



# **STUDENT HANDBOOK**

## **2020-2021**

Sponsored by:  
The Presbyterian Church of Jackson Hole  
1251 South Park Loop Road  
P. O. Box 7530  
Jackson, WY 83002  
(307)734-0388 ext. 111  
Or (307) 739-9591  
[www.pcjh.org](http://www.pcjh.org)

Dear Parents,

What an honor it is to serve your children through the experience of Preschool. We believe children are a special gift from the Lord who each possess unique abilities and gifts that will make the world a better place. It's our honor and privilege to help foster those gifts for the time they are at Little Lambs.

Our mission is to provide a safe and loving environment that promotes the social, physical, emotional, intellectual and spiritual development of children. We want to encourage a sense of wonder and discovery in all children through the process of their growth and development.

Our early education program consists of both indoor and outdoor activities, alternating active and quiet play, as well as a balance of child-directed and teacher-directed learning time. The children will explore science, art, math, reading, music, cooking, Bible stories and verses as well as colors, shapes, and numbers. Our children enjoy seasonal parties and celebrations throughout the year. We take monthly field trips to places like the airport, wildlife and children's museum, grocery store, National Parks, along with many other places. We also have special visitors from the fire and police department to teach our children valuable safety skills.

We believe that God has established the church to carry out His purposes on this earth, and as a faith-based director, I would like to lead the school under the umbrella of His purposes. Our staff is here to help develop the whole child and lead them through a wonderful journey of growth.

Our staff is certified in infant/child CPR and first aid, and a complete background check is done on all PCJH employees. They receive training every year to meet and exceed the State of Wyoming requirements. PCJH's Safe Church Policy (introduced winter of 2012), is committed to providing an annual educational opportunity to the families of PCJH regarding abuse as well as to all Little Lambs staff.

We look forward to a wonderful year as we watch your kids learn, share and grow. It is our desire to find the right balance for assisting you, the parents, in developing your children through home life, school training and church experiences. Please contact me with any questions you may have. We want this year to be a very successful experience for your child.

Our Preschool is open to the public, serving families of all denominations.

Many Blessings,

Amanda Lack

Little Lambs Preschool Director

Presbyterian Church of Jackson Hole

Church: (307).734.0388 ext. 111

[alack@pcjh.org](mailto:alack@pcjh.org)



**The Presbyterian Church of Jackson Hole is committed to being an instrument through which God transforms our world one person at a time.**

PCJH is committed to being a  
Christ-centered,  
Biblically based,  
Healthy congregation that welcomes all,  
Does its ministry and mission with excellence and  
is present in our community and world as salt and light.  
*Our beliefs are reflective of the Reformed tradition from which our denomination, The Presbyterian Church (U.S.A) has grown.*

The Presbyterian Church of Jackson Hole is a community-based, Christian church. At PCJH you will find people from many denominational backgrounds... and none; some younger and those a bit older; the politically conservative and those who are liberal; richer folks and poorer folks; those from “born-again” experiences and others from an “actions speak louder than words” belief; some with a deep knowledge of the Bible and some with just a preliminary understanding of the scriptures. What holds us together is a heart of gratitude to God for the reality of God’s grace in our lives (this is why we gather), a desire to become more like Jesus, God’s Son and our Lord (this is the focus, or why we grow), and an active caring for our neighbor (we are committed to Go to make a Christ-like difference in our community and world). If this church family appeals to you we would love to have you join us!

## **INTRODUCTION**

Little Lambs believes in the development of the whole child: spiritually, socially, emotionally, physically and intellectually. Communication, self-expression, creativity, and growth of positive self-image are fostered.

We recognize that the development of the child is an individual process, so we offer a stimulating and encouraging learning environment where each child can experience success. Individual and small group activities are provided daily.

Little Lambs holds fast to Christian principles such as honesty, mutual respect, and love, which creates a nurturing environment. We encourage responsibility and self-control in the development of a strong character. Our goal is to instill in children a love of learning and a love for our Lord.

### **PROGRAM OVERVIEW:**

Children enrolled in Little Lambs will:

- Achieve all Early Childhood Readiness Standards as developed by the Wyoming Department of Education
- Be challenged to love God and each other more
- Become more aware of God's presence in our world
- Practice manners
- Develop a healthy self-image
- Improve their verbal, listening and perceptual skills
- Learn to accept and respond positively to others

### **SPECIFIC GOALS**

#### **Academic/Physical/Social/Emotional:**

Children enrolled in Little Lambs will achieve all Early Childhood Readiness Standards developed by the Wyoming Department of Education, including sufficient progress in:

- Language
- Literacy
- Social and Emotional Development
- Approaches to Learning
- Mathematics
- Science
- Physical Health and Development
- Creative Arts

## **Spiritual:**

Children enrolled in Little Lambs will learn:

- That God and Jesus love them and everyone
- God made them
- Jesus wants to be their friend
- That God gave us a special book called the Bible
- That God is everywhere
- That God is good
- That Jesus can live in their hearts
- That the Bible has important stories and principles in it
- That they can memorize scriptures from the Bible
- That they can serve Jesus by offering their gifts
- That they can talk to God through prayer

## **DAILY SCHEDULE (example)**

9:00-9:30	Centers
9:30-10 :00	Opening Circle/Story
10:00-10:25	AM Snack/ Restrooms
10:25-11:05	Outdoor Play/Gym
11:00-11:35	Craft
11:35-12:00	Chapel/Centers

**Little Lambs Toddler Half Day students will be picked up at 12:00**

12:00-12 :30	Restrooms/Lunch
12:30-1:00	Centers
1:00-1:15	Rest Time Prep
1:15-2:00	Rest Time
2:00-2:15	Math
2:15--2:45	Art
2:45-3:00	Closing Circle/Centers

## **POLICIES**

### REGISTRATION

Registration begins March 1<sup>st</sup>, 2020 and takes place online through the CampMinder application system. You may log on via this link:

<https://pcjh.campintouch.com/ui/forms/application/camper/App>

The registration process includes completing a non-refundable fee of \$100.00. \$50.00 of that will be **credited** towards your child's tuition on their first month's invoice. If you enroll and decide later not to attend, \$50.00 will be kept for processing and \$50.00 will be refunded to you. CampMinder requires that a credit card be on file before your child is fully enrolled. Other forms of payment such as cash or check are still acceptable for monthly tuition payments. **Your child will not be registered if any of this information is missing.**

We have based our registration policies as listed below on the current policies of the Teton County School District regarding a child's kindergarten acceptance date. The Teton County School District will not enroll a child in kindergarten unless they are 5 years old on or before September 15<sup>th</sup> of the current school year. There are no exceptions to this rule. Therefore, if your child is one year out of kindergarten according to the TCSD policy, we will enroll your child in our Pre-Kindergarten Class. If your child is two years out of kindergarten according to the TCSD policy, we will enroll your child in our Preschool Class. If your child is three years out of kindergarten according to the TCSD policy, we will enroll your child in our Toddler Class.

### **Class registration will be as follows:**

- If your student will be **two years old by September 15th** of the upcoming school year AND is working towards or fully toilet-trained, he/she will be placed in the Toddler Class. **We offer a Half or Full Day option for children qualifying for the Toddler Class. There will be up to 8 students with 2 teachers from 9-12. After 12, up to 4 students may stay with 1 teacher. The afternoon will consist of lunch, rest time and additional structured play time. Students participating in the Full Day will be picked up at 3 p.m. and are not eligible for aftercare. The tuition amounts for either option are listed below. The Full Day option is not available on a drop-in basis. The 4 spaces for the Full Day care option are available on a first come, first served registration basis and will follow the same registration and waiting list policies, as listed in the Little Lambs Handbook.**
- If your student will be **three years old by September 15th** of the upcoming school year AND is fully toilet-trained (some accidents are to be expected), he/she will be placed in the **Preschool Class**. **If your child is experiencing frequent accidents after the first semester, they may be asked to stay home until fully toilet-trained.**

- If your student will be **four years old by September 15th** of the upcoming school year AND is fully toilet-trained, he/she will be placed in the **Pre-Kindergarten Class. If your child is experiencing frequent accidents, they may be asked to stay home until fully toilet-trained.**

### **Little Lambs Registration Process**

Registration will open **March 1<sup>st</sup>, 2020** for the 2020-2021 school year.

\*Registration is on a first come, first served basis. That being said, the following criteria will also play a significant role in enrollment decisions based on seniority and loyalty to PCJH and existing Little Lambs families. Students will have seniority based on:

- 1.) Students of PCJH and Little Lambs Staff
- 2.) Students of PCJH members and current Little Lambs families
- 3.) Students of PCJH regular attendees
- 4.) General public

With questions about the registration process, please contact the Little Lambs Director.

**Please Note:** If your child is placed on the waiting list, you will be called as soon as a space becomes available for him/her. If there are enough students to make up an extra class, forming an additional class will be considered.

### **Little Lambs Preschool 2020-2021**

Available 10% discounts:

- Offered to families with more than one child enrolled and will be applied to the younger child's tuition rate.
- If your child attends all 5 days per week.
- If tuition is paid in full by the time school starts, the discount will be awarded towards all 9.5 months of school.

If more than one discount applies, the family may choose which one to utilize.

**NOTE:** June is not a fully operating program month so you will only be billed for half of your normal monthly amount in June. Little Lambs follows the TCSD calendar, if they have no school for that day, Little Lambs will also be out of school. **Christmas, Spring Break and Holidays are factored into tuition prices. Full Tuition will be due during these times.**

**The tables below show tuition amounts with before and/or after care options and without:**

**Toddler Group HALF-Day**

# of days per week	Tuition Per month
2 half days per week (T-TH 9-12)	\$355
3 half days per week (M-W-F 9-12)	\$542
5 half days per week (9-12)	\$807.30*

**Toddler Additional Extended Care Options**

Before Care 2 days a week	\$40 /month
Before Care 3 days a week	\$60 /month
Before Care 5 days a week	\$90 /month*

\* 10% discount given for 5 day a week enrollment

**Toddler Group FULL Day**

# of days per week	Tuition Per month
2 full days per week (T-TH 9-3)	\$459
3 full days per week (M-W-F 9-3)	\$699
5 full days per week (9-3)	\$1,042*

**Additional Extended Care Options**

Before/After Care 2 days a week	\$40 /month
Before/After Care 3 days a week	\$60 /month
Before/After Care 5 days a week	\$90 /month*

\* 10% discount given for 5 day a week enrollment

### Preschool Group

# of days per week	Tuition Per month
2 full days per week (T-TH 9-3)	\$480
3 full days per week (M-W-F 9-3)	\$720
5 full days per week (9-3)	\$1,080*

### Additional Extended Care Options

Before/After Care 2 days a week	\$80
Before/After Care 3 days a week	\$120
Before/After Care 5 days a week	\$180 /month*

\* 10% discount given for 5 day a week enrollment

### Pre-Kindergarten Group

# of days per week	Tuition per month
2 days per week (T-TH 9-3)	\$480
3 days per week (M-W-F 9-3)	\$720
5 full days per week (9-3)	\$1,080*

### Additional Extended Care Options

Before/After Care 2 days a week	\$80
Before/After Care 3 days a week	\$120
Before/After Care 5 days a week	\$180 /month*

\* 10% discount given for 5 day a week enrollment

### TUITION/ PAYMENT

Tuition payments are due the 1st of each month. We accept cash, check, or credit card payment. In fairness to all Little Lambs participants, and to ensure payment, your credit card information will be saved in CampMinder at the time you register your child online. If we have not received full payment for your child's tuition by the 5th of the month, we will charge your credit card for the amount owed. Please notify the Little Lambs Director if you prefer to pay on another day of the month or by check.

If a credit card is ever denied, you will be notified. If your check returns for non-sufficient funds you will be charged a \$10.00 bank fee. If tuition is not paid in full by the 15<sup>th</sup>, there will be a suspension in services until that bill is paid. Please note: any changes made to a child's enrollment after October 1st of the school year will incur a \$20 administrative fee per change.

Check payments should be dropped off to the Little Lambs Director's office, located just inside the north entrance on the left. A mailbox is placed outside the door. Please make checks payable to "PCJH - Little Lambs." If you wish to mail your payment, send it to:

PCJH  
Attn: Little Lambs  
PO Box 7530  
Jackson, WY 83002

We strive to balance the flexibility we give to busy and working parents with keeping tuition prices affordable for all families enrolling in our program. Additionally, our teachers and students benefit from the best continuity when we firmly adhere to the MWF, T/TH, or Weekly options.

In school year 2020/2021, we will not be splitting any slots (MWF) or (T/TH). For example, if your child needs to attend 4 days/week, then they may enroll in the Weekly option (5-day). Only under very special circumstances will an exception be made to this policy. We adhere to the latest requirements regarding Suspension/Expulsion Policies from the state of Wyoming Education Headquarters.

## SICK DAYS/ VACATION

### **Sick Policy**

Little Lambs will allow one make-up sick day per semester. **The make-up day needs to be pre-arranged with the Little Lambs Director at least one week prior to your day of request. Your child will only be able to attend if the ratios work out on the requested day. If not, the Little Lambs Director may suggest another day as an option.** You are responsible for the full monthly tuition when your child is absent due to illness.

### **Vacation Policy**

Little Lambs *does not* offer any make up days for vacation. You are responsible for the full monthly tuition when your child is absent due to vacation.

### CANCELLATION POLICY

When we enroll your child, our expectation is that your child will complete the entire school year with us. If you need to cancel your child's enrollment with Little Lambs you must notify the Little Lambs Director, at (307)734-0388 ext 111 a minimum of one month in advance. Unless the enrollment was terminated at Little Lamb's request, you will be required to pay up to 30 days from written cancellation. **This includes the entire school year with school ending on Friday June 12, 2020.**

### ATTENDANCE

If your child will be unable to attend class, please call your child's teacher (number will be provided at the beginning of the school year), email the Little Lambs Director or leave a message at 734-0388 ext 111.

Each day, you will be asked to sign your child in and out. This helps to maintain your child's safety. Only individuals listed on the registration form may pick your child up. If someone else is going to pick up your child and he/she is not listed on your registration form, you must call your child's teacher or Director to inform us or you must write the name and relationship of the person on the sign-in sheet that morning. Note that we will ask to see that person's driver's license.

Please plan on arriving at 9:00 am every morning that your child is to be in attendance. Late arrivals are disruptive to the class and your student will miss out on important academic components every morning that they arrive late.

Please plan to pick your student up at 12:00 pm or at 3:00 pm *promptly*, depending on when your child's class ends. If a parent/guardian is regularly late picking up their child, we will begin charging \$10.00 for every five minutes the child remains in our care. This policy is in place because our teachers have other responsibilities after class is over that will not allow for staff supervision of your student(s) after class is over.

**In an effort to be sensitive to our before/aftercare students and our teachers, we ask that, if you arrive before 9:00 am, PLEASE STAY WITH YOUR CHILD. Also, if you arrive past 3:10 pm, frequently, you will be charged a late fee/aftercare charge of \$10 for every 5 minutes. If you arrive past 5:30 pm you will be charged \$5 for every 5 minutes that you are late.**

### BIRTHDAYS

Birthdays are a wonderful celebration in the life of a child. If you would like to honor your child on their special day, we encourage you to come and read their favorite book(s) to the class, eat lunch with them or organize a special craft or snack to celebrate them.

## CALENDAR

Little Lambs follows the Teton County School District #1's calendar as closely as possible. Special days, such as teacher in-service days and holidays will be noted in your student's monthly calendar. Little Lambs and PCJH will be closed on Martin Luther King, Jr. Day, Monday, January 20, 2020. A copy of the TCSD calendar for 2019-2020 school year can be found in both your family packet given to all students at the beginning of the year as well as online at [www.tcsd.org](http://www.tcsd.org).

## CLOTHING

Please send your child in clothes that are comfortable and seasonally appropriate. Students should also have a change of clothes in a marked bag with their name. This can be left in their backpack or kept in the classroom. Please no flip flops or sandals. If you choose to send your child in sandals please send a pair of sneakers for outdoor play. Also, if you send your child in Crocs make sure they have a pair of socks for the playground. During the winter months, please make sure that your child comes with the "Big 5", as we will be venturing outdoors as the weather permits.

THE "BIG 5" ARE:

1. HAT
2. GLOVES/MITTENS
3. SNOW PANTS
4. COAT
5. BOOTS

Please do not send your child in jewelry or expensive clothing. Some of the activities that we will participate in will be messy, so items may become soiled. Extra warm socks are a great idea to pack each day during the winter months.

## COMPLAINT PROCEDURES FOR REPORTING CONCERNS

If a concern arises, parents or other caregivers should first communicate with your child's teacher. Please express very specifically your concern, along with actions that you wish to be taken to correct it. Follow up with the teacher to ensure that actions have been taken.

If the issue is not rectified after discussing it with the teacher, please report your complaint to the following individuals in the following order:

**Amanda Lack**  
**Little Lambs Preschool Director**  
 Work: (307) 734-0388 x 111  
 alack@pcjh.org

**Pastor Tamara Mitchell****Associate Pastor at Presbyterian Church of Jackson Hole**

Office: (307) 734-0388 x 104

tmitchell@pcjh.org

If you wish to report a concern to the Department of Family Services, please contact:

**Town of Jackson****Department of Family Services**

(307) 733-7757

<https://dfs.wyo.gov/i-need-to-report/>

A complaint and compliance history may be found at: <https://findchildcarewy.org/maps/>

**CURRICULUM**

Children will be challenged in a variety of ways by the curriculum that has been developed for Little Lambs. Students will receive academic instruction every day, and will meet all Early Childhood Readiness Standards that were developed by the Wyoming Department of Education. Students will have center time, which fosters social development each day as well as age appropriate Carpet (or Circle) Time which helps prepare for Elementary habits as well as set expectations for each day. Students will also have outdoor recreation time each day weather permitting. A large part of our classrooms, especially with our Toddler Class, are play based learning.

Bible stories will be explored each day using *First Look* preschool curriculum which uses engaging activities to introduce children to God and teaches 3 key components: God Made Me, God Loves Me, and Jesus Wants to Be My Friend. Through *First Look*, our teachers are also teaching memory verses from the Bible. The project/activity will be provided weekly with the express objective of extending the academic or biblical theme taught in Chapel. Time will also be provided each day for additional children's literature, art, and musical expression.

Students will participate in Chapel Time once a week with Pastor Ben, Pastor Tammy or one of our many gifted staff members at PCJH. This is another opportunity for us to introduce Christian faith and principals to your child. Children attending Little Lambs on M-W-F will attend chapel on Wednesdays at 11:40 and children attending Little Lambs on T-TH will attend chapel on Tuesdays at 11:40.

Toddler, Preschool and Pre-K teachers use various curriculum influences including parts of "Big Day" by Scholastic for literacy, math, science and social-emotional skills. Pre-K teachers use "Get Set For School" from *Learning Without Tears* curriculum for literacy and writing skills.

### REST TIME

Students participating in the Toddler Full Day, Preschool and Pre-K age groups will have rest time each day. Rest/down time is age and developmentally appropriate. We do not require any children to sleep and offer alternative quiet activities. The length of rest time will be determined by the teacher and not exceed more than 90 minutes. Students are allowed and encouraged to bring “snuggle stuff” items like stuffed animals, blankets, pillows, etc. For sanitary purposes, Little Lambs does not provide cozy items for the students to rest with. Please label your child’s items. We ask that these items be taken home and washed at the end of each week as well.

According to our state license: “Children shall be provided opportunity for but not required to sleep; and alternative quiet activities shall be provided for children unable to sleep.”

### TOYS/ITEMS FROM HOME

Students are not permitted to bring toys or items from home, unless asked to do so for something like “show and share”. We do not want to be responsible for a special item getting lost or make a child who didn’t bring an item from home feel left out. There will be “show and share” times coordinated by the classroom teacher.

\*These items do not include “cozy” items from home that are designated for rest time. Those items will remain in the child’s cubby until rest time.

### DISCIPLINE

Children will actively develop a list of acceptable as well as unacceptable behaviors during the first week of school. Students will also gain a clear understanding of consequences for unacceptable behaviors. Unacceptable behaviors are ones that are potentially harmful, disruptive, or aggressive.

Students will receive positive guidance as a first step to prevent any unacceptable behaviors. Positive behavior will be modeled and rewarded. When a child simply needs redirection, it will be offered in a positive, helpful way.

One of the primary goals of Little Lambs Preschool is to help young children learn to live and grow in their relationships with others. Skills such as sharing, taking turns and cooperation provide an important foundation for a successful educational future. *Discipline* is derived from the word *disciple* meaning to teach. We do not think of discipline as punishment but rather as teaching self-control and the expression of feelings in socially acceptable ways. Discipline is a necessary and positive part of our program.

Discipline will focus on the positive behaviors that are expected. Simple and clear rules will be established in each classroom. Review of the rules will occur daily. Children will be treated in a positive manner with gentle reminders of the rules. Discipline measures are directed toward teaching children appropriate behavior and self-control, based upon what is reasonable for their age and developmental level. Redirection, logical

consequences and thinking time (time out) may be utilized as a consequence for misconduct. Corporal punishment will *not* be used under any circumstances.

We are committed to assisting the children in their emotional, social and cognitive development. There may be times, however, when a child's behavior can affect the atmosphere of the classroom. Behaviors that can be disruptive to a classroom may include aggression, defiance, disobedience or disrespect. If these behaviors occur, teachers will assist the child by:

1. Helping the child use appropriate words to resolve conflict.
2. Praising and/or rewarding kind behavior.
3. Providing natural consequences for undesirable behavior.
4. Working with the parents to provide consistency both at home and at school.

Should a child's behavior become severe enough to interfere with the overall atmosphere of the classroom, the following steps will be taken:

1. A conference with the parents, teacher and the Little Lambs Director will be called to discuss the behavior. The parents and teacher will work together to come up with recommendations to resolve the issue, while keeping foremost the best interests of the child and the preschool.
2. Parents may be required to pick up their child from school if an undesirable behavior becomes harmful to their child or others or if the problem is detrimental to the atmosphere of the classroom. These behaviors may include, but are not limited to, hurting or endangering themselves or other children, aggression, defiance, disobedience, and/or disrespect. When the child returns to school, they will be welcomed with open arms and love, knowing all is forgiven.
3. Continuation at Little Lambs shall be determined by periodic reviews and parent conferences with the Little Lambs Director and the teaching staff as well as the PCJH Pastor, should the Little Lambs Director deem necessary. The best interests of the child and the preschool program shall be the final determining factors in continued enrollment.

### **Bitting Policy-**

Bitting usually causes more upset feelings than any other behavior in preschool programs. Bitting is upsetting and potentially dangerous. In children under three years of age, biting is considered to be a developmentally typical behavior. The following policy on biting has been developed for the benefit of the biter and the safety of the other children at Little Lambs.

Teachers respond to biting as follows:

1. When a child bites another child, the teacher will offer large doses of TLC, ice and antiseptic to the injured child. They will give the injured child the words to use should this happen again. The teacher will encourage the child to say, "Ouch, don't bite!" in a loud voice.
2. Next, the teacher will take the biter aside and get down to their eye level and tell the child in a stern voice that biting hurts and that they may not hurt their friends.
3. The teacher will try to determine whether the bite was out of frustration, territorialism, inquisitiveness or provocation. The teacher will then try to give the child the words to use in a future situation. "I know that Billy was too close to you and it bothered you. Next time say, 'Billy, please move'."
4. The parents will be informed when a child has bitten or has been bitten; however, names will not be disclosed. The teacher will record the biting incident on the appropriate form.

However old the child is, biting is a very upsetting incident for the biter, the injured child, and the families of both children. While we know the causes of biting and that it is normal in young children, we take the situation very seriously and the same steps used in our behavioral policy will also be applied to biting.

### EMERGENCIES

If an emergency should arise, we will notify parents in the order indicated on the registration form. Please make any changes to this form promptly, especially if a phone number changes.

If parents have an emergency while their child is at Little Lambs, they are asked to call their child's teacher or (307) 734-0388 and ask for Amanda (Director).

Little Lambs currently has an Emergency Preparedness Plan and will adhere to it based on the type of emergency it is. Fire drills are performed monthly.

In the rare case that we would need to evacuate children from off of our campus, our emergency offsite evacuation location is Jackson Hole Middle School located at 1230 S. Park Loop Rd, Jackson, WY 83001 We would go by either bus or on foot; it is an easy and safe walking distance away. Their phone number is (307) 733-4234

### WEAPONS POLICY

The following rules are directly from Chapter 4, Section 14, (q) from the Wyoming Child Care Licensing Rules for all facility types.

Weapons policy suggestion for CCC

Weapons and firearms are prohibited on the facility premises except by law enforcement personnel in emergency and non-emergency situations.

Weapons policy suggestion for FCCH and FCCC with weapons in the home of the provider/director

Weapons and firearms are prohibited on the facility premises except by law enforcement personnel in emergency and non-emergency situations.

As per Wyoming Child Care Licensing Rules our own weapons and ammunition are stored and locked up separately in an area inaccessible to children.

## FIELD TRIPS

At times, we will be leaving our classroom to experience things around town that we feel will be beneficial to our students such as the library, parks or fire station. Field trip permission is granted by parents in CampMinder during the registration process, this one-time permission covers trips for the school year. Field trips will be noted in your student's monthly calendar and in Friday Parent Newsletter.

Parents are invited to come along whenever possible. Children who are not enrolled at Little Lambs are not allowed to attend field trips unless they are siblings of Little Lambs students and a parent of both the student and sibling is attending the field trip also. Please notify teachers in advance of the field trip if you will be bringing a sibling along. Parents are welcome to ride the bus if there is room. If we have multiple parents who wish to ride the bus it will be on a "first come first served" basis.

Please be sure your child is dressed appropriately for field trips. Each monthly calendar indicates where the children will be going, so please be sure to adhere to the calendar unless you are notified otherwise by your child's teacher or the Little Lambs Director.

## HOURS OF OPERATION & TEACHER:STUDENT RATIOS

Little Lambs **Toddler Group Half Day** hours are Monday, Wednesday and Friday from 9 am to 12 noon and Tuesday and Thursday from 9 am to 12 noon. This group will have up to eight students and two teachers until 12pm and up to four students and one teacher from 12-3pm.

Little Lambs **Toddler Group Full Day** hours are Monday, Wednesday and Friday from 9 am to 3 pm and Tuesday and Thursday from 9 am to 3 pm. This group will have up to eight students and two teachers.

Little Lambs **Preschool Group** hours are from 9 am to 3 pm on Monday, Wednesday and Friday and from 9 am to 3 pm on Tuesday and Thursday. These groups will have up to ten students each and two teachers.

Little Lambs **Pre-Kindergarten Group** hours are from 9 am to 3 pm on Monday, Wednesday and Friday and from 9 am to 3 pm on Tuesday and Thursday. These groups will have up to 12 students each with one teacher.

These ratios meet or exceed what is required by the state of Wyoming. If you have further questions or concerns the director and teachers are available by appointment.

## ILLNESS/MEDICATION

To prevent the spread of infection, children will be asked to stay at home or be picked up from school when they are ill. If your child has any of the following symptoms, please keep him/her home:

- Blood in urine
- Diarrhea
- Difficult or rapid breathing
- Fever of 100° or above

- Pink eye
- Sore throat with fever
- Green nasal discharge
- Severe coughing
- Severe pain or discomfort
- Skin rashes lasting more than one day
- Suspicions of chicken pox, pertussis, measles, mumps, rubella, or diphtheria
- Swollen joints or visibly enlarged lymph nodes
- Untreated head lice or nits
- Untreated scabies
- Vomiting
- Yellowish eyes or skin
- Lethargy/ fatigue (to the degree that the child is unable or unwilling to participate in classroom activities)

Students must have been symptom-free and/or have been taking a prescription antibiotic for a full 24 hours before returning to school after a contagious illness.

Parents/guardians will be notified immediately when a child has symptoms requiring exclusion from care. Symptomatic children will be separated from other students and directly supervised until the parent/guardian arrives.

Upon Campminder registration, the parent will authorize us to administer topical over the counter products when necessary such as bug spray and sunscreen, unless the parent provides their own from home. Because students will be spending time outdoors on most days, parents/guardians are asked to please apply sunscreen to their child before they are left at school, and teachers will re-apply as needed.

In the event your child obtains lice, you must complete 2 full treatments and provide us with a physician's statement BEFORE your child returns to Little Lambs.

Medication will not be given to children unless arrangements have been made. If it is essential, parents will be allowed to come to the classroom and dispense it themselves or make arrangements with the Director who keeps a medicinal log (as per state requirement). Students with allergy/health concerns will be asked to bring a note from the doctor regarding the child's allergies/health concerns as well as provide necessary medicine for a reaction, such as an EpiPen. \*Please notify the Director prior to the first day of school if your child carries an EpiPen since we have special handling requirements.

Any child that has ever experienced seizures needs to notify the Director, and will be asked to complete a Seizure Medical Plan as well as give written details to what the child's seizures typically look like.

### IMMUNIZATIONS

An immunization form must be submitted before or by the first day of school. Each child must be properly immunized against all preventable diseases before starting school or have an exempt form from the state of Wyoming.

### LOST AND FOUND

Little Lambs is not responsible for lost items. Please label anything that your child brings to school to help aid with identification. Please remember that labeling your child's belongings helps our staff keep the Lost and Found box empty. Any items left outside of the cubbies (including the top) will be taken to the PCJH lost & found area located in the main church lobby behind the desk each Friday afternoon. Please do not send gum, candy, jewelry, money, or toys to school with your child. Weapons of any kind (even pretend) are not allowed.

### NUTRITION/SNACKS

If your child is a toddler, please provide one small snack per day. If your child is a preschooler or pre-kindergartener, please provide one snack per day and a healthy lunch. If your child stays for aftercare, please send additional food/snacks for the afternoon. Please send healthy snacks and lunches that are low in sugar content.

**Please send your child with a labeled water bottle each day (even if you send with a separate drink...such as milk or juice.)**

Appropriate snack examples:

- \*All types of fruit including applesauce, fruit cups, and dried fruit
- \*All types of vegetables
- \*Small muffins
- \*Beef jerky
- \*Pretzels
- \*Granola bars
- \*String cheese
- \*Cheese & crackers
- \*Graham crackers

**Due to some serious food allergies, Little Lambs is a nut free facility. Please be mindful that many products contain nuts. Thanks for cooperating to keep ALL Little Lambs safe and healthy!**

### PARENT/TEACHER COMMUNICATION

Parents are always welcome to approach the teacher if a question or concern arises. At the start of the year we will provide a PCJH Contact Information sheet including specific phone numbers and e-mail addresses of teachers and pertinent staff.

Little Lambs is proud to be a Christian faith-based preschool that teaches the Word of God and Godly love and behavior to children. It is imperative that all parents understand that those same Godly behavioral expectations also apply to parents. Behavior not in alignment with our standards will not be tolerated here at Little Lambs and parents can expect to be spoken to about any instances that are hurtful or

disrespectful to any child, staff or other parents. If that destructive parental behavior continues, your child may be asked to leave the program.

### SCHOOL SUPPLIES AND OTHER ITEMS

Each child is responsible to bring the following by the first day of school:

- 1 container of anti-bacterial, liquid hand soap (not sanitizer)
- 1 package of glue sticks
- 1 or 2 box(es) of Kleenex
- 1 1-1/2" inch binder with clear pockets
- 1 package of paper towels

### WEATHER

Little Lambs will be delayed and/or close on days when Teton County School District cancels classes due to weather. Every effort will be made to contact parents if this should arise. We will not take students outside if the temperature is below 0 degrees or if the weather is deemed too inclement by the staff.

### PARENT INVOLVEMENT

As always, we encourage parents to be an integral part of not only their child's home life but their faith development and their life at their second home, Little Lambs. Visitations are always welcome.

We encourage each parent to volunteer in their child's classroom to some measure. Please talk with your child's teacher or the Little Lambs Director for ways in which you can support the program with your time and talents. We also encourage parents to become involved in attending activities other than Little Lambs which are also sponsored by our Children's Education Ministry and build the skills of Passing on the Faith within the home.

“Point your kids in the right direction- when they’re old they won’t get lost.”

Proverbs 22:6 MSG

### FINAL NOTE

We are so glad you have chosen Little Lambs Preschool for your child's early school experience. Should you have additional questions, please do not hesitate to contact us. We look forward to a wonderful year full of new experiences and growth!



