



---

1915 Washington Street - Sumner, WA 253.863.5101 [www.faithcovsumner.com](http://www.faithcovsumner.com)

Dear Parents/Guardians,

It gives me great pleasure to welcome you to Little Sprouts Christian Preschool. Founded in the fall of 2005, LSCP is a ministry of Faith Covenant Church and you are an important part of the Faith Covenant family. The information in this handbook should be helpful in familiarizing you with the policies, procedures and programs here at Little Sprouts.

It is our goal to provide the finest program in early childhood education to promote the positive, total development of your child in all areas of growth: intellectual, physical, social, emotional & spiritual. Our belief is that teaching and caring go hand in hand. We also believe that positive guidance, encouragement, a well planned, age-appropriate and stimulating curriculum, as well as a cheerful, engaging and safe environment are essential in promoting the very best education for your child. Our caring staff, with expertise in child development and early education, is another key factor in your child's growth & development.

As a parent or guardian, you can feel confident that you have selected the highest quality program and a place where your child will be happy and secure. We look forward to getting to know you and your family better as we journey through this school year together.

Sincerely,

Cindy Conlin  
Director

# Welcome!

Purpose Statement .....	3
Mission Statement .....	3
Goals .....	3
Curriculum .....	3
Enrollment .....	4
Required Records .....	4
School Staff .....	5
Fees .....	5
School Calendar .....	6
Classroom Matters .....	6
Special Days .....	8
Discipline .....	8
Our Families .....	9
Progress Reports & Kindergarten Readiness .....	10
Health and Safety .....	11
Emergency Preparedness .....	13



## **Purpose Statement**

Little Sprouts Christian Preschool operates under the direction and mission of Faith Covenant Church, and was established to meet the needs of its congregation and the surrounding community for children 3 to 5 years of age. This ministry is dedicated to creating a program that helps parents raise children with strong Christian values who possess all of the skills necessary to enter elementary school. The program is governed by the Preschool Director, the Pastoral Staff, the Personnel Committee and the Council of Faith Covenant Church.

## **Mission Statement**

To encourage each child to learn about God's big world through activities that meet their spiritual, intellectual, social, emotional and physical needs.

## **Goals**

Our mission will be realized by:

- helping each child discover that they are uniquely created and truly loved by God;
- exposing each child to hands-on, age-appropriate activities that help to develop each individual's own learning style;
- helping each child express themselves appropriately while being respectful of others and their surroundings;
- giving each child the opportunity to experience the joy of physical activity.

## **Curriculum**

Our preschool curriculum has been developed using a variety of early childhood resources. Language arts/phonics, reading readiness, pre-math skills, large and fine motor development, social studies, science, art and music are incorporated into weekly and monthly units of study. Our staff works together to design this program around age-appropriate academics and themed units that reflect the seasons, holidays and children's interests. We strive to mirror the teachings and attitude of Christ in all of our preschool activities.

The Curriculum includes Bible stories and/or lessons about Jesus. Our goal is to help your child learn that Christ loves us, wants to have a personal relationship with each of us, and wants us to love others. Our learning environment promotes growth, spirituality and trust while children learn and discover through play. Our method improves children's abilities as independent thinkers, prepares them for Kindergarten and encourages them to be life-long

learners. The children's daily experiences, discoveries and happenings at school will help them expand their perceptions of God, people and the world in which God created and placed us in.

We also encourage you to share any special talents, skills or hobbies you may have with our classes. Do you play an instrument, love to cook, or have a creative craft idea? Please contact the teaching staff if you'd like to contribute to our classroom experience. A volunteer form and background check must be completed to participate in the classroom.

## **Enrollment**

Children who are 3 years old (by August 31<sup>st</sup> of the current school year, and self-sufficient at using the bathroom facilities) up to 5 years old are eligible to apply for enrollment in LSCP's program. Enrollment procedures are as follows:

- Enrollment is on a first come, first serve basis.
- Little Sprouts Christian Preschool does not discriminate on the basis of the applicant's race, color, religion, sex, nation or ethnic origin.
- An enrollment packet must be fully completed before the child begins preschool.
- A \$50.00 non-refundable registration fee must accompany the enrollment packet.
- Children must be fully potty-trained (self-sufficient at using the bathroom facilities) to enter the 3 year old program or higher.
- Class rosters will be determined based on gender ratio, birth date, and overall best interest of the class. Specific teacher requests cannot be guaranteed.
- Placement of all children in Little Sprouts Christian Preschool is left to the discretion of the Director and Preschool staff. Their decisions are final.
- All children not placed will be put on a waiting list to fill vacancies as they occur.
- We will not accept enrollment for the current school year after December 1<sup>st</sup>.
- Little Sprouts Christian Preschool reserves the right to terminate enrollment if we feel we are unable to meet the specific needs of a child or if we feel continued enrollment would jeopardize the quality of the program provided to the other children.

## **Required Records**

The following forms must be on file by the first day of school:

1. Enrollment Form
2. Emergency Consent and Authorization Form
3. Certification of Immunization Form
4. Child Information Form

## School Staff

The Preschool staff is a group of highly trained and dedicated Christian professionals. Our teachers hold education degrees and/or have extensive preschool teaching experience.

All staff participates in Professional Staff Development opportunities that include monthly staff meetings and special workshops, and an Early Childhood Education Conference when appropriate. All staff receives infant/child/adult CPR and First Aid training as well.

While all teachers plan as a team and follow the same program curriculum, each teacher is an individual with different teaching styles. As a school, we embrace these differences and do not require each teacher to duplicate one another.

## Fees

Little Sprouts Christian Preschool operates as a self-supporting ministry of Faith Covenant Church. It is financed by your tuition payments. We depend on your prompt payment of tuition in order to meet our expenses and to keep tuition rates as low as possible.

**Tuition** is due on the 1<sup>st</sup> school day of each month. Payments can be made online at [www.faithcovsumner.com/giving](http://www.faithcovsumner.com/giving). Once you click the "Give Online" link, select Little Sprouts from the drop-down menu. If writing a check, please make checks payable to *Little Sprouts Christian Preschool* or *LSCP*. There is a \$5.00 late fee assessed when tuition is not paid by the 15<sup>th</sup> of the month unless pre-arranged with the Director. Parents will be asked to withdraw their child from school should tuition payments be delinquent for two months. A fee will be charged for returned checks.

Payments are made September through May. Should you need to withdraw your child from preschool after the 15<sup>th</sup> of the month, tuition will not be refunded. If your child is enrolled after September, tuition is due at the time he/she starts. Tuition will be prorated only if your child enrolls after the 15<sup>th</sup> of the month.

**Tuition Amount:** Check with the Preschool Director or Church Office for current rates.

**Discounts:** If you wish to pay the year's tuition in full, you will receive a 5% discount. If there are two or more children in one family enrolled in the preschool, the older child will pay full tuition and there will be a 10% discount for the other child/children.

## School Calendar

School begins in September and ends before Memorial weekend in May. Dates for field trips and events vary from year to year. Please refer to the annual calendar insert or click the "Preschool" link online at [www.faithcovsumner.com](http://www.faithcovsumner.com)

Two days annually are reserved for staff in-service training or conference days, and the school will close.

When snow days are announced for the Sumner School District, Little Sprouts Christian Preschool will also be closed. **If the school district is scheduled to run two hours late, we will be open, operating our normal schedule.** School closure due to weather will not affect tuition for the month. Please check our monthly newsletter and daily notes for calendar updates and changes.

## Classroom Matters

### Days and Hours of Operation

Grasshoppers (3 & 4 year-olds): Tuesday, Thursday 9:30AM-12:00 Noon

Dragonflies (Pre-K; 4 & 5-year olds): Monday, Wednesday, Friday 9:30AM-12:00 Noon

### Class Size

State regulations allow for a ratio of 1 teacher to 10 children, but we feel that smaller class sizes are more appropriate for a productive, successful learning environment. We do our very best to keep our classes as small as possible. Our classrooms are limited to 16 children per classroom with two teachers.

### Parking

Families may park in the North lot (off of Langdon Street) or the South lot (off of Washington Street) and enter through the side door of the Willard Youth Building through the courtyard between the two buildings.

### Arrival

The doors on the south side of the Youth Building and the center courtyard will be kept locked during the day in the interest of the safety of the children. The minutes prior to class are important for teacher preparation and prayer. The Little Sprouts entrance will be unlocked at 9:20AM for children's arrival.

**Morning routines should include a stop at the bathroom and the children washing their hands before entering the classroom.** Please accompany your child to the classroom. Please make every effort to be on time for Preschool.

## Pick-Up

Please pick up your child at the classroom door. We will do our very best to dismiss students right at 12:00 Noon. The teachers' only planning time together is after class until 1:00 PM. It is a courtesy to us and respectful of our staff time if you make every effort to pick up your child promptly at the end of the day.

If someone other than a parent will be picking up a child, parents need to fill out a Pick-up Authorization form. These forms can be obtained from your teacher. If someone arrives to collect your child and their name is either not on file, or you haven't notified us by phone or writing, **we will not allow your child to leave with them.** The child will remain with the teachers at the school until communication is established with a parent/guardian. Your child's safety is one of our greatest responsibilities and we take it very seriously.

## Attendance

If your child is unable to attend school, please notify the school, by calling 253-863-5101 and enter extension 104 to leave a message with the Preschool Director.

## Dress Code

Please have your child dressed appropriately for a day of active learning. Children should wear comfortable, washable play clothes. **We especially encourage closed toe shoes and no flip-flops.** Even though rain boots or snow boots may be needed for weather, please bring appropriate shoes for your child to play in each day. Children should always bring a sweater or jacket. Our first choice for large motor play is always outside, with the gym as our second choice in the event of rainy weather. Please help our young ladies dress modestly so they can play without reservation (i.e. shorts under their skirts).

Your child will also need a complete change of clothes to be kept at the preschool. Please provide a change of clothes, labeled with your child's name in a large plastic zip lock bag by the first week of school. These will be returned before Christmas break, and asked to be returned for the remainder of the school year (you'll be amazed at how quickly these young children grow!) ☺

## Daily Schedule

Because we know consistency is important to children, we work very hard to maintain our schedule. A typical day will have time for large motor play, group activities and socializing, art, music, snack, story time and individual learning. A general schedule is posted in each classroom.

## Snack

A light snack will be provided each day. We typically serve the following items:

Pretzels

Fruit snacks

Goldfish crackers

Graham crackers

Animal crackers

Special dietary requirements will be accommodated. We are a NUT FREE ZONE, and therefore do not serve any food items made with nuts. This includes any products containing peanuts, cashews, almonds, walnuts or pecans.

## **Special Days at Little Sprouts**

### **Birthdays**

We love to celebrate your child's birthday! Your child's teacher will work out a day to celebrate that works best for you and for the class. You may bring treats in on this day, but we ask that you only bring in prepackaged or store-bought goodies (in accordance with state health requirements). Please be mindful of our nut-free environment. Our teachers are happy to make suggestions. We celebrate all summer birthdays as half birthdays and will notify you in advance if this affects your child. In consideration for the feelings of all the children, please do not send gifts or invitations for parties or play dates to school unless all the boys and girls in the class are included.

### **Holidays**

We will recognize a number of holidays with in-class discussions, crafts and treats. Two holidays that we ask for parents' help are Harvest Parties in the fall and Valentine's Day in February. Other holidays we recognize include Veteran's Day, Thanksgiving, Christmas, New Year's, Martin Luther King Day, President's Day, Easter, and Mother's Day.

### **Field Trips**

Children will have the opportunity to participate in field trips throughout the school year. Permission slips will be sent home at least one week prior to the field trip. If you are unable to attend a field trip, we ask that you arrange transportation with another parent and include that information on the permission slip. Please note that parents are responsible for their children while on our field trips and our staff is there to facilitate. On occasion, a small fee will be required for the field trip. All permission slips and money (when needed) must be turned in before the field trip takes place.

## **Discipline**

### **Philosophy**

At Little Sprouts Christian Preschool, we believe children find security and direction where there is consistent adult guidance and discipline. Our teachers both model and teach appropriate behavior. We earnestly strive, when correction is necessary, to discipline in an atmosphere that reflects Christ's love and acceptance.

## **Discipline Techniques**

When a student's behavior becomes disruptive or inappropriate, we will take corrective action. We look upon these behavior times as teaching moments. Consequently, our intent is not to punish a child for disobedience but to gain an understanding of the problem and provide assistance and/or consequences for the child. We use several disciplinary techniques that help children to internalize rules and become self-directed in their behavior. These techniques include:

1. **Offering Choices** - providing an environment in which children can make choices that are good for them and for the group.
2. **Problem Solving** - helping a child or group of children work through a situation to a natural, positive conclusion.
3. **Redirecting** - distracting the child's attention from the disruptive behavior by helping him/her to get involved in another acceptable activity.
4. **Natural and Logical Consequences** - stating school rules in clear and appropriate language and indicating the consequences of not obeying the rules. Discipline measures are fair and consistent.
5. **Taking a Break** - sometimes a child needs to take some time in order to regain some self-control and rejoin his/her friends.
6. **Positive Reinforcement** - above all, we work at "catching them being good", and offer genuine praise for appropriate behavior.

If these techniques fail to bring about the appropriate change in the child's behavior, we will give verbal or written notification to the parents/guardians, and a conference may be scheduled. In extreme cases, if resolution isn't possible, and for the well being of the group as a whole, the child may be asked to leave the school.

## **Our Families**

At Little Sprouts Christian Preschool, we make every effort to work with families and support them through the years they are with our school. In order to partner with families effectively we include the following opportunities through the school year:

### **Parent Orientation**

Parents are invited to attend an orientation each fall. The Director and teachers will be present to help our partnership get off to a good start.

### **Preschool Open House**

In order to best serve our families, we will have the classrooms open for a couple of days the week before school starts. Your child is welcome & encouraged to visit the classroom.

This is an opportunity for the Preschool staff to get to know you in a more relaxed environment.

### **Communication**

Our teachers are always available for parents to ask questions or raise concerns. It is helpful to schedule an appointment to have an extended conversation with a teacher, but a quick chat over minor concerns is welcomed before or after school. Teachers are available from 9:00-9:30AM and 12:00-12:30PM on their teaching days. The Preschool Director is available Monday and Thursday from 9:30AM-3:00PM. If you are unable to meet during these times, please contact your teachers or the Director to set an appointment.

You will receive a newsletter/calendar each month. They offer you an opportunity to stay up-to-date with what is happening in the classroom. Newsletters & calendars are also available by clicking the "Preschool" link at [www.faithcovsumner.com](http://www.faithcovsumner.com).

### **Contact Information**

It is vital that we have **up-to-date** contact information for parents. Please let us know if there are changes in telephone numbers, cell phone numbers, address or email.

### **Conflict Resolution**

If you have a conflict with a teacher or something happening in the classroom, we ask that you approach that teacher first with your concern. If you are not satisfied, please feel free to go to the Preschool Director.

### **Observation**

Parents are welcome to observe the classroom at any time; however, it is helpful for teachers to maintain order in the classroom if you make an appointment.

### **Parent Continuing Education**

Through the Sumner School District, Little Sprouts Christian Preschool has the opportunity to link in to valuable resources for parents. We will keep parents abreast of seminars and other resources available.

Faith Covenant Church actively works with families to guide and support them on a more individual basis. If you are seeking help, please feel free to contact our Director for more information.

## **Progress Reports and Kindergarten Readiness**

Kindergarten readiness is always a concern for parents of our Dragonflies (PreK). We understand! We want to support our families as they prepare their child for the next step

in education. We also want to reassure parents that children's readiness for Kindergarten involves many different aspects of their development.

With this in mind, we will evaluate children in the Dragonfly class in September, and again in March to determine if they are progressing toward certain milestones of development, or if they have already mastered them. We will be looking at the following skills: Fine and Large Motor, Verbal Communication, Social and Emotional, Literacy, and Math and Number Skills.

Teachers use the same assessment tools for each child and children are assessed in a non-threatening testing environment using materials to which they are accustomed. These Progress Reports will be shared with parents, and a Parent/Teacher Conference can be scheduled in April if requested.

All evaluations and assessments are kept confidential and released only to parents. If you would like the information released to anyone other than a parent, you will need to sign a consent form.

## Health and Safety

One of our primary considerations in the preschool is to insure that our children are in a safe and healthy environment.

### **Illness**

Young children are very susceptible to colds, flu and other diseases. We realize a child's illness can be a difficult time for a parent, and it's often frustrating to rearrange your schedules to provide care for a sick child at home. We want to help eliminate these concerns as much as possible by requiring that our classrooms have the healthiest environment possible. The best way to prevent illness is to prevent exposure. For the health of your child and the other students, the following health policies have been established:

If your child shows any of the symptoms listed below while at school, you will be called and asked to come immediately to get your child. Please help us protect all of the children by responding promptly. If a child has any of these symptoms at home, we ask you to keep your child out of school until the symptoms are gone or until your physician says it is all right to return. Please call the church office as soon as you are able if your child will not be at school.

- Fever (100 degrees or higher)
- Severe coughing (child gets red or blue in the face; croupy or whooping sounds)
- Difficult or rapid breathing

- Yellowish skin or eyes
- Pinkeye (tears, redness of eyelid lining, followed by swelling and discharge of pus)
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Headache or stiff neck
- Vomiting
- Severe itching of body or scalp, or scratching of scalp
- Diarrhea
- Runny nose (anything but clear discharge)
- Head Lice - head lice can become a difficult and expensive problem if allowed to spread. If your child contracts head lice, you will be contacted to pick him/her up immediately. They may not return to school until after treatment with a lice-killing shampoo and lice are determined by the teaching staff to be eliminated.

In the event of fever, vomiting or diarrhea, children must be symptom free for 24 hours before returning to preschool.

### **Illness or Injury at School**

Should a child become ill at school, he/she will be isolated under adult supervision, and a parent contacted. If we are unable to reach a parent, we will contact those designated on the child's Emergency Consent and Pick-up Authorization form. Minor injuries will receive first aid treatment by a staff member if necessary. An incident report will be completed, and a copy given to the parents. If a student is seriously injured, we will immediately call 911, and then contact parents.

The center shall maintain a written record of children's serious and minor injuries in which entries are made the day of occurrence. The record shall include the following:

1. Date and time of injury
2. Name of injured child
3. Type and circumstance of the injury
4. Staff present and treatment given
5. Date and time when parents were notified
6. Staff and parent signatures or two staff signatures

### **Medication**

The only medications Little Sprouts Christian Preschool will administer are those deemed rescue-type (life threatening) prescribed medications such as epi-pens, inhalers, etc.

Any parent who has a child in need of such medication is required to have a completed, signed physician's orders for that medication on file at the preschool. No child in need of

this type of medication will be allowed to attend Little Sprouts Christian Preschool until this form is completed. Forms can be obtained from your teacher or the Director.

Little Sprouts Christian Preschool will not store medication during non-school hours. Because of this, children who need prescribed medication will not be able to attend unless they bring that medication each day.

We will do our very best to partner with parents of children who have severe allergies, but we reserve the right to refuse or terminate enrollment if we feel we are unable to meet the specific needs of the child.

## **Emergency Preparedness Plan**

### **Fire**

In the event of a fire (or the fire alarm goes off), the staff will lead the children out their classroom door or gym, through the main doors to the sidewalk next to the south parking lot. We will conduct 2 fire drills during the school year.

When evacuating the building, the staff will take

1. The first aid kit
2. Children's Emergency Contact and Authorization Forms
3. The Children's medication (when applicable)

### **Earthquake**

In the event of an earthquake, the staff will direct the children to sit near a table and cover their heads. In the event that they are outside or in the gym, the children will be directed to stand near the closest supporting wall and cover their heads. Earthquake drills will be conducted throughout the school year.

### **Lahar**

Living near Mt. Rainier has potential hazards that include mudflows known as lahars. It is anticipated that the county will receive advance indications of increased volcanic activity at the mountain. It is also estimated that there is approximately (after the lahar alert) 60-90 minutes for safe evacuation from the valley.

We have created a plan for responding to any Mt. Rainier emergency that may occur. In Sumner, emergency sirens will sound to alert residents to the hazard. One of these sirens is located at Sumner High School, right across the street. We will immediately evacuate the children by car and drive them to Creator Lutheran Church at 16702 S. Tapps Dr. E., Bonney Lake - (253) 862-7700. Families should report as soon as practical to Creator Lutheran to be reunited with your child. It is important that families make plans to

reunite with their children at this location and not at Little Sprouts Christian Preschool, in order for the teachers and children to evacuate quickly and safely.

#### **Driving directions to Creator Lutheran Church (from Sumner)**

- From **Valley Ave E**, merge onto **WA-410 E** toward Bonney lake/Buckley
- Take the **166<sup>th</sup> Ave E** exit
- Turn **left** onto **166<sup>th</sup> Ave E**
- **166<sup>th</sup> Ave E** becomes **Sumner -Tapps Hwy E**
- Turn **left** onto **S Tapps Dr E**
- **16702 S Tapps Dr E** is on the **left**

#### **Lock Down**

Lock down procedures will be used in situations that may result in harm to persons inside the Preschool facility, including but not limited to a shooting, hostage incident, intruder, trespassing, disturbance, or any situation deemed harmful at the discretion of the director or public safety personnel.

1. The director shall announce the "lock down" over the public address system or other designated system. The alert may be made using a pre-selected code word.
2. Staff shall alert 911 of the situation immediately.
3. Staff shall secure center entrances and ensure that no unauthorized individual leaves or enters the center.
4. Staff and children shall remain in the classroom/safe area, locking the classroom door, turning off the lights, and covering the windows. Staff shall encourage children to get under tables, behind cabinets, etc., and, if possible, engage in quiet story time activities with the children until "all clear" is announced.
5. Staff members shall account for children and ensure that no one leaves the classroom/safe area.
6. Parents/Guardians shall be notified of a "lock down" situation at the center no later than at the time of the child's release on the date of the occurrence.

