

# Lamb of God Early Childhood Ministry Preschool Parent Handbook 2017-2018

Lamb of God Lutheran Church  
1401 Cross Timbers Road  
Flower Mound, Texas 75028

*Loving, Outreaching, Growing together in Christ*

Lamb of God Early Childhood Ministry exists to share the Grace of God with the families and communities we serve by providing **exceptional Christian education** in a loving preschool environment centered on growing together in Jesus Christ.

## I. INTRODUCTION

Lamb of God Early Childhood Ministry (ECM) was established in 1989 as a ministry of Lamb of God Lutheran Church. The ECM provides care and programs for children 18 months of age through Kindergarten. The ECM received accreditation in 2009 through both the National Lutheran School Accreditation and Lutheran School Accreditation Commission of Texas.

### a. Philosophy

Lamb of God views children and families as a special gift, given by God. The purpose of the Early Childhood Ministry is to provide an **exceptional Christian education**, early childhood setting in which toddlers, two, three, four and five year-olds can grow, learn and develop as God's children, spiritually, physically, socially, emotionally, and cognitively.

Children learn best by actively participating in meaningful hands-on activities that take into account their existing knowledge. Children develop and achieve different levels of readiness in different content area, based on their particular experiences. An important component of these learning experiences is regular interaction with knowledgeable adults who can bridge the gap between the child's existing knowledge and skill level and those toward which they are striving to achieve.

A specific sequence of skills and knowledge, allows teachers, parents, and other caregivers to guide a young child's development. By using the Core Knowledge Preschool Sequence as a tool, we are able to offer those experiences that take into account each child's individual competencies, while providing the stepping stones to higher levels of learning. The child's current knowledge and skill level becomes the starting point in planning new experiences and instruction.

### b. Notice of Non-discriminatory Policy as to Students

Lamb of God Early Childhood Ministry admits students of any race, color, national and ethnic origin 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, national or ethnic

origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**c. Class Times**

- a. Morning Classes 8:30 am - 12:30 pm
- b. Full-day Classes 8:30 am - 2:00 pm
- c. Jr. Kindergarten Classes 8:30 am - 2:00 pm

**d. Calendar** (included in parent handbook)

**LOG ECM closely follows the Lewisville Independent School District (LISD) calendar with few exceptions.** To view our school calendar, visit Lamb of God’s website at [www.log.org](http://www.log.org)  
The LISD calendar may be viewed at the following website: [www.lisd.net](http://www.lisd.net)

**II. POLICIES AND PROCEDURES**

**a. Accreditation**

Lamb of God ECM received its formal renewal certificate of accreditation from the National Lutheran School Accreditation in the spring of 2014. This 5-year accreditation guarantees that Lamb of God ECM meets or exceeds a specific set of criteria for early childhood education; provides high-quality programs with qualified, nurturing staff; and assists each program to improve itself for the benefit of children, families and congregation.

**b. Licensing**

Lamb of God ECM is licensed by the Texas Department of Protective and Regulatory Services. A copy of the TDPRS Minimum Standards is available in the school office. License and current reports are posted on the bulletin board near the school office.

Our licensing agency prohibits animals on school premises. Please help us keep your children safe by keeping your pets at home.

Our licensing agency prohibits firearms, hunting knives, bows and arrows, or other weapons on the premises of a child-care facility with the exception of law enforcement officials who are trained and certified to carry a firearm and ammunition. This means that license to carry (LTC) holders may not carry firearms in our facility either openly or concealed.

**c. Inclement Weather\***

Lamb of God ECM will follow the decision of the Lewisville Independent School District to close school due to inclement weather. The decision to close school due to inclement weather for LISD will be reported on the following:

- a. **Television channels:** 4 (KDFW), 5 (KXAS), 8 (WFAA), 11 (KTVT), 23 (KUVN), 39 (KXTX)
- b. **Telephone Recording:** 972-539-0055 An announcement will be placed on our phone system as soon as a decision has been made. Please keep in mind that if phone lines are down, this option may be delayed.

**c. Email:** An email will be sent as soon as a decision has been made.

In the event LISD announces a “delayed opening”, Lamb of God morning classes will be cancelled. Full-day classes will begin at 10:30 am and dismiss as scheduled. Class times are listed above.

In the event LISD issues an “early release” due to weather, parents should proceed to Lamb of God to pick-up their children. Office staff will notify parents with an email or text message as soon as a decision to close is issued. No child will be left unattended if a parent cannot be reached.

**\*There will be no make-up days for inclement weather.**

**d. Health Related Closings\***

Lamb of God ECM will make an independent decision with regard to health related closings. In the case that Lamb of God closes due to illness, we will notify families by e-mail or text message. Parents may also access a recorded message of the closing by dialing 972-539-0055.

**\*There will be no make-up days for health related closings.**

**e. Fire and Emergency Plans**

The safe evacuation of children is our first priority in the event of an emergency. Fire/emergency exit routes are posted in each room. Fire extinguishers as well as sprinkler system are available at the school. Fire drills will be held at least once a month and emergency drills at least once per year. Weather drills will be conducted three times during the school year. Emergency lighting is available at the school in case of a power failure. A plan for protection, care and evacuation of the children has been developed in consultation with Flower Mound fire officials in case an emergency arises. In case of evacuation, the children & staff will be re-located to: Butler Chiropractic Clinic/Barlow Capital Advisors, 1501 Cross Timbers Rd (Ste. 100 & 200), Flower Mound, TX 75028 (across Luther Ln.). A master copy of the Emergency contact information will be maintained in the ECM office and remain in the possession of the Administrative Assistant. Whether drills or a real emergency, the Director will supervise the evacuation. In the absence of the Director a designated person will supervise, followed by the Administrative Assistant.

### **III. TUITION AND FEE POLICIES**

**a. Supply Fees**

Each student is required to pay an annual supply fee. These fees are due upon registration and are **non-refundable**. The amount of the fee varies depending on the program selected.

**b. Preschool Tuition**

**All tuition is due the 1<sup>st</sup> of each month, September through May.** Checks should be made payable to **LOG ECM**. LOG ECM will provide a receipt if requested but does not mail out monthly statements. End of the year statements will be available upon request beginning in January.

LOG ECM teachers do not collect any tuition money. There is a tuition lockbox located on the wall just outside the ECM office for tuition payments.

**c. Late Fees**

Accounts delinquent after the 5<sup>th</sup> of each month will be assessed a \$15.00 late fee. **Any account 10 days or more past due may result in temporary suspension of child until account is paid in full. Any person who is late paying tuition more than twice a year, will be required to enroll in the Simply Giving Tuition Payment Program or required to pay the remaining year's tuition in cash.** All accounts must be current in order to register for the next school term.

**d. Simply Giving Tuition Payment Program**

*Simply Giving* is a reliable, safe way to make your monthly tuition payments. Your payment is made through a pre-authorized withdrawal from your bank account on the 5<sup>th</sup> day of each month. **No more writing checks or late fees.** However, NSF fees still apply if there are insufficient funds in the account at the time of withdrawal. Please stop by the ECM office to enroll in this program.

**e. Tuition Discounts**

**Family**-If there is more than one child from the same family attending LOG ECM, the child with the lower monthly tuition fee will receive 10% off their monthly tuition.

**Prepayment**-Any family that pays tuition for the entire year by September 10, will receive a 5% discount.

**No tuition adjustments are made due to absences related to illness, vacation, holidays, weather related or health related closings.**

**f. Returned Check Fees**

There is a \$25.00 returned check fee added to all checks returned to us by the bank. The NSF check and NSF fee must be paid in cash. Cash payments will be required if more than two checks are returned by the bank during the school year. **Any person having more than two returned checks, will be required to enroll in the Simply Giving Payment Program or pay the remaining year's tuition in cash.**

**g. Late Pick-Up Fees**

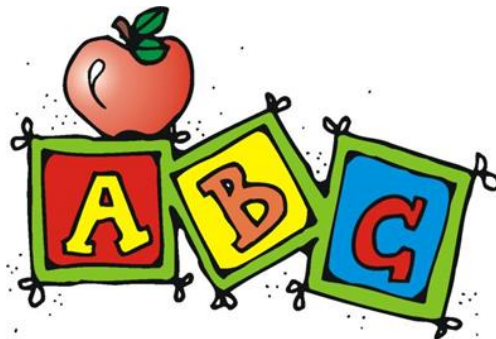
Late pick-ups are stressful to teachers/staff but unduly stressful to your child. We understand the rare occasion when situations beyond your control, such as traffic delays or inclement weather, can cause you to be late. A phone call, if possible, will help us explain the situation to your child. Our staff cannot transport children under any circumstances. **A child remaining 5 minutes after the end of a session will be taken to the office and is subject to a late fee of \$1.00 for each additional minute.**

**h. Refunds and Withdrawal**

There are no refunds or adjustments for absences caused by illness, vacation or holidays. **Written notice is required at least two weeks in advance** if a child is withdrawn during the year. If the vacancy is filled within 2 weeks after your child's last day, a pro-rated refund will be calculated for prepaid tuition and a check mailed to you. **Kindergarten tuition is non-refundable.**

**IV. PROGRAM DETAILS: 2017-2018**

- a. Toddler program**-age 18 months by Sept. 1
- ❖ Each class ratio will not exceed 6:2 without Director approval
  - ❖ A dedicated Assistant will be assigned to the Toddler classes when enrollment reaches 4
  - ❖ All children must bring their own snack
- b. Two-year old program**-age 2 by Sept. 1
- ❖ Each class ratio will not exceed 10:2 without Director approval
  - ❖ A dedicated Assistant will be assigned to the 2's classes when enrollment reaches 6
  - ❖ All children must bring their own snack
  - ❖ **Full Day** students must also bring lunch with a drink
- c. Three-year old program**-age 3 by Sept. 1
- ❖ Children must be **potty-trained**
  - ❖ Each class ratio will not exceed 14:2, or 7:1
  - ❖ All children must bring their own snack
  - ❖ **Full Day** students must also bring lunch with a drink
- d. Pre Kindergarten program**-age 4 by Sept. 1
- ❖ Each class ratio will not exceed 16:2, or 12:1
  - ❖ All children must bring their own snack
  - ❖ **Full Day** students must also bring lunch with a drink
- e. Jr. Kindergarten program**-age 4 ½ by Sept. 1. *They must also have completed a Pre-K program or receive Director's approval.*
- ❖ Each class ratio will not exceed 16:2, or 12:1
  - ❖ All children must bring their own snack and lunch with a drink
- f. Kindergarten program**- age 5 by Sept. 1
- ❖ Each class ratio will not exceed 12:1
  - ❖ All children must bring their own snack and lunch with a drink
- g. Enrichment (art, yoga, etc.)**
- ❖ Each class ratio will not exceed 8:1
  - ❖ All children must be at least 4 years of age



## **V. PROGRESS REPORTS AND EVALUATIONS**

As a source of feedback, parents will receive observations and feedback from their child's teacher twice a year. These observations will focus on your child's responses to tasks, his/her relationships with others, as well as his/her teacher's special joys and concerns. These observations will take into consideration what is developmentally appropriate for your child. Parent teacher conferences will be held in the Fall and Spring.

## **VI. CURRICULUM**

Our curriculum is part of a rigorous, balanced literacy approach and is consistent with the National Association for the Education of Young Children and the Lewisville Independent School District. The resources used to support learning include: Core Knowledge, Math Their Way, Handwriting Without Tears, D'Nealian Handwriting, Leapfrog, Scholastic, Weekly Reader, DRA Leveled Reading, Harcourt Language Arts, & Texas Essential Knowledge and Skills.

Our **toddlers** classes are center based, allowing for active exploration and hands-on learning. Children are immersed in age appropriate activities which allow for thinking skills, language and sensory development, worship, and opportunities for social and emotional development. **To enroll, a child must be 18 months of age by September 1<sup>st</sup>.**

Our **two year old** classes are center based, allowing hands-on learning as children are introduced to colors, shapes and the alphabet. Quiet activities alternate with active activities. There are individual, small and large group times, as well as, worship time. **To enroll, a child must be 2 years of age by September 1<sup>st</sup>.**

Our **three year old** classes are center based and incorporate activities in the areas of movement, language, math, science, worship and Spanish. Art activities are open-ended, allowing children to learn through the process of creating. There are individual, small and large group times. **To enroll, a child must be 3 years of age by September 1<sup>st</sup> and potty-trained.**

Our **Pre-Kindergarten** classes introduce activities in the areas of movement, language, math, science, worship and Spanish to provide a solid foundation for Kindergarten. Math centers allow children hands on activities in counting, comparing, sorting and measuring. Daily activities to develop language and literacy include stories and classroom charts. There are individual, small and large group times that focus on Kindergarten readiness skills. **To enroll, a child must be 4 years of age by September 1<sup>st</sup>.**

Our **Junior Kindergarten** classes are offered for older Pre-Kindergarten students, as well as, those seeking additional skills development prior to enrolling in Kindergarten. An advanced approach will reinforce knowledge in the areas of movement, language, math, science, worship, and Spanish. There are individual, small and large group teaching times. **To enroll, a child must be 4½ years of age by September 1<sup>st</sup> or have Director's approval.**

Our **Kindergarten** classes incorporate the Texas Essential Knowledge and Skills and CORE Knowledge skills lists to help provide teacher guided learning opportunities in the areas of History, Geography, Mathematics, Science, Language Arts, Religion, and Fine Arts. **To enroll, a child must be 5 years of age by September 1<sup>st</sup>.**

The goals of Christian education at Lamb of God Early Childhood Ministry Preschool are:

- ❖ To help children experience and learn about God's love through Jesus Christ.
- ❖ To provide an environment that supports the growth of the whole child in developmentally appropriate ways.
- ❖ To encourage children to acquire self-esteem, concern for others, a sense of community and a spirit of sharing.
- ❖ To foster creativity, exploration, self-discipline and a love of learning.
- ❖ To encourage and assist parents in guiding the development of their children.
- ❖ To encourage the spiritual development of the entire family in this or other local congregations.
- ❖ To establish strong foundations of knowledge.
- ❖ To encourage cooperative play and social development.

## **VII. ATTENDANCE**

### **a. Drop Off**

Main entrances will remain locked until 8:15am each school day. Teachers will open classroom doors at 8:25am so that students may enter their classroom five (5) minutes before class begins. Class begins promptly at 8:30am. Late arrivals mean missed class time for your child and interruptions for the teacher and other students. Please sign the Attendance Sheet when dropping off and picking up your child every day.

### **b. Pick Up**

Main entrances will remain locked until 12:15pm-12:45pm & 1:45pm-2:15pm each school day. Please arrive on time to pick up your child. Classes end promptly at the scheduled time. Arriving on time means being in front of your child's classroom door when the teacher begins dismissal. ***The teacher will take the child to the office five (5) minutes after the class period ends. Parents will be charged a late fee of \$1 for every minute they are late.***

### **c. Doors**

To ensure the safety and security of all children, parents are asked to use the NORTH & SOUTH DOORS NEAREST THE PLAYGROUND AND ADJACENT TO THE SCHOOL OFFICE WHEN DROPPING OFF OR PICKING UP THEIR CHILD/CHILDREN. All other outside doors will remain locked. No siblings should be left unattended in automobiles, on the playground, in classrooms or hallways while dropping off and picking up children enrolled in LOG ECM. Late arrivals, or parents visiting the school during locked hours, may only enter through the South entrance near the Preschool Office. Please ring the doorbell for assistance.

#### **d. Visiting During School Hours**

For the protection and security of our children, ALL Parents and volunteers should check in and out through the Preschool Office, provide a valid driver's license, and will be subject to a criminal background check.

#### **e. Attendance Procedures**

Adults must accompany children to their classrooms each morning and must meet their children at their classrooms at the end of the school day. **All preschool children must be signed in and out by their parent or guardian every day.** A telephone number where you can be reached for that day during school hours is required when you sign your child in.

**Teachers may release a child only to those authorized by the parent. Proper identification will be required. Driver's Licenses may be checked. Please remember to notify the office with any changes in emergency contact numbers, addresses and/or adults authorized to pick up your child. In the event of an emergency and someone NOT listed on the emergency contact list will be picking up, please contact the school office. The school office may photocopy the driver's license and keep it on file.**

### **VIII. BEHAVIOR GUIDELINES**

#### **a. School Rules for Students**

1. Be a good listener-Follow instructions.
2. Be a good friend-Respect people and property.
3. Be a good helper-Be prepared to do your best.
4. Be a careful friend-Help keep you and others safe.



#### **b. Discipline; Suspension; Expulsion Policy**

Praise for appropriate actions is always our focus at Lamb of God ECM. It is imperative that parents and teachers cooperate with mutual goals and procedures when it comes to discipline. In order for the child to function successfully within a classroom setting, we use a combination of behavior modification and social reinforcement to encourage positive aspects of behavior and minimize the negative areas. Our policy is designed to consistently reinforce all appropriate behaviors and redirect all inappropriate behaviors to promote the child's self-esteem.

The following is a basic guide for redirecting inappropriate behavior:

- ❖ **Verbal Redirection-** Teacher will speak to the child about the inappropriate behavior observed and identify the appropriate behavior desired.
- ❖ **Physical Redirection-** Child will be instructed to move himself/herself to a place in the classroom designated by the teacher (ex; a different center, place on carpet, seat at table). The child may also be asked to move or change his/her symbol to another position on the behavior modification system in his classroom indicating that the child is not following the behavior guidelines set forth in the classroom. Teachers will provide parents with guidelines for using their behavior modification system.



- ❖ **Director Assisted Redirection-** If an inappropriate behavior continues to occur after numerous verbal and physical redirections by the teacher, the Director will be called into the classroom. At this time, the Director and teacher will help the child verbalize his/her behavior, as well as discuss a plan on how the child may rejoin the group and become involved in a positive learning activity. The director will remain in the classroom until child has successfully rejoined the learning activity. The Administrative Assistant or Office staff may be called upon in Director's absence.
- ❖ **Removal from Classroom-** A child will be removed from the classroom and taken to the Director's office if he/she causes bodily harm to himself/herself or another in a purposeful manner, or in other situations as determined by the director.
- ❖ **Parent Conference-** If the inappropriate behavior is observed on a consistent basis, and the above steps have been followed, a conference with Director, parent, and teacher will be scheduled to determine further action.

Please keep in mind that snack and recess will never be withheld for correction purposes. In addition, the staff will not use abusive, neglectful, corporal, or frightening punishment under any circumstances.

As with any discipline plan, consistency and communication between home and school are the key components in helping our children behave in a manner that will ensure success in and out of the classroom. Lamb of God Early Childhood Ministry Preschool reserves the right to ask a parent to withdraw their child because of continued inappropriate or dangerous behavior.

#### **c. Playground and Outdoor Play Rules**

1. For the protection of the children, the playground is a secured area. Only enrolled students and LOG ECM staff are allowed on the playground during designated school recess hours.
2. Children are allowed on the playground only with adult supervision.
3. Children are instructed to use equipment the way it is intended.
4. Slide down the slide feet first, on bottoms-not stomachs.
5. Climbing is restricted to specified equipment only-not on playground fencing.
6. Children may not stand on the rock wall or playhouses.

Outside time is an important part of our daily activities and the children need a break from inside activities. All children will go outside with their class when scheduled. Please be sure your child has appropriate clothes for the weather (i.e., jackets, long pants, sweaters, etc.) as well as shoes appropriate for climbing, running and jumping. **If your child is too sick to go outside, he/she is probably too sick to be in school. Please do not ask your teacher to keep a child inside during outdoor playtime. We are not staffed to provide an alternate place for a child to be supervised while their class is outside.**

#### d. After School Playground Fun

Lamb of God welcomes you to use the playground after school hours with your child/children. This is a wonderful opportunity for children to make new friends and for parents to visit with friends. We desire the playground to be a safe and secure place for you and your children. Please respect the playground rules that your children have been taught. School and parents should follow the same guidelines in order to avoid conflicting messages about playground safety. ***Please remember to remove your trash when you leave the playground. We have many students with allergies and food or food wrappers could be dangerous to these students.***

#### Playground Rules

- ❖ Slide feet first
- ❖ Do not climb on top of equipment
- ❖ Remove trash
- ❖ Cover sandboxes
- ❖ Supervise your children
- ❖ Park bikes
- ❖ Be SAFE



#### e. Biting Policy

Biting is a serious issue in a large group situation. Teachers will handle incidences of biting in the following manner:

- ❖ A confidential log will be kept that will include the time, date, place, and the names of the children involved in the incident.
- ❖ **First bite**- the parents of the children involved will be informed of the incident in a written incident report.
- ❖ **Second bite**- the parents will be asked to remove the child for the rest of the day.
- ❖ **Third bite**- the parents will be asked to meet with the Preschool Director to discuss an action plan.



**IX. ILLNESS AND INJURY- If your child will not attend school due to illness, please call or email the Preschool Office. The office will notify your child's teacher.**

**a. A child will not be admitted to school if one or more of the following exists:**

1. The illness prevents the child from participating comfortably in school activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children.
3. The child has one of the following prior to administering medication.
  - a. Oral temperature above 101 degrees or greater.  
A tympanic (ear) temperature above 100 degrees.  
An axillary (armpit) temperature above 100 degrees.
  - b. Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness, rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs of medical evaluation) indicate that the child cannot be included in the school's activities. Child should be symptom free for 24 hours, prior to administering medication, and/or have a signed release from a Physician before returning to school.
4. A child with a communicable disease, for example lice, chicken pox or flu, may not attend school until readmission criteria has been met. **Contact the school office for State readmission criteria.**
5. If you feel it necessary to medicate your child for fever, vomiting or diarrhea, your child **should not attend school** that day.
6. If your child has vomited in the last 24 hours, they may **NOT attend school**.



**b. Stomach Viruses**

A child with diarrhea or vomiting will be taken care of apart from other children until the child is taken home. This will help with hygiene, sanitation and avoid any further exposure for the other children.

**c. First Aid and CPR**

There are two AED Defibrillators on our campus. Children will be given first aid treatment or CPR when needed. **LOG ECM staff is certified in CPR, First Aid and the use of the AED devices.**

**d. Illness or Injury at School**

Parents will be notified if their child becomes ill or injured at school. The child will be given appropriate attention and supervision until the parent arrives to take the child home.

In case of the onset of critical illness or injury:

1. The child will be taken to the nearest emergency room or clinic by an emergency vehicle.
2. Parents will be notified at once.

\*ECM staff will follow the medical action plan on file for any child. Please visit with your Doctor if you feel it necessary to develop one for your child.

#### **e. Allergies**

Please notify the school of any allergies your child might have. In the case of a severe, life-threatening allergy, a plan of action must be on file for your child. Please consult your physician to develop this plan. Students with severe allergies should bring their own snack for parties and on birthday celebration days.

#### **f. Dispensing of Medication On-site**

Parents may choose to come to school personally to dispense medication (ie. essential oils, breathing treatments, etc.) to their own child. This should not include cold/flu/fever medication. The need for cold/flu/fever medication indicates the child should not be in attendance. The office personnel does not administer or keep the following items:

1. essential oils
2. breathing treatment medication/nebulizers
3. sunscreen
4. insect repellent

Emergency medication (ie. EPI PEN; medication to control anaphylactic allergies; etc.) may be dispensed at school by office personnel following these guidelines:

1. Allergy Action Plan & Permission for Medication Form is completed, signed by the parent and child's Physician, and on file in the office. These forms are available in the office.
2. All medicine must be in its original container with child's name clearly noted on label and delivered to office for storage.
3. All medicine must have clear instructions and dosing guidelines printed on the container label.

**NO MEDICATION IS ALLOWED TO REMAIN IN CHILD'S SCHOOL BAG OR CLASSROOM.**

### **X. GENERAL INFORMATION**

#### **a. Our Staff**

Our teachers are loving, nurturing Christians who have a Bachelor's Degree in Education and/or experience in working with preschool age children. Each staff member participates in yearly ongoing training as set forth by the TDPRS as well as current certification in CPR and First Aid.

#### **b. What to Bring to Class**

- Lamb of God ECM will provide each new student with a tote bag to be used for his/her personal items and take home papers. Please label your child's belongings with his name (change of clothes, lunchboxes, snacks, etc.).
- We ask that you bring a change of clothes for your child that can be kept in the classroom for an "emergency". Please be sure that, throughout the school year, the change of clothes left in the classroom is appropriate for the season and fits your child comfortably.
- Students may bring "Show and Tell" items, as directed by the teacher.

- Please bring a lunch if your child is attending the Kindergarten or Full Day programs.
- **All children should bring his/her own snack daily in a labeled Ziploc bag or plastic container. Your child's teacher will inform you if there is a severe allergy in that class.**

**c. What Not to Bring**

With the exception of the items mentioned above and special requests by the teachers, please leave all toys and personal items at home. We do not want anyone to be disappointed if a favorite toy or keepsake gets lost or broken at school.

**d. What to Wear**

All children should wear comfortable clothing and shoes. Boots, shoes with slick soles, sandals and flip-flops are not recommended. Tennis shoes are ideal. Keep in mind the children will be doing physical activities as well as craft projects. Children will wear smocks or paint shirts during messy art activities. Clothing that is easily slipped on and off is advantageous to preschoolers who use the restroom alone. Please see that all children have coats for playground time. We will go outside all winter except under extreme conditions. Please write your child's name on all clothing (school t-shirts, sweatshirts, sweaters, jackets, etc.

**e. Quiet Time**

Children who participate in a class that is more than 5 hours in length should have a short time of rest. A quiet time may be defined as listening to a short story, listening to peaceful music for and/or a quiet time to look at books.

**f. Toileting Requirements**

Students enrolled in the toddlers and 2's classes should bring a supply of diapers and wipes to remain in the classroom.

**All children in the 3-year old classes and up must be toilet trained prior to the start of class.** A child who must be changed (diaper or pull-up) is **not trained**. A child who is toilet trained should not need teacher assistance in the restroom. Teachers will remind children to use the restroom and help with snaps and zippers. Please keep in mind that toileting "accidents" are expected on rare occasions. However, frequent "accident" occurrences will result in re-evaluation of the child's placement.

**g. Pets**

In accordance to licensing regulations, we do not allow pets inside of the building, on or near the playgrounds, or near the building entrance areas. (TDPRS 746.3901-746.3905)

**h. Consumer Product Recalls**

Recalls of unsafe consumer products are available for your convenience. You may also access the recall information by visiting the United States Consumer Product Safety Commission Website at [www.cpsc.gov](http://www.cpsc.gov).

### **i. Room Parents**

Our Room Parents are an important part of each classroom. Your child's teacher may ask for a "Head Room Parent". This person will be responsible for coordinating any special events that the teacher may need help with throughout the school year. The Head Room Parent can recruit other parents to assist with special projects and activities. This is an excellent opportunity for parents to become involved with their child's school activities and serves to demonstrate parent and teacher cooperation.

### **j. Volunteers**

We encourage parental involvement as much as possible. **For the protection and security of our children, ALL Parents and volunteers should check in and out through the preschool office, provide a valid driver's license, and will be subject to a criminal background check.**

The Parent Assistance League (PAL) is a volunteer group created to support the families, children and school staff at Lamb of God ECM. We provide special events, coordinate fundraising programs and organize opportunities to recognize our teachers and staff. In the past, PAL has used its' resources and revenues to purchase new playground equipment, classroom carpets, on-site teacher training for the staff, and to contribute to the ECM Scholarship Fund for families in need of assistance.

Serving as a volunteer is a great way to meet other parents, to show your appreciation for the staff and to help your child have a great year at school. Should you wish to volunteer or have a question or concern at any time, the PAL Board volunteers have mailboxes in the ECM office where communication can be left and is responded to regularly. We encourage you to join in the fun and wish you and your child a wonderful school year!

### **k. Program Quality**

Throughout the school year, emails will be sent to each of our ECM families asking 1-2 simple questions regarding programming, staff, communication and so on. Your response to these questions is greatly appreciated and will assist us in the overall enhancement and continuous evaluation of our program. Additional suggestions are always welcome and will be explored as deemed beneficial to Lamb of God ECM by the Director and Board.

### **l. Birthday Celebrations**

Parents are welcome to provide a special snack on their child's birthday. Please speak with your child's teacher several days in advance so that appropriate arrangements can be made. Please keep snacks simple. **DO NOT BRING DECORATIONS, CANDLES, BALLOONS, ETC.** Party invitations may only be distributed by teachers at school if all students in the class are invited.

Students with severe allergies should bring their own snack for birthday celebrations. Please consult with your teacher for more details.

### **m. School-Sponsored Parties/Events**

Each class will have special parties throughout the school year as listed on the calendar. The parents are encouraged to attend, and siblings are invited as well. Siblings may not be left unattended, and are the responsibility of the parent. The Head Room Parent for each class will coordinate parties with the teacher and other parents with the understanding that the teacher must approve all activities in advance. The parents will sign-up to bring the party items to share with the class.

Games or activities that require children to aim or throw objects at another child are not permitted (i.e. Water balloons, snowballs, paper balls, squirt guns). Silly String may be used outdoors only, with prior approval from the ECM Director, and, the area must be raked and cleaned after use. Helium balloons are not permitted inside the building at any time.

If a spill occurs that will cause staining, such as juice, coffee, soft drinks, etc., please immediately soak up as much liquid as possible and notify the Preschool office so that the stain can be treated quickly.

Parties include Christmas, Valentine's and End of the Year. All Lamb of God ECM children will participate in a Book Exchange at Christmas.

Students with severe allergies should bring their own snack for parties. Please consult with your teacher for more details.

## **XI. COMMUNICATION**

We encourage open and regular communication between home and school. Teachers and staff members make every effort to be available to parents. The Preschool Office is open Monday through Friday, 8:00am – 3:00pm. You may contact the Preschool Office by phone (972-539-0055), email ([preschool@log.org](mailto:preschool@log.org)), or fax (972-539-8194).

If you wish to speak with a teacher directly, please leave a message with the Preschool Office or utilize the teacher's preschool email address. Teachers will respond as soon as possible, before or after class time. Teachers will not respond to messages during instruction time with students present. For security reasons, we do not allow teachers to communicate with parents via text messaging.

- ❖ Teachers will provide a monthly calendar and newsletter outlining themes and upcoming events. In addition, a weekly plan will be posted on the message board outside of your child's classroom.
- ❖ A weekly School News Folder will be sent home with each student. Please remove all correspondence and return to your child's teacher on the next school day.
- ❖ The Preschool Office will send a monthly newsletter via email with important information and upcoming dates.

- ❖ The Preschool Office will utilize the *REMIND* application to send occasional text messages. Parents must Opt In to join this group by texting @log2017 to 81010. *(Standard text message rates apply.)*



**a. Social Media**



Follow Us on Facebook @ Lamb of God Preschool

*Please do not post pictures of your children's classmates at school on any social media site, unless permission has been granted.*

