



St. John Lutheran School

Laying Foundations for the Future

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Little Lamb Preschool Parent Handbook

**United in faith, we serve the Kingdom of God by building lives
that are rooted in the Word, centered on Christ, and motivated by Grace;
to reflect Christ's love and share His Gospel with all.**

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MISSION STATEMENT

United in faith, we serve the Kingdom of God by building lives that are rooted in the Word, centered on Christ, and motivated by Grace; to reflect Christ's love and share His Gospel with all.

PHILOSOPHY OF ST. JOHN LUTHERAN SCHOOL

We believe a Christian education provides a solid foundation for the future.

We believe that all children deserve an education that fulfills their intellectual as well as spiritual needs and requirements. We believe that our priority is spiritual, but we also seek to provide a quality academic education, which will help children develop their God-given gifts and abilities.

We believe that the Lutheran school is the most effective educational agency available to the church for equipping God's people for ministry.

We believe that God reveals Himself in the Holy Scriptures. We believe that the Bible is the final and only authoritative standard for belief and conduct.

We believe that St. John Lutheran School, in all its teachings and practices, subscribes to and supports the doctrines and confessions of the Lutheran Church-Missouri Synod as based on the Holy Scriptures.

We believe that the spiritual growth and development of children as it applies to their personal relationship with God the Father, Son, and Holy Spirit is the reason for, and the primary function of, our school. This spiritual growth would be demonstrated in:

- behavior that reflects a oneness with Christ both in their private lives as well as in their social lives;
- an eagerness to participate in worship and study opportunities within the church;
- a willingness to serve their church in capacities appropriate to their age levels;
- an awareness of their obligation to witness to those outside of their Christian community.

We believe that the role of the Lutheran teacher is to model the loving example of the Master Teacher in:

- guiding, directing, and instructing the children;
- working with parents to foster the spiritual, academic, and social growth of their children.

Parents Role in Education

We believe that parents are the primary teachers of our students. As we strive to provide a spiritually uplifting environment, providing students with a rigorous education through the lens of a Biblical worldview, the role of the parent is invaluable. We embrace the opportunity to work with parents as they ensure student attendance, work with students on their homework, and develop systems of increasing responsibility and leadership in their children's lives.

PURPOSE OF ST. JOHN LUTHERAN SCHOOL

The purpose of St. John Lutheran School is to offer a Christian education for the children of St. John Lutheran Church and the community so that they may:

- develop as children in God's kingdom through God's Word and Spirit;
- know God and the forgiving love He offers them through Jesus Christ;
- respond to His grace by witnessing with lives of Christian faith, worship, service, love, and hope;
- relate to His creation by acquiring knowledge and understanding;
- develop skills for continued education, and responsible living and serving;
- develop talents and social skills through interests in extra-curricular activities.

ST. JOHN LUTHERAN CHURCH MEMBERS CHURCH ATTENDANCE POLICY

Faithful worship attendance at St. John Lutheran Church is not intended to be a burden, but a great spiritual blessing to those families who belong to the church and school community. Attending worship services regularly is integral to building a strong foundation of faith, which serves the mission of our church and school.

We thank God for the willingness of school families who participate in the work of the congregation and the school and who demonstrate good stewardship and faithfully attend worship services. However, in the event that families who are St. John members do not worship regularly, the Lutheran School Board will utilize the following guidelines and procedures for addressing non-regular church attendance:

1. Church attendance records for students in grades preschool-8th grade will be recorded in the church office from the attendance cards submitted during all regularly scheduled church services. Since the church attendance records will be the sole source for monitoring church attendance, families need to be sure to complete the attendance cards each time they worship. Records will be maintained all twelve months of the year.

Attending regularly at another church in the Champaign-Urbana area will not be classified as regular attendance at St. John Lutheran Church.

2. The St. John Lutheran School Board will review church attendance records for each quarter of the year. If the School Board observes from its monitoring that a family's attendance is not consistent with faithful and regular worship attendance, the parents will be contacted by a member of the board and/or a pastor. The family will have a quarter in which to return to faithful and regular attendance or the option to pay tuition on "community member" status. The board will consider all extenuating circumstances.

The St. John Lutheran School Board believes that to be faithful and regular in worship means attending worship services weekly. However, for the purpose of determining "church member" status, attendance should never be less than 50% of the time.

3. If the family does not return to faithful and regular attendance during the next quarter, they will agree to pay "community member" tuition rates. The "community member" status will remain in effect for that entire quarter, and the School Board will review attendance records again at the end of that quarter to determine the family's tuition status.

Being placed on "community member" status does not indicate loss of membership at St. John Lutheran Church.

Little Lamb Organization

ADMINISTRATION

Our school, which is a ministry of St. John Lutheran Church, is associated with over 2,400 other schools in the Lutheran Church-Missouri Synod. The school is under the supervision of the Lutheran School Board, which in turn is responsible to the congregation. The board meets the first Tuesday of every month at 6:30 and visitors are welcome. Our teachers are fully qualified and certified according to state requirements. Above all, our teachers are dedicated to their Lord and Savior, and they view each student as a child of God. As such, the child is to be shown the love of Jesus by word and example both in and out of the classroom.

WORSHIP AND SUNDAY SCHOOL ATTENDANCE

All students are encouraged to attend worship services on a regular basis. Parents also are encouraged to support the teachings of the school. Church and Sunday School attendance are important.

WORSHIP AT ST. JOHN LUTHERAN CHURCH

Worship is Sunday 8:00 a.m. and 10:45 a.m., plus Wednesday evenings at 7:15. We have year round Sunday School for preschoolers through high school age youth and adult Bible classes that meet at 9:30 a.m. on Sunday mornings. During the school year, Midweek Classes for kindergarten through eighth grade are offered on Wednesday evenings at 5:45. After-school services during Advent and Lent are held on Wednesday afternoons at 3:30.

ADMISSION POLICY

St. John Lutheran School admits students of any race, color, nationality, ethnic origin or handicap/disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, ethnic origin or handicap/disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. St. John Lutheran School may deny admission or continued enrollment to individuals because of behavior, academic progress, physical or academic needs, failure to meet financial obligations as well as those whose personal or family lifestyle is not in keeping with doctrine of St. John Lutheran Church.

ADMISSION REQUIREMENTS

1. To enter the Little Lamb Preschool program, the child must be 3 years old.
2. A certified birth certificate is required of all students entering preschool
3. Illinois law stipulates that all children entering school for the first time must submit a completed health exam prior to entering school. The law states that students shall present this form or be excluded from school. The physical exam must include immunization records which show the dates on which the immunizations were administered (be sure the Hepatitis B series & Chicken Pox are listed), a current TB test or doctor's exemption, a notation for either lead screening or lead testing, and diabetes screening. The form must be completed and signed by a physician.
4. At the time of registration, the following information needs to be submitted:
 - Completed Enrollment Application
 - Little Lamb Pick Up Form
 - St. John Family Involvement Form
 - Registration Deposit

5. Little Lamb Preschool students with Food Allergies must submit the following information:
 - Permission for Administration of Medication signed by a physician
 - Food Allergy Emergency Action Plan (if Epi-pen is prescribed)
6. Parents are expected to attend an orientation meeting before the school year begins.

Priority in admission during the enrollment period in March shall be granted as follows:

- Children of staff members (pastors, teachers)
- Children currently enrolled and returning
- Siblings of currently enrolled returning St. John School families
- New St. John Lutheran Church member families
- New children from other Lutheran Church-Missouri Synod churches
- New children from other families in the community

“LET THE LITTLE CHILDREN COME TO ME.” Mark 10:14

GOALS AND OBJECTIVES of Little Lamb Preschool

Each child has the right to experience care that provides the opportunity to live and grow as a whole individual and become a completely effective person. The early childhood years are crucial for developing a positive self-image which leads to a mature and healthy functioning personality.

SPIRITUAL - To help the child:

1. Understand that God loves him/her and feel secure in that love.
2. Know Jesus as his/her Savior and Friend.
3. Give and receive love and forgiveness.
4. Praise God in worship and prayer.
5. Understand that God speaks to him/her through the Bible.

PHYSICAL - To help the child:

1. Develop body awareness and large and small muscle coordination.
2. Know and follow simple rules of safety.
3. Establish desirable health habits in exercise, nutrition, and hygiene.

INTELLECTUAL - To help the child:

1. Develop self-motivation, concentration, and the ability to see a task through to its completion.
2. Acquire thinking and problem solving abilities.
3. Develop language communication skills.
4. Develop emergent literacy skills through reading aloud to the child, exposing the child to concepts about print, as well as providing language and literacy play, writing activities, and activities for phonemic awareness.
5. Create mathematical concepts through sorting, matching, pairing, numbering, measuring, and studying patterns.
6. Develop a scientific attitude of active investigation of the world around him/her through observing, questioning, and exploring.
7. Find enjoyable opportunities for creative self-expression in art and music.

EMOTIONAL - To help the child:

1. Develop a positive self-concept which includes a feeling of worth, accomplishment, and self-respect.
2. Recognize and accept his/her own feelings as normal and healthy.
3. Learn appropriate ways to: a) respond to other's feelings and b) express his/her own feelings.
4. Begin learning right from wrong.

SOCIAL - To help the child:

1. Grow in the ability to work and play with others.
2. Respect the rights and property of others.
3. Learn attitudes of kindness, courtesy, and helpfulness.
4. Accept appropriate individual and social responsibility.
5. Develop attitudes of respect and appreciation for cultural and ethnic diversity.

PROGRAM

Little Lamb Preschool curriculum is a skillfully planned balance of structured, theme-based instruction and student led free choice time. Our teachers:

1. Provide the children with choices.
2. Offer opportunities for experiencing and understanding through manipulation, through play, through exploration of materials and ideas at each child's own rate.
3. Interact with the children to reinforce and extend their choices and discoveries.

We will provide a variety of experiences and a wealth of materials for the children to look at, touch, and handle. Our facility is organized with learning centers which include: block building, housekeeping / dramatic play, library, writing, art, sand and water play, science, math, language, and manipulatives. Children move freely from center to center and learn by doing.

Our program has a balance of:

1. Indoor and outdoor activities
2. Group and individual time
3. Child-selected and teacher-determined activities

The program is orderly and routine to foster security and confidence, but flexible enough to allow for the feelings and needs of the children.

Scheduled into the days and weeks of our preschool program are concepts and activities in religion, language arts, emergent literacy, math, science, social studies, music, creative movement, art, physical education activities, learning centers, dramatic play, health and safety, nutrition, snacks, social niceties, values, and attitudes.

The Little Lamb Preschool half day sessions meet for a total of 3 hours per day. Morning sessions meet from 8:00 – 11:00 a.m., and the afternoon session meets from 12:00 – 3:00 p.m. In addition, we offer a full day option (8:00am – 3:00pm).

If drop off is needed before 8am, Little Lamb students may be dropped off as early as 7:30 am.

Aftercare is available from 3-5:30pm (for a fee).

DAILY SCHEDULE

1. **Theme Activities/Free Choice/Center Time**

The following learning centers may be available:

- | | |
|-------------------------|----------------|
| *Unit or Small Blocks | *Housekeeping |
| *Writing | *Language |
| *Math | *Library |
| *Large Blocks | *Manipulatives |
| *Sensory Table | *Water Play |
| *Clay or Play Dough | *Science |
| *Art and Easel Painting | *Listening |
| *Puppet Show | *Light table |
| *Train/Truck Table | |

2. **Clean-up Time**

3. **Opening**

Large Group consists of a welcome song, calendar activities, weather, songs, finger plays, letter of the week, stories, book knowledge, counting, and a discussion or activity related to the current unit of study.

4. **Bathroom, Wash-up, and Snack**

The children wash hands and then sit at snack tables to participate in a class snack time with the teachers. Snack always begins with a prayer.

5. **Bible Time**

The children listen to a Bible based story, sing songs, recite Bible verses, pray, participate in a craft and coloring.

6. **Outside Play**

The children are free to ride bikes, play in the sand, swing, run, climb, jump on a mini-trampoline, shoot baskets, etc.

7. **Story Time** The children listen to one or two stories that relate to the current unit of study.

8. **Creative Movement / Music Time**

9. **Closing Large Group**

We have a devotion, prayers and songs.

These time allotments are very flexible to allow for unexpected circumstances, unplanned learning situations, interests of the children, emergencies, and parties/celebrations.

HEALTH AND SAFETY

The health and safety of your child is a primary concern at Little Lamb Preschool.

Hand Washing: In order to promote a clean learning environment, we ask that each child wash his/her hands upon arrival at school. During class time all children wash hands before snack, after toileting, and whenever their hands become soiled.

Illnesses:

Please keep your child at home if he/she has any of the following:

- Communicable disease—such as measles, mumps, chicken pox, pink eye
- Acute cold
- Earache
- Pediculosis (head lice)
- Nausea, vomiting or diarrhea
- Skin eruptions or rashes
- Sore throat
- Fever - A temperature above normal for your child: Please keep the child home for 24 hours following a return to a normal temperature.

Contagious diseases must be reported to the school office immediately so that notice of exposure can be sent home to the parents of the child's classmates.

Injuries: In case of minor accidents, a Band-Aid will be applied for cuts or scrapes after they have been cleaned with soap and water. An ice pack will be applied for bumps. Also a written report for more serious injuries will be given to the parents at the end of the school day, and a duplicate report will be placed in your child's file at school.

When emergency medical care is required, we will contact the names listed on your Consent for Medical Treatment and Emergency Contact form. If immediate medical help is required, we will call 911 and have your child taken to the hospital emergency room that you have indicated on your emergency form.

We carry a policy of liability insurance for students for bodily injury that meets or exceeds state requirements.

Health:

- Preschool students will have annual vision and hearing screenings from the Champaign-Urbana Public Health Department sometime during the school year.
- Inform teachers about any health problems or concerns for your child.
- Inform teachers of any allergy concerns or needs for your child.

Fire Safety: The school will conduct fire drills following the evacuation routes approved by the Fire Department. Fire extinguishers and smoke alarms are located on the premises.

Dress: Please have your child wear shoes that cover their whole foot. We discourage the wearing of flip-flops. Flip-Flops hinder the child's ability to play and move freely.

ARRIVALS, DEPARTURES, AND ABSENCES

Each child must be signed in and out by a parent or authorized person.

To ensure the safe arrival and departure of your child, please notify the staff of your child's regular pick-up person(s) and any restrictions or changes in your authorization list which may occur during the year. We will not release your child to anyone without prior notification from you. Changes can be made to your authorized list by using the Change of Authorized Pick-up Persons forms located in the sign in/sign out area.

Preschool morning classes start at 8:00 a.m. and afternoon classes begin at 12:00 p.m. Full day program begins at 8:00 a.m. Students may enter the building 5 minutes before class begins (we do have an early drop off option and an after school care program. You may request more information from the teacher or school office).

Please pick up your child promptly at the 11:00 a.m. or 3:00 p.m. dismissal time. A late pick-up fee will be assessed at the rate of \$6.00 per 15 minutes of delay. The \$6.00 may be paid with the next month's tuition payment. Please phone if there is an emergency that causes you to be late picking up your child.

Please notify the school office by the time your child's class would normally begin if he/she will be absent from school that day.

NUTRITION / FOOD ALLERGY INFORMATION

Little Lamb provides a daily snack for your child. This nutritious snack consists of ½ cup of 100% real fruit juice or water in addition to a fruit, vegetable, and/or grain item.

If your child has a food allergy:

1. Include any food allergies on the enrollment form.
2. Notify your child's teacher before the start of school of any allergies.
3. Submit the Illinois Food Allergy Emergency Action Plan and Treatment Authorization form, including physician's authorization and signature.
4. Provide a medication pack (we recommend a 3-ring binder pencil case) with the appropriate medication for your child and instructions for the use of the medication. This medication pack may include an antihistamine in individual doses and two EpiPens as directed by a physician.

See Appendix for more information on Food Allergies

Birthday Celebrations: During the school year, we celebrate your child's birthday as close to his/her actual date as possible. Parents have the option of sending a snack for their child's class, as long as it is in void of any food allergens. It is optional to send in one non-food party favor item to pass out to classmates on the day of your child's birthday celebration. Some examples of party favors are a small book, bubbles, small toy, stickers, etc.

ADDITIONAL SCHOOL POLICIES AND INFORMATION

Children's Supplies – Please bring the following items on or before the first day your child comes to school:

Outside Play – Little Lamb classes will play outside daily unless the temperature and wind chill factor fall below 35-40 degrees Fahrenheit, or it is too wet/muddy to play outside.

Weather Conditions

If poor weather conditions exist, information can be obtained by listening to radio and television stations.

RADIO STATIONS

WDWS 1400 AM
WLRW 94.5 FM
WHMS 97.5

TV STATIONS

WCIA Channel 3
WAND Channel 17
WICD Channel 15

WEB

News-Gazette.com
Illinoishomepage.net
facebook.com/stjohnls

If St. John Lutheran School is closed, Little Lamb Preschool is also closed.

In the case of a late start for St. John Lutheran School, Little Lamb Preschool AM session will be cancelled for the day.

Potty Training – Parents are encouraged to have their child potty trained prior to the start of school. If issues with potty training arise and the classroom environment is being disrupted, we may ask families to keep the child at home until potty training improves.

Field Trips – Field Trips will be planned to enhance unit studies. Parents will be informed of all field trips in advance, and a permission slip will be sent home with each student prior to field trips. The cost of the field trip admissions and transportation is paid by Little Lamb families. Parent help is always needed and welcome on field trips.

Discipline – Early childhood discipline takes the form of “preventative measures.” Little Lamb provides:

- an appropriate learning environment
- a consistent routine with a combination of active and quiet activities
- planned transitions between activities
- simple and easily understood rules
- re-direction of misbehavior

When inappropriate behavior does occur, discipline is handled with dialogue, patience, and love. A child will be asked to leave a learning center or activity when he/she continues to act inappropriately. Brief time outs may be used to help a child regain control of his/her actions and emotions. These time outs are often spent at the playdough table or in the quiet corner with relaxing activities, such as reading books.

If a problem behavior continues, the teacher and parents will meet to discuss possible solutions. If no workable solutions come from this meeting, further discipline procedures will be as follows:

1. A meeting with the parents, teacher, and principal.
2. A special meeting of the school board with parents, teacher, and principal.
3. A child who continues to jeopardize the best interest and well-being of the program as a whole will be asked by the school board to discontinue his/her enrollment.

Family Involvement Hours – The involvement of families at Little Lamb is vital. In an effort to foster a Christ-centered atmosphere, families are asked to donate their time to support the efforts of the school staff and the various school programs.

Little Lamb families are expected to volunteer a minimum of eight hours of service during the school year. Families are responsible for recording their Family Involvement Hours in the binder in the main office. All service hours need to be completed by the last day of school. In the event that a family cannot fulfill the required hours, the family will be billed for the remaining hours at a rate of \$20.00 per hour.

Parent Teacher Fellowship – You are a member of the St. John P.T.F.! P.T.F is an organization consisting of St. John Lutheran School parents and teachers and any member of St. John Lutheran Church. The purpose of P.T.F. is to provide social opportunities and events that facilitate fellowship among the church and school, provide educational opportunities for parents, and provide additional support for the goals and programs of St. John Lutheran School. You are encouraged to attend.

Pesticide Policy – Pesticides will not be administered at the Little Lamb Preschool classroom or grounds while students are present. If there would ever be reason for this policy to change, parents will be notified in advance of any action. Only pesticides approved by the public health department will be permitted.

PARENT / SCHOOL COMMUNICATION

Classroom Visits – Before the start of school, the Little Lamb teacher will set up times to meet with families before the start of school. It is an opportunity to visit the classroom and with the teachers.

Fall Play Date – Prior to the first day of school, families are invited to a play date, scheduled by class, at Little Lamb preschool. Kids get a chance to meet their classmates and see the school while you are still with them. Parents get a chance to meet each other and socialize.

Classroom Observation and Volunteers – Parents are welcome to visit or observe the classroom any time; however, it is suggested that parents wait until your child is comfortable with the classroom routine before visiting or observing.

Please let the teachers know ahead of time if you plan to observe. If you arrive after class has already begun, please sign the sign in sheet in the main office before coming to Little Lamb.

Conferences – Please feel welcome to arrange a conference/meeting with your child’s teacher at any time. Formal Parent-Teacher Conferences are offered twice a year coinciding with conferences for students in kindergarten through eighth grade.

Progress Reports – A report of your child’s progress will be completed twice a year. One report is completed and given to parents prior to Parent-Teacher Conferences in the fall, and one report will be completed and given to parents in February.

The Little Lamb Newsletter is the weekly preschool newsletter. It contains information about curriculum, special events, calendar changes, news from the classroom, and future plans.

Disclosure of Information – Information pertaining to an individual child, or parents or guardians of the child, shall be confidential and shall not be disclosed to persons other than the staff unless the parents or guardians of the child grant written permission for the disclosure or an emergency arises. The school has release of information forms available for parents or guardians to sign.

Phone Calls – The St. John School Office receives all calls at 359-1714 and will contact Little Lamb teachers with any messages.

ADDITIONAL INFORMATION ON FOOD ALLERGIES

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - safe and unsafe foods
 - strategies for avoiding exposure to unsafe foods
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

School's Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Identify a core team of, but not limited to, school nurse, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. In states where regulations permit, medications are kept in a easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student's physician/clinic, parent and school nurse, and allowed by state or local regulations.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.

- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate),and physician after a reaction has occurred.
- Discuss appropriate management of food allergy with family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

Student's Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

The following organizations participated in the development of this document:

American School Food Service Association
National Association of Elementary School Principals
National Association of School Nurses
National School Boards Association
The Food Allergy & Anaphylaxis Network