

# Little Lambs Preschool Parent Handbook



Eternal Shepherd Lutheran Church  
220 Carson Road  
Seneca, SC 29678  
882-3202 (Preschool)  
882-3209 or 882-5512 (Church)  
[preschool@eternalshepherd.org](mailto:preschool@eternalshepherd.org)  
[www.eternalshepherd.org](http://www.eternalshepherd.org)  
[office@eternalshepherd.org](mailto:office@eternalshepherd.org)

Revised 10/2017

## Table of Contents

Table of Contents.....	1
Administration.....	2
Welcome.....	3
Motto.....	3
Mission Statement.....	3
Purpose.....	3
Confidentiality.....	4
Non-Discriminatory Policy.....	4
Days and Hours of Operation.....	4
Arrivals.....	4
Dismissal.....	4
Absences.....	5
Tardiness Policy.....	5
School Closings.....	5
Curriculum/Program.....	5
Developmental Goals.....	6
General Health.....	6,7
Table of Communicable Diseases.....	7
Immunizations.....	7
Lice.....	8
Medication.....	8
First Aid.....	8
Toilet/Diaper Changing Policy.....	8,9
Behavior/Discipline.....	9
Clothing.....	9
Snacks.....	9
Field Trips.....	9
Birthdays.....	10
Holidays.....	10
Open House.....	10
Parent Participation.....	10
Progress Reports/Parent-Teacher Conferences.....	10
Other Programs.....	10
Special Requests.....	11
Safety.....	11
Child Abuse Reporting.....	11
Screening/Special Needs Testing.....	11
Withdrawal Policy.....	11,12
Communication.....	12
Student Injury Protocol.....	13
Parent Acknowledgement.....	14

## Administration

**Director:** Gina Cote 882-3202

### Staff:

Cyra Phelan - Two Year Old Class  
Addie Littlejohn - Two Year Old Class  
Gayle Steele - Three Year Old Class  
Keisha Cawthon - Three Year Old Class (MWF)  
Sara Foster - Three Year Old Class (TTH)  
Donna Carroll - Four Year Old Class  
Kisher Young - Four Year Old Class (MWF)  
Gina Cote - Four Year Old Class (TTH)

**Pastor:** David Hammer 882-3209 [pastor@eternalshepherd.org](mailto:pastor@eternalshepherd.org)

**Deaconess:** Holly Lustila 882-3209 [deaconess@eternalshepherd.org](mailto:deaconess@eternalshepherd.org)

### Board of Directors:

Roberta Port-Chair	<a href="mailto:roberta_port@yahoo.com">roberta_port@yahoo.com</a>	(C)985-8840
Micky Louderback	<a href="mailto:mickynjoe@bellsouth.net">mickynjoe@bellsouth.net</a>	(H)885-9435
Joe Louderback	<a href="mailto:mickynjoe@bellsouth.net">mickynjoe@bellsouth.net</a>	(H)885-9435
Nicole Beattie	<a href="mailto:jnb137sc@bellsouth.net">jnb137sc@bellsouth.net</a>	(C)710-1574
Jane Fireovid	<a href="mailto:jane@fireovid.com">jane@fireovid.com</a>	722-5289
Jody McKibben	<a href="mailto:jamslp@bellsouth.net">jamslp@bellsouth.net</a>	888-0606
Fred Munzenmaier	<a href="mailto:fmunzenmaier@bellsouth.net">fmunzenmaier@bellsouth.net</a>	972-5784
Harriet Murphy	<a href="mailto:murphy6328@att.net">murphy6328@att.net</a>	(H)972-0283
Linda Nichelson	<a href="mailto:finnich@nctv.com">finnich@nctv.com</a>	(H)888-8542
Chris Worthy	<a href="mailto:caworthy@att.net">caworthy@att.net</a>	(H)886-9491
Henry Watson	<a href="mailto:henryw@g.clemson.edu">henryw@g.clemson.edu</a>	710-2736

## **Welcome**

Thank you for placing your trust in Eternal Shepherd Lutheran Church's Little Lambs Preschool. We realize the importance of working with you to provide a safe, educational, and God filled experience for your little lamb. Jesus said, "Let the little children come to me and don't keep them away. The Kingdom of Heaven belongs to such as these." Matthew 19:14 ESV

Little Lambs Preschool is an outreach ministry of Eternal Shepherd Lutheran Church. The Preschool Board, which includes the preschool director, represents the preschool to the congregation. Our religious education includes daily prayer, Bible stories, songs, and weekly chapel. We also provide developmental age-appropriate educational programs as described later. We hope to "be like Jesus" and teach your child the same.

We welcome your prayers, ideas, and creativity in helping us maintain a high quality program for your child and encourage your active participation. This handbook has been developed to answer the questions you may have regarding our program and policies. Please keep it in a convenient place for easy reference.

## **Motto**

"Train a child in the way he should go, and when he is old he will not turn from it."  
Proverbs 22:6 ESV

## **Mission Statement**

Little Lambs Preschool is an instrument of God's love that trains a child through spiritual, social, emotional, physical, and intellectual growth and development.

## **Purpose**

The purpose of Little Lambs Preschool is to provide a positive atmosphere and create a warm, happy place for preschoolers to learn.

## **Confidentiality**

All information and documentation about our students and the families of Little Lambs is considered private and confidential, and is the property of Little Lambs Preschool and the families involved. We do not release information to third parties without written parent approval.

Please be sure to notify the teacher and/or director in the event of any changes in the status of your personal family information such as address, phone numbers, parents' employer, etc. so

that your child's records remain current. We use this information to reach you in case of emergency, therefore, it is extremely important that we have accurate information at all times.

## **Non-Discriminatory Policy**

Little Lambs Preschool does not discriminate on the basis of race, color, creed, or national or ethnic origin.

## **Days and Hours of Operation**

8:30am - 11:30am Daily

## **Arrivals**

**School begins at 8:30 AM.** Preschool doors are unlocked at 8:20 and relocked at 8:40.

The staff at Little Lambs Preschool begins their day in prayer at 8:15am so the doors will not be open prior to 8:20am.

During drop off it is appropriate to share with your teacher any information pertinent to your child's day (e.g. if they did not sleep well the previous night, if they are leaving school early, etc.). If you need to discuss any situation at length, please request a meeting or a phone call after school or on another day. The teacher has other children to greet each morning and needs to be available to get their day off to a good start.

Please drive **SLOWLY** in the parking lot and do not park in the spaces designated for handicapped drivers or new moms.

Remember: It is against the law to leave any child in a car unattended.

## **Dismissal**

School is dismissed at 11:30am. Preschool doors will be unlocked at 11:20.

A child will not be released to a non-custodial parent, or any other person, unless the custodial parent authorized us to allow such release in writing. This written authorization, including date, name, address, phone number, and parent signature will be kept on file. If a non-custodial parent has been denied access to a child by a court order, we must have documentation. If a person whose name is not on your release form arrives to pick up your child, and we did not receive a note from you that morning, we will not release your child. We will notify you to pick up your child.

A teacher is required to check an adult's identification upon pick up if it is someone who is not immediately recognized as a legal guardian of the child or an adult that has been authorized by the parent to pick up their child.

## Absences

Please call the preschool at 882-3202 and/or email [preschool@eternalshepherd.org](mailto:preschool@eternalshepherd.org) as early as possible if your child will not be attending class. If we are unable to answer the phone, you may leave a message on the answering machine. At that time, please inform us as to why your child will be absent.

## Tardiness Policy

Please drop off and pick up your child on time. We would appreciate your cooperation with arrival and departure. We expect your child to be picked up by 11:40. If there is an emergency and you are unable to arrive by that time, please call the school at 882-3202.

## School Closings

Little Lambs Preschool follows the Oconee County School District schedule for snow days. You may find the school closing information by television on Channel 4 or by listening to radio station 102.5 FM. **If there is a two hour delay, there will be no school. If there is a one hour delay, school will begin at 9:30am.**

If it is necessary for the preschool to have an early dismissal due to weather or power outage, you will be notified by the preschool and advised to pick up your child.

## Curriculum/Program

Little Lambs Preschool uses a curriculum that integrates Concordia Publishing House's Christian educational material and seasonal themes into experiences that help a child understand God's love for all people. The program includes sharing and conversation time; stories; songs and finger plays; creative art activities and crafts; games and large muscle activities; field trips through the community; food preparation; science and nature activities; exposure to shapes, colors, numbers, and letters; and celebration of birthdays and holidays.

This curriculum reflects age appropriate developmental levels. Goals and objectives will specifically address developing self-awareness and self-control, acquiring specific age-appropriate skills, working independently and interdependently, assuming responsibility for actions and enjoying a positive school experience in an atmosphere of Christian love. Little Lambs Preschool program will prepare each child for the next educational level.

## Developmental Goals

### Two Year Old Class

This class is a structured class where children work on their gross and fine motor skills. Spiritual education is learned through the Concordia curriculum that includes Bible stories and songs. Academically these children will be learning shapes, colors, and the alphabet and numbers. And by learning to work with others and following simple rules such as cleaning up toys and walking in line to and from various activities, the children are given an opportunity to develop Socially.

### Three Year Old Class

Children will be fed spiritually through the Concordia curriculum where Bible stories, songs, and activities enhance each lesson. They are also becoming more independent and will have ample opportunities to develop their individual social skills as well as learn to follow a schedule and how to work in small and large groups. Academically they will begin to master skills such as counting, sorting, patterning and recognizing and learning the alphabet and alphabet sounds through the zoo phonics program.

### Four Year Old Class

Our pre-K program focuses on preparing our students for kindergarten with a foundation in our Christian Concordia curriculum. This includes the teaching of Bible stories, songs and activities related to the chapel message of the week. Socially, the students continue learning how to work with one another in small groups through the centers and in large groups with their circle and play time. Academically, they will learn how to read and write numbers and the basic concepts of adding and subtracting. The children will also develop their verbal and written skills by continuing to learn the letters of the alphabet and letter sounds as well as beginning sight words and phonics. Various opportunities will be presented to allow children to master fine motor development as well as daily activities for gross motor development. Each child will be assessed at the end of their Four Year Old Class to ensure they have mastered the skills necessary to proceed to Kindergarten. These assessments are based on standards required by the state of South Carolina, which you may acquire from the preschool director.

## General Health

To keep everyone healthy at our preschool we ask that you keep your child home when he/she has the following symptoms.

- Severe pain or discomfort
- Diarrhea
- Vomiting within a 24 hour period
- Elevated oral temperature of 101.5 degrees Fahrenheit or auxiliary temperature of 100.5 degrees Fahrenheit
- Sore throat
- Severe coughing
- Discolored runny nose
- Yellow eyes or jaundiced skin
- Difficult or rapid breathing
- Infected, untreated skin patches
- Skin rashes lasting more than one day
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine

If a child exhibits any of these symptoms while at Preschool, the parent will be called and the child will wait in the director's office until he/she can be picked up. If a parent can not be reached, the school will contact the Emergency Contact Person on the student's registration form. If emergency medical service is required prior to the pick-up person's arrival, the parents are responsible for all costs.

Children are not allowed to return to school until they are free of any communicable disease and/or fever for 24 hours. A doctor's note is required on their first day returning to school.

## Table of Communicable Diseases

The school will not permit any child or staff member with any of the following diseases to be admitted or remain at the school. A note from a licensed physician is required prior to returning to school.

Parents will receive notification if there is an incidence of any of the diseases listed below:

### Respiratory Illness

Chicken Pox  
German Measles  
Hemophilias Influenza  
Measles  
Meningococcus  
Mumps  
Strep Throat

### Gastro-Intestinal Illness

Giardia Lamblia  
Hepatitis A  
Salmonella  
Shigella

### Contact Illness

Impetigo  
Lice  
Scabies



Tuberculosis  
Whooping Cough

## **Immunizations**

To protect the health and well-being of our Preschool students and staff, we require that parents provide proof of their preschool child's immunization in accordance with the current South Carolina DHEC immunization schedule.

## **Lice**

If a staff member detects lice on your child, you will be called to immediately come get them from school. They may not return until all live lice and nits are removed. The child must be examined by his/her teacher before resuming school.

## **Medication**

Please try to schedule your child's medication around school hours. We realize that in an emergency the need may arise for one of the staff members to administer prescription medication to your child.

Medicine should be brought in its original container and given directly to a staff member upon arrival at school. A form giving permission to administer the medication must also be completed. If you are administering medications at home, it is helpful to inform your child's teacher in case of unusual behavior or any adverse reactions to the medication.

## **Allergies**

In order to keep all children free from any allergic reaction, please be sure to notify your child's teacher of any allergies.

## **First Aid**

Little Lambs Preschool staff will administer minor first aid treatment as needed. Parents will also be notified of any injuries requiring treatment. Simple first aid procedures for treatment of minor injuries consist of washing the injury with soap and water. Parents will be notified immediately if the injury requires more than a simple first aid procedure.

## **Toilet/Diaper Changing Policy**

Children must be potty trained before enrolling in the Three Year Old Class. Parents are responsible for providing diapers and wipes for their children as needed.

## **Behavior/Discipline**

Good behavior should always be encouraged through positive reinforcement, however, students who are continually disobedient, disrespectful of others, overly aggressive, or otherwise disruptive to the classroom environment should be disciplined using these procedures:

1. Verbal Warning/Redirection - the child will be moved to another activity, if possible.
2. Time-out - the child is separated from the group in the classroom for a period of time (one minute for each year of age).
3. Removal from the classroom - the child will be sent to the hallway or another classroom.
4. Taken to the director's office and a note sent home to parents. A verbal conversation between the parent and teacher should take place as well.
5. Phone call to parents to come pick up their child and a conference scheduled with the parent, teacher and director to discuss the behavioral issue and possible solutions.
6. If the behavioral problem persists, the matter will be referred to the preschool board. After considering the facts, the board will take appropriate action which may include: suspension from school for a period of time deemed appropriate or dismissal of the child from school.

We recognize that biting is a response some children use in play and interaction with others. In an instance of biting, the child bitten will receive first aid and the biter will be taken to the director's office to have a conversation with the director and placed in time-out, if appropriate. Both sets of parents will be notified. Should the child bite again the same day, parents will be asked to pick up the child from school for the remainder of the day. Continued biting could lead to suspension from the preschool until the child's behavior is remedied.

## **Clothing**

Dress your child for play while at preschool. Your child will be running, climbing, painting, etc. so please dress appropriately. Tennis shoes and comfortable clothing is recommended for school. A complete change of clothing (including outerwear, underwear, and socks) is to be brought to school in your child's backpack to have in case of emergencies. Please put clothing into a plastic, labeled bag.

If your child's clothing becomes wet or dirty, we will send that clothing home. Please remember to replace your emergency set of clothing and change out clothing seasonally.

## **Snacks**

Snacks will be provided by the preschool. The cost is included in your child's tuition. No peanuts or peanut products, tree nuts, or foods made in facilities that also process nuts will be served. If your child has severe food allergies, we will request that you send in their snack. Children will NOT be permitted to chew gum or eat candy that they have brought to school.

## **Field Trips**

When we plan additional educational experiences that take the children off the school grounds, you must sign a permission slip. The slip will tell you where we are going, the date of the event, and the times we will leave and return. No child will be permitted to attend a trip if the permission slip is not signed and returned to the teacher. Parents are required to drive their own child or give the teacher written permission for another parent to drive their child. Employees of Little Lambs Preschool are not permitted to drive children. ALL children must be in car seats when they are transported on such trips. All accompanying parents are expected to chaperone their own child and any other child they have agreed to transport. They are also to follow the teacher's rules and directions. Please refrain from smoking while participating on a field trip.

## **Birthdays**

We realize that birthdays are very special for each child. We encourage you to bring a snack on your child's birthday. Please use good judgment and bring finger foods that do not crumble easily. Check with your child's teacher about food allergies in their class. Goody bags for each child are also permissible. If your child has a summer birthday, please check with his/her teacher to arrange for a celebration date prior to the closing of school. Another fun way to celebrate your child's birthday is to donate a book in your child's name to the preschool.

Invitations to children's home birthday parties are not to be distributed at school unless every child in the class is invited.

## **Holidays**

All holidays will be celebrated in light of the Christian faith.

## **Open House**

An Open House will be held at the beginning of each year to familiarize children and parents with the school.

## **Parent Participation**

Little Lambs encourages parent participation. We look forward to having our parents make use of their gifts and talents by volunteering to help in our classrooms.

Our annual Spaghetti Supper is our one major fundraiser. Funds raised during this event are used to purchase items for the preschool and to support our scholarship fund. We encourage all our parents to not only attend this event but to be involved in the process.

## **Progress Reports/Parent-Teacher Conferences**

Children are assessed by their teacher throughout the school year. If a parent would like to meet with a teacher regarding their child, they are welcome to schedule a meeting.

## **Other Programs**

Little Lambs Preschool provides a wide variety of programs that enhance our curriculum and enrich each child's school experience. At present, we provide weekly Chapel, Spanish, and Science. We are very fortunate to have many wonderful volunteers to provide these activities for our school.

## **Special Requests**

Please do not allow your child to bring any toys to school unless specially requested by the teacher. Toys can get lost, cause disputes, and distract the children from planned activities. If your child is asked to bring something from home for a Show and Tell, please do not send weapons or other aggressive toys. Studies have shown that some action figures promote aggressive and violent behavior in children. Any toys of this type brought to school will be kept by the teacher until the end of the day, and then returned to the parent.

## **Safety**

We cannot be held responsible for any expense or inconvenience due to your child's accident or illness of any kind while attending the school. Our teachers take the greatest care to maintain a safe environment for the children in which to play and learn. Our teachers and assistants have current first aid and CPR training provided by the American Red Cross **and follow our Student Injury Protocol which is attached at the end of this handbook.** We conduct periodic fire drills so that the children will know what to do should there be an emergency. You may obtain a copy of our emergency procedures from the director.

## **Child Abuse Reporting**

It is the legal responsibility of every Little Lambs staff member to report any suspected child abuse or neglect. Employees will make such reports in the best interest of the child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Screening/Special Needs Testing**

Little Lambs Preschool uses the services of Oconee County for special needs testing, including speech therapy. Should any teacher observe behavior that may benefit from special

needs screening, the teacher will make a referral to the parents and the parents will be notified as to whom to contact for such screening. Screening may be conducted at Little Lambs Preschool.

## **Withdrawal Policy**

We hope that if a parent must withdraw a child, he/she discusses the reason with the teacher and director. Please be aware that pre-paid tuition and any registration fees will be forfeited.

Little Lambs Preschool reserves the right to remove any child from enrollment at the school for any reason at any time. If it becomes necessary for the school to request that a child be removed because of a behavioral issue, the following procedure will be implemented:

1. The teacher identifies the problem, documents the child's behavior, and reports to the director.
2. The teacher, parent and director meet to develop a behavior plan for the child in order to help the child be successful at school. At the conclusion of the first meeting, a second conference will be scheduled, no later than one month away, for further evaluation.
3. The teacher observes and documents the child's behavior and communicates the results to the parents. If the problem persists, the family will be advised that the situation will be presented to the Preschool Board.
4. After considering the facts, the board will take appropriate action which may include: a second observation period, suspension from school for a time period deemed appropriate, or dismissal of the child from school.

## **Communication**

You will receive monthly communication from the director and your child's teacher to keep you informed about scheduled events and activities. We also encourage you to look for our preschool on the church's website, [www.eternalshepherd.org](http://www.eternalshepherd.org), or on Facebook at Little Lambs Preschool, Seneca, South Carolina. If you have questions or concerns at any time, please feel free to contact your child's teacher, the director or a preschool board member.

Our school phone number is 882-3202 or email at [preschool@eternalshepherd.org](mailto:preschool@eternalshepherd.org).

The preschool board has also placed a suggestion box in the entrance area of the school for your convenience.

At Little Lambs Preschool, we strive to nurture the spiritual, emotional, and educational growth of each child. We welcome your input and suggestions as parents of these children with whom we are blessed to spend our time.

## **Student Injury Protocol to be followed by Little Lambs Preschool Staff**

Always contact the Director to any of the following, complete an Incident Report

**Bee sting/Bug bites:** **Visually check** to make sure stinger is removed, clean bite area with antiseptic, apply cold pack if needed for swelling. Monitor student for allergic reaction. (Cold/ice packs are located in small refrigerator in Director's office.) Use same treatment if student is bitten by another student (Clean bite area with antiseptic, apply cold/ice pack)

**Nose Bleeds:** Keep student calm as possible, use gloves if available, have student lean forward, hold gentle pressure on the bridge of nose until bleeding stops. Keep other students away from blood droplets. Clean blood from surfaces with disinfection spray then disinfecting wipes ASAP. (Keep in mind Blood borne Pathogens Protocol from First Aid training.) Monitor student.

**Bumped Head/Face:** Monitor student, if swelling occurs apply cold/ice pack. Check for **unevenly dilated** pupils or vomiting (This would indicate a concussion, Dial 911 for immediate treatment)

**Major Scrapes/Bruises, Cuts:** Clean area with soap and water. Apply antiseptic/antibiotic ointment then bandage. Monitor student.

**Foreign body/Sand in eye:** Use eye wash to flush out and remove the foreign body from the eye, try to discourage student from rubbing their eyes. (Eyewash kit is located in Director's office in the First Aid cabinet.) Monitor student.

## Parent Handbook Receipt and Acknowledgement Form

I, \_\_\_\_\_, certify and acknowledge the following:  
(print name)

I have received the Eternal Shepherd Lutheran Little Lambs Preschool Parent Handbook.

I understand that the policies and procedures outlined are subject to change at any time at the sole discretion of ESLC and may be revised based on ESLC's particular circumstances of a given situation. I understand that it is my responsibility to read and understand the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date

