LITTLE LAMBS CHRISTIAN PRESCHOOL PARENT HANDBOOK



"Let the children come to me and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

Revised 04/10/2026

LITTLE LAMBS CHRISTIAN PRESCHOOL
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Staff

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Little Lambs Christian Preschool is governed by Zion's Board of Education.

LLCP admits students of any race, color, national or ethnic origin to all the rights and privileges, programs, activities generally accorded to students at school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admission policies or any other school administered program. Handicapped children will be accepted on the approval of the Director of Zion's Board of Education.

LLCP is a nonprofit Christian preschool licensed by the State of Iowa. It complies with all the standards set forth by the Department of Human Services.

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WELCOME

In the name of the Triune God, Father, Son and Holy Spirit, we welcome you to Little Lambs Christian Preschool. Children are truly a gift from God, and each one is God's unique creation.

God has given to parents the awesome responsibility of raising their children. We want you to know that ours is a supportive role, to assist you in anyway we can to help your child reach his/her God-given potential in these early learning years.

We consider it an honor and a privilege to have your child enrolled in our Christian preschool. The staff at LLCP is committed to do all it can to be worthy of your trust.

This handbook is designed to serve as a reference when questions arise. Read it carefully, and should you have further questions or concerns, please contact us. We do care!

Kari Boyle, Director



Rev. Kevin C. Zellers, Jr. Pastor



HISTORY

LLCP began its program of early childhood education in the fall of 1981. Since that time it has remained faithful to the command of Jesus to His disciple, Peter, to "Feed my lambs." (John 21:15)

Throughout its history, the Lutheran Church - Missouri Synod has demonstrated its concern for the education of children. Today LLCP is one of 2,200 Lutheran preschools, elementary and secondary schools whose mission is to educate the whole child.

As LLCP begins it's **44th year**, we thank God for blessings past and pray His guidance on the future of this ministry to families and their children.

PURPOSE

The purpose of LLCP is to provide a well-rounded and nurturing pre-kindergarten experience for three, four, and five-year olds in a Christian environment. LLCP supports the home by providing a program of developmentally appropriate learning activities that will contribute to the child's **mental**, **physical** and **spiritual** development and further his/her **social** and **emotional** growth.

GOALS

The goal of LLCP is to provide the kind of environment and varied experiences that will allow the child to:

- Acknowledge the daily presence of Christ in his/her life.
- Make a successful transition from home to school.
- Live, work and play with other children and adults.
- Develop a healthy self-concept.
- Develop an interest and joy in learning.
- Encourage creativity and self-expression.
- Develop a sense of security through experiencing success.
- Develop self-control and responsibility.
- Participate in large and small group settings.
- Discover the wonder of God's world.
- Experience pre-reading, pre-writing and pre-math skills.
- Develop verbal skills.
- Develop motor skills and coordination.

STAFF CREDENTIALS

Mrs. Boyle has been the Director at Little Lambs since 2014 and worked in the classrooms for 10 years prior to becoming the Preschool Director. She graduated from Kaplan University and has taken many hours of early childhood classes. She is a member of the Iowa Association for the Education of Young Children (IAEYC) and the National Association for the Education of Young Children (NAEYC). Mrs. Boyle takes at least 10 hours of additional training each calendar year.

Our teachers and assistants have proper credentials and take 6 hours of continued Early Childhood education each year, along with maintaining a 1 to 8 ratio for three-year-olds and a 1 to 10 ratio for four-year-olds in the classrooms.

ADMISSIONS

LLCP admits all children who are three or four-years old, on or before September 15 of the current school year, and is a resident of Iowa.

CLASS SIZE

The facility at LLCP is licensed for 16 - 20 children per class. A ratio of 1 adult for every 8 children is maintained for 3 year olds and a ratio of 1 adult for every 10 is maintained for 4 year olds. Classes for four-year olds are held on M-T-W-TH . Classes for three-year olds meet on either T-TH AM or M-W AM.

REGISTRATION

Zion's Board of Education has adopted the following registration policy:

1. Children currently enrolled in the three-year old program will be given first opportunity to register for the four-year old program (first week of-January).
2. Children of member families at Zion Lutheran Church will be given first opportunity to register for the three-year old program and for any openings remaining in the four-year old program (second week of- January).
3. Following #1 and #2, registration will be open to the public.

Registrations are then taken in the order received. If the desired class is filled, a child's name can be placed on a waiting list to be called when a vacancy occurs.

ENROLLMENT FORMS

The Department of Human Services requires the following forms be on file for each student:

1.Enrollment Forms
2.Physical Examination
3.Parental Emergency Consent
4.Pick-Up Permission
5.Picture Release
6. Certificate of Immunizations

FEES & TUITION

Registration Fee

A $60.00 non-refundable fee is required at the time of registration for 3-year-old families, and those families choosing "wrap around care".

Snack Fees: Snack is provided by LLCP

Tuition (September-May) 3-yr-old classes

1. **Tuition is due by the 10th of every month - Sept-May**.
2. Tuition for 3-year-olds is $160.00 per month. You can pay by check, cash, or online.
3. There is no monthly tuition required for 4-year-olds in the Statewide Voluntary Preschool Program. (Our SWVPP program time is from 8:30-11:20 and 12:30-3:20)
4. Tuition payments may be deposited in the locked drop box in the mail slot at the West entrance of Zion, or given to a staff person.
5. <u>If you have an extenuating financial circumstance, please contact the director to arrange an alternate payment plan.</u>
6. A fee of $5.00 will be assessed for any check returned due to insufficient funds.
7. **LLCP's Tax Identification number is: 42-0988549.**

WRAP AROUND CARE

Extended Care Structure: 7:30 a.m. to 4:30 p.m.
Our time together, before and after preschool, will consist of playground time or gym time, art, and open learning centers. Children will be kept busy and engaged throughout the day. LLCP will provide a mid-afternoon snack, in addition to their normal morning snack.

Lunch: Families will need to provide a sack lunch from home which meets the CACFP healthy guidelines. If parents forget their child's lunch on a particular day, they will have the option to go get one, or have LLCP provide one for that day at a cost of $15.00.

Naptime: While students are not required to sleep, HHS requires children attending programs for more than five hours MUST rest for a designated time. LLCP will provide cots and sheets for all children. Children can bring a blanket and "lovey" from home to rest with. *Do not send items that light up, make noise, or rattle.* This will be quiet time.

Times & Costs for Wrap Around Care:

2-day wrap around care for 3-year-olds . . . . . .$42.00 per week
4-day wrap around care for 4-year-olds . . . . . $84.00 per week

2-day early morning drop off only . . . . . $15.00 per week
4-day early morning drop off/late pick up . . . . . $30.00 per week

Payment is due weekly, and must be received on Monday of each week. A $30.00 late fee will be billed on Thursday of that week if not paid, and services will be suspended until the account is paid up.

Attendance is billed weekly throughout the school year despite illness, weather-related closings, or In service Days. You will **NOT** be billed for the following Holidays or breaks:

Thanksgiving Break, Christmas Break, or Spring Break

WITHDRAWAL

If circumstances require that your child discontinue his/her attendance at LLCP, please contact us immediately to facilitate the enrollment of another child from our waiting list. A **TWO-WEEK** NOTICE IS REQUESTED AND TUITION IS NOT REFUNDABLE.

UPDATING RECORDS

Student Records

Please notify the preschool of any changes in your address, phone number, or place of employment. In the interest of your child, our files must be current should it be necessary for us to contact you.

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have legitimate educational interest are allowed to access a student's records unless a release has been filled out by parents granting another party permission.

Students' Health Records (IQPPS 5.1)

All health records will be located in the Director's office in a secure location. The administration will have direct access to these records. The Director collaborates with the classroom teacher and parents regarding student health needs.
Students must meet the requirements related to immunizations as provided by the Iowa Department of Public Health. Parents or guardians must provide evidence of immunization as well as any information related to health services. * Exemptions may be made for health or religious reasons along with the appropriate documentation from a health or religious official.

SCHOOL CALENDAR

A master calendar for the school year is provided for each family. The school year begins immediately after Labor Day weekend in September and closes just before Memorial Day weekend in May. Christmas Break, Parent Conferences, Spring Break and vacations are scheduled to coincide with those of the Cedar Rapids Community School District.

WEATHER CLOSINGS

In the event of bad weather (heavy snow, ice or bitter cold, etc.), we follow the Cedar Rapids Community School system when it announces a **closing**. Please tune in to local radio (KHAK-98.1 FM and 1360 AM), and TV KGAN Channel 2 stations to hear announcements of school closings. You can also check KCRG on the web. Winter days will be made up after three days have been missed.. The make up days will be determined and notes will be sent home to inform you of the make up day.

LLCP DOES NOT FOLLOW CEDAR RAPIDS SCHOOLS FOR LATE STARTS OR EARLY DISMISSAL DAYS.

FUNERAL CLOSING

In the event that a staff member's parent, child, or spouse would die, the preschool would be closed on the day of the funeral to allow all staff to be able attend. We are a small staff and work very closely with one another. It is important for us to show our support for one another. This day will be taken from a weather day. If we have already missed our two weather days per class, this day will be made up at a preschool and parent determined time.

ARRIVAL AND DEPARTURE

Classes at LLCP begin at 8:45 a.m. for the 3-year olds and are on T/TH OR M/W mornings. Please bring your child at 8:30 a.m. Classes for the 4-year-olds are on M-TH, and start at 8:45 a.m. for the morning class and

at 12:45 p.m. for the afternoon class. Please bring your child at 8:30 a.m. and 12:30 p.m. respectively. Prior to our start times, the staff is preparing for the day or is on lunch break and may not be available to supervise early arrivals. However, if you have an extenuating circumstance, please inform Mrs. Boyle.

Please pick up your child by 11:35 a.m. and 3:35 p.m., unless they are signed up for "wrap around" care. Clean-up and preparations for the next session are done by the staff following each session. If an emergency necessitates your being late, please call us at 393-8507 so your child does not worry.

For 4-year-old classes, parents/care givers will pull around the outside of the parking lot and wait in their cars next to the sidewalk. Once you pull up to the double doors, we will get your child from you and escort them into the building.

For 3-year-old classes, parents/care givers will pull up to the side door on the west side of the building. We will get your child from you and escort them into the building.

For pick up, children will be brought upstairs and placed into vehicles by the sidewalk & side door. Please wait in line until you are near the sidewalk for loading.

WE WILL RELEASE YOUR CHILD ONLY TO THE CARE OF PERSONS LISTED ON THE PICK-UP PERMISSION FORM. THIS ENSURES YOUR CHILD'S SAFETY.

ABSENCES

Please notify the preschool **prior to the session when your child will be absent.** You may call 393-8507 at anytime and leave a message. Out of concern for the health of all persons at LLCP, please check the guidelines on health issues on Page 14.

CLOTHING

Comfortable, washable play clothes and tennis shoes should be worn at all times. Daily activities include active and at times messy play. Children should feel comfortable enough to enjoy all activities without worrying about their clothes.

PLEASE DO NOT SEND YOUR CHILD IN OPEN TOE SANDALS, FLIP FLOPS, OR CROCS. WE ENCOURAGE THE WEARING OF TENNIS SHOES FOR YOUR CHILD'S SAFETY. PLEASE SEND CHILDREN IN CLOTHES THEY CAN MANAGE (FASTEN AND UNFASTEN) SO BATHROOM NEEDS CAN BE HANDLED INDEPENDENTLY.

Please **LABEL** outdoor clothing and all other belongings with your child's name. The preschool cannot be responsible for unmarked items.

CHILDREN WHO WEAR SNOW BOOTS must bring a pair of shoes to wear in the classroom. Feet get too warm when wearing boots inside for 2 ½ hours, and stocking feet are not safe for play. In case of an "accident," we have a change of clothes available. If this happens to your child, please wash and return the clothes to us!

HEALTH GUIDELINES

Health Forms

The State of Iowa requires a Medical Examination Form and an up-to-date Immunization Card signed by a physician to be on file in the preschool.

Emergencies

The preschool must have a Parent Emergency Consent Form on file authorizing emergency care. This includes emergency phone numbers for parents or guardians.

Illness

Children with infectious or communicable diseases are to remain home until the family physician gives permission for them to return to school.

Medication Administrations (IQPPS 5.8)

Students may require medications to be administered at school.

a. Staff administer both prescription and over-the-counter medications to a child only if the child's record documents that the parent or legal guardian has given the program written permission.

b. The child's record includes instructions from the licensed health provider who has prescribed or recommended the medication for that child.

c. Any administrator or teaching staff who administers medication has (a) specific training and (b) a written performance evaluation updated annually by a health professional on the practice of the six right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. (6) The person giving the medication signs documentation of items (1) through (5) above. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider.

d. Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.

e. All medications are kept in a locked container.

Parent Notification

Should your child become ill during class time, you will be notified immediately to come and get your child. Children who arrive at preschool noticeably ill will not be admitted to class that day.

Symptoms

Symptoms that necessitate keeping your child home include the following:

1. Temperature 100 degrees or above (keep home 24 hours after fever free without help of fever reducing aids.
2. Severe coughing
3. Diarrhea (keep home 24 hours after last occurrence)
4. Vomiting (keep home 24 hours after last occurrence)
5. Eye or nose drainage or discharge
6. Sore throat
7. Skin rash (undiagnosed or contagious)
8. Has had close contact (within 6 ft for 15 minutes or more) with someone that has tested positive for COVID-19

If you are in doubt about your child returning to school, please contact the director. If in doubt, we prefer you err on the side of another day at home.

Communicable Disease

If a child contracts a contagious disease and has exposed other children, parents will be notified. That child will not be allowed to return to preschool until the contagious period has passed.

Suntan Lotion

We go outside frequently. If your child needs suntan lotion, please apply it at home before class. Thank you!

Nutritional Needs (IQPPS 5.12, 5.13)

For each child with special health care needs or food allergies or special nutrition needs, the child's health provider gives the program an individualized care plan that is prepared in consultation with family members and specialists involved in the child's care. The program protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent for posting information about that child's food allergy and, if consent is given, then posts that information in the food preparation area and in the areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day.

Toileting & Diapering (IQPPS 5.5)

Students will be provided with regular bathroom breaks. Plans for toilet training, if your child needs support, must be collaboratively developed or shared with the classroom teacher.

Procedures are in place for changing diapers for students who are still required to use diapers. Diapers must use absorbent materials in the inner diaper with a waterproof outer lining to prevent the escape of urine and feces. Both inner and outer liner will be changed at the same time.

Clothes that are soiled by urine feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day or laundering.

Staff will check for signs that diapers or pull-ups are wet or contain feces

1. At least every two hours when children are awake
2. When children awaken
3. Diapers are changed when wet or soiled
4. Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility
5. Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children

At all times, care givers have a hand on the child when being changed on an elevated surface.

ACCIDENTS AND INJURY

Iowa Code 109.3(7) states:

Incidents or accidents resulting in injury to a child shall be reported on the day of the incident in writing to the parent or person authorized to pick up the child. The written report shall be prepared by the staff member who observed the incident or accident and shall include a general description of the incident and of the action taken, if any, by the staff at the center.

BITING POLICY

Our program recognizes that biting is unfortunately not unexpected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting biting is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program does not focus on punishment for biting but on effective techniques that address the specific reason for the biting. When biting occurs, these are our three main responses:

1. Care and help for the child who was bitten.
2. Help for the child who bit so that he or she leans other behavior.
3. Examination of our program to stop the biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and time lines to address it. We do not use any response that harms a child or is known to be ineffective.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water. If children are bitten on the top of their hands and the skin is broken, we recommend they be seen by their health care provider.

When children bite, their parents are informed personally and privately the same day. When children are bitten, their parents are informed personally and given a copy of our incident form. When we experience ongoing biting in a preschool classroom, we share the written plan we have developed with all parents of children in the room.

Biting is always documented on our standard incident report form, which is completed and signed by a teacher and an administrator. It must also be signed by the parent. One copy is given to the parent, and the other copy is kept in the incident report book in the office.

We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

INFECTIOUS DISEASE CONTROL AND UNIVERSAL PRECAUTIONS POLICY AND PROCEDURES

All blood and body fluids are to be treated as potentially infectious.

All staff including volunteers must always exercise good hygiene practices, as they serve as role models for the children they serve as they develop good hygiene habits.

Hand washing is the best possible means to prevent disease and control infection. Hands shall be washed with soap and running water. Apply a heavy lather of soap, wash all areas of the hands, between fingers, around nail beds, under fingernails and back of hands above wrist. Rinse well under running water-holding hands so water will flow from wrist to fingertips and into sink and dried with individual paper towels. With

towel, turn off faucet and dispose of properly.

Wet wipes will be used when soap and water are not available. Wash hands using the above procedure AS SOON AS POSSIBLE.
Staff will wash hands at the following times:

Upon arrival at the center.

Before and after eating.

Participating in food service activities, table setting and working with food.

After outside activities.

After removing gloves.

Before and after caring for a wound.

After handling animals or cleaning cages.

After personal hygiene practices (Using restroom, combing hair, blowing nose, etc.)

Assisting children in toileting, changing clothes, nose blowing, etc.

Disposable gloves should be worn anytime a staff member or volunteer needs to clean up vomit, assist children in toileting, cleaning up diarrhea or a blood spill from any person. Disposable gloves serve as a personal protective and act as a primary barrier between your hands and blood borne pathogens. Gloves are provided in the center for your protection. The job is not finished until you have washed your hands immediately!

All potent exposures need to be reported to the Director immediately. Additionally, all questions and/or concerns need to be addressed with the Director.

Blood borne pathogens standards and procedures training is attended by staff members annually.

Staff will wear face shields while in the classroom with children.

Temperatures will be taken prior to children entering the building each day. If temperature is 100.0 or above, child will be sent home and not allowed to attend school until they are at least 24 hours fever free without

the use of fever reducing medication.

Standard Precautions (IQPPS 5.19)

Procedures for standard precautions are used and include the following:
a. Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
b. Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and reduce the spread of infectious disease.
c. When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
d. After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designated changing surfaces described in the Cleaning and Sanitation Frequency Table.
e. Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
f. Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

Cleaning & Sanitization (IQPPS 5.18)

The routine frequency of cleaning and sanitizing all surfaces in the facility is as indicated in the Cleaning and Sanitation Frequency Table. Ventilation and sanitation, rather than sprays, air freshening chemicals, or deodorizers, control odors in inhabited areas of the facility and in custodial closets.

SUPERVISION AND ACCESS POLICY

Little Lambs Christian Preschool strives to provide a safe, loving, nurturing, learning environment for all children. Little Lambs Christian Preschool does not allow any person who is in the center that is not a staff member, substitute or volunteer who has had a record check and approval to be involved with the preschool to have “unrestricted access” to children

for whom that person is not the parent, guardian, or custodian. "Unrestricted access" means that a person has contact with a child alone or is directly responsible for "care-taking". "Care-taking" means helping with toileting, transporting, snack prep, discipline and is part of the ratio.

Little Lambs Christian Preschool staff will limit to the best of their knowledge and ability the people allowed on the property when children are present. Authorized persons include: director, teachers, teacher aides, custodians, authorized church staff members and parents/custodians of the children enrolled. Any other person on the property will be closely supervised and monitored by one or more of the authorized persons depending on the reason the person is on the property. "Supervision" will require one or more staff members to remain with the person at all times and "monitoring" will entail watching what the person is doing and controlling their access to the area where the children are present. The director will be responsible for the supervising and monitoring unless another staff member is requested by the director to fulfill this responsibility. If there is a conflict of interest, the director or authorized church staff member will fulfill this responsibility.

Any person who is listed on the Sex Offender Registry shall only have access with written permission from the director relating to their own minor child coming to or leaving the preschool. They will only be allowed to enter the building by buzzing at the entry door. They must stop by the preschool office to obtain assistance from the director to take their child to the classroom or locate their child and will remain at the preschool only for the time reasonably necessary to drop off and/pick up their own minor child with supervision.

This policy will be included in our Parent Handbook which all parents receive on Orientation Day. It is also posted on the Parent Bulletin Board outside the director's office.

EMERGENCIES

1. **Medical or Dental**

a. In case of a medical emergency at the preschool or on a scheduled activity away from the preschool, first aid will be administered by a staff member who is certified in the First Aid and Infant and Child CPR. The parent or authorized adult will be notified. If further medical attention is required, the child will be transported to the hospital of the parent's choice as noted on the **P**arental **E**mergency **M**edical **C**onsent form. The parent or authorized person will be responsible for all medical bills. If required, billing information stated on the PEMC form will be shared at the medical center at the time care is received.

b. If emergency dental attention is required, the parent or authorized adult will be contacted. In the event they cannot be reached, staff will contact the dentist listed on the PEMC form and follow his advise for further care. The parent or authorized adult will be responsible for all dental bills.

2. **Fire Emergencies**

LLCP conforms to all fire regulations by the State Fire Marshall. A fire evacuation plan is posted in each room.

b. The 911 emergency phone number and exact address of school are posted by the telephone.

c. Monthly fire drills are held so that we can evacuate the building quickly. The fire alarm system and fire extinguishers are checked yearly.

d. In the event of a fire, the building will be immediately evacuated and staff will call the fire department.

3. **Tornados, Severe Thunderstorms and Floods**

a. The Linn County Emergency Planning Agency has placed a receiver in our preschool room. It automatically sounds every weather alert and impending crisis. A radio is also maintained in the preschool to keep us informed for additional instructions.

b In the event of a tornado warning, children are sheltered in the bathrooms and bathroom hallway, away from windows, with hands placed on their heads to protect them from falling debris. Doors will be closed.

c. Tornado drills are held monthly.

d. In the event of flooding on our lower level, children will be moved

to the upper level of our building.

4. **Earthquakes**

If an earthquake strikes while children are **indoors**, they will be sheltered under tables and desks away from windows. If **outdoors**, children will be moved away from buildings, street lights and utility wires. All will wait for after-shocks. 911 will be called to check building structure, gas leaks and electrical hazards before re-entering the building.

5. **Blizzards**

Dangerous weather alerts are received in the preschool through the radio receiver placed in the preschool by the Linn County Emergency Management Agency or by radio. If time allows, parents will be called to pick up their children. Children whose parents cannot be reached will be sheltered at the preschool and cared for by a staff person until arrangements can be made for their safe return home.

6. **Radiological or Toxic Accident**

a. In the event of a radiological or toxic accident at the Duane Arnold Energy Center, our preschool will be notified by the Linn County Emergency Management Agency through its radio receiver in our preschool room.
b. All children will be given protective shelter until an all-clear signal is given.
c. If a Site Area Emergency is announced and relocation recommended, children will be bussed to our designated **T**emporary **R**elocation **C**enter (**West High School in Iowa City**) where families can be reunited. If the general public is evacuated, children remaining at the TRS will be taken to a **P**ermanent **R**elocation **C**enter.
d. Decision makers at the **E**mergency **O**perating **C**enter will give further directions over the **E**mergency **B**roadcast **S**ystem. The EBS stations will announce the locations to which students have been taken so that families can be united.

7. **Power Failure**

If power failure occurs, staff will contact utility companies to determine the duration of the outage. A battery-powered flash light is kept in the preschool to assist children with bathroom needs.

8. **Intruder Within The Preschool**

If an intruder presents him/herself in the preschool classroom, the head teacher or director will quickly determine who he/she is and reason for being in the preschool room. If the intruder does not have a valid reason for being in the preschool, they will be asked to leave and escorted out by the head teacher or director. If the intruder begins to struggle when leaving, the teachers aides will begin directing the students into the one of the preschool rooms and lock the door. Once the children are secure, the teachers will contact the police, if the director is busy with the intruder.

9. **Intoxicated Parent or Visitor (Under the influence)**

If an intoxicated parent or visitor presents themselves to the preschool classroom, the head teacher or director will try to obtain information on what the parent or visitor plans to do while at the preschool. If the parent or visitor does not seem to present a harmful situation to the preschoolers he/she may stay. However, if the parent or visitor seems harmful to the children, the head teacher or director will take the parent or visitor into the director's office and contact someone from the child's contact list to come pick him/her up. **The parent or visitor will not be allowed to leave the preschool either with the child or alone.** If the parent or visitor refuses to stay and/or plans to take the child with him/her, the director or head teacher will contact the police. If the parent or visitor leaves the preschool either with the child or alone, the head teacher or director will take down the license plate, color, and make of the vehicle that he/she is driving and report it to the police.

10. **Bomb Threats**

In the event of a bomb threat, all children will be evacuated to **the parking lot of the Hiawatha Library**. Once the children are safe outside, the director or head teacher will notify authorities of the threat. The authorities will conduct a search of the church and preschool. The

children will not enter the school until it is deemed safe by the authorities. Parents will be notified of the bomb threat once the children are safe at the Hiawatha Library parking lot.

11. **Chemical Spill**

In the event of a chemical spill inside the preschool building, the children will be evacuated to the parking lot. Once the children are safely evacuated, the director or head teacher will determine the proper action to take to eliminate the danger to the children. If the chemical spill occurs outside of the preschool, the windows and doors will be shut to prevent fumes from entering the preschool. The chemical spilled will be determined and the authorities called to dispose of the chemicals.

12. **Emergency Plan For Lost or Abducted Children**

Children at all times and places will be closely monitored to prevent them from being lost or abducted. Head counts will be done routinely. If a child becomes abducted or lost, the director or head teacher will call the police immediately. A description of the child will be given to the police for identification. Parents will be contacted immediately after the police.

13. **EMERGENCY ACTION PLAN - Shelter-In-Place**

In the event of chemical, biological, or radiological contaminants released accidentally or intentionally into the environment, the school's emergency plan will be activated. The director will notify staff, students and visitors via walkie talkie. They will proceed to the conference room on the main floor. This room will be sealed off from ventilation and staff will close and lock all windows and exterior doors. The director will notify parents via chimp mail that the school is closed and students and staff will remain in the building until authorities advise that it is safe to leave.

14. **Unplanned Closure**

In the case of a prolonged closure due to a local or national emergency, efforts will be made to continue teaching remotely and/or by way of learning packets being mailed to homes.

Adjustments to tuition will be determined by the nature of the emergency, and the amount of teaching that can be carried out.

MANDATORY CHILD ABUSE REPORTING

It is mandatory, under Iowa Code, Section 232.69, for the owner or director in charge of a child care center to report immediately to the Department of Human Services when, in the course of working with a child, the director or an employee has reason to believe that the child has suffered sexual abuse, physical abuse, or neglect. This report shall be both oral and written. LLCP staff receives Mandatory Child Abuse Training every five years.

CONFIDENTIALITY

A child's record files are open only to the child's teacher, the director, an authorized employee of the licensing agency (Iowa DHS) or the child's parent or legal guardian. It is our desire to maintain a high regard for the integrity of all children, parents and helpers at LLCP.

CURRICULUM

To carry out our goal of nurturing the whole child, the curriculum at LLCP will include a wide variety of developmentally-appropriate themes, centers, hands-on activities, and circle times that will help children grow in all areas listed below:

listening	math readiness
social skills	whole language -based literature
language development	art
reading readiness	music
writing readiness	physical development

LLCP offers a loving, Christian environment for a child's first learning experience away from home. In all classes, we follow age appropriate "Creative Curriculum" standards. This includes units in Math, Science, Literacy, Creative Arts (Art and Music) and Social Skills.

Curriculum and Instruction (IQPPS 4)
Early Learning Standards:

- https://educateiowa.gov/sites/files/ed/documents/IowaEarlyLearningStandards-3rdEdition12.20.18_508.pdf

A DAY OF LEARNING AT LLCP

The daily schedule at Little Lambs Christian Preschool consists of the following:
Table Activities: time for children to play in small groups as they transition into the preschool classroom.

Circle Time: children sit on carpet with teacher as a large group and learn about the days of the week, months of the year, weather outside, practice pre math and pre reading skills. This time also includes birthday and snack time sharing, creative movement, singing, and finger play time.

Center Time: children move independently from center to center based upon their interests. This is a free choice, small group time. The centers are explorations of the monthly theme through the use of props and manipulatives.

Snack Time: the children's favorite time to sit down with a small group of friends and enjoy their snack.

Large Motor Time: this is held outside if weather permits, in our large motor room, or upstairs in the gym. This can either be a small or large group activity. A variety of large motor movement games are played using

balls, hula hoops, parachute, and etc.

Jesus Time: Jesus time is held for 10-15 minutes at the end of the day, once a week. Chapel Time is held once a month at the end of the day. This allows families to opt out if they do not wish their child to attend. Through our Christian-based curriculum, the children will come to know Jesus as their friend and Savior from sin. They will learn about the hope of eternal life in heaven.

Statewide Voluntary Preschool Program: Little Lambs Christian Preschool is part of the Statewide Voluntary Preschool Program and follows the Iowa Quality Preschool Program Standards. Visit the Iowa Department of education website to learn more about this program:

https://educateiowa.gov/pk-12/early-childhood/statewide-voluntary-preschool-program-four-year-old-children

Program Eligibility: "A child who has reached the age of four by September 15 and who is enrolled in the statewide preschool program under chapter 256C shall be considered to be of compulsory attendance age unless the parent or guardian of the child submits written notice to the school district implementing the program of parent's or guardian's "intent to remove the child from enrollment in the preschool program." Iowa Code 299.1A(3) (2013).

GOLD Assessment (4.1. 4.2)

Gold Assessment

Our preschool program uses the Teaching Strategies GOLD assessment tool to assess our students.
Teaching Strategies GOLD assessment is aligned to the Iowa Early

Learning Standards and assesses students' skills in social emotional, physical, cognitive, language, literacy, mathematics, social studies, science and technology, and the arts. Through this assessment, we will take observational notes, create portfolios, and plan activities that are one on
one, small group, or whole group to evaluate students' skills. The assessment information is then used to guide lesson planning and report progress to parents/guardians.

There are three checkpoints throughout the school year for Teaching Strategies GOLD. Every November, February, and May we assess each student's skills in each domain. Report cards will be sent home three times a year after each checkpoint and will reflect the level of your child's abilities at that time. The domains that appear on the report card are Preschool Priority Standards chosen by the Early Childhood Special Education teachers.

Communication of Assessment Information

At the beginning of each school year, a questionnaire is sent to families to gauge the child's interests, strengths, and parental concerns. This information is used in lesson planning at the beginning of the year and used to assist in classroom placement.

Before conferences in the spring the preschool program sends home pre-conference forms for parents/guardians to complete and share their celebrations and concerns for their child. The preschool sends home family activities, completed classroom activities, and a weekly newsletter to inform parents/guardians of what academics were worked on each week.

Student Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have legitimate educational interest are allowed to access a student's records unless a release has been filled out by parents granting another party permission.

Program Evaluation, Accountability, and Continuous Improvement (10.15)

The program offers staff and families opportunities to assist in making decisions to improve the program. Collaborative and shared decision making is used with all participants to build trust and enthusiasm for making program changes. Staff and families meet at least annually to consult on program planning and ongoing program operations.

In the Spring of each school year, families will be provided with a family questionnaire to provide feedback around policies and procedures of our program. The program staff will use the information gathered from this questionnaire along with a staff survey to determine goals for the program. These goals are shared with all families.

Open House

Families are invited to Open House Night in August of each year. This allows children the opportunity to meet their teacher, see their classroom and meet other classmates. This also serves as a time where parents can ask any questions and become more familiar with the program and school.

Preschool Parent Orientation Day

Before school starts, incoming parents are invited in for a 30 minute session to preview the preschool program. Families meet the principal and teachers and are presented with information on the program. This allows families to ask questions and become familiar with our preschool program.

Health, Wellness, & Safety

Students' Health Records (IQPPS 5.1)

All health records will be located in the Director's office in a secure

location. The administration will have direct access to these records. The Director collaborates with the classroom teacher and parents regarding student health needs.

Students must meet the requirements related to immunizations as provided by the Iowa Department of Public Health. Parents or guardians must provide evidence of immunizations, as well as any information related to health services.

*** Exemptions may be made for health or religious reasons** along with the appropriate documentation from a health or religious official.

3-YEAR-OLD STUDENT CLASS SCHEDULE		
AM		**ACTIVITY**
8:30-8:50		Arrival/Tub Toys
8:50-9:10		Morning Meeting -Teach Social Skill
9:10-9:55		Centers
9:55-10:10		Bathrooms
10:10-10:20		Snack
10:20-10:35		Story Time
10:35-10:50		Music/Movement
10:50-11:15		Outside OR Gym
11:15-11:25		Jesus Time/Chapel-Mondays at 11:15 a.m.
11.25-11:30		Pack Up/Dismissal

4-YEAR-OLD STUDENT CLASS SCHEDULE		
AM	**PM**	**ACTIVITY**
8:30-8:50	12:30-12:50	Table Activities
8:50-9:10	12:50-1:10	Circle Time
9:10-9:35	1:10-1:35	Outside OR Gym
9:35-9:45	1:35-1:45	Bathrooms
9:45-9:55	1:45-1:55	Story
9:55-10:10	1:55-2:10	Snack
10:10-10:30	2:10-2:30	Music
10:30-11:20	2:30-3:20	Centers & Small Groups
11:20-11:30	3:20-3:30	Pack Up/Dismiss-Tues.-Thurs.
11:20-11:30	3:20-3:30	Jesus Time/Chapel- Monday's at 11:20 a.m. (This time is optional as our SWVPP program time is from 8:30-11:20 and 12:30-3:20)

SNACKS

A snack is provided and served each day by LLCP. The snack will consist of a nutritious drink and a food item. Nutritious snacks as defined by the Department of Human Services are in the best health and eating interests of our children and are required for preschool licensing.

BIRTHDAYS

Birthdays are very special to young children, and we invite you to help us celebrate your child's birthday. On your child's birthday (or ½ birthday), he/she may bring:

1. A special treat for each child in the class. **Special treats (mini cupcakes, cookies) can only be served as birthday treats.**

2. **Please check with your child's teacher as to which day you would like to celebrate the birthday**. We want to keep one birthday per class time so we make it a special day for each of them.

DISCIPLINE

At LLCP each child is regarded as a special gift from God and is treated with Christian love and respect. We encourage and verbally reward acceptable behavior. We prefer to redirect unacceptable behavior to a posture of pro-social behavior. This can be done in several ways:

1. Asking the child to think about his/her unpleasant behavior will help the child work at self-control.
2. Explaining to the child the desired behavior and providing consequences if he/she chooses not to alter their behavior.
3. Separating the child from the group on a "time out" chair until he/she is ready to listen, work or play cooperatively.

If an incident occurs between children, we will find a quiet place, talk over the problem, resolve their differences, and then encourage the children to say, "I'm sorry" and "It's O.K., I forgive you." When a negative behavior persists, parents will be called to hear our concern and to share their insight. Together we can develop a strategy to help the child act in a more responsible way.

Per the Iowa Department of Education - Early childhood programs must report suspension and expulsion of all children as required by Student Reporting in Iowa (SRI), including all children in Statewide Voluntary Preschool Programs and all preschool children with IEPs. This would apply to suspension and expulsion decisions from SWVPP programming made by SWVPP community partners. Early childhood programs must also review their policies and procedures to ensure they have alternatives and prevention strategies and that they use exclusionary discipline appropriately and equitably.

The parents of a child in a publicly funded early childhood program are constitutionally entitled to notice and an opportunity to be heard before any expulsion or lengthy removal (removal of more than ten days, See, e.g., Goss v. Lopez (U.S. Supreme Court, 1975). These are the same disciplinary protections that children in grades kindergarten through twelve receive.

Second, children with disabilities in early childhood programs are entitled to additional protections when they are removed from their educational program for disciplinary reasons. IDEA and Section 504 require these protections.

Third, early childhood programs must implement disciplinary removals in a nondiscriminatory manner. Suspensions and expulsions of children administered in a discriminatory manner may violate Federal civil rights laws. Discipline practices should not disproportionately impact any group of children. For example, for young children with disabilities (or for whom a disability has not been ruled out), the program is obligated to consider the implications of the child's behavioral needs, and the effects of the use of disciplinary removals when ensuring the provision of Free Appropriate Public Education (FAPE). Failure to make behavioral supports available throughout a continuum of placements, including in regular education settings, could result in an inappropriately restrictive placement (and denial of placement in the Least Restrictive Environment).

TOYS, CANDY, CHEWING GUM, MONEY

Please **do not** let your child bring toys, candy, chewing gum or money to preschool because:

1. We cannot be responsible for lost or broken toys.
2. Chewing gum can end up in hair, on clothing or carpet.
3. Eating candy in class is unfair to the other children.
4. Money gets lost.

SCHOOL PICTURES

Individual and class pictures are scheduled in early fall and are taken by a reputable children's photographer. Purchase is optional and costs are handled through the photographer. Information will be sent home in advance of picture-taking dates

CAMERA/VIDEO POLICY

A class video will be taken and made available for the Christmas Program and year end Closing Program. We ask that if you are video taping your child with your own equipment/phone, please do not use flash so it distracts the kids from singing.

FIELD TRIPS

LLCP does not take off premises field trips except to walk over to the Hiawatha Public Library for story time. During that time, the teacher to student ratio is 1:8 for 3 year olds and 1:12 for 4 year olds.

PARENT COMMUNICATION

Open communication between parent(s) and preschool is vital to the well-being of your child. The following will assist us as we work and plan together:

1. **PARENT HANDBOOK** states policies and procedures at LLCP that are in accord with the guidelines set forth by the Iowa Department of Human Services. Each family receives a copy at the beginning of the preschool year

2. **MONTHLY NEWSLETTER AND CALENDAR** informs parents about all preschool activities and includes the daily snack schedule.

3. **TEACHERS will send weekly emails** for the week's activities.

4. The large bulletin board in the preschool lobby serves as a "**PARENT CENTER**." Newsletters, calendars, driver and conference sign-up sheets and other pertinent information are posted there.

Should a concern arise, parent(s) are encouraged to call or visit with Mrs. Boyle or their child's teacher.

PARENT INVOLVEMENT

Home Visits

Home visits are made at the beginning of the school year as a requirement of the Statewide Voluntary Preschool Program. This is an opportunity for the preschool teacher to get to know you, your child, and your family. This meeting begins a partnership between home and school in order to best meet your child's needs. This is a great time for you to share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

Parent-Teacher Conferences

Parent Conferences are scheduled for November & February for the 4-year-old classes, and at the end of February for the 3-year-old classes. The teacher will schedule two in school conferences for your child with one being in the fall and one in the spring of the year. This will be a time for the staff to talk with families about our shared goals for your child throughout the school year. If you would like more frequent conferences, please contact your child's teacher.

Parent Volunteers

We encourage and welcome parent volunteers to help in the classroom. We ask that all volunteers sign in at the office when they arrive and receive a volunteer badge. Some of the ways you could help would be to listen to children read, support student learning during play opportunities, and support routines and transitions. If you are interested in volunteering, please notify the office, your child's teacher, or the building principal. Younger siblings are not allowed to come into the classroom when you volunteer.

Parent Visitation

Parents are welcome to visit the preschool at any time. Please remember your child may act differently when you are present. That is normal for young children. Because of State regulations regarding class size and adult ratios, other children and siblings are not permitted to visit.

Family Activities

Parents are invited to a parent meeting prior to preschool starting in August, the **Meet & Greet the end of August,** and a **Welcome to Preschool event** held also in August for our preschool families.

Programs

Parents are invited to join the children at a special Christmas Program, and a Graduation/Closing Program at the end of the year.

"UNITY"

I dreamed I stood in a studio and watched
two sculptors there.
The clay they used was a young child's mind,
and they fashioned it with care.
One was a teacher; the tools she used were
books and music and art;
One a parent with a guiding hand and a
gentle, loving heart.
Day after day the teacher toiled, with touch
that was deft and sure;
While the parent labored by her side,
and polished and smoothed it o'er.
And when at last their task was done,
they were proud of what they had wrought.
For the things they had molded into the child
could neither be sold or bought.
And each agreed they would have failed
if they had worked alone.
For behind the parent stood the school,
and behind the teacher -- the home.

Author Unknown