

The Good Shepherd's Little Lambs Preschool



SHARING CHRIST, FEEDING LAMBS

Parent Handbook
2015-2016 School Year
www.littlelambstacoma.com



Dear Families,

Welcome to all of you and thank you for choosing The Good Shepherd's Little Lambs Preschool for your child. Our desire as a congregation and school is to provide the best in Christian education for your families.

As the staff at The Good Shepherd's Little Lambs Preschool, we invite you to join us for worship, Sunday School, and other activities as well. We are glad to be of service to you. If you have questions or would like more information about The Good Shepherd's Little Lambs Preschool, call us at the church office, 253-473-4848.

We look forward to meeting you and your children throughout this year. May God bless you as you strive to be good parents and loving families.

In Christ,

Bonnie Jean Huset, Preschool Director
bonnie@goodshepherdluth.com

Rev. Daniel Gerken, Pastor
dgerken@goodshepherdluth.com

Valerie Rice, Church Office Administrator
valerie@goodshepherdluth.com

Dear Preschool Parents:

Welcome to The Good Shepherd's Little Lambs Preschool. We look forward to providing your child(ren) with the best learning environment possible.

The purpose of the handbook is to acquaint you with our goals, curriculum, policies, and school calendar. Keep this book handy during the year for a quick reference. As partners with you in the education and Christian training of your child(ren), we at The Good Shepherd's Little Lambs Preschool are eager to work with you in this important task.

With peace and joy,

Bonnie Jean Huset, Director/Preschool Teacher

Angela Doyle, Assistant Director/Board Secretary

Ruth Gerken, Preschool Board Chairperson

Diane Dean, Preschool Board Treasurer

Vicky McGee, Preschool Board Member

Anita Long, Preschool Board Member

Rory Joinette, Preschool Board Member



***“For it is by grace you have been saved,
through faith...it is a gift of God.”***

Ephesians 2:8

Our Mission Statement

Sharing Christ, Feeding Lambs

Our Mission and Philosophy

Early childhood is a time for happy and carefree days, with ample time to play, learn, and grow. In keeping with the command of Christ to “let the children come to me, do not hinder them; for to such belongs the Kingdom of God” (Mark 10:14), and in keeping with the constitution of Good Shepherd Lutheran Church “to administer to the religious instruction of youth,” Good Shepherd has established a Christian preschool to provide a joyful, loving environment, to build a spiritual frame of reference for living, and to create a ground work for their further education.

Program Description

Our program is designed to provide spiritual, physical, mental, and social experiences at the developmental level of the preschool child. Activities are Christ-centered, showing God’s love and guidance in all areas of Christian living. The program is flexible and varied, encouraging experimentation and creativity.

Non-Discrimination Statement

The Good Shepherd’s Little Lambs Preschool admits children of any race, color, gender, and national or ethnic origin and gives to each all the rights, privileges, programs, and other activities of the preschool.

Our Goals

To provide children with the opportunity to:

- Develop a personal relationship with Jesus Christ.
- Acquire basic Bible knowledge.
- Develop social skills based on a Christian value system.
- Have an introduction to basic academic concepts.
- Develop self-respect, self-worth, and self-understanding.
- Develop independence, self-motivation, and a positive attitude.
- Develop and use the senses in learning processes.
- Develop large and small muscle coordination.
- Recognize the uniqueness of him/herself and others.

Curriculum Goals

In order to accomplish these goals, our staff will:

- Provide a rich variety of independent and small group activities that stimulate the child's thinking and learning.
- Structure the classroom so the child learns from the other children as well as from the teacher.
- Provide interesting information about the physical and social world so the child learns from the other children as well as from the teacher.
- Provide interesting information about the physical and social world so the child will be motivated to learn more.
- Model the use of academic skills (reading, math, etc.) so the child sees purpose in the process of acquiring these skills.
- Provide a learning environment that encourages active experimentation.

Curriculum Areas

Spiritual Growth

Providing the child with the opportunity to develop a personal relationship with Jesus Christ through the Word of God and grow in the Christian faith. Activities include Bible stories, songs, prayers, and worship times.

Communication

Preparing the child for oral and written communication through basic communication skills of speaking, listening, repeating, and journaling.

Academic Readiness

Preparing the child for reading, writing, mathematical and scientific awareness through exposure to relating symbols to abstractions, providing a print rich environment, engaging in mathematical concepts and relations, and providing experiences to foster an appreciation for learning.

Motor Skills

Activities provided to promote the development of fine and gross motor skills and coordination with tactile discrimination.

Social/Emotional

Activities designed to acquaint the child with the uniqueness of each individual person and the people around them. Experiences to gain an appreciation and understanding of nature, conservation, and the world around him/her.

Fine Arts

Songs, rhythmic activities, and creative movement along with exposure to different medium for crafting work and creating works of art through the process of exploration designed to make the child aware and sensitive to the sounds and sights that surround him/her.

Play/Centers

Play is an important way for the child to learn. All curriculum areas are incorporated into their play/centers time throughout day and year. Meaningful learning occurs through a period of free play/centers that increases their awareness, skills, creativity, and understanding of their environment.

Daily Schedule for Preschool

The daily schedules are flexible and used as a guide to maintain the flow of our preschool day. The following activities are included daily:

15 minutes	“Jesus” Time
40 minutes	Learning/Experiential Centers
25 minutes	Snacks/Bathroom break
15 minutes	Outdoor play or large motor skills
5 minutes	Show-and-Tell time
40 minutes	Learning/Experiential Centers
10 minutes	Closing time

General Information

A. Enrollment Policy

1. The child must turn age three on or before August 31st to be enrolled in the two-day class and age four by January 31st to be in the three-day class.
2. Child must be toilet trained.

Forms must be in by child's first day of school. Requirements include:

1. A signed registration/health form for each child, detailing any special health problems.
2. A copy of required state immunizations.
3. A nonrefundable registration fee of \$70.00.

B. Tuition

Tuition is due on the first class day of each month, starting in September.

A **\$10 late fee will be charged after the 10th of each month**, unless otherwise prearranged. (Please speak with director in advance.)

Tuition costs:

Preschool 1 \$1,080.00 per year or \$120.00 per month for nine months.
Preschool 2 \$1,620.00 per year or \$180.00 per month for nine months.

- * Discuss with the director any special circumstances concerning payments.
- * **Will not accept cash.** Pay with check or money order.
- * Pay Pal and credit card payments through the web site are available.
- * 30-day delay in payment may result in suspension.
- * **Tuition is figured on a yearly basis and is not refundable for absences, family vacations, school closures due to weather, and scheduled holidays.**
- * Two-week notice required for withdrawals.
 - **Discounts:**
 - A discount for yearly tuition paid in full by Sept. 10, 2015
 - 10% discount for 2nd child.
- * The fee for returned checks will be \$25.00.

C: Calendar

September 8, 2015	First Day – Preschool 1
September 9, 2015	First Day – Preschool 2
October 29 – 30, 2015	Teacher Conference
November 11, 2015	Veteran’s Day
November 26 & 27, 2015	Thanksgiving Break
December 21, ‘15 - January 1, ‘16	Christmas Break
January 4 & 5, 2016	Resume School
January 18, 2016	MLK Jr. Day
February 15, 2016	President’s Day
April 4 - April 8, 2016	Spring Break Week
May 26, 2016	Last Day for 2-day students
May 27, 2016	Last Day for 3-day students

D. School Closure Policy

In case of bad weather, follow the Tacoma School District closures that are announced on the radio for full day closures. If schools are two hours late, we will meet one hour late. **Classes missed because of bad weather will be made up after two days are missed per class.**

E. Class Times and Days

Preschool 1 (Age 3)	Tuesday, Thursday sessions 8:45 – 11:15 a.m.
Preschool 2 (Age 3 ½ - 4)	Monday, Wednesday, Friday 8:45 – 11:15 am

F. Arrival and Departure

Children will be **escorted** in to the classroom about five to ten minutes before the session begins (**no earlier, please**). Our policy requires that parents sign their children in and out with a full signature, not initials.

Notify the teacher in writing if there are any changes in who is authorized to take your child from the preschool. Pick up your child promptly at the end of the class.

G. Class Size and Teacher Ratio

We are committed to the safety of our students and therefore will provide a teacher and an assistant for each class up to 14 students.

H. Absences and Attendance

Call the school @ 473-4848 or e-mail bonnie@goodshepherdluth.com if your child(ren) will not be present that day.

I. Class Visitations

Parents are welcome to visit the classroom either to observe or assist. Please arrange these visits with the teacher.

J. Clothing/Backpack Policy

Since the child(ren) will be involved in a variety of activities, dress your child in washable sportswear. Outdoor clothing appropriate for ever-changing weather conditions is necessary. Closed shoes are recommended for our playground.

Children should gradually learn to manage their clothing without assistance. Teach your child(ren) to put on, zip, button, snap, and velcro clothing to be worn at school.

K. Discipline

Part of training is that of self-control. We believe that busy, interested children seldom misbehave. Misbehavior will be handled by removing the child(ren) from the situation, clearly explaining the misbehavior, and discussing more appropriate behavior and/or respect for the rights of others. Children will be reassured of our love and concern when disciplined.

If misbehavior is severe, parents will be informed as soon as circumstances permit, and will be requested to discuss the misbehavior with their child(ren). If misbehavior persists, a consultation will be requested between parent and teacher. We do reserve the right to have child(ren) removed from our Preschool.

L. Show-and-Tell

Show-and-Tell Days will be posted on the monthly class schedules that are sent home. Each child's show-and-tell day will correspond with his/her snack helper day. This is the only day a child may bring a toy or item from home to share with the class at the appointed time.

If your child is having problems with separation, he/she may bring a favorite object from home for a limited time.

M. Fundraisers

Throughout the school year we have a few fundraisers. Your participation is very much needed and appreciated.

N. Snacks

We ask all parents to take turns supplying a **nutritious, low-sugar** treat. A box of whole grain crackers, fruit, or juice for the whole class would be appreciated. Watch in the monthly schedule for your turn. Table manners, social interaction in acceptable ways, and becoming acquainted with a variety of nutritious foods are some of the skills learned during snack time. Here are some suggestions for snack time:

Cheese slices	Bread sticks
Whole grain bread	Yogurt
Bagel, rice cakes, crackers	Vegetables
Fruit	Fruit juices, milk

Nutritious treats for your child's birthday are welcome. Also, feel free to provide a snack from your cultural background. Please bring snack ready to serve.



O. Health and Wellness Policy

State law requires that we have only healthy children at school. Sick children should be kept home to prevent spreading germs to their classmates and teacher. Please have your child checked by your doctor if he/she has high fevers, rashes, stomach pains, ear infections, severe congestion, etc. Whenever a child has had a fever, keep him/her home for another 24 hours after the temperature has returned to normal. Children who are sent to school when they are not well are usually listless, cranky, and uncomfortable. **If you think your child is ill, do not send or bring him/her to school, even if he or she wants to come. Parents shall abide by the teacher's judgment if the teacher feels the child should be kept home or sent home.** Please notify the school about any contagious disease your child has, such as measles, mumps, impetigo, chicken pox, and pink eye.

P. Medication Administration

If your child takes a medication, it must be administered before or after class by you. Our staff will not administer medication. If your child has allergies or asthma please let us know and proper steps will be taken to ensure the safety of your child with the appropriate paperwork on file.

Q. Emergency Procedures

In case of sudden life-threatening illness or injury, we will call 911. You will be notified of the situation as soon as possible. Two emergency numbers must be on file in your child's record. If you or the person listed cannot be reached and your child needs to be transported to the hospital, we will call an ambulance at the parent's expense. One staff person will accompany the child to the hospital.

In case of a community emergency such as a snowstorm or earthquake, we will keep your child at school until someone with proper authorization to pick him/her up arrives. In the event that we need to evacuate our center for any reason, information will be available at our site. Concordia Lutheran School is our catastrophic emergency evacuation site.

We practice fire and earthquake drills.

R. Child Abuse, Neglect and Exploitation

Our school is required by law to report to the proper law enforcement agency any suspected or known child abuse, neglect, or exploitation.

S. Parent/Teacher Conferences

During the year, written progress reports will be issued in January and May. Parent/Teacher conferences will be conducted as requested by teacher or parent.

T. Private Party Invitations

We ask that you do not have your child give out party invitations during school unless **everyone** is invited. Hurt feelings are inevitable if children in the class know they are not invited to a party.

U. Parent Participation

We encourage you to volunteer in the classrooms to help prepare materials or supervise a small group. Washington state law requires that all volunteers fill out a "State Patrol Check" to ensure the safety of the children.



*“Train a child in the way he should go, and
when he is old he will not turn from it.”*

Proverbs 22:6

Tips for Parents

A new situation can be exciting as well as frightening to young children. The following are some steps that you can take to make this adjustment more comfortable for the child(ren).

- Ask God's blessings upon your child(ren). Pray for and with your child(ren).
- Give opportunities for your child(ren) to freely walk through the preschool. Check out the toys, play areas and bathrooms, and take the time for your child(ren) to personally meet the teachers and assistants.
- Encourage your child(ren) to meet new classmates, try new activities, and share with you one item of interest which happened each day at preschool.
- Give a boost of encouragement when bringing your child(ren) to school. Share a hug and leave your child(ren) with the staff and other children already present so he/she may go about the day's tasks.
- Guide your child(ren) in regular mealtime schedules prior to and after school. Adequate rest and hours of sleep also allow for a more positive experience in school.

Early childhood education is such an exciting time for your child. Be a part of it with your praise and interest. It is a privilege for us to share in your child's education.

*“Oh, come, Let Us Sing to the Lord.
Let Us Make a Joyful Noise to Him
with Songs of Praise.”*

Psalm 95

Worship Services

Every Sunday:

8:00am - Worship Service

9:15am - Sunday School & Bible Classes

10:45am - Worship Service

Special Services

Thanksgiving Day	November 26, 2015
Advent services	Wednesdays in December
Christmas Eve and Day	December 24 & 25, 2015
New Year's Eve	December 31, 2015
Ash Wednesday	February 10, 2016
Lent services	Wednesday evenings - seasonal
Palm Sunday	March 20, 2016
Maundy Thursday	March 24, 2016
Good Friday	March 25, 2016
Easter	March 27, 2016

Childcare is provided every Sunday morning from 9am - 12 noon and for special services.



SHARING CHRIST, FEEDING LAMBS

Good Shepherd Lutheran Church and The Good Shepherd's Little Lambs Preschool

140 East 56th Street

Tacoma, Washington 98404

Phone: 253-473-4848

Fax: 253-473-4849

www.littlelambstacoma.com

Church Office Hours:

Monday – Thursday: 9:00 a.m. – 4:00 p.m.

Friday: 9:00 a.m. – 12:00 p.m.