



Parent Handbook

2026-2027 School Year

9601 East Brown Road
Mesa, AZ 85207
CDC #10000
Tax ID#86-0632313

Phone (480) 986-9436 | Fax (480) 984-7839
Hosanna Website: www.hosanna-lcms.com
Email: Admin@littlepalmsschool.com

Preschool (2-3 year olds); PreK (3-4 year olds) & KinderPrep (4-5 year olds)

School Day Hours:

Monday – Friday, 8:30 AM – 11:45 AM

Extended Care Program Daily Times:

Monday – Friday, 7:30 AM – 8:30 AM

Monday – Friday, 11:45 AM – 4:00 PM

School Office:

Monday – Thursday, 8:00AM – 4:00PM

Welcome to Hosanna Lutheran Church & Little Palms Preschool. We are affiliated with the Lutheran Church, Missouri Synod, a system with more than 2,200 early childhood centers, 1,100 elementary schools, 100 high schools, 7 universities, and 2 seminaries throughout the United States since 1847, the largest Protestant school system in the United States.

We are licensed by the Arizona Department of Health Services and inspected on an annual basis. All inspection reports are located in the School Director's office and are available for review upon request. The DHS office's contact information is 150 N. 18th Ave. Suite #400, Phoenix, AZ 85007-3242, (602) 364-2539.

***This handbook explains our philosophy, goals, policies, and procedures.
Please read it carefully and save it for future reference.***

PHILOSOPHY

We believe that children are valued members of God's family who benefit by being respected, loved, and guided by caring adults. Children need time to ponder, experiment, discover, and grow in an unhurried and accepting atmosphere. We take care to ensure that our school enhances these important developmental years by providing opportunities to learn through play, exploration and interaction. Our program is designed to provide developmentally appropriate, creative learning opportunities that target spiritual, physical, cognitive, and social/emotional growth. Activities are Christ-centered, showing God's love and guidance in all areas of Christian living.

The preschool and pre-k programs are flexible to provide for the needs and abilities of each child. Our experienced educators and aides facilitate a curriculum that provides opportunities for creative learning and experimentation so that children develop self-confidence and trust as they acquire skills necessary for personal expression and positive social interaction. We believe children benefit when school and family work together to promote their learning and care.

GOALS:

On the basis of the preceding philosophy, we seek to accomplish the following goals:

1. Children will learn to know Jesus as their Savior and Friend.
2. Children will develop tools and skills to practice self-regulation.
3. Children will explore a variety of developmentally appropriate learning activities.
4. Children will discover, manipulate, and experience materials in a variety of creative ways.
5. Children will tend to their own physical needs in the areas of eating, cleanup, and toileting.
6. Children will interact with adults and other children in cooperative settings.
7. Children will be given opportunities to express their feelings and needs through appropriate words.
8. Children will develop cognitive and physical skills appropriate to their age and ability.
9. Children will develop feelings of empathy toward other people.
10. Children will see their parents and teachers as supportive and loving caregivers.
11. Children will develop a sense of perseverance, responsibility, altruism, and independence.

Please see Ages & Stages documents for appropriate milestones and benchmarks that we aim to help children meet throughout the school year.

DIAPERING, POTTY TRAINING, & TOILETING POLICY:

KinderPrep (4-5yo) & PreK (3-4yo) Classes:

It is important that your child can **toilet independently** before attending school. This is defined by the child being able to pull his/her own pants down, wipe, and pull up his/her own underwear and pants and then wash his/her hands with soap. We realize that occasionally an accident might happen and we ask that you bring a change of clothing (as listed on page 6) to be kept in the child's backpack during the school day.

Preschool (2-3yo):

Children in this age group/class *may be in diapers or pull-ups and in the midst of consistent potty training* to be able to toilet independently. Our staff in this classroom is trained on diapering, and we are licensed to assist in toilet issues. We give consistent reminders to go to the bathroom throughout the day, and should an accident or change need to happen, your child will be cleaned up with safety, dignity and care.

ENROLLMENT POLICIES:

Enrollment is open to children who are 2 - 5 years of age, as of August 1, 2026.

Any enrollment requests received after February 1st will be considered for the following school year, depending on the needs of the child and our current class size. We feel this is in the best academic and social interest of the students currently enrolled and for any prospective students.

A TWO-WEEK WRITTEN NOTICE IS REQUIRED OF INTENT TO WITHDRAW AND SUBMITTED TO THE SCHOOL DIRECTOR. If notice is not received the full month of tuition will be charged.

NON-DISCRIMINATION POLICY

Little Palms School admits children of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities made available at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational or admissions policies, scholarship and loan programs, and other school-administered programs.

CHILD ABUSE REPORTING

In accordance with Arizona law, members of Little Palms School staff are **obligated** under penalty of fine and/or incarceration to report to Child Protective Services or to local law enforcement, as prescribed in A.R.S. 13-3620, the **reasonable suspicion** of physical abuse,

emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this serious and legally narrow area the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law is to mandate a report of **reasonable suspicion** of abuse. School staff will make such reports in the best interests of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. If it does become necessary to report, please be assured such action is taken only in the spirit of what is best for your child(ren) and your family. The goal is to obtain help and support where it is needed.

HARASSMENT POLICY

Little Palms School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, staff member or any adult is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

PUBLIC RELATIONS VIDEOS & PICTURES

Enrollment at Little Palms School implies consent for students to be included in videos and photographs published on our website or social media for the purpose of publicizing school and church programs and activities, or in the case of necessary documentation of injuries or events. If you prefer that your child not be photographed for these purposes, please speak to the director to have your wishes documented in your child's file.

INSURANCE

All students are covered by a limited accident insurance policy. Information on this plan will be distributed to families at the beginning of the school year upon request.

FEES, COSTS & FINANCIAL POLICIES:

Registration Fee (Annual, One per family)	\$ 50.00
Returned/Declined Payment Fee	\$ 35.00
Diapering Assistance Fee	\$ 25.00 monthly
Late Fee for any tuition/extended care	\$ 35.00

(Any payment is considered "late" if received after the 20th of the month)

CLASSROOM OPTIONS

Preschool

2-3 years old

PreK

3-4 years old

KinderPrep

4-5 years old & entering Kinder in Fall 2027

	2-Day Program <i>(Preschool Only)</i>	3-Day Program <i>(PreK & KinderPrep)</i>	4-Day Program <i>(PreK & KinderPrep)</i>	5-Day Program <i>(PreK & KinderPrep)</i>
Choice of Days	T/Th or M/W <i>(Choose)</i> Classroom max 8	M T W TH F <i>(Choose 3 Days)</i>	M T W TH F <i>(Choose 4 Days)</i>	Monday - Friday
Annual Tuition	\$2250.00	\$3,050.00	\$3600.00	\$4000.00
Monthly Tuition	\$225.00	\$305.00	\$360.00	\$400.00
<i>(Annual Tuition divided into 10 equal monthly Payments)</i>				
Snacks <i>(added monthly to invoice)</i>	\$12	\$15	\$20	\$25

SCHOLARSHIPS, DISCOUNTS & INCENTIVES:

- ❖ **Referral Incentive:** Refer a friend who enrolls their child and receive a \$100 credit!
- ❖ **Early Enrollment Incentive:** \$50 credit if enrollment file is completed early—completed enrollment packet, first month's tuition, snack and registration fee received by March 20, 2026
- ❖ **Multiple Child Discount:** 5% off annual tuition for more than 1 child enrolled
- ❖ **Other Discounts:** 10% off annual tuition for Hosanna Lutheran Church members, or First Responders (Police, Fire), Veterans & Active-Duty Military (must show proof of ID)
Only one discount will be applied. The largest discount will be applied except for multiple children.

**Needs-Based Scholarships as provided by Hosanna Lutheran Church's
Preschool Scholarship Fund available by application only.**

PAYMENT OPTIONS

Tuition is paid in advance for the school year which runs from August 4, 2026 – May 13, 2027, paid in 10 equal monthly installments. **The first installment (1/10 the annual amount as listed above) is due upon enrollment with your Admission Agreement and annual registration fee; these are non-refundable and will guarantee your child has a reserved place for the 2026-2027 school year.**

For the balance of your tuition payments, you have a couple of options:

- **Cash or Check** made out to “Little Palms Preschool” with “Tuition” and your child’s name in the memo line and returned to the School Office.
- **ProCare Online Payments:** Once your ProCare parent account is set up, you can access your invoices and submit payment at your convenience. Automatic payments are available through the ProCare system.

A child who is not enrolled on the first day of school will be prorated for the first month of attendance and then charged the monthly fee afterwards.

SCHOLARSHIPS

Tuition assistance is available, based on funds in the Hosanna Lutheran Church & Little Palms School Scholarship Fund, to families who demonstrate financial or situational need. Our scholarship fund is solely maintained through voluntary contributions by Hosanna Lutheran Church & School families like you and is awarded on an annual, as-needed basis. Should you desire further information please speak with the Preschool Director. Scholarship applications are available in the enrollment packet.

SNACK & SNACK FEE

A monthly snack fee will be added to your monthly statement depending on the number of days your child attends. A snack is provided each day during the morning class time, and we stress nutritious snacks and natural juices (with no artificial color and/or flavor added). Each snack will include at least 2 of the basic food groups. We encourage each child to bring a water bottle with his/her name on it each day. A monthly snack calendar will be published outside classrooms and in the newsletter. We are very sensitive to allergies and will accommodate and/or make adjustments as we are able.

LATE POLICY AND FEES:

Should a parent/guardian be 15 minutes late without contacting the school first, the following calls will be made: Parents’ cell phone(s) & work phone numbers, followed by others authorized to pick up the child, should parental contact fail to be made. When parents are 45 minutes late, it may be necessary to call the Sheriff’s Department at 602-876-1011 and release the child to their custody if no one authorized to pick up the child can be reached by phone and parents have not contacted us to inform us that they are on the way to pick up their child.

The following charges will be incurred per child and payable at that time.

5-10 minutes late:	\$10.00	11-20 minutes late:	\$20.00	21-25 minutes late:	\$30.00
26-30 minutes late:	\$40.00	31 minutes or more:	\$50.00		

EXTENDED CARE:

Hours of Operation: Before Care: 7:30 AM - 8:30 AM | After Care: 12:00 PM - 4:00 PM

Class-time for Preschool & Pre-K begins promptly at 8:30 AM and concludes at 11:45 AM. Any child brought before 8:25 AM should be signed in and dropped off at the Extended Care Morning Classroom. Any child remaining for lunch and beyond 12PM will be escorted into the Extended Care Afternoon Classroom.

Enrolled children may use the program any afternoon that the parent chooses. Please indicate in the daily sign in if your child brought a lunch and is staying for Extended Care.

EXTENDED CARE PAYMENT

The charge for the extended care program is \$8.00 per hour. You will be charged by the minute, as ProCare automatically calculates based on the time of sign in and sign out. At the beginning of each month, you will be billed the hours of extended care used during the previous month. **These charges are included in your monthly invoice. Check ProCare often for your balance.**

LUNCH

Every child using the Extended Care Program between 12:00 p.m. and 1:00 p.m. must bring a lunch. Please clearly mark your child's lunch box with his or her name on the outside of it. Please limit sweets as we are trying emphasize good nutrition. **Please do not send soda or anything in glass containers.** Lunch should include protein, fruit and/or vegetables.

Because staff members are supervising children, we are unable to heat or prepare any food items. Lunches must come ready to eat. Please pack items that are easy for your child to open themselves, but we will always help them. We encourage them to eat their main item first!

FORMS

In order to meet AZ State Licensing regulations and Department of Education recommendations, it is **MANDATORY** that **all forms be completed and returned to us by the first day of school.**

If you move, change telephone numbers, begin a new job, add someone who is allowed to pick up your child, or in any way change the data you have given us on these forms, **please notify the School Office ASAP.** Because we use this information to reach you in case of emergency, it is extremely important that we have accurate information at all times.

SIGN IN AND SIGN OUT

Arizona State Licensing requires that each child be signed **in and out** each time the child attends, on the provided ProCare tablets, or using the mobile parent app. Parents/Guardians are required to sign **their FULL LEGAL SIGNATURE**. Failure to do so can cost the school a monetary fine for each occurrence. This cost will be passed on to the parents/guardians who fail to comply. If there is an occasion where you forget to sign in or out, the parent release statement allows you to enable Little Palms staff to sign your child in/out at the correct time to avoid being overcharged.

If your child is absent for any reason, please call the School Office (480) 986-9436.

AUTHORIZED ADULTS WHO COME TO PICK UP THE CHILD

Your child **will not be released** to any person (other than a parent or legal guardian) who is not listed on your emergency information sheet. If you have arranged for someone else to pick up your child, we must have this information **in writing** from you, the parent/guardian. You may

- Add a person's name on your child's emergency form, **OR**
- Supply a separate, dated note to the school office. This note should include the following 7 pieces of information:
 1. Child's name
 2. Date of note
 3. Name of person authorized to pick up your child
 4. Date on which this person will pick up your child
 5. Phone number of person authorized to pick up your child
 6. Length of time this permission is valid
 7. Your signature

The person picking up your child will be asked to show proper photo identification. We cannot release your child into any other person's custody without your prior permission.

If a non-custodial parent is NOT AUTHORIZED to pick up your child, we must have a copy of an order of protection or other court documents in our files.

CLOTHING

We encourage children to bring a jacket or sweater during the winter. **All removable clothing should be marked with your child's name.**

School can be messy. Please send children in clothes that can get dirty or painted. We do have t-shirts that we give them when we are doing a messier than usual project!

Also, please dress children in clothing that is easy to take down and pull up to make independent toileting as easy as possible. Suspenders, leotards, belts, and bib overalls are difficult for small hands to manage on their own.

Early childhood activities such as climbing, running, hopping, balancing, skipping etc. require a sure footing. **We ask that children wear ONLY tennis/athletic type shoes. Children MAY NOT wear open-toed sandals, flip-flops, or dress shoes** because they are uncomfortable, slippery, and can be unsafe at school.

The school will provide you with a large Ziploc bag, which should contain the following supplies:

• 1 t-shirt	• 1 sweatshirt
• 1 pair of socks	• 1 pair of pants
• 3 pairs of underwear	• 1 pair of shorts
• 1 extra pair of shoes or sandals	

All items placed in the Ziploc bag should be clearly labeled with the child's name and program days. These bags are returned the last week of school.

HEALTH REQUIREMENTS & PROCEDURES

Your child's health is a matter of major importance to us. We want to protect your child and the other children in our program as well as our staff. State law requires that we have only healthy children in attendance. Children who are ill or who show symptoms listed below will not be allowed to remain in class. Germs travel quickly among children. By keeping your ill child at home, infections

are not being spread to others, and your child is not being exposed to others while his or her resistance to infection is low.

Parents/Guardians will **NOT** be permitted to bring sick children to school. Children who appear ill when they arrive will not be admitted and will be sent home immediately.

YOUR CHILD WILL NEED TO BE KEPT HOME IF HE/SHE:

- Has a fever of 100 degrees or higher or has had one in the previous 24 hours. (Needs to be fever-free for 24 hours before returning to school.)
- Has vomited in the last 24 hours. (Needs to be free of any form of vomiting for 24 hours before returning to school.)
- Is taking an antibiotic and has not been on the antibiotic for 24 hours.
- Has diarrhea, even if caused by taking an antibiotic in the last 24 hours.
- Has diarrhea with increased water in stool and/or in an increased form that cannot be contained by the use of the toilet.
- Has eye discharge or crust. A child with conjunctivitis (pink eye) must stay out for 24 hours after prescription medication starts and until all redness and discharge is gone.
- Has croup. A child with croup must stay out until the fever and cough are gone unless the child has a doctor's note indicating the child is safe to return to school.
- Has a constant cough and/or runny nose
- Is fussy, cranky, and generally not him/herself.
- Has an undiagnosed body rash. A note from a doctor is required and permission from the School Director to return.
- Has symptoms of possible communicable disease; these are usually sniffles, reddened eyes, sore throat, headache, abdominal pain, and/or fever.
- Has any symptoms of Covid-19: sore throat, cough, fever over 100.4, runny nose, congestion, etc. Child should also stay home if there is household exposure or suspected exposure.
- Is unable to play outside.
- Has a doctor's appointment for suspected illness; please do not bring your child to class prior to the appointment.
- Has head lice. (Child must remain home until treatment is completed and all lice and nits are gone.)
- Has ringworm. (Ringworm should be treated by a doctor and is contagious until 24-48 hours after treatment.)

Please report contagious diseases immediately so that parents of other children in our facility can be alerted. Remember to report absences to the School Office, 480-986-9436.

It is the policy of Little Palms School that we will be unable to administer any over the counter medications to your child. Should your child require a prescription medication during school time, it must have the original pharmacy label on with your child's name and doses printed on the label. If you are administering medications at home, it is helpful to inform your child's teacher and the School Office in case of unusual behavior or any adverse reactions to the medication.

CURRICULUM & CLASS TIME ROUTINES

Little Palms School has always been a Christ-centered (a ministry of Hosanna Lutheran Church), developmentally appropriate school, where young children learn through hands-on exploration and discovery. Our school was developed in 2002 to set a strong foundation of empowering young learners to engage in critical thinking and problem solving, enabling each child to excel throughout childhood & adolescence as well as into college and to be a productive adult in our world today.

Little Palms Preschool, the state of Arizona, along with forty-six other states, have implemented Common Core Standards, which are based on hands-on interaction, expounding on critical thinking skills, hypothesizing, and developing intellectual reasoning through written and oral communication. As these standards align with the Little Palms School curriculum, the Little Palms School Administrator along with the Board of Education have chosen to continue our philosophy of how children learn best and adapt and implement Common Core curriculum throughout preschool and pre-kindergarten. This will continue to ensure that all young children through our school will exceed Arizona State's Common Core Standards.

FAITH DEVELOPMENT & CHRISTIAN EDUCATION: Bible lessons for the young child center on Jesus as our Savior and stress that God loves and cares for us. We remind children of all God has done for us and given us as Christ is woven throughout our daily curriculum. Each day we seek to impart to each child and their families the saving Good News of Jesus Christ. We regularly make use of songs, prayers, finger plays, puppets, and other aids in our instruction. All children enrolled in our program participate in a developmentally appropriate chapel service every Tuesday & Wednesday in our Sanctuary. We invite parents/guardians to join us for this Chapel time each week.

Children enrolled in our school take part in singing at Hosanna Lutheran Church & School's Sunday morning services quarterly throughout the year, and we encourage participation in our Christmas Performance & Concert in December.

LEARNING CENTER INTERACTIONS: We encourage small motor development through manipulative materials such as blocks, puzzles, learning games, toys, and art activities (cutting, gluing, coloring, painting, printing, playdough, weaving). Critical thinking skills are exercised when children partake in a variety of different centers. Socialization and literacy skills as well as school readiness are developed in a comfortable learning environment that is compatible with children's interests and abilities.

CIRCLE TIME: During circle time each day, children are in their individual classrooms with their own teacher. Activities include opening and closing routines, "helper chart" duties, share time, stories, finger plays, songs, and various theme-related events. Children learn to develop their attention span and to participate in a group setting.

OUTSIDE PLAY: We encourage large motor development, sharing and cooperation through active participation in such activities as climbing, balancing, using developmentally appropriate toys, engaging in parachute play, bouncing, catching, and throwing playground balls, tennis balls, bean-bags etc. Specific motor skill activities are practiced weekly.

LANGUAGE ARTS: The Language Arts program is based on mastering a thorough knowledge of phonetic sounds that make up our speech patterns. Early development of vocabulary is explored and stressed. Reading, spelling, storytelling, writing, music, and song are correlated throughout the program at developmentally appropriate levels.

MATHEMATICS: The Math program introduces concepts, techniques and language related to mathematics using traditional as well as hands-on approaches. However, there is an emphasis on hypothesizing, critical thinking, and problem solving.

SOCIAL SCIENCE: The Social Science program introduces the world around us: geographic awareness, community helpers and leaders, beginning map skills, and basic current events in a developmentally appropriate fashion.

SCIENCE AND HEALTH: The concepts of earth, physical, and life sciences are taught from the Christian perspective and introduced in a developmentally appropriate manner. Thematic units include prediction, observation, and recording.

PHYSICAL EDUCATION: Physical fitness, group and individual games are taught throughout the curriculum on a daily basis, introducing knowledge of rules, sport skills, team play and sportsmanship. Social play is experienced daily.

CREATIVE ARTS: General music/movement and basic art skills are integrated into the total curriculum and periodically supplement the congregation's/child/family's worship life.

FIELD TRIPS & TRANSPORTATION:

For the sake of the safety and well-being of your child, we will not be involved in off-campus field trips. The children walk across the courtyard and attend chapel in the sanctuary every Tuesday and Wednesday. Please see the attached State of Arizona field trip permission form for your child(ren) to attend chapel in the sanctuary. We also occasionally will send home a field trip permission form for your child to go upstairs in the Learning Center for a special day or activity. We also do not provide transportation of any kind to or from our facility. All transportation of your child is your responsibility as parent/legal guardian.

PARENT/GUARDIAN PARTICIPATION:

Parents/guardians are welcome to visit our campus at any time and to help with our program according to your interests and availability. Please notify the school office if you'd like to volunteer and coordinate with your child's teacher.

We encourage parents/guardians, grandparents, aunts, uncles, siblings, etc. to attend scheduled school information/orientation nights, church on Sundays the preschool is scheduled to sing, our Children's Christmas Performance, Grandparents day, Graduation, and other special days as announced throughout the school year (see School Annual Calendar and/or your Weekly Newsletter for specific dates and times).

As an enrolled family of Little Palms School you are warmly welcomed and encouraged to participate in Hosanna Lutheran Church & School by attending Sunday Morning Worship Services especially on Sundays when the preschool children sing at the 10:30am service. Dates will be provided on the school calendar. Hosanna offers Traditional and Praise Band Worship Services, Adult Bible Classes, and so much more! You're invited to any and all events, activities and ministries. Hosanna Church members provide financial support to Little Palms Preschool and our members really enjoy listening to the children sing in church and seeing them at events. Please visit our website at www.hosanna-lcms.com for further times and/or listings of events.

COMMUNICATION

Each week, please look for our Little Palms Newsletter, which will keep you informed about a variety of dates, events and notices for parents. Please read every note that comes home with your child. An email newsletter through ProCare will also be sent weekly. Weekly lesson plans are displayed in classrooms.

If you have any questions or concerns, please feel free to contact your teacher. Should you want and need to speak with the Director, please feel free to contact her in person at the School Office, by phone call, ProCare messaging or via email.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled twice a year to discuss the development of each child and to assess Pre-K/Kindergarten readiness. Parents will learn how their child is doing academically, socially, and spiritually. Parents are welcome to arrange informal conferences with teachers before or after school hours at any time throughout the school year. When it is necessary to address particular issues, teachers will also schedule special conference times.

DISCIPLINE/GUIDANCE

Part of early childhood and early elementary training is that of self-regulation. We believe that busy, engaged children seldom have behavioral problems. However, when inappropriate behavior occurs, the teacher will redirect the child's behavior. If the behavior persists, we will use "time in with the teacher" which means that a child and his/her teacher will sit together, talk about the situation, and pray at the conclusion of their talk. We emphasize that the child is loved and cared for at all times. Our school staff believes it is important to model kindness and forgiveness as shown by Jesus, and we encourage the children to practice this with each other.

A teacher may need to talk with a parent if inappropriate behavior continues so that the home and school can work together toward resolution. If this does not solve the behavior issue, the School Director will request a meeting with the teacher and parents to determine a plan to enable the child to make appropriate behavior choices.

EMERGENCY PLAN

In any kind of natural disaster (flooding, earthquake, fire, etc.), as long as our facility is safely usable, all children will remain on campus until picked up by parents or authorized persons. Hosanna Lutheran Church & School is prepared for emergency situations. We have food, water, and provisions for three days. We have space blankets for each student and adequate first aid supplies, sanitation materials, and equipment for search and rescue. Part of our registration fee each year supports this plan. All school staff members are trained in CPR and First Aid. Every staff member has an assigned duty in the event of a disaster.

After 72 hours or sooner, if our facility is damaged or unusable, the children and staff will be evacuated to the nearest Red Cross shelter. Students will be kept under the supervision of the Little Palms School staff as long as necessary.

IN THE EVENT OF A DISASTER, PLEASE COME DIRECTLY TO THE CONTROL CENTER, WHICH WILL BE CLEARLY ESTABLISHED ON CAMPUS, TO PICK UP YOUR CHILD. It is important to follow the set procedures in order to keep track of all children at all times. Do not leave with your child until the control center has been notified and you have signed your child out.

The entire staff practice a fire drill with the children each month to ensure our readiness in an emergency.

DROP-OFF/PICK-UP TIME REMINDER

Please be aware of your child's start time. Classrooms will open at 8:25am for drop off and 11:40am for pickup.

It is **imperative** that your child be picked up at the end of his/her enrolled program time (11:45 AM). **ALL** children will need to be picked up no later than 11:55 AM. Should your child not be picked up

by this time, they will be automatically signed into the extended school program and fees will be incurred.

It is the policy of Hosanna Church and Little Palms School that no younger siblings may be left in the car while a parent enters the school for drop off or pick up. We are concerned for the safety and well-being of all your children.

If you know that you will be late, please contact the school office so that we can inform your child's teacher and reassure your child.

PESTICIDE APPLICATION

The preschool building will have a pesticide application conducted monthly. Prior to pest control, a 48-72 hour notice will be posted on the preschool entrance door. The Material Data Sheets are available for viewing in the preschool director's office.

HOLIDAY SCHEDULE

A calendar is given to each family listing special dates and events scheduled for the year.

NOTE: Little Palms Preschool will be **CLOSED** for the following:

- Labor Day
- Veterans' Day
- October Break (1 week)
- Thanksgiving (1 week)
- Christmas (1 week)
- New Year (1 week)
- Martin Luther King Jr. Day/Civil Rights Day
- President's Day
- Spring Break (1 week)
- Good Friday and Easter Monday
- Two Teacher Work/In-Service Days

Please refer to the detailed calendar you received during the first week of school for actual dates and scheduled events, which our school acknowledges and celebrates.

Thank you for choosing Little Palms School as your child's early childhood education experience. We appreciate your trust as we serve as a supplement to your home environment.

Please feel free to contact us about any concern that you have regarding your child throughout the coming year. Remember, we are here for the entire family!

Blessings to you and your family this school year as we set about *Shaping Lives in Christ!*

Hope, love, peace and joy in Jesus,

Hosanna Lutheran Church & Little Palms Preschool staff

Harassment Guidelines

For Preschool – Fifth Grade Children

If you have not taken the time to share these concepts with the young children in your family, please make time to communicate the following guidelines with them. These guidelines are appropriate to share with preschoolers through fifth graders.

1. Your body belongs to you. It is not okay for anyone to say anything about or do anything to your body that makes you feel upset.
2. People may not touch you in your private parts. You may not touch others in their private parts.
3. If you tell someone to stop bothering you, they need to stop. You may tell an adult so they can help you. You may tell your teacher, director, or any staff member of the school or church.
4. Each person's body is special. You may not do or say anything that makes someone else feel uncomfortable about his/her body.
5. You have the right to be kept safe and comfortable at all times. You do not need to be alone with anyone who has said or done anything to make you feel upset.
6. When you talk to a staff member at our school or church about keeping you safe and comfortable, they will always listen and help you. You need to know that it is okay and good to tell them. You will not get into trouble for telling a staff person.
7. We care about you very much. We want you to always feel safe, comfortable, and cared for here at Little Palms Preschool and Hosanna Lutheran Church & School.