

Little Lambs Christian Preschool



Parent Handbook

Located within Immanuel Lutheran Church
20 Rocky Mountain Blvd West
Lethbridge, AB T1K 8E1

Phone: 403-892-6627

Email: preschool@littlamlambspreschool.ca

Website: www.littlamlambspreschool.ca

Fax: 403-320-5365

Jesus said, "Let the little children come to me,
and do not hinder them, for the kingdom
of Heaven belongs to such as these."

Matthew 19:14

Little Lambs Christian preschool is a ministry of Immanuel Lutheran Church. It is our desire to meet the children's spiritual, physical, social, intellectual, creative, and emotional needs in a Christ-centered, safe and loving environment.

The Christian environment provided by our preschool is committed to filling the goals of quality childhood education. The program will provide a nurturing atmosphere that offers a thematic approach to learning to play. Play an opportunity for children interact with their peers, learning language and social skills and developing friendships.

The children experience music, science, art and drama. They explore elements like weather, sand and water, and play with puppets, blocks, puzzles and much more. Children need to be given the opportunity to ask questions, explore and discover, using all five senses. Encouragement and positive reinforcement for each child are necessary to instill a love of learning.

Admission

- The child must be 3 years old.
- **Must be toilet trained.**
- It is our desire to welcome all children to the program, provided we can accommodate their needs. Special Needs services will be provided under the direction Palliser Regional Schools. Please speak to the teacher/administrator if you have any concerns.
- Registration is open to returning from families first. Public registration forms will be accepted later, to be announced. Once class is full, a waiting list will be started.

Registration

- Registration fee of \$50 per child at time of registration. (non-refundable)
- Consumable fee of \$50 per child.
- Minimum two days/week of preschool.
- 2 days/week - \$100.00/month
- 3 days/week - \$135.00/month
- 4 days/week - \$175.00/month

Cheques

- 10 post-dated monthly tuition cheques dated for the 1st of each month: September - June
- 1 non-refundable Registration Fee cheque for \$50.00
- 1 consumable fee cheque for \$50.00
- There is a charge for any NSF cheque
- Tuition is non-refundable for absences or holidays
- ONE MONTH written notice is required for early withdrawal. Failure to provide notification will result in forfeit of one-month tuition fee. There will be no refund of tuition for withdrawals after April 1.

Daily Schedule

AM CLASS	ACTIVITY	PM CLASS
9:00 - 9:15	Arrival/self-directed activities	
9:15 - 9:30	Circle Time (attendance, calendar, prayer)	
9:30 - 10:15	Centres - planned craft, self-directed activities	
10:15 - 10:30	Bible story and songs	
10:30 - 10:50	Snack	

AM CLASS	ACTIVITY	PM CLASS
10:50 - 11:15	Gym/ Outdoor time	
11:15 - 11:30	Closing Circletime, stories and songs	

Self-Directed Activities

Free access to all centres and materials.

Arts Center – painting, cut and paste and paper activities.

Manipulative center – activities with puzzles, board games, fine motor activities, small blocks, leasing, sorting.

Dramatic Play Centre - provides imaginative play, allows for role-playing, and changes along with weekly/monthly instruction plans

Water table and sandbox – hands-on sensory activity.

Reading/library centre - allows children the opportunity to look at books in a quiet part of the classroom.

Science/Math centre - children can investigate their surroundings using different tools to measure, weigh or observe their environment or class topic.

Music

Children will participate in a variety of carpet songs, bible songs, and action songs.

Clean-Up

Children are responsible for putting away toys, gym equipment and other materials under the assistance of the teacher and assistant.

Bible Story Time

Group activity, teacher directed. Group discussion regarding Bible story

Snack

Allows children to be seated together which will encourage conversation and builds on their social development.

Gym

Mix of planned games, and free-play to develop large muscle control.

Circle Time

Develops an interest in stories and songs (poems, rhymes, and finger-plays)

Snacks

- Children will bring own snack and beverage (water/juice) each day, in an individual lunch kit labelled with his/her name.
- Parents are encouraged to send healthy snacks that use a variety of the food groups, based on Canada's Food Guide.
- Effort will be made to schedule a child's special day on or near that child's birthday, and on that day, a child may bring a special snack to share with the class.
- Parents will be provided with a list of all food that is not permitted and a list of food allergies in the class.
- Please do NOT send **peanut or nut** products into our school ~ read labels carefully.
- Inform school if your child develops an allergy so that we can accommodate and add that child to the allergy list.
- 'Back-up' snacks will be kept at the school, for use in the event a child/parent does not bring a snack on their scheduled day.
- No hard candies, gum, popcorn, seeds, caramels/toffee, or jellybeans.
- Please do NOT send snack on skewers or toothpicks.

Child Guidance

When a disagreement between children occurs, they will be encouraged to work through the situation using their words with minimal intervention from the teaching staff. A staff member will assist the children in coming to an amicable resolution when necessary.

When a staff member must intervene, the child behaving inappropriately will be given a warning, along with an explanation of the desired behavior. Redirecting the child's behavior often helps. If the child continues, time-away will be given. The staff member will take the child and help the child work through his or her frustration. Time-away enables the child the opportunity to break from the group and prepare to rejoin the activities.

At the end of the Child Guidance situation, under supervision of a staff member, between the children, forgiveness will take place between children for the child and teacher.

This policy will be reviewed during staff meetings ensuring policy is implemented correctly. When necessary, time during staff meetings will be dedicated to discussing classroom situations, evaluating how situations are handled and what might be done differently in the future.

Arrival and Pick Up

- Please accompany your child into the building each day.
- Leave soiled shoes or winter boots at the entrance to the church on designated mats.
- Help them hang up their coats and backpacks under labeled coat hook.
- Assist child in putting on their indoor running shoes (to be left at the school).

Accidents

Staff of the Little Lambs Preschool have valid First Aid in Child Care. It is not possible to prevent all accidents. If a child incurs an injury while in the program, staff will survey the situation and decide to proceed with one of the three first aid treatments.

Minor Injuries (scratches, minor cuts, bumps)	Staff will provide first aid to child. An accident report will be completed by the teacher and signed by the parent at the time of pickup. Report will be kept on file.
Injury requiring immediate medical attention, but non-life threatening	Staff will provide initial first aid and comfort the child until the parents can be contacted and arrive at the school. If neither parent can be reached, the emergency contacts will be called.
Life threatening injury	An ambulance will be called and the teacher will accompany child to the hospital. Parents will be contacted and will proceed to hospital. If neither parent can be reached, emergency contacts will be called.

Emergency Procedures

Fire drills and safety procedures will be taught to the children and practiced throughout the school year to ensure appropriate procedures for evacuating the building.

When the fire alarm is heard:

1. Children form a line at the classroom door.
2. Teacher collects the attendance book.
3. The children will follow the teacher and exit the building through the doors of the North end. If that exit is blocked, the group will proceed to one of the other 2 exits upstairs and head to the East side of the church.
4. Classroom assistant will check play areas, centers, washrooms, turn off lights and then follow the class.
5. Class will proceed to designated meeting area where attendance is taken.
6. Class will return to the building once permission has been granted by the appropriate authorities.
7. If children are unable to return to class, they will proceed to:

Dr. Gerald B Probe School
120 Rocky Mountain Blvd West

Parents will be contacted to pick up their child at this location

Parental Involvement

It is an “open-door” program and we encourage families to join our class and assist in any way they can. You may join us on any day that your child attends. You’re welcome to stay and watch the class or feel free to participate in classroom activities.

School Calendar

We will be following the calendar of Lethbridge School District No. 51. Please refer to our website for specific dates

We will observe the following holidays:

Thanksgiving Day, Remembrance Day, Christmas Holidays, Family Day,
Spring Break, Good Friday, Easter Monday, Victoria Day