



Mission

Little Lambs Christian Preschool, a mission arm of Shepherd of the Valley Lutheran Church, exists to teach young children and their families about God's love and His plan for salvation, to guide them in applying their faith to daily life and sharing that faith with others; to provide them with spiritual, emotional, and educational support; and to develop an educational foundation for future learning.

Philosophy

Our philosophy is to foster the Christian development of the whole child: spiritually, emotionally, socially, physically, intellectually, and creatively.

Objectives

- To provide a Christ-centered learning environment.
- To guide the child to a better understanding of his/her Savior, Jesus Christ.
- To provide a meaningful play experience that contributes to the developmental needs of the child.
- To provide an opportunity to develop socially with other children.
- To provide an educational foundation on which future learning experiences can be based and foster a readiness for primary grades.
- To provide opportunities for the development of a positive self-image.
- To foster independence in the child and the ability to make good choices.
- To serve as a mission outreach to our families and community.

Enrollment

Little Lambs admits students ages 3-5 years of any race, color, national or ethnic origin to have all rights, privileges, and activities made available to students. It does not discriminate based on race, color, national, and ethnic origin in the administration of its educational policies, admission policies, and other school activities.

All Students must:

- Be at least 3 years old by August 1st
- Be toilet trained
- Be able to separate from parents
- Be current on all immunizations and have a copy on file
- Completely fill out all forms and return to Little Lambs
- Pay the registration fee of \$50.00 upon enrollment

Registration

A non-refundable \$50.00 registration fee is required at time of enrollment and does not apply toward tuition. This non-refundable fee guarantees your child a place in the preschool.

While having your application in early will certainly help your child's chances of being enrolled in our programs, enrollment is not solely determined on a first-come, first-served basis. Other criteria is also used.

All children will be admitted on a one-month trial period. At the end of this time, an initial evaluation will be made on the child's transition and progress, and recommendations will be made. Any child who demonstrates the inability to cooperate with our program may be released.

Student Participation – It is understood that all children are encouraged to participate in the total curriculum including the study of Christian teachings, singing in church services, and special activities.

Tuition

Tuition fees are due by the 10th of each month. A \$10 penalty fee will be charged for late tuition.

Our three day program: M,W,F is \$180 per month

Our two day program: T,Th is \$130 per month

Make checks payable to Little Lambs Christian Preschool or LLCP.

Class Schedule

Little Lambs Christian Preschool offers two programs which meet September through May. The three and four year old program is Tuesday and Thursdays from 8:30-11:30. The four and five year old program is Monday, Wednesday and Friday from 8:30-11:30.

Students will be enrolled in the order that registration forms and fees are received. Once enrollment is filled a waiting list will be made and families will be contacted as soon as a space is available.

Dismissal Policy

At the discretion of the teacher, a parent may be requested to withdraw their child for these or other reasons:

- If the child does not make a proper adjustment to preschool, or is considered in any way to be detrimental to other children or preschool program.
- If the special needs cannot be met.
- If medical or immunization records are not current.
- Physical and or verbal abuse of staff or children will not be tolerated.

Guidance Policy

We believe each child is a unique and special gift from God and will have different abilities. Our goal is to guide the children practicing problem solving, learning appropriate social skills, and offering God's love and forgiveness to each other. If a problem arises the teacher will talk privately to the child. If the behavior continues the child will be redirected to another area. The children will be encouraged to resolve differences with adult guidance. LLCP does not practice corporal punishment. Your child may have to turn their card to red during the day. This is just a reminder that they may have not made a good choice and we can then have time to talk about what a good choice would be with them. Once we get to talk to them they will turn their card back to green.

Behavior Guidance

Discipline must be constructive or educational in nature and may include: diversion, separation from the problem, talking with the child about the situation, praising appropriate behavior, or gentle physical restraint, such as holding. A child must not be subjected to physical harm, fear, or humiliation.

Separation, when used as discipline, must be appropriate to the child's development and circumstances. The child must be in a safe, lighted, well-ventilated room within sight or hearing range of a staff member responsible for caring for or teaching children. A staff member may not isolate a child in a locked room or closet.

Arrival and Dismissal

Our school doors open at 8:15 am for those who sign up for early drop off. For regular schedule please bring your child no earlier than 8:25 am. Please sign your child in. If someone else is picking your child up please notify the teacher and make sure they are on the pick up permission form. Dismissal is 11:30 please wait in the entry and the teacher will dismiss the child as they see you. If your child needs to leave early or you are in a rush please step into the classroom and let the teacher know.

Accountability Procedures

When your child does not arrive at expected time:

- You are required to notify me by 8:45 if your child will be coming for the day.
- If your child does not arrive as expected, I will attempt to call you.
- If no answer, I will attempt to contact your emergency contacts.
- If no answer, I will contact the police department.

Dress

Children should come dressed comfortably. We will be doing lots of physical activity and art activities. No flip-flops or boots should be worn during the school day. We have extra clothes on hand should there be an accident. Please make sure your child is able to button or snap their own pants when using the bathroom. Hard pants to take off and put on can be a barrier to a successful bathroom trip for your child. Please make sure your child has hats and mittens in the winter time. You do not need to bring snow pants and boots every day. The teacher will notify you in advance if they will be going outside.

Toys From Home

Children are discouraged from bringing toys from home. Personal toys may cause problems; we cannot ensure that the toy will not be broken. If your child has a comfort toy they wish to bring they may keep it in their backpack.

Illness

Please notify the preschool if your child will not be coming. If your child has had any of the following symptoms please keep them at home:

- Fever of 100 degrees or more
- Diarrhea within the last 24 hours
- Pinkeye
- Strep throat (must be on medication for 24 hours before returning)
- Lice in the past 24 hours

- **Ill Child Policy**
- If you do not comply with my illness policy, I may terminate our contract.
- If your child becomes ill during the day I will: call the first parent contact, then the second, then work phone, lastly I will call emergency contacts.
- You must notify me before 8:45 if your child will not be attending my program due to illness.
- If your child becomes ill and I am unable to reach you, I will then try to contact another person authorized to pick up the child.

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- **Injuries and Accidents Policy**
- Parents will be informed in writing of any first aid administered to their child within twenty-four hours of the incident, and will be immediately notified of any injury that requires emergency care beyond first aid. A copy of the report will be added to the child's record.
- The death of a child at the facility or a child involved in a serious accident or illness requiring hospitalization while in the care of the facility or attributable to the care received in the facility must be reported within 24 hours to the county social services director.

Medical Emergencies

In an emergency, the teacher will administer the needed first aid for minor injuries. If it is necessary, paramedics will be called. Parents will be contacted immediately. Parents are financially responsible for the emergency services, including but not limited to the ambulance and emergency costs. Little Lambs Preschool is covered with appropriate liability insurance.

Snow Days and Cancellations

In case of bad weather we will follow the decision of the West Fargo Schools. If West Fargo schools are closed or running late there will be NO preschool. Our school is a part of the radio and internet listing for cancellations.

Fire and Tornado

We will conduct monthly fire drills weather permitting. Fire and tornado plans are posted in the classroom.

Emergency Relocation

In the event of an emergency that requires us to leave our building, we will walk across the street to Furniture For Less. Our second place of safety is Choice Financial. In the event that we need transportation we will use Valley Bus and re-locate to 72 Prairiewood Dr. S, Fargo.

Parent Teacher Conferences

Parent teacher conferences will be held yearly. Please contact the teacher anytime with any concerns or questions you may have regarding your child or the preschool program. We are more than happy to meet with you.

Communication

Daily Reports Policy

1. **Parent will receive daily emails or contact via seesaw.**
2. **Monthly Newsletter**

A monthly newsletter will be made available via e-mail, paper copy and posted in the school entry. Please check it to learn about your child's day and important events that are coming up.

Snack/Nutrition policy

Nutritious snacks are essential for young children's optimal growth and development. We will do the following:

3. Provide nutritious foods from one of the five food groups: FRUIT, VEGETABLE, DAIRY, PROTEIN, and GRAINS.
4. We provide water for every snack.
5. Parents are encouraged to celebrate their child's birthdays with non-food items such as stickers or other party favors.
6. Snacks may be: yogurt, apples, carrot sticks, cheese sticks, applesauce, grapes, bananas, oranges, pretzels
7. There will be a \$25 snack fee.

Please let us know if your child has any allergies.

Curriculum

At each session, the children will participate in structured and unstructured activities.

Through Bible Time the children will learn about Christianity through Bible stories, Bible verses, Christian songs, and prayer. By teaching the Bible through fun activities, children find joy in learning God's Word and will share their love for the Lord with others.

Circle time will help the children develop listening and comprehension skills through teacher lead discussions that match the theme or letter of the week. They will also develop a sense of time as we use the calendar to record the days, months and seasons.

Portfolio projects will help the children develop scissor, glue, crayon and fine motor skills, along with spatial orientation.

Workbook time will help the children learn the correct crayon grip and fine motor control. They will learn to write their letters and shapes.

Free play or job time will provide children with many opportunities to learn through active involvement and social interaction. Some centers will change periodically every two weeks.

Music and movement will give the children the opportunity to improve large motor skills. We will catch, throw and roll balls, use ropes to practice balance, use the parachute for upper body strength and hop, jump, skip and move to music.

Aquatics policy

We do not use sprinklers, pools or have any events that involve children being in water.

Transporting Children

We will not transport children.

Ways Parents can Help

- Teach your child self- reliance. Encourage them to do things for themselves.
- Teach your child it is okay to ask for help.
- Confer with the teacher about your child, but refrain from talking about them in their presence.
- Take time to listen to your child's daily experience. Ask them about things you read in the newsletter.
- Build up in your child a wholesome, friendly attitude toward the teachers.
- Report any experiences that you think will help the teacher better understand your child.
- It is very normal for a child to feel distressed when separated from the parent. Crying is a normal reaction. A quick exit after setting the child in the presence of the teacher is best. If crying persists after an abnormal amount of time, you will be notified.
- Parents are welcome to serve as volunteers.

Grievance Procedure

If you have any concerns or complaints about my program, please discuss them with me as soon as possible. If you have a serious complaint that you feel that I am not addressing, you may contact my licenser, __Coreen Ruona__, at Email Address: cruona@nd.gov

Telephone Number: 701-630-8935

We are Mandated Reporters

- We are mandated by North Dakota Century Code 50-25.1-03 to report any suspected cases of physical or sexual abuse or neglect.

**To report a suspected case of child abuse or neglect, you can call Cass County at this number:
701-241-5765**

Employees/Substitute Caregivers

Occasionally we may need to hire a substitute child care provider because of:

- an appointment
- training
- an emergency

Substitute provider information is given to my licensor and a background check is completed. This employee will have the following responsibilities: reading during story time, serving snack ,cleaning after class and supervising children.

All permanent employees who work with the children on a daily basis. A background check has been completed and s/he meets all state licensing regulations. This person has the following child care responsibilities: reading during story time, serving snack ,cleaning after class and supervising children.

Shepherd of the Valley Lutheran Church

If you are looking for a church home, we extend a warm welcome. We would love to have the opportunity to share with you the joyful ministry we have here at SOTV. Sunday worship is at 10:30AM and 8:15 AM. Sunday school is at 9:15AM. Bible class for all ages is at 9:30AM.