



# ***STUDENT HANDBOOK*** ***2024-2025***

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  
[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 possesses unique abilities and gifts that will make the world a better place. It's our honor and privilege to help foster those gifts for their 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. When possible, we take monthly field trips to places like the airport, wildlife museum, grocery store, National Parks, and more. We also have special visitors from time to time like 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 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 and caregivers, 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 and serves families of all or no faith backgrounds.

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 a vibrant Christian church, who welcomes all, and seeks to serve and love others in the name of Jesus. Our vision is “to see lives being transformed in Jesus Christ.” Our mission is three-fold: to be a Community, Rooted in Christ, Reaching out in love. Our beliefs are reflective of the Reformed tradition from which our denomination, the Presbyterian Church (U.S.A) has grown.

At PCJH you will find people from many denominational backgrounds and/or none at all; 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 hardly any understanding. What holds us together is a heart of gratitude to God for the reality of God’s grace in our lives, a desire to faithfully follow Jesus, and an active serving heart for our neighbor and world. To learn more about PCJH, please visit our website at [www.pcjh.org](http://www.pcjh.org). We hope and pray your experience with Little Lambs is a special gift. Thank you.

## **TABLE OF CONTENTS**

<b>Daily Schedule</b>	<b>5</b>
<b>Registration Process</b>	<b>6</b>
<b>Rates</b>	<b>8</b>
<b>Tuition/Payment/COVID quarantine</b>	<b>9</b>
<b>Sick Days/Vacation</b>	<b>9</b>
<b>Cancellation Policy</b>	<b>10</b>
<b>Attendance</b>	<b>10</b>
<b>Birthdays</b>	<b>10</b>
<b>Calendar</b>	<b>10</b>
<b>Clothing</b>	<b>11</b>
<b>Complaint Procedures</b>	<b>11</b>
<b>Suspension/Expulsion Policy</b>	<b>12</b>
<b>Curriculum</b>	<b>12</b>
<b>Rest Time</b>	<b>13</b>
<b>Toys/Items from Home</b>	<b>13</b>
<b>Discipline</b>	<b>13</b>
<b>Biting Policy</b>	<b>14</b>
<b>Emergencies</b>	<b>15</b>
<b>Weapons Policy</b>	<b>15</b>
<b>Field Trips</b>	<b>15</b>
<b>Hours of Operation &amp; Teacher:Student Ratios</b>	<b>16</b>
<b>Illness/Medication</b>	<b>16</b>
<b>Immunizations</b>	<b>17</b>
<b>Lost and Found</b>	<b>17</b>
<b>Nutrition &amp; Snacks</b>	<b>17</b>
<b>Parent-Teacher Communication</b>	<b>18</b>
<b>School Supplies</b>	<b>18</b>
<b>Weather</b>	<b>18</b>
<b>Parent Involvement</b>	<b>19</b>
<b>Final Note</b>	<b>19</b>

## **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 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)**

9:00-10:00	Centers
10:00-10:30	Opening Circle/Story Time
10:30-11:00	Restrooms / AM Snack
11:00-11:45	Outdoor Play
11:45-12:00	Art/ Science
(11:40-12:00)	Chapel one day/ week

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

12:00-1:00	Restrooms/Lunch
1:00-1:30	Rest Time Prep/ books
1:30-2:15	Rest Time
2:15-3:00	Play / Closing activities

# **POLICIES**

## **REGISTRATION**

Registration begins March 1<sup>st</sup>, 2024 and takes place online through the Brightwheel application system found at pcjh.org - Ministries tab - Children tab.

The registration process includes a non-refundable fee of \$100.00 for first-time enrollees to our Program. If you enroll but later decide not to attend, \$50.00 will be kept for processing and \$50.00 will be refunded to you.

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 August 1st 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 August 1st** 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 9am-12pm. 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. 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 August 1st** 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 30 days, they may be asked to stay home until fully toilet trained.
- If your student will be **four years old by August 1st** of the upcoming school year AND is fully toilet-trained, he/she will be placed in the **Pre-Kindergarten Class**.

## Little Lambs Registration Process

Registration opens to the public on **March 1st, 2024** for the 2024-2025 school year. Registration takes place on the Brightwheel App found at: <https://pcjh.org/little-lambs-preschool/...>

**Note:** Students who were enrolled in the previous school year will automatically be re-enrolled in the upcoming year, unless they are entering Kindergarten. Please inform the director if your child will not be returning to Little Lambs.

All new families will be in applied status on Brightwheel until their enrollment is finalized based on the order of when their application was submitted. Your child's enrollment will *not* be finalized until you have paid the \$50 registration fee (online through Brightwheel or by cash or check).

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

**Please Note:** If a class is full when you register, you may choose to put them on the waitlist for that class at that time. We do not have a call-in waitlist as it is done officially through our Brightwheel system. If there are enough students on the waitlist to form an additional class plus staff availability, creating an additional class will be considered and you will be notified accordingly. Don't be discouraged if you are on the waitlist, we see lots of movement on these lists every year!

## Little Lambs Preschool 2024-2025

Available 10% discounts:

- Offered to families with more than one child enrolled and will be applied to the younger child's tuition rate.
- 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 for holidays. Christmas, Spring Break and other holidays are factored into tuition prices. Full Tuition will be due during these times.



The tables below show tuition amounts for the 2024-2025 school year.

**Toddler Group HALF-Day**

# of days per week	Tuition Per month
2 half days per week (T-TH 9-12)	\$468
3 half days per week (M-W-F 9-12)	\$710
5 half days per week (9-12)	\$1140

**Toddler Group FULL Day**

# of days per week	Tuition Per month
2 full days per week (T-TH 9-3)	\$607
3 full days per week (M-W-F 9-3)	\$910
5 full days per week (9-3)	\$1518

**Preschool Group**

# of days per week	Tuition Per month
2 full days per week (T-TH 9-3)	\$607
3 full days per week (M-W-F 9-3)	\$910
5 full days per week (9-3)	\$1518

**Pre-Kindergarten Group**

# of days per week	Tuition per month
2 days per week (T-TH 9-3)	\$607
3 days per week (M-W-F 9-3)	\$910
5 full days per week (9-3)	\$1518

## TUITION/ PAYMENT

Tuition payments are due the 5th of each month and can be securely paid through the Brightwheel app using an ACH bank account, credit card, or debit card. There is a 2.75% processing fee for using a credit card. Please notify the Director or Administrative Assistant if you prefer to pay on a different day of the month. Should payment be 10 days late or more, *a late fee of \$5/day will be incurred until the total bill has been paid.* Failure to pay tuition within the month it is due will result in suspension of services until the bill is paid in full.

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 the most from continuity when we firmly adhere to the MWF, T/TH, or Weekly options.

In the school year 2024-2025, we will not be splitting any slots (MWF) or (T/TH). For example, we can't accommodate students to attend, say a M, T, Th- or some variation of random days outside of our cycle). Only under special circumstances discussed with the Program Director will an exception be made to this policy.

## SICK DAYS/ VACATION

### **Sick Policy**

Little Lambs will allow one make-up sick day per semester. Ideally 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 or verbal cancellation. **This includes the entire school year with school ending on Wednesday June 12, 2024.**

## ATTENDANCE

If your child will be unable to attend class, please leave a message on the Brightwheel app or email the teacher and/or Little Lambs Director.

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 contact 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 may ask to see that person's driver's license.

Please plan on arriving on time 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 *promptly*. 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.

## 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. Dropping off a treat in the morning for teachers to pass out after lunch is okay too.

## CALENDAR

Little Lambs follows the Teton County School District #1's calendar as closely as possible. Days when school is closed, like holidays, will be noted in your student's monthly calendar. A copy of the TCSD calendar for 2024-2025 school year can be found online at [www.tcsd.org](http://www.tcsd.org). Little Lambs Preschool follows their "yellow highlights" for days off when school will be closed.

## 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 most days 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. An extra pair of 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](mailto: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/>

Upon request, a violation history may be requested to the Director.

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

## SUSPENSION/EXPULSION POLICY

Little Lambs Preschool promotes positive social and emotional growth and includes age-appropriate behavior support. This practice enables us to offer the most proactive and supportive environment for children. However, there may be a time when we have exhausted all efforts to help a child interact in a positive manner in our program. If this situation should arise with your child, we will adhere to the following guidelines:

- Share with parents in writing behavioral concerns and what steps the facility has taken to change those behaviors.
- Schedule a conference with parent(s)/guardians to discuss steps implemented, local resources available and develop a plan for next steps.
- If expulsion or suspension is warranted, discuss with the parents the terms of a child returning and the length of suspension.

We adhere to the latest requirements regarding Suspension/Expulsion Policies from the state of Wyoming Education Headquarters. The Director and teachers will remain in contact with parents through phone, email and/or in person to promote the social emotional and behavioral health of children and limit the use of expulsion, suspension and other exclusionary practices. Before a program determines whether an expulsion or suspension is appropriate, the program shall collaborate with the parents and engage available community resources to address challenging behaviors.

## 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 strive to meet 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 school 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 chapel occurs from 11:40am-12:00pm both Mondays and Tuesdays.

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 our *Learning Without Tears* curriculum for literacy and writing skills and Kindergarten preparation.

## 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. 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 each day (so cubbies can be sanitized) and washed at home frequently.

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 few weeks 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 (taking a break) 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.

### **Biting Policy**

Biting usually causes more upset feelings than any other behavior in preschool programs. Biting 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 it's not okay to 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 the 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 off site 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 suggestions 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 Brightwheel 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's 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. When children are taken off site, there shall be (1) a first aid kit (2) emergency medical release forms on all children (3) A current and updated attendance record which documents periodic accounts of children to include when getting on and off the bus (4) direct staff supervision at all times with a written plan for supervision maintenance at all times and (5) physical boundaries identified for children.

### HOURS OF OPERATION & TEACHER: STUDENT RATIOS

Little Lambs **Toddler Group Half Day** hours are Monday, Wednesday and Friday from 9am to 12 noon and Tuesday and Thursday from 9am to 12 noon. This group will have up to four students per 1 teacher.

Little Lambs **Toddler Group Full Day** hours are Monday, Wednesday and Friday from 9 am to 3 pm and Tuesday and Thursday from 9am to 3pm. This group will have up to four students per 1 teacher.

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

Little Lambs **Pre-Kindergarten Group** hours are from 9am to 3pm on Monday, Wednesday and Friday and from 9am to 3pm 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 to talk with you.

### ILLNESS/MEDICATION

In accordance with the most updated Wyoming State childcare licensing rules as well as to prevent the spread of infection, children and staff 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
- Excessive 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 Brightwheel 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, have an emergency plan in place with staff and on file, 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. A Care Plan is required for all children with special health needs (like asthma, diabetes, seizures). 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 exemption 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 labelling 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 lost & found box each day- located in the lobby. 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

Please provide one snack per day and a lunch. We don't have a food service at Little Lambs, but do have access to a fridge and microwave should your child need one.

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
- \*Granola bars
- \*Small muffins
- \*String cheese
- \*Beef jerky
- \*Cheese & crackers
- \*Pretzels
- \*Graham crackers

**Depending on the allergies of all enrolled students, some years may require us to be a nut-free school. You will be given that information at the Parent Orientation night before school starts each year. Thanks for cooperating to keep ALL Little Lambs friends 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
- 1 package of paper towels
- Pack of baby wipes (optional)

#### WEATHER

Little Lambs may be delayed and/or closed on days when Teton County School

District cancels classes due to weather, we will remain open if we have the staff capabilities to get to school safely. Every effort will be made to contact parents if a cancellation 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. We encourage parents to visit and 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.

#### **Extra facts:**

- Our facility does not have animals or pets.
- Our facility, under the care of PCJH, does carry liability insurance.
- We do not have or use swimming or wading pools.
- We do not provide overnight care at any time.
- Both staff and students comply with stated sick policies listed above.
- Admin hours are available whenever the facility is open through the Director and/or Administrative Assistant.
- Guardians shall have unrestricted and immediate access to his or her children and any area of the facility where their child is located.
- School doors are locked during school hours (with a 30 minute buffer for morning drop-off and afternoon pick-up), but instructions to safely enter after visual approval is met are posted at the door.
- We do not provide infant care in any capacity.

### 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 reach out. We look forward to a wonderful year full of new experiences and growth!**

“Children are a gift from the Lord; they are a reward from Him.” Psalm 127:3

