

Parent Handbook

LITTLE LAMB NURSERY SCHOOL

EPLER'S UNITED CHURCH OF CHRIST

1151 WEST LEESPORT ROAD

LEESPORT, PA 19533

610-926-1006 610-926-1135



Revised:
05/2018

FOUNDED
1987

Philosophy and Curriculum

Little Lamb Nursery School of Epler's United Church of Christ is a learning environment to foster social skills. It is the philosophy of the Little Lamb Nursery School Program that children are encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment.

Little Lamb Nursery School believes that each child is a unique individual and that all children can learn. Our preschool program provides a setting that recognizes children's varied abilities, interests, needs, and learning styles.

We believe children learn best through meaningful play. Our play-based, child-centered program reflects the integration of physical, cognitive, social, emotional, language, self-help and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image.

Our program teaches social skills such as how to get along with one another, kind words, gentle hands, and how to sit in a group for short periods of time.

We develop large muscle skills and stimulate the child's joy of learning. Little Lamb Nursery School has various readiness activities to prepare children or kindergarten without duplicating kindergarten curriculum.

We recognize that parents are the child's first teachers. Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of family and community.

The statement and beliefs in this philosophy reflect the position of the National Association for the Education of Young Children.

Special Information from Home and Preschool Forms

Special Information From Home

In the event of a significant change in the home, which may affect the child's behavior, security and general well being, please inform the staff as soon as possible. We will accept the parent's judgment as to what changes may affect the child. Common causes of distress include: either or both parents being away from home for an extended time for any reason; a new person living in the home; illness of either parent; illness of sibling; any hospitalization, accident or death; new caretaker; moving; or death of a pet.

The staff will keep parents informed of any significant changes in the school environment, which may affect the child.

Preschool Policy Forms

All parents will be required to complete and return the following forms by **September 1st:**

- Application for Admission
- Enrollment Agreement
- Tuition Policy Agreement
- Getting To Know Your Child
- Emergency Information and Contact
- Physician's Certificate Form
- Injury Release Form
- Photo Release Form
- Parent Handbook Release Form

Snacks and Backpacks

Snacks

Little Lamb Nursery School is committed to balanced nutrition and healthy snacks. Parents may sign up to provide snacks and drink items. A monthly snack sign-up sheet is located on the bulletin board.

BIRTHDAY: Little Lamb Nursery School would like to celebrate your child's birthday. Please sign up to bring a "special birthday snack" and notify staff prior to the child's birthday.

REMINDER: Please adhere to any class allergy restrictions that will be listed on the bulletin board or outside the classroom.

Backpacks

A "backpack" type school bag is required to transport papers and crafts home. Backpacks or school bags will be sent with the student every day to avoid lost papers and crafts. Please label the backpack or school bag with your child's first and last name.

Our school cubbies are child size; when selecting a backpack choose a schoolbag that is an appropriate size for your child.

Remember to check your child's book bag each night and remove all papers and crafts.

Welcome and Staff

Welcome

Little Lamb Nursery School of Epler's Church is open to children 3, 4 and 5 years of age. Developmentally appropriate multi-age classes are offered Monday and Wednesday mornings from 9:00 to 11:30 a.m. and Monday and Wednesday afternoons from 12:00 to 2:30 p.m.

A pre-kindergarten class is offered for 4 and 5 year olds on Thursday morning from 9:00 a.m. to 12:00 noon.

Class size is limited to approximately fifteen children with one teacher and one or two aides depending on class enrollment. The school's policies and procedures are under the supervision of a board of church members. Enrollment is open to children of church members as well as those of non-church members.

Staff

Linda R. Lash: Preschool Director

Bachelor's of Arts in Elementary Education from Millersville University of Pennsylvania and 23 years of early child care experience. CPR certified

Karen Duda: Preschool Aide/Arts & Crafts

Bachelor's of Science in Landscape Architecture from Penn State University. CPR certified

LLNS periodically hosts student teachers from local colleges and high schools who observe our preschool students to fulfill their Early Childhood Education requirements or observation hours.

Enrollment and Tuition

Enrollment Procedures

The age for admission is three years of age by September 1st. All children need to be toilet trained by September 1st.

Parents desiring to register their children for enrollment are to complete the application form and return it with the \$50.00 registration fee. Twenty-five dollars of the registration fee will be credited towards May school tuition.

Applications will be accepted on first come first served basis. Children of Epler's Church members and returning students have priority until February 28th. Any additional openings will be available to the public after February 28th.

Every effort will be made to accommodate each family's wishes for scheduling. However, it may be necessary to place your child in a class that may not be your first choice. We ask for your understanding in the matter.

If an applicant needs a specialized program we reserve the right to determine his or her eligibility

Tuition

Tuition is **\$100.00** per month for two days a week and **\$120.00** per month for three days a week. Our program is completely tuition based. We cannot offer tuition discounts.

Tuition payments are to be paid, in full, one month in advance and due by the 1st of each month. **September's tuition is due by August 1st.**

DELINQUENT TUITION: Any payment received *after the 1st of the month* will accrue a \$20.00 LATE FEE. Failure to pay the tuition may result in the removal of your child from the program.

Field Trips, Toys, and Bikes

Field Trips

LLNS student will be transported and accompanied, *only*, by their parent or family member to and from the field trip. It is the parents' responsibility to provide a car seat for their child's transportation. If the parent is unable to provide transportation to and from the field trip the student will remain home the day of the field trip.

Toys

It is often comforting for a child to bring a favorite toy or blanket from home for the first days of school. We ask that once your child is comfortable at school, that toys and blankets remain at home.

SHOW AND TELL: Students will be allowed to bring items from home; place items in a bag labeled with your child's first and last name.

Bike Safety

When "bikes, trikes, big wheels, etc." and other similar riding toys are brought to school, all children under 12 years old must have a helmet.

Riding toys will not be allowed if your child does not have a helmet.

Sickness, Accidents, and Medical Records

Arrival/Pick Up, School Entrance, and Dress Code

Illness/Accident

The school prohibits attendance of a child during an illness such as green stuffy nose, pink eye, persistent cough, fever, vomiting or diarrhea. If your child is ill, please call the church office 610-926-1006 or email at LLNS.EPLERS@gmail.com between 8:30 a.m. and 9:00 a.m. to inform the teachers that your child will not be attending school.

When a parent has verification that their child has a communicable disease, the director/staff should be notified immediately in order for a note to be sent home to inform other parents.

In case of an accident at school, parents are called immediately after first aid is given. If the parent(s) cannot be reached, the emergency contact indicated will be called. If that person is not available, the child's doctor will be called. If necessary, we will not hesitate to call 911.

Student Medical Records

All parents will be required to complete and return medical forms with a physician's signature by September 1st.

Student Arrival/Pick-up Policy

A.M. STUDENTS: Arrive between 8:55AM and 9:05AM
Pick up between 11:25AM and 11:30AM

P.M. STUDENTS: Arrive between 11:55AM and 12:05PM
Pick up between 2:25PM and 2:30PM
Early dismissal requires prior notification.

AM Doors to the school will be open at 8:55 -9:05AM and 11:25AM
PM Doors to to the school will be open at 11:55-12:05PM and 2:25PM
Doors will be locked during preschool hours for the safety of our students.
Parents please ring the doorbell if the door is locked.

TRANSPORTATION: Parents should inform teachers in writing if someone other than parent, guardian or contact on file will be transporting their child. Note should include name, address, phone number and relationship to child.

If at anytime our staff is not familiar with your child's pickup person, photo identification must be presented to LLNS staff before your child is released. This is for your child's safety. Please wait quietly, in the hallway, for your child to be dismissed.

School Entrance

Parents and children should enter the building by the door to the education building from the parking lot. Please bring your child to the coat rack and assist him/her in the removal of their coat and hanging up their school bag.

Dress Code

Dress your child in simple and comfortable clothing for independence in the bathroom, art, and outdoor activities. Please bring a second set of clothing (pants, shirt, underwear and socks), which will remain at school in case of "accidents." Place clothing in a clear bag with your child's first and last name.

Communication, Parent Newsletter, and Conferences

Communication

Little Lamb Nursery School has an open door policy for our enrolled families. We feel the communication between parents, teachers, and children is very important. Therefore, if at anytime you have any questions, ideas, or concerns, please feel free to contact the director. Your input is valuable to us!

Your communication and involvement is important and will enhance the feeling of partnership in the education and care of your child.

If you need to contact the school, you may call Linda Lash, Director/Teacher at 610-926-1135 or the church office at 610-926-1006 or email at LLNS.EPLERS@gmail.com

Parent Newsletter

A monthly newsletter will be provided sharing school information, offering suggestions for home activities, and calling attention to special events.

Please check the bulletin board outside the classroom for additional school activities and information.

Conferences

Spring parent/teacher conferences will be held to discuss the child's progress. Parents may request conferences at any time and we reserve the right to schedule conferences as needed. Teachers are available during the school year to answer questions.

School Year, Cancellations, and Child Custody

School Year

School begins with an Open House, Wednesday, after Labor Day and continues typically through the end of May.

A tentative school calendar will be issued before school begins.

School Cancellation

SNOW DAYS

Any unscheduled school closings, emergency closings, or delayed opening due to inclement weather will be posted on LLNS Facebook page. LLNS will follow the Schuylkill Valley School District inclement weather schedule; for a SVSD two (2) hour delay there will be no AM class but PM class will remain in session.

Child Custody Procedures

In situations where one parent has court appointed custody and the other parent is not permitted contact, a custody form should be filled out and kept on file. This form will provide the staff of Little Lamb Nursery School with information concerning both parents' rights. This information will assist the staff in administering the intent of any existing court order. In the interest of the child, Little Lamb Nursery School will remain neutral in custody issues.

We would appreciate if all custody issues were dealt with outside of class.