

# ***Parent Handbook***

## **LITTLE LAMB NURSERY SCHOOL**

**EPLER'S CHURCH, UNITED CHURCH OF CHRIST  
1151 WEST LEESPORT ROAD  
LEESPORT, PA 19533  
610-926-1006**

**[eplers@epix.net](mailto:eplers@epix.net)**

**Facebook: Little Lamb Nursery School of Epler's Church**



**Founded 1987**

# Philosophy and Curriculum

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Little Lamb Nursery School of Epler's Church, 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.

# Welcome and Staff

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## 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.

Each class will have one teacher and one or two aides depending on class enrollment, therefore class size is limited. 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

All staff have necessary clearances, trainings and CPR certification. 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

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## **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 non-refundable registration fee.

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 Payment Schedule

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2020-2021 Tuition is \$115 for two-day students and \$130 for three-day students.

<b>August 1st:</b> September Tuition Due	<b>January 1st:</b> February Tuition Due
<b>September 1st:</b> October Tuition Due	<b>February 1st:</b> March Tuition Due
<b>October 1st:</b> November Tuition Due	<b>March 1st:</b> April Tuition Due
<b>November 1st:</b> December Tuition Due	<b>April 1st:</b> May Tuition Due
<b>December 1st:</b> January Tuition Due	

**Delinquent Tuition:** Epler’s Church must receive tuition payment by the 1st of each month. Any payment received after the first of the month will accrue a \$20.00 LATE FEE. Sick days, snow days, or school holidays are no exception to the tuition payment policy. Delinquent accounts may be referred to a collection agency.

**Tuition Payment:** Make checks payable to *Little Lamb Nursery School*

**Mailing Address:**       ATTN: LLNS Treasurer  
                                  Epler’s U.C.C  
                                  1151 West Leesport Road  
                                  Leesport, PA 19533

**Tuition Deposit Box** is located near the classroom door (inside) for your payment convenience.

**Please include the following information when making your tuition payment:**

1. Name of the student on the memo line of your check
2. Payment coupon included with your check
3. Tuition payment check will be placed in a sealed envelope

Any questions or concerns regarding tuition and payment schedule please contact the church office, (610) 926-1006 and leave your name, contact number, and message for LLNS Treasurer

# Arrival/Pick Up, School Entrance, and Dress Code

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## **Student Arrival/Pick-up Policy**

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

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

Doors will be locked during preschool hours for the safety of our students and staff. 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, and a parent signature and date.

If at any time 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 and footwear 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

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## 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 any time you have any questions, ideas, or concerns, please feel free to contact the head teacher. 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 the church office at 610-926-1006.

## 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

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## School Year

The 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; if SVSD has a delay there will be no AM class but the PM class will remain in session. SVSD posts this information on WEEU, WFMZ, and the district webpage.

## 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.

# Sickness, Accidents, and Medical Records

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## **Illness/Accident**

The school prohibits attendance of a child during an illness such as pink eye, persistent cough, fever, vomiting or diarrhea. If your child is ill, please call the church office 610-926-1006 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.

# Field Trips, Toys, and Bikes

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## **Field Trips**

LLNS students will be transported and accompanied only by their parent or family member to and from a 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 names.

## **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.

# Snacks and Backpacks

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## 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 names.

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

# Special Information from Home and Preschool Forms

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## 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 judgement 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 **August 1<sup>st</sup>**, with the first month's tuition payment:

- Application for Admission
- Tuition Policy Agreement

These forms will need to be completed and returned by September 1<sup>st</sup>:

- Enrollment Agreement
- Getting to Know Your Child
- Emergency Information and Contact
- Child Health Report
- Injury Release Form/Field Trip Policy
- Photo Release Form
- Parent Handbook Release Form

