

LIVING SAVIOR'S LITTLE LAMBS PRESCHOOL



PRESCHOOL HANDBOOK

8050 W. Coal Mine Ave. Littleton, Colorado 80123
303.912.3844 / 303-933.4863

e-mails: preschool@livingsavior.net or
pastor@livingsavior.net



Welcome

Each and every child is a precious gift of God. We appreciate the opportunity to assist you in the wonderful task and awesome responsibility of nurturing your child socially, emotionally, physically, academically, and spiritually. We strive to nurture more than just little bodies and minds, but also little souls – the faith of little children in their dear Savior, Jesus. It is this aspect of our preschool that makes Little Lambs Preschool special, and sets us apart from many other preschools.



Purpose and Philosophy

All programs of Little Lambs provide a sound Christian educational environment to nurture the children and treat them with love and respect. Sharing the message of the love and forgiveness of Jesus is the most important part of our program. Our preschool provides a safe, healthy environment that fosters spiritual, social, emotional and physical development through exploration and discovery in a Christian setting.



Objectives

Spiritual – Children will ...

- ☐ Learn that Jesus is their Savior, and apply God's Word to each day of their life.
- ☐ Show love to their Savior by what they think, do and say.

Social – Children will ...

- ☐ Show Christian love to others by sharing, taking turns, and respecting others while making new friends and playing together.
- ☐ Learn to respect limits set in a classroom situation.

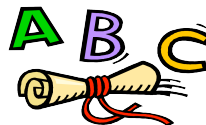
Physical – Children will ...

- ☐ Develop fine motor skills (coloring, cutting, drawing, etc.).
- ☐ Develop gross motor skills (hopping, jumping, etc.).

Intellectual – Children will ...

- ☐ Develop a love for learning.
- ☐ Be provided with age appropriate activities and learning opportunities in a safe and fun Christian environment.

Curriculum



Little Lambs strives to provide a well-rounded education and environment for God's little people. This will be an exciting year to watch your preschooler learn! Because every child is at a different stage, your child's curriculum will be based on exactly where he or she is. Some of our goals for teaching your children will be to teach them math, music, English, Spanish, Sign language, reading, arts and crafts, self expression and self control, sense of responsibility, and having joy in learning about God!



Enrollment Process

1. Application forms are available on our website. Prospective students will be admitted on a first-come, first-serve basis. Payment of the registration fee holds your child's place in that session. Registration fees are not refundable.
2. Children, ages 2 1/2*-5 years old by October 1st may enroll:
***All children must be fully potty-trained to be enrolled.**
3. A record of immunizations is required for each child enrolled in order to begin class. An emergency information form (provided by the school) including emergency phone numbers and authorization to pick-up must also be on file.
4. A child is not officially enrolled in preschool until all registration and medical forms are completed and submitted, and all Registration Fees are paid in full. Enrollment can be cancelled at any time by the Youth Discipleship Board.
5. Monthly tuition will be automatically withdrawn from your bank account on the 15th of every month via Vanco LLC. This is the only option for monthly tuition payment. If you choose to pay your tuition in full for the year, your payment will be accepted in the form of a check on/before the first day of school and the autopay will not apply to you.



Non-Discrimination

Little Lambs Preschool admits students of any sex, race, color, national origin or ethnic background. We do not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, admission policies, and other preschool administered programs.

Special Needs Children

Little Lambs Preschool staff will evaluate all students with special needs to determine if Little Lambs Preschool can support the student's needs. All children are accepted on a 30 day probationary period. Following this 30 day period, student, staff and parents/ family will meet to discuss if the Little Lambs Preschool is able to meet the child's needs. It may be determined that the program is unable to meet the needs of the child, and the family will be given a 2 week notice to find an alternative setting.



Weekly Sessions

Monday, Wednesday & Friday

(mixed age classroom)..... 9:00 – 12:00 PM

Yearly calendar can be found on the website.



Daily Schedule

Monday through Friday

8:55---9:15AM	Drop-off time/Free play
9:15---9:30AM	Calendar/Math
9:30---9:50AM	Chapel (1 st and 3 rd Friday of the month) or Bible Lesson
9:50---10:10AM	Outside time
10:10---10:30AM	Restroom Break/Wash hands/Pray/Snack
10:30--11: 30AM	Individual work time with teachers/Center choices
11: 30-11:45AM	Clean-up time/Music/Movement
11:45-12:00PM	Story/Dismissal preparation/Prayer
12:00PM	Pick Up



Birthdays

We love birthdays and we love to celebrate birthdays even more! Parents are welcome to bring a treat/snack on or around your child's birthday. We will celebrate summer birthdays during the school year. Please check with the preschool teacher about food allergies any preschool students may have.



Snack Time

The children will be given a healthy snack each day. This snack will be kept small to ensure an appetite for lunch!

If your child has food allergies, please immediately bring this to the attention of the teacher and note it on your child's emergency card. Food allergies will be posted by the snack table.

Parents are asked to help by bringing snacks on the designated day listed on the monthly calendar. This will help keep our tuition costs as low as possible. The monthly snack calendar will be sent out the last week of the previous month so you are aware of what day your child will be bringing a healthy snack.



Drop Off/Pick Up

Please have children here promptly at 9:00 a.m. so they do not miss the wonderful opportunity to start their day with God's Word. Children **must be** accompanied to and from the school classroom by a parent/adult designated by parents (indicated in writing). Each child must be signed in and out of the classroom. In the event it is necessary for someone other than a parent or designated adult to pick up the child, a written note or phone call to the teacher is necessary. Please make sure your authorization to pick-up card is always current.

Please be punctual in picking your child up. A "tardy" parent can cause undue stress in a little one, and can create anxiety for future drop offs. If you do run into the unexpected and will be late, please call/text the school at 303-912-3844 and leave a message.



Chapel

Parents are invited to attend Chapel on the first and third Wednesday mornings of the month at 9:30 AM with your children. This is an opportunity to get comfortable with our Church setting and hear a short bible based message from Pastor Dave Koelpin.



Newsletters/Communication

A monthly newsletter and a monthly lesson plan from our pre-school will keep you informed of school events. Please read it regularly to ensure you do not miss out on important information or scheduled events.

We will have a Back to School "Afternoon" before school begins. This afternoon event will give you the opportunity to meet your child's teacher and learn more about our preschool program. We encourage all students and their families to attend.

A written progress report is provided 2 times a year. The first report card will be sent home at the end of the first semester in late winter. Parent/Teacher conferences will be scheduled after the first semester for all children. If families of 4 year olds entering kindergarten would like a second conference at the end of the year, please see your child's teacher to make arrangements.

We hope to provide an environment with honest and open communication between the staff and families. If ever there is a concern, please feel free to discuss it first with the teacher.

Often times a personal face to face conversation with the teacher will alleviate many of the problems that may arise during a misunderstanding. The Preschool Administration will always recommend that this policy be followed and advise a face to face meeting with the family and teacher. If you feel the issue has not been resolved after this meeting, please contact the Preschool Administrator for further guidance.



Parent Visitation & Participation

Parents are welcomed and encouraged to help out around and in the classroom as well as “behind the scenes” throughout the year. Talk to the teacher, and together you can determine how you can best assist the class.



School Closures

If it is necessary for school to close because of bad weather or an emergency, parents will be notified by phone and/or email.

We will close if Jeffco schools are closed. Please look on the main news channels for Jeffco school closures (not the mountain schools) the morning of.

There are no refunds if preschool is cancelled for any reason.



Sickness Policy

We are required to consider the health and safety of all of the children in our care. If your child is unable to participate in normal daily routines such as playing, doing schoolwork, eating snacks, and going outside, it is best to keep them home. Care should be taken to see that the child has recovered sufficiently to return to school. If the illness lasts beyond 3 school days, school staff may request a doctor's clearance before allowing a child back into the classroom.

The following are reasons for not bringing your child to school. This is for your child's well being along with the well being of the other children and teachers at the school and their families.

- If your child has a temperature over 100.4 (oral) or 99.4 (under arm), they must stay home.
- If your child is irritable, continuously crying or requires more attention than we can provide without impacting the health, safety or well being of other children in our care.
- Discharge from the eye, itchy watery eyes, or redness of the eye (Pink eye or conjunctivitis)
- Severe coughing
- Vomiting
- Diarrhea
- Chicken Pox
- Head Lice
- Headaches or earaches
- Sore throat
- Strep throat (child needs to be on antibiotics for 24 hours before they are not contagious.)
- Unusual rashes or sores

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- Fifth's Disease
- Hand Foot and Mouth Disease
- Bronchitis, Pneumonia, Whooping Cough, RSV, or difficulty breathing,
- Any other contagious disease (please ask your doctor when your child may return to school).

We understand children are active and get scrapes and cuts. However, wounds that are bleeding or weeping need to be covered with a band-aid or other type of wound dressing. This protects your child from infection, as well as other children.

We will call you to pick up your child if they become sick at school. Be prepared to pick up your child within **one hour** from the **time we contact you.**



Illnesses and Absences

Please call/text the school to report absences before 8:30AM. You may leave a message or text a message to 303-912-3844.

Please notify us if your child has an infectious disease. We will need to inform other parents so they can be aware of symptoms.

Clothing



Children should be dressed in comfortable play clothes and sturdy shoes. Flip flops and open-toe sandals or platform shoes are not suitable for play or outside time. If your child wears a dress or skirt, please have her wear shorts underneath. Please do not allow children to wear jewelry to school that may become lost or broken. Proper outerwear is needed as the weather becomes cold. Please label all items with their name! Although all of our students are potty trained, sometimes a child may need extra clothes for an accident, spills or an art mishap. **Children need an extra set of clothes in their backpacks at school at all times in case of an emergency.** Please be sure your child's extra clothes are labeled with their name. (They need 1 shirt, 1 pair of pants/shorts, 1 pair of socks and underpants.)

All children need to bring a backpack to school every day. Encourage your child to carry their backpacks themselves! This is a great way to build their core muscles! Please label backpacks with your child's name.

All clothing left unclaimed at the end of the year will be given to charity.





Behavior /Discipline

We want our children to know it is the love of Jesus that motivates us to live as the Lord expects. At preschool we want to teach our children to show love for others through their words and actions. If discipline is needed, the teacher will administer it in a kind, loving, Christian manner. When necessary, and as a last resort, the teacher may remove a child from the group, but the child will never be left without adult supervision.

The first step to discipline is through redirection and positive reinforcement of acceptable behavior. This positive approach encourages self-control and cooperation among children. Parents will be contacted and consulted in the event that there are persistent problems. If a child exhibits uncontrolled behavior or threatens his or her own safety or the safety of others, parents will be called to pick the child up immediately.



Preschool Withdrawal Policy

We understand situations may arise where you are required to withdraw your child from preschool. If a child is withdrawn during the preschool year, we require a two-week notice in writing given to the Preschool teacher or Administration. The Administration will inform the family if any refund is warranted, or if there are any

out-standing payments (tuition, etc.) to be paid. Tuition is refundable on a prorated basis, based on the number of school days the child has been enrolled. All tuition is refundable if withdrawal occurs prior to the first day of class. Registration fees are not refundable.

Enrollment can be canceled at any time by the Administration due to non-compliance with preschool policies, non-payment of tuition, children's behavior that is threatening, disruptive, or disrespectful to the classroom, or Preschool Staff, etc. You will be given a two-week notice of this decision.



Ministry Opportunities

The following is a list of opportunities to learn more about the ministry here at Living Savior. We would love a chance to share with you the joy we have which comes through the Savior Jesus Christ.

- ❖ Basic Christianity Classes: These classes are taught by the Pastor, and go through the teachings of the Bible. They are held at various times during the year. Please contact the pastor for more information.
- ❖ Family Bible Hour: Sundays at 8:30AM--Every Sunday this is an opportunity for adults & children to study God's Word in age-related Bible Classes.
- ❖ Worship Service: Sunday 9:30AM

Fees and Tuition

Registration Fee: \$75.00 (One time, non-refundable for every family)

Tuition for the Monday/Wednesday/Friday (multi-age classroom) class is \$200/month. Totaling \$1800 for the year.

Contact Information

Preschool (Tasha Boser): 303.933.4863 / 303.912.3844
preschool@livingsavior.net

Pastor David Koelpin 303.933.4863
pastor@livingsavior.net

School Board:

Pastor Koelpin pastor@livingsavior.net
Toni Koelpin koelpinden@gmail.com
Tammy Weiser tammy.weiser@firstcitizens.com