

Where faith and learning go hand in hand

Parent Handbook 2024/25

N.Oak & Gladstone

Updated: August 2024

**Little Lambs Preschool Contact Information**

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**North Oak Asst. Director:** Brittany Jessip

**Gladstone Director:** Molly Ramsey

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**Little Lambs Preschool- Gladstone**

2800 N.E. 64th Street

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**N. Oak Phone Number:** 816-429-5425

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**Website:** littlelambskc.com

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**Little Lambs Preschool – Policies & Procedures**

**Philosophy**

The program is designed to provide a quality educational experience for all children enrolled. The preschool program recognizes that God, family, and the home are the first and most significant influences on a child’s life. Therefore, we strive to strengthen and complement these influences by giving each child the freedom to develop to his/her capacity in a supportive, caring, and educational environment. Believing that creativity and free expression are enhanced through orderly routines and behavioral limits that encourage self-control and respect for the rights of others, we provide periods of self-selected play and social interaction as well as planned group activities while emphasizing mutual respect among the children and teachers.

Little Lambs Preschool accepts all children regardless of race, color, religion, national origin, or sex. It is our philosophy and goal to address the needs of all children however we are not equipped or staffed for students who require more individualized attention. If a special need develops, a conference will be held. The parents, teachers and director will determine a plan that will best meet the child's needs. If the plan is not successful, our staff will suggest other programs or services that may better meet that child's needs. We are not trained to deal with behavior disorders and severe disabilities, but will offer any resources we have to help families.

Little Lambs Preschool is a Licensed Exempt Program that is a ministry of Good Shepherd United Methodist Church. The “exempt” means that we have a religious affiliation. We are still required to meet all health and safety requirements by the Bureau of Child Care in Missouri.

**Classroom Program**

Our staff consists of the Director and Assistant Director with both lead teachers and assistant teachers, should the classroom ratio require that. The curriculum is designed for the students’ age level and abilities. Each thematic unit consists of songs, games, stories, artwork, and conceptual study that correlates with the core curriculum. 3 year old and K Prep aged children attend chapel for 20 minutes once a month. Field trips, resource people, and various other means of teaching may be used to promote learning. Each week is divided into academic developmental skills, music, arts and crafts, stories, indoor or outdoor play, and snack.

**Admissions**

All students are required by the state to have the following forms on file:

1. State Enrollment Form
2. Medical Examination Report and up-to-date Immunization Records
3. Notice of Parental Responsibility Form

**Your child may not start school without the above forms turned into the preschool office.**

We also require the following forms:

* Application for Enrollment(Online)
* Parent Signature form
* Child Release Authorization Form
* Field Trip Emergency Form (K Prep families only)

**Enrollment Fee**

Preschool registration requires a $100.00 non-refundable enrollment fee. This fee is used to purchase classroom supplies and to go toward field trip/visitor fees, as well as administrative costs.

There will also be a $5 administrative fee placed on your account each time you make a change to your child’s schedule.

**Tuition**

All students are enrolled for the entire school year (September - May). Tuition is based on the entire school year and divided into 9 monthly payments. Each family will enroll with SmartCare for automatic withdrawal from your checking, savings or credit/debit card. There will be a 2.85% fee added to all payments made with a credit or debit card. All tuition payments are drafted on the 5th of month unless that falls on the weekend or holiday and then it will be drafted the Friday before. A $15.00 late fee will be applied if payment is not received by the 5th school day of the month and $1.00 added each day thereafter. If tuition is not paid by the 15th of the month, your child will not be able to return to school until paid in full. There will be a $25.00 service charge on all returned checks. Should there be two checks returned within a six-month period, you must pay by cash or money order.  We are unable to give refunds for illness, absence, cancellations due to weather conditions or cancellations or closing due to acts of God (tornado damage, pandemics, etc.).

**Withdrawal**

Should you find it necessary to withdraw your child from our school, we require written notice two weeks in advance of the time the child is to leave. You are responsible for the full month’s tuition. Without notice you will be responsible for the tuition until notice is received.

**Illnesses/Injuries**

When your child is ill, please notify the preschool office of their absence and illness if it is an infectious disease.

**PLEASE KEEP YOUR CHILD HOME IF HE/SHE:**

* Has or had a fever at or above 100 degrees any time in the last 24 hours
* Has been on antibiotics for less than 24 hours (Strep Throat, Ear or Sinus Infection etc.)
* Has an undiagnosed rash
* Has liquid stools or has been vomiting any time in the last 24 hours
* Has inflammation of the eye or redness and drainage

Should your child become ill at school, a parent will be contacted for pick-up.

* If your child has head lice, you will need to get the prescribed shampoo and authorization from their doctor before he/she can return to school.
* Should your child become diagnosed with the flu or other infectious disease, we will require a doctor’s note specifying their return date to school.
* We are not able to dispense medications to any child. If your child is on medication, a parent will need to give the correct dosage at home. We will allow for “emergency” medications to be kept at the preschool for life threatening illness or allergies. (Asthma medication and inhaler, Benadryl) Please see the director or assistant director/administrative assistant for the proper forms and information.
* Our staff makes every effort to ensure the safety of your child; however, should minor accidents occur, we will follow these procedures:

o Minor Injuries: Use appropriate First Aid and inform parents of injury at dismissal – complete Accident Report Form.

o Serious Injuries: Call 911 and contact parents, use appropriate First Aid – complete Accident Report Form.

Please encourage your child to observe good health practices, such as washing hands after using the bathroom and before eating, using tissues for blowing noses, and covering mouths when we cough or sneeze. We will encourage these practices at school too.  (Please have all current phone numbers on your child’s enrollment form – i.e. cell, work, home and all emergency contacts.)

**Arrival & Dismissal**

You are required to check your child in and out each day via SmartCare.

No child will be released to a person NOT authorized to pick up that child. If anyone other than a parent is to pick up a child they need to be listed on the enrollment form as an authorized person. To ensure your child’s safety, a photo I.D. must be shown to the teacher upon pick-up.

Arrival *-* Please park in the main church parking lot and walk your child completely inside the building and wait to be greeted by a staff member in your child’s classroom. If your child does not attend before care their classroom door will open promptly at 9:15am.

Dismissal - Please park in the main church parking lot and pick up your child from his/her classroom at the scheduled dismissal time. You will need to check your child out, also.

Late Pick Up Policy-Our staff needs ample time to clean the rooms and prepare for the next class. If you have an emergency that will cause you to be late, PLEASE call and let us know as soon as possible. If you have a conflict or appointment that may cause you to be late, please make necessary arrangements for someone to pick up your child or see preschool office to take advantage of before & after school care if there is availability. .

If a child is picked up more than 5 minutes late in a non-emergency situation, the teacher will bring that child to after school care and the parent will be contacted. Any time your child needs to attend after school care, the drop in rate of $15 will be assessed.

If your child is picked up late from after school care (5:00), you will be charged the $15.00 late pick up fee plus $1/minute which will be charged to your SmartCare account.

**Discipline Policies**

The following guidelines for discipline will be used:

* When a child exhibits an inappropriate behavior, an explanation is given as to why it is inappropriate. The child is asked to change the behavior. (Use positive redirection with the child.)
* If the child continues the behavior, he/she will go to a safe spot within the classroom.
* For repeat incidents in a given day or for inappropriate physical actions, the child will be sent to visit the directors where they will discuss the behavior, why it is occurring and what should be done. The director will call and discuss the actions of the child with the parent.

• It is important for good communication to exist between our families and Little Lambs Preschool. If a child is experiencing a change in the home environment that may result in behavioral differences, it is important you notify the child’s teacher or the director.

**Communication and Conferences**

Please remember that a crisis at home affects the child's behavior at school. Let the teacher know the joyous happenings, the upsetting experiences, or important changes at home which may affect your child's behavior. This information will be held in confidence and will help the teachers understand any unusual behavior.

We work constantly to build a child's self-esteem so please understand if we postpone conversations that would make a child uncomfortable until a more private time or hand you a brief note with something you need to be informed about. Please feel free to schedule a personal or phone conference for any concerns that you may have.

**Individual Parent-teacher conferences** will be held in February/March to discuss your child's growth and development in preschool. Classes are held on these days with a substitute helping in the classroom.

**School Cancellations**

In cases of inclement weather, classes/events will be canceled if the **North Kansas City School District #74** schools are closed. In cases of severe cold or dangerously low wind chills, Little Lambs will remain open even if North Kansas City School District #74 closes. If NKC has a two-hour delayed start, before care will be canceled and all classes will begin at 9:15. If NKC does an early release, aftercare will be canceled and all classes will end at 3:15. If NKC does half day dismissal due to inclement weather, Little Lambs afternoon classes will be canceled and we will close at 11:45. Little Lambs reserves the right to make changes to this policy at the discretion of the Executive Director.

Please watch for notification via email, text and Facebook during times of inclement weather.

After missing 5 school days due to inclement weather, make up days will be scheduled for additional snow days, not to exceed 5 days.

**Parent Volunteers**

We welcome any parents who would like to volunteer in the classroom for special events and parties. Please watch for information around scheduled event days for opportunities to sign up to help.

Please refrain from bringing siblings and other children to classroom parties and field trips. This is a special time with your preschool child and we find that when siblings attend they tend to participate as well as taking the focus off the other child.

Parents are also needed to help with Fundraisers and Staff Appreciation Week. You will receive information about how to sign up.

**Birthdays**

We will celebrate birthdays by singing "Happy Birthday" during snack time. It is permissible to send special plates and napkins with your child's favorite snack. Please see your child's teacher if you have any questions. **\*\*Due to SEVERAL children with Peanut allergies we cannot accept homemade snacks or baked goods or store bought snacks that contain peanuts or tree nuts or were made in a factory containing peanuts or tree nuts. This is clearly indicated in bold lettering on all food labels.**

**Field Trips**

The Kindergarten Prep classes will go on planned field trips within the community. All Field Trip fees for enrolled children are paid for by the preschool. Transportation will be provided by volunteer parent drivers. If you’d like to volunteer to drive, we require a copy of your driver's license and current insurance card for our files. There is more detailed information on our Field Trip Policy form that each family will sign for our files.

\*\*According to Missouri state laws, all children must ride in a car seat or booster seat. Each parent must provide and install the booster seat in the vehicle your child is riding in on all field trips.

**Emergency Drills**

Emergency drills, such as Fire, Tornado, and Lock-Down, are held every one to three months to acquaint your child with our evacuation and other emergency procedures.

**Fundraisers**

Fundraisers are held twice a year – one in the fall, the other in the spring. Funds are used to purchase new equipment and supplies and help offset the day to day expenses not covered by tuition. We appreciate your support.

**Supplies**

A list of school supplies required will be sent home prior to the beginning of the school year. Occasionally, your child’s teacher may ask for additional supplies throughout the year for the classroom.

Children should bring a backpack to school every day to transport daily work and important information from the preschool. **Backpacks should be large enough to hold a 9 X 12 paper with ease.** Please check your child’s folder **daily** as any communication from school will come home through them.

**Toy Policy**

In order that children not be disappointed with a broken or lost toy, and so they are not distracted from learning time, we ask that students use the toys we provide. DO NOT send toys to school with your child.

**Clothing**

Please send children to school in play clothes. We recommend tennis shoes suitable for physical activity. **Please avoid flip-flops or opened-toed shoes.** We ask that you dress your child according to the weather forecast, as we will go outside if the temperature is below 90 degrees F or above 30 degrees F. **Please provide a complete change of clothing for ALL students in a Ziploc bag clearly labeled with his/her name in the event of an accident or spill.**

**Potty Training**

One week before you start potty training, please see the classroom teacher or preschool director for information about our potty training policy.

**Snacks**

The preschool has adopted a peanut and tree nut-free and healthy snack policy. Cups of water are provided by the preschool. Snacks will be provided by the families on a rotation basis. Two (2) bags/boxes of snacks to share are appreciated. For the children’s safety, we can NOT accept homemade snacks or baked goods to share in class.

Appropriate snacks include: cheese and crackers, fruit bars, fresh fruit, teddy grahams, fresh veggies, animal crackers, pretzels, etc.

**\*\*Due to SEVERAL children with Peanut allergies we cannot accept snacks that contain peanuts or tree nuts or were made in a factory containing peanuts or tree nuts. This is clearly indicated in bold lettering on all food labels. All snacks must be in their original packaging.**

**Lunch**

Full-day students will need to provide a cold lunch (with ice pack) as well as a drink in a lunch box with the child’s name clearly labeled. Due to health department regulations, we are not able to heat or refrigerate lunch items.

**\*\*Due to SEVERAL children with Peanut allergies we cannot allow food items that contain peanuts or tree nuts or were made in a factory containing peanuts or tree nuts. This is clearly indicated in bold lettering on all food labels.**

**Safety and Security**

Our building is a secured facility and a security door code is required to enter the building. This code will be provided to you at Back at School Night.

**Elevator Safety(N. Oak Only)** - Please accompany your child in the elevator. Children must not be left alone at any time while in the building. If your child accidentally pressed the yellow “push for help button,” please remain in the elevator to speak to the Elevator Operator and assure them that it was an accident.

**Parking Lot Safety -** Handicapped spaces are reserved for those issued a handicapped permit. Please park in an unmarked space and walk your child into the building. Please drive slowly and use caution for your children’s safety.

**Property -** Please refrain from letting children hang on trees, throw or take rocks or play unattended inside or outside our building. Your child’s safety is very important to u