunity for the child to learn appropriate ways to handle anger and aggression. Whenever a "time-away" is used, the parent will be notified. If a child's behavior is severe or consists of hitting, kicking, biting, spitting, or throwing objects, the child may have to be sent home for the day. We will notify you to pick up your child if needed. Please feel free to call your child's teacher or Ashley Collier if you have any questions or concerns.

## ILLNESSES/INJURIES

When your child is ill, please notify the preschool office of their absence and illness at 816-429-5425.

### **Please Keep Your Child Home if he/she has:**

- had a fever above 100 degrees any time in the last 24 hrs.
- been on antibiotics for less than 24 hours.
- has an undiagnosed rash.
- has liquid stools or has vomited in the last 24 hours.
- has inflammation of the eye or redness and drainage.

If a child is at school and shows signs of illness parents will be contacted.

\*\*We are not able to dispense medications to any child. If your child is on medication, a parent will need to give the correct dosage at home\*\*. We will allow for "emergency" medications to be kept at the preschool for life threatening illnesses or allergies. See preschool office for proper forms and information.

Our staff will make every effort to help children observe good health practices such as hand washing after using the bathroom and before eating, using tissues for blowing noses and covering our mouths when we cough and sneeze.

When injuries occur, we will follow these procedures:

Minor injuries: Use appropriate First Aid/ let parent know at dismissal - complete Accident form.

Serious injuries: - Assess situation/ consult preschool Director

- Call 911 and/or contact parent
- Use appropriate First Aid

(Please have all current phone numbers on your child's enrollment form – i.e. cell, work, home and all emergency contacts.)

## ARRIVAL & DISMISSAL

You are required check your child in and out on the tablet each day at your child's classroom.

No child will be released to a person NOT authorized to pick up that child. If anyone other than a parent is to pick up a child they need to be listed on the enrollment form as an authorized person. To ensure your child's safety, a photo I.D. must be shown to the teacher upon pick-up.

Arrival - Please park in the main church parking lot and walk your child completely inside the building and wait to be greeted by a staff member in your child's classroom.

Dismissal - Please park in the main church parking lot and pick up your child from his/her classroom at the scheduled dismissal time. You will need to check your child out, also.

LATE POLICY - Our staff needs ample time to clean the rooms and prepare for the next class. If you have an emergency that will cause you to be late, PLEASE call and let us know as soon as possible. If you have a conflict or appointment that may cause you to be late, please make necessary arrangements for someone to pick up your child or see preschool office to take advantage of before & after school care.

If a child is picked up more than 5 minutes late in a non-emergency situation, the teacher will bring that child to after school care and parent will be contacted. Any time your child needs to attend after school care, the drop in rate of \$10 will be assessed.

**If your child is picked up late from after school care (5:00), you will be charged \$1/minute due at time of pick up.**

## FIELD TRIPS

The Kindergarten Prep classes will go on planned field trips within the community. All Field Trip Fees for enrolled children are paid for by the preschool. Transportation will be provided by volunteer parent drivers. If you'd like to volunteer to drive, we require a copy of your driver's license and current insurance card for our files. There is more detailed information on our Field Trip Policy form that each family will sign for our files.

\*\*According to Missouri state laws, all children must ride in a car seat or booster seat. Each parent must provide and install the booster seat in the vehicle your child is riding in on all field trips.

## CLOTHING

Please send children to school in play clothes. We recommend tennis shoes suitable for physical activity. No sandals please. We ask that you dress your child according to the weather forecast. Please provide a complete change of clothing and underwear which should be kept in the child's backpack at all times.

## COMMUNICATION & CONFERENCES

Please remember that a crisis at home affects the child's behavior at school. Let the teacher know the joyous happenings, the upsetting experiences, or important changes at home which may affect your child's behavior. This information will be held in confidence and will help the teachers understand any unusual behavior.

We work constantly to build a child's self-esteem so please understand if we postpone conversations that would make a child uncomfortable until a more private time or hand you a brief note with something you need to be informed about. Please feel free to schedule a personal or phone conference for any concerns that you may have.

**Parent Orientation** will take place in September to inform you what will be taught in your child's class, party sign-ups, volunteer sign-ups and other important information.

**Individual Parent-teacher conferences** will be held in February/March to discuss your child's growth and development in preschool. Classes are held on these days with a substitute helping in the classroom.

## SCHOOL CANCELLATIONS

In case of inclement weather, classes will be cancelled if the North Kansas City #74 schools are closed. Please listen to the local media for school closings. If NKC has a late start due to bad weather, we will cancel am classes. If NKC dismisses early due to bad weather we will cancel our P.M. sessions. The website is: [www.nkcschools.org](http://www.nkcschools.org)



## PARENT VOLUNTEERS

We welcome any parents who would like to volunteer in the classroom for special events and parties. Please refer to your teacher's welcome packet for special dates. We will host a friendly Halloween Party, a Christmas Program, end of year celebration & K Prep graduation.

Please refrain from bringing siblings and other children to classroom parties and field trips. This is a special time with your preschool child and we find that when siblings attend they tend to participate as well taking the focus off the other child.

Parents are also needed to help with Fundraisers and Staff Appreciation Week. You will receive information about how to sign up.

## SPECIAL NEEDS

It is our philosophy and goal to address the needs of all children however we are not equipped or staffed for students who require more individualized attention. In the event that a special need develops, a conference will be held. The parents, teachers and director will determine a plan that will best meet the child's needs. If the plan is not successful, our staff will suggest other programs or services that may better meet that child's needs. We are not trained to deal with behavior disorders and severe disabilities, but will offer any resources we have to help families.

## SNACKS

Each student takes turns providing snack. A snack calendar will be sent home each month. We ask that all snacks be nutritious. We will provide all children with water to drink. Two (2) bags/boxes of snacks to share are appreciated. For the children's safety, we can NOT accept homemade snacks or baked goods to share in class. Appropriate snacks include:

Cheese and crackers	Fruit bars	Fresh Fruits (washed)
Teddy Grahams	Graham Crackers	Fresh Vegetables
Gold Fish Crackers	Pretzels	Ritz Bits Crackers
Animal Crackers	Yogurt tubes (frozen)	Popcorn
Cheese Cubes	Fruit Chews	

**\*\*Due to SEVERAL children with Peanut allergies we cannot accept snacks that contain peanuts or tree nuts or were made in a factory containing peanuts or tree nuts. This is clearly indicated in bold lettering on all food labels. All snacks must be in their original packaging.**

LUNCH -  
(Lunch Bunch & Shepherd's Class)

Please send a lunch box (with cold pack) with your child each time they are scheduled to eat lunch here. PLEASE NOTE: Due to health Department regulations, we are unable to heat or refrigerate lunch items.

**\*\*Due to SEVERAL children with Peanut allergies we cannot allow food items that contain peanuts or tree nuts or were made in a factory containing peanuts or tree nuts. This is clearly indicated in bold lettering on all food labels.**

BIRTHDAYS

We will celebrate birthdays by singing "Happy Birthday" during snack time. It is permissible to send special plates and napkins with your child's favorite snack. Please see your child's teacher if you have any questions. **\*\*Due to SEVERAL children with Peanut allergies we cannot accept homemade snacks or baked goods or store bought snacks that contain peanuts or tree nuts or were made in a factory containing peanuts or tree nuts. This is clearly indicated in bold lettering on all food labels.**

SAFETY & SECURITY

Our building is a secured facility and a security door code is required to enter the building. This code will be provided to you at Back at School Night. Please park in the main parking lot, enter through the main lobby doors and proceed down the stairs or on the elevator and walk your child to his/her classroom. Do not let your child ride the elevator alone!

**Elevator Safety** - Please accompany your child in the elevator. Children must not be left alone at any time while in the building. If your child accidentally pressed the yellow "push for help button," please remain in the elevator to speak to the Elevator Operator and ensure them that it was an accident.

**Parking Lot Safety** - Handicapped spaces are reserved for those issued a handicapped permit. Please park in an unmarked space and walk your child into the building. Please drive slowly and use caution for your children's safety.

**Property** - Please refrain from letting children hang on trees, throw or take rocks or play unattended inside or outside our building. Your child's safety is very important to us!!

**Mass Texting Notifications** – Please sign up for mass texting services by sending a text message with the characters “@e404b” to “81010” We will utilize this service for emergency notifications (i.e. lockdowns), reminders, etc...

Little Lambs Preschool is a Licensed Exempt Preschool Program that is a ministry of Good Shepherd United Methodist Church. The “exempt” means that we have a religious affiliation. We are still required to meet all health and safety requirements by the Bureau of Child Care in Missouri.