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## **STAFF**

Steve Heinsen	Pastor	263-7516
Kessin Razor	Office Manager	255-1514

## **TEACHERS**

Faith Rasmussen	School Administrator/Teacher	255-1514
Sylvia Kappen	Teacher	
Alysha McArthur	Teacher	
Kim Lippert	Teacher	
Madisen Jensen	Teacher / Teacher's Aide	

## **SCHOOL BOARD MEMBERS**

Kath Howard (Chairperson)	263-7516
Carol Thompson	
Susie Puckett	
Annie Hendricks	
Cindy Del Valle	
Jeanne Warwick	
Anita Hoag	

## **CONTACT INFORMATION**

**Website:**     **[www.corsandpoint.org](http://www.corsandpoint.org)**

Little Lambs School Phone	255-1514
Little Lambs email: <a href="mailto:faith@corsandpoint.org">faith@corsandpoint.org</a>	
Lake Pend Oreille Emergency School Closure	263-2312

## FOREWORD

This handbook has been prepared to acquaint you with Little Lambs Preschool and Kindergarten and its philosophy of Christian Education. It is our hope that by sharing the mission statement and purpose of Little Lambs, as well as our daily procedures and policies, you will have a more complete understanding of our total program and the commitment necessary for a successful endeavor.

Your child's total growth is best served by a partnership between home and school. Communication is essential to such a relationship. This handbook is one way to help develop our relationship as partners in the Christian development of your children. Parents are expected to read the contents of this handbook carefully and to retain it for reference throughout the year.

No booklet of this length can cover the complexities of a total school program. Requests for further information should be handled through the school office.

Our God-given task is great. May He bless our efforts and lead us to an understanding that we are not alone; God is our strength. We pray that parents and teachers may work closely together as partners in the Christian growth and development of the children God has placed in our care.

—Christ Our Redeemer Lutheran School Board

*“Building a firm foundation at  
Little Lambs Lutheran Preschool & Kindergarten”*

# LITTLE LAMBS

## 1. PHILOSOPHY

Welcome to Little Lambs Preschool and Kindergarten. We are very excited that you have entrusted your child to the care and ministry of our school. In this busy and demanding world, we are constantly aware of the need for strong guidance in the spiritual, social, and mental growth of our children.

The last word Jesus shared with His disciples before He ascended into heaven was:

“Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age.”

Matthew 28:18-20.

This great commission is the guiding force and divine mandate which directs all ministries of Christ Our Redeemer Lutheran Church as we endeavor to accomplish our mission of reaching others for Christ and caring for them as He cared for us.

One ministry we have established to accomplish this mission is Little Lambs Preschool and Kindergarten. The nurture and Christian education of your child is a responsibility the Church has prayerfully and cheerfully chosen to undertake. It is the conviction of Christ Our Redeemer Lutheran Church that if Christ is to be in our living, then He must also be in our learning.

## 2. ADMINISTRATION

### A. ADMISSION POLICY & ENROLLMENT

Little Lambs Preschool and Kindergarten admits students of any national or ethnic origin, race or color. We do not discriminate on the basis of national or ethnic origin, race or color in the administration of our educational policies, admission policies, tuition assistance opportunities, or other school-administered programs.

Little Lambs is a non-profit, private institution, with economic limitations. We are not qualified, nor is our facility equipped, to work with students with disabilities.

Little Lambs follows the age requirements of the state of Idaho for entrance into school. A child must have reached his/her respective class age before September 1st and must be toilet trained.

The **registration fee** is required at the time of application. The fee is non-refundable unless the applicant is not accepted for enrollment.

All new applicants must provide a copy of:

- \* a current complete **immunization record**, and
- \* a **birth certificate**.

All new students enrolled are considered enrolled on “probation” for a period of four (4) weeks. Should the student’s behavior or maturity demonstrate inability to participate under the guidelines of Little Lambs Preschool and Kindergarten during that probationary period, the enrollment of the student may be terminated. Parents will be asked to work with the teacher in difficult situations.

## **B. STAFF**

We have both full and part time staff serving here at Little Lambs Preschool and Kindergarten. We provide a classroom aide as needed to strengthen the individualization of the curriculum. Each staff position is filled only after ensuring that their qualifications are equivalent to the needed skills in classrooms.

## **C. SCHOOL BOARD**

Little Lambs Preschool and Kindergarten is governed by a school board. This board is in charge of making school policy and is the final authority in the administration of the school. The board is made up of Christ Our Redeemer Lutheran Church members who are elected by the congregation to serve two-year terms. The board meets the second Wednesday of every month. Due to the confidential or sensitive nature of some of the issues discussed by the board, parts of board meetings are closed to visitors. If you do need to address the board concerning an issue, we ask that you arrange this with the chairperson of the board. The board members are listed in the front of this handbook.

### **3. CONDUCT**

#### **A. DISCIPLINE**

The ultimate goal is to teach children how to be self-disciplined. This is done in partnership with their parents. Our program is based on the proper application of Law and Gospel. It recognizes the power of the Gospel to change the heart and the power of the law to control the old nature and prepare the heart for the gospel.

Generally speaking, discipline is a part of classroom management and is handled by the teacher. Extreme behavior may warrant the child being sent home. This would include any action not redirectable as well as any action that causes intentional physical harm to another child or staff.

#### **Grievance Procedure**

In the case of unresolved discipline problems or grievances, a parent-teacher-administrator conference will be arranged. If not resolved, a parent, teacher or administrator may request, in writing, to meet with a school board representative. After meeting with administration, this representative will make a recommendation to the school board to determine the course of action, including suspension or withdrawal. All decisions by the Little Lambs School Board are final.

#### **B. BEFORE SCHOOL AND AFTER SCHOOL PROCEDURES**

##### **Before School Procedures**

1. The doors to Little Lambs Preschool and Kindergarten will open at 8:00 a.m.
2. Children are asked to wait with their parents until the classroom doors are open unless otherwise arranged with the teacher.

##### **After School Procedures**

1. All children are to remain in their classrooms/office until an authorized adult comes to pick them up.
2. Parents have (1) grace period of 15 minutes without incurring an additional charge. After this, an additional fee of \$5.00 per offense will be incurred beyond tuition.
3. Parents will be required to sign their child out in the office if they are picking up anytime outside of normal dismissal. This includes leaving early for appointments, illness, and late pick-ups.

## **4. ACADEMICS & ACTIVITIES**

### **A. Preschool**

Our Preschool classes are taught on Tuesday and Thursday mornings from 8:15(:30) a.m. to 11:15(:30) a.m.

The class utilizes various interest areas (similar to learning centers) to offer multiple opportunities for children to explore, discover, grow and learn. Interest areas include blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, cooking, technology, and outdoors.

Through these interest areas and the teachers' instruction and assistance, students learn and develop a number of essential skills ranging from literacy development (phonological awareness and textual understanding), mathematical concepts, social behaviors, motor skills and responsibility.

Students also have a Bible lesson or chapel time each day of class.

### **B. Pre-K**

Our Pre-K class is taught on Monday, Wednesday and Friday mornings from 8:15(:30) a.m. to 11:15(:30) a.m.

Our Pre-K class utilizes a similar setup as the Preschool class. Students are given opportunities to continue to learn, discover, grow and explore through the same interest areas offered to the Preschool class (blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, cooking, technology, and outdoors). Interest area offerings for the Pre-K class are constantly being evaluated, updated and modified to continue to provide fresh challenges for the student.

In addition, students also have a daily Bible lesson.

### **C. KINDERGARTEN**

Our kindergarten class is taught Monday through Thursday from 8:00 a.m. to 12:00 p.m.

Kindergarten instruction is divided between small group work in teacher-designed centers and large group instruction time. Areas of instruction are science, math, language arts (reading, writing), social studies, Bible, music, art and physical education.

## D. CURRICULUM

1. Bible Curriculum: all our classes use the *Voyages Bible* curriculum; featuring weekly Bible stories from Creation to the beginnings of the Early Christian Church.
2. Preschool & Pre-K: our preschool academic instruction is based on *hands on learning*, including play, and a combination of child and teacher directed activities. Formal handwriting and grip introduced in Pre-K.
3. Kindergarten:

Math: our kindergarten math curriculum uses *Bridges in Mathematics* - an interactive, visual math program that is based on problem solving skills and meets all learning standards set in place by the National Council of Teachers of Mathematics.

Language Arts: our reading instruction comes from the *Reading A-Z reading program, Handwriting Without Tears, and Spalding Spelling*. Social Studies, Science, Music and Physical Education lessons are all teacher created and emphasize different themes that the class will be covering throughout the year.

Our kindergarten program is carefully created and accessed to meet and exceed all Idaho educational content standards for kindergarten students.

## E. CHAPEL/WORSHIP

Emphasis is placed on Christian growth here at Little Lambs Preschool and Kindergarten. The means through which a child grows are daily devotions, prayer, Bible study, and weekly chapel. As the Word of God is applied, minds and hearts begin to view the world from a new perspective. Each student is a redeemed Child of God.

Chapel services are scheduled weekly throughout the year for our family of students, parents and teachers. Chapel for the Kindergarten and Pre-K classes are held Wednesday mornings at 8:40 a.m. in the sanctuary. Chapel for the Preschool classes are held Thursday mornings at 9:00 a.m. in the sanctuary. Family chapel is held once a month, generally on the 3rd Wednesday or Thursday as mentioned above for each class. Children are encouraged to give an offering at Family Chapel each month.

## F. FIELD TRIPS

During the course of the year students will participate in a number of educational experiences and learning activities outside of the classroom. Such experiences include nature walks to local parks, visits to farms or veterinary clinics, and trips to other local businesses and venues.

**Permission:** Parents are asked to sign a permission slip once a year, for all field trips, but will be notified of each individual upcoming trip. If there is a particular field trip you don't want your child to go on you may keep your child home that day. A student will not be allowed to participate without this signed permission slip.

**Chaperones:** Field trips and excursions rely on volunteer parents with a valid Idaho driver's license and properly insured vehicles. We do ask that you fill out an insurance form, and provide a copy of your driver's license and a copy of your auto insurance certificate for our file. If your child is under 80 pounds, you will need to leave a **car seat** with us. All driver vehicles must provide **seat belts for all children** and remain locked at all times when the vehicle is in motion. Additional help is often needed to provide transportation and help to supervise students. We welcome parent participation on class field trips as drivers and chaperones.

## G. CHRISTMAS PROGRAM

Each year Little Lambs students participate in a Christmas program. The program features a message on the true meaning of Christmas: the birth of Christ and special music performed by the Little Lambs students.

## **H. GRADUATION**

Preschool & Pre-K students participate in an end of the year celebration in June. At this celebration parents, family members and friends are invited to a special celebration ceremony commemorating the students' achievements. Each student receives a certificate of completion.

Kindergarten Graduation is held in June. The graduation is a traditional ceremony with students dressed in caps and gowns. Each student receives their official kindergarten diploma.

## **I. CONFERENCES**

It is very important to keep the line of communication open. We firmly believe that regular parent-teacher conferences are important. Conferences will be scheduled by the classroom teacher or the school secretary.

## **J. STAR STUDENT PROGRAM**

Each month a student from each class will be selected as the Star Student of the month. Star Students will have a special show and share time during the month and a photo of the student is displayed in the entryway.

Star Students are honored in their classroom and at Family Chapel. We encourage families to join us on the third Chapel of the month to watch their Star-Student receive special recognition.

## 5. FINANCES

### A. TUITION

Tuition, congregational support and fees make up the financial sources that make it possible for Little Lambs Preschool and Kindergarten to maintain its ministry to families.

Before a student is accepted into the school, a parent/guardian must sign a financial agreement to ensure the account will be paid on a regular basis.

Upon your child's acceptance, you are financially obligated to Little Lambs Preschool and Kindergarten for payment of tuition on or before the 1st of each month. **If tuition is not paid in full within 30 days, the student will be suspended until tuition payments are current.** If you withdraw your child from school, you obligate yourself for the full payment of tuition through the end of the month that your child is withdrawn from Little Lambs Preschool and Kindergarten.

### B. FEES

Registration Fee:

*All Students:* \$ 100.00

Supply Fee:

\$ 60.00 *made in 2 installments Sept & Jan*

Kindergarten Tuition:

\$ 240.00 per month

Pre-K Tuition:

\$ 190.00 per month

Preschool Tuition:

\$ 145.00 per month

## C. DISCOUNTS

10% To members of Christ Our Redeemer Lutheran Church.

## D. FINANCIAL AID

A confidential tuition assistance program, provided through Christ Our Redeemer Lutheran Church, is available on a limited basis for families who are in financial need. Parents interested in this program should contact the school office for an application. Applications are kept confidential. Scholarships for partial tuition are available to anyone without regard to race, color, national and ethnic origin, and church membership.

# 6. GENERAL INFORMATION

## A. SNACKS

All classes have snack time. Healthy snacks such as fruit, vegetables, crackers and cheeses are suggested. Due to allergies please **do not bring nuts or nut spreads as snacks**. The children will need to bring their own water bottle each day to class. You may choose to provide a special treat, take pictures, or recognize your child's birthday with a special gift to the school.

\*\*Please see the classroom policy for snack procedure.

## B. SCHOOL HOURS, CALENDAR & CLOSURES

### School Hours:

#### Preschool

Tuesday & Thursday: 8:15(:30) AM-11:15(:30) AM

#### Pre-K

Monday, Wednesday, Friday: 8:15(:30) AM-11:15(:30) AM

#### Kindergarten

Monday through Thursday: 8:00 AM-12:00 PM

### School Calendar:

Little Lambs attempts to keep its school calendar the same as the public schools for those families who have children in both schools, so that vacations and days off may be spent together. A school calendar showing days off will be sent home at the beginning of the year or may be picked up in the office.

### C. School Closures:

The School Board follows the Lake Pend Oreille School District calendar for **holidays, weather closures, Christmas break, in service days and spring break.** For the weather closures, please call the Emergency school closure number located in the front of this handbook. The local radio stations and local TV station will also have updated emergency weather school closure information.

### D. ILLNESS

Illness related closures will be communicated through text and email. Please do not bring your sick child to school. This includes children with a fever, vomiting, diarrhea, bad cough, pink eye, head lice, etc. If your child is too sick to play outside with his/her class, he/she is too sick to be at school!

If we discover that your child has been exposed to something, we will post a warning on the communication board and send a note home.

If you discover your child has been exposed to something that poses a health threat to other children (i.e. head lice, pink eye, etc.) please let us know so we may take care of it on our end.

## **E. MEDICATIONS**

It is very important that you help us keep all medications out of the reach of the children. If you have medications for your child and need our help in administering them, we will be happy to help. However you need to write down the date, dosage, and type of medication to be given on a medicine administration form provided by the school. Then give the medicine to the office. This includes cough drops, Tums, etc.

## **F. FIRST AID**

All teachers have been trained in Red Cross First Aid and CPR. In emergency situations, every effort will be made to contact parents. It is important that each family complete a permission form (found in your registration packet) prior to the beginning of the school year identifying potential situations or circumstances your child might encounter (such as allergies, epilepsy, etc.).

## **G. CANDY AND TOYS**

These items cause more tears and trouble than anything else does! Children and parents are always encouraged to share books, music, and special interest items, especially on designated sharing days. However, we ask that you help out by keeping the troublesome items at home. If your child will be going to day care after preschool, and has a snack or toys to take along, those items must remain in the coat rack area or with the office.

## **H. OBSERVERS**

We know how precious your children are to you! We want you to feel free to visit us any time during the day. However, we do not want to disrupt the class. We ask that all observations be done through classroom door windows unless otherwise arranged with the school administrator or class teacher. Upon entering the building to observe a class, please check in with the office manager.

## **I. PHOTO RELEASE POLICY**

Little Lambs Preschool and Kindergarten relies heavily on photo documentation as a part of assessment and curriculum support. By enrolling your child at Little Lambs you agree to allow us to photograph or video your student. Little Lambs will use these photographs solely for the purpose of communication and documentation. Little Lambs will not use any photos obtained for commercial purposes without permission.

If you strongly object to this policy, there is an exemption form available at the school office. Children with photo exemption forms may still appear in a small, secondary way but will not be directly photographed and will be asked to step out of any group photos taken during field trips, special events or classroom activities.

## **J. EMERGENCY PROCEDURES**

In the event of an emergency, every attempt will be made to contact you and then the emergency contact names you have given to us. If we are unable to reach you in an extreme medical emergency, your child will be taken to Bonner General Health Emergency Room. In the event of another type of evacuation emergency, your child will go with the staff to the Avista building across the street where we will try to call you.

## 7. VOLUNTEER OPPORTUNITIES

We want parents to be involved at Little Lambs. Parents are encouraged to volunteer to help with a wide variety of events including: field trips, classroom parties, year-end celebrations and graduations, and various fundraisers. There are three types of EVENTS:

**CHILD ONLY EVENT**-Parent's are asked to bring the necessary supplies but are not asked to stay and participate.

**CHILD/PARENT EVENT**-These events are designed to highlight your child's learning experience without the distraction of too many children or overcrowding of limited space. We ask that siblings DO NOT participate in events marked as CHILD/PARENT.

**FAMILY EVENT**-These events are open to the whole family! Families are encouraged to come and join in. These events are designed to be interactive, so families and siblings are encouraged to be part of these events.

PLEASE CONFIRM IN YOUR STUDENTS NEWSLETTER WHAT TYPE OF EVENT IT IS. IT IS IMPORTANT TO CLASSROOM MANAGEMENT AND SAFETY THAT THESE GUIDELINES BE ADHERED TO.

<b>CHILD ONLY</b>	<b>PARENT/CHILD</b>	<b>FAMILY</b>
This event is for students only. Parents may be asked to provide supplies.	This event is for parent and student <b>ONLY</b> . Please make other arrangements for siblings.	This event is open for the entire family. Siblings are welcome to join us and participate.

### **NOTES:**