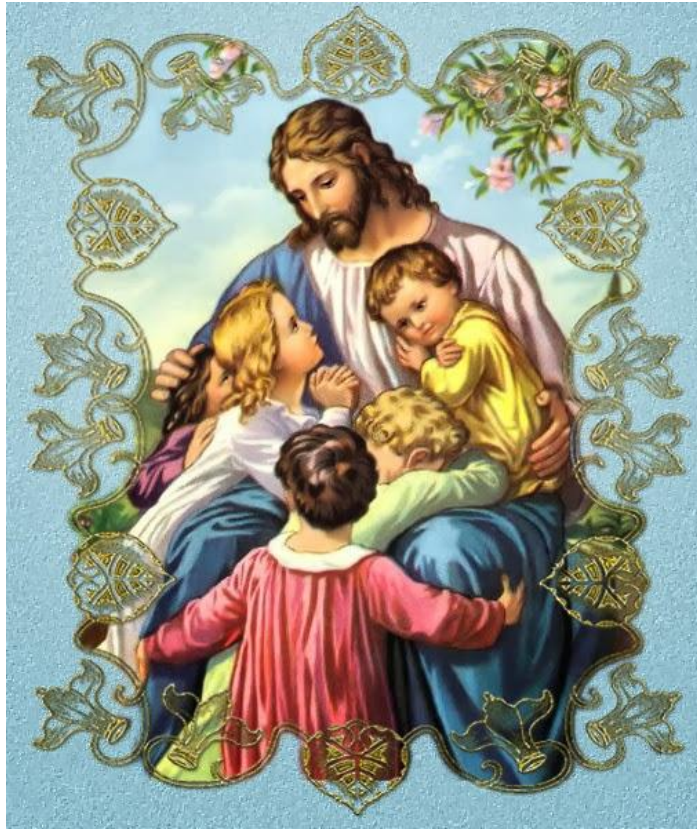


# Little Lambs Preschool Parent Handbook 2026-2027



Eternal Shepherd Lutheran Church  
220 Carson Road  
Seneca, SC 29678

882-3202 (phone) 565-5552 (text)

[preschool@eternalshepherd.org](mailto:preschool@eternalshepherd.org)

[www.eternalshepherd.org](http://www.eternalshepherd.org)

[office@eternalshepherd.org](mailto:office@eternalshepherd.org)

## **Administration/Staff**

**Director:** Gina Cote 882-3202/565-5552

**Staff:**

Melissa Lambert – Two Year Old Class (M-F)  
Kristen Zambito- Two Year Old Class (MWF)  
Leyda Ibarra- Two Year Old Class (TTH)  
Cyra Phelan – Two Year Old Class (TWTH)  
Sydney Hinkle- Two Year Old Class (TWTH)  
Laura Abernathy – Three Year Old Class (M-F)  
Alma Amirez- Three Year Old Class (M-F)  
Jacky Schweizer – Three Year Old (TWTH)  
Devyn Christy – Three Year Old (TWTH)  
Gina Cote – Four Year Old Class (M-F)  
Judi Matalik – Four Year Old Class (M-F)

**Pastor:** David Hammer 864-280-6356

**Deaconess:** Holly Cox 863-409-2269

### **Board of Preschool Education:**

|                    |                                                                        |              |
|--------------------|------------------------------------------------------------------------|--------------|
| Sue McCart (chair) | <a href="mailto:susanmmccart@gmail.com">susanmmccart@gmail.com</a>     | 404-272-3941 |
| Jane Fireovid      | <a href="mailto:janevid3@gmail.com">janevid3@gmail.com</a>             | 518-527-7448 |
| Jody McKibben      | <a href="mailto:jamslp@bellsouth.net">jamslp@bellsouth.net</a>         | 864-710-4942 |
| Jon Tyner          | <a href="mailto:jonmttyner@gmail.com">jonmttyner@gmail.com</a>         | 513-600-1329 |
| Harriet Murphy     | <a href="mailto:murphy6328@att.net">murphy6328@att.net</a>             | 864-404-8366 |
| Linda Nichelson    | <a href="mailto:linnich1509@gmail.com">linnich1509@gmail.com</a>       | 864-903-2815 |
| Ronda Parish       | <a href="mailto:rjparrish48@gmail.com">rjparrish48@gmail.com</a>       | 803-270-9860 |
| Joanne Smith       | <a href="mailto:billwsmith@comcast.net">billwsmith@comcast.net</a>     | 615-218-4977 |
| Sandy Kunkel       | <a href="mailto:Kunkster01@gmail.com">Kunkster01@gmail.com</a>         | 248-701-5338 |
| Lisa Lehmann       | <a href="mailto:lisa.a.lehmann@gmail.com">lisa.a.lehmann@gmail.com</a> | 651-270-9518 |

## **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 child. Jesus said, "Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven." 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; even when he is old, he will not depart 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 based on race, color, creed, or national or ethnic origin.

## **Days and Hours of Operation**

8:30am - 11:30am Monday-Friday

## **Introducing Brightwheel**

Beginning this school year, Little Lambs Preschool will be using Brightwheel, our new all-in-one preschool app. This will replace Class Dojo. Through Brightwheel parents will receive school announcements and messages, view classroom updates and photos, complete registration forms, track student attendance, and pay tuition securely online.

## **Tuition Information**

Tuition is divided into 10 equal monthly payments (August-May), making budgeting easy throughout the school year. Monthly tuition remains the same during school vacations, scheduled holidays, student absences, and weather-related school closings.

All 3 days a week classes pay a monthly tuition rate of \$200 and all 5 days a week classes pay a monthly tuition rate of \$290. Tuition Invoices will be sent to parents monthly through Brightwheel. Tuition payments will be processed through the Brightwheel app. or website with the choice of ACH (bank transfer) or credit/debit card.

## **Arrivals**

**School begins at 8:30 AM.** Preschool doors are unlocked at 8:20 and relocked at 8:30. The staff at Little Lambs Preschool begin their day in prayer at 8:15am so the doors will not be open prior to 8:20am. All students are dropped off at the front door of the preschool through a car line.

Please drive **SLOWLY** in the parking lot as you drop your child off and if possible, have your child's car seat buckled behind the driver's seat for easy access and safety for your child.

## **Dismissal**

**School dismissal is from 11:20-11:30AM** at which time parents may begin picking up their children. Parents will pick up their child in their classroom during this time.

A child will not be released to a non-custodial parent, or any other person, unless the custodial parent authorizes 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 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.

Parents must supervise their child during pick up. Please reserve conversations with friends and parents away from the classroom hallways.

## **Absences**

Please inform the teacher if your child will be absent. This can be accomplished through Brightwheel.

## **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 dropped off by 8:30 and picked up by 11:30. Please be respectful of our teachers' schedule by abiding with our school hours. If there is an emergency and you are unable to arrive by that time, please send a message to the teacher.

If we are unable to reach you or any of your emergency contacts and your child is not picked up by 12pm the non-emergency police department will be contacted.

## **Preschool Early Withdrawal Policy**

Little Lambs Preschool budget is based on a yearly student commitment. Filling abandoned spots is necessary to maintain our staffing needs. As this can be a challenge later in the school year, an early withdrawal fee is necessary if a child is withdrawn before the end of the school year.

### **1. 30-Day Written Notice Requirement**

Parents/guardians must complete the Early Withdrawal Notice and submit to the teacher/director 30 days prior to day of a child's withdrawal.

### **2. Early Withdrawal Fee**

A fee equal to half (1/2) of the monthly tuition will be charged for early withdrawal. This fee is due at the time the withdrawal notice is submitted.

### **3. Acknowledgment and Agreement**

By signing the Acknowledgment and Agreement of the Parent Handbook at registration, parents/guardians accept the terms of the Early Withdrawal Policy. The withdrawal fee will only be assessed if you withdraw your child before the end of the school year.

#### **4. Final Tuition and Account Balance**

All outstanding tuition, fees, or other charges must be paid in full before the student's final day of attendance.

### **School Closings**

Little Lambs Preschool follows the Oconee County School District schedule for inclement weather days. You may find the school closing information by television on Channel 4 or by listening to radio station 102.5 FM. A notice will also be sent through Brightwheel.

If there is a one-hour delay, school will begin at 9:30am. If there is a two-hour delay or an E-Learning Day, there will be no school. If school is closed for a consecutive week, the Board of Preschool Education will determine if alternative school hours or additional make-up days at the end of the school year are appropriate.

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

### **Field Trips**

When we plan additional educational experiences that take the children off the school grounds, parents must transport their child to the destination. Employees of Little Lambs Preschool are not permitted to drive children. All accompanying parents are expected to chaperone their own child and any other child they have agreed to transport. Please refrain from smoking while participating on a field trip.

### **Holidays**

All holidays concerning the Christian faith will be celebrated. The preschool will be closed for holidays indicated on the school calendar which follows the Oconee County School District calendar.

### **Open House**

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

### **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; creative art activities and crafts; games and large muscle activities; field

trips; 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, 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.

### **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 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. Children will be assessed several times during 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.

## **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.

## **Parent Participation**

Little Lambs encourages parent/grandparent participation through several events throughout the year: Family Open House, Teacher Commissioning, Donuts with Dudes, Field Trip, Candy House craft, Thanksgiving Feast, Christmas Program and reception, Spaghetti Supper, Muffins for Mom, the Spring program and Graduation program.

## **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 or Vomiting within a 24-hour period
- Fever of 100.4 or higher in a 24- hour period
- Sore throat
- Frequent or significant cough
- Copious drainage from nose
- Red eyes with drainage
- Difficult or rapid breathing
- Rash with fever, significant itching or pain
- Infectious or contagious illness until on antibiotics for 24- hour period if indicated by physician
- Painful urination with increased frequency and/or urgency

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 cannot 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 (without medication).



## 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  
Whooping Cough  
Hemophilus Influenza  
Measles  
Meningococcus  
Mumps  
Strep Throat  
Tuberculosis  
Covid-19

### Gastro-Intestinal Illness

Giardia Lamblia  
Hepatitis A  
Salmonella  
Shigella

### Contact Illness

Impetigo  
Lice  
Scabies  
Conjunctivitis (pink eye)

## 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 immunizations in accordance with the current South Carolina DHEC immunization schedule. No exemptions accepted.

<https://scdhec.gov/health/vaccinations/childcare-school-vaccine-requirements>

## 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. Likewise, any preschool parent who discovers lice on their child should notify the school immediately.

## Medication

Please try to schedule your child's medication outside of 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

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.

## 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 the Student Injury Protocol which is described below.** 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.

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

**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 in a small refrigerator in the Director's office.) Use the same treatment if a student is bitten by another student (Clean bite area with antiseptic, apply cold/ice pack) and anti-itch cream. An EpiPen needs to be provided **by the parent** for severe allergies.

**Nose Bleeds:** Keep student as calm as possible, use gloves if available, have student lean slightly forward. Use the thumb and a finger to pinch both nostrils shut. Child should breathe through the mouth. Keep pinching for approximately 10 to 15 minutes until bleeding stops. Keep other students away from blood droplets. Clean blood from surfaces with disinfection spray then disinfecting wipes ASAP. 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. (The Eyewash kit is in Director's office in the First Aid cabinet.) Monitor student.

## **Toilet/Diaper Changing Policy**

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

## **Clothing**

Dress your child for play while at preschool. Your child will be running, climbing, painting, etc. so please dress appropriately. We strongly prefer tennis shoes with socks and comfortable clothing. A complete change of clothing (including outerwear, underwear, and socks) is to be brought to school in your child's backpack **at the beginning of the year** to have in case of emergencies. Please put clothing into a **clear** 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.

## **Behavior/Discipline Policy**

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 (one minute for each year of age).
3. Brief removal from the classroom - the child will be taken to the hallway or another classroom for a short period of time.
4. If behavior problem persists, the teacher identifies the problem, documents the child's behavior, and reports to the director.
5. The teacher, parent, and director meet to develop a behavior plan for the child 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.

6. The teacher observes and documents the child's behavior and communicates the results to the parents.
7. 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 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 preschool until the child's behavior is remedied.

## **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.

## **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.

## **Special Needs/Services Policy**

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 for such screening. Parents will be responsible for making an appointment for an assessment.

Please refer to your child's pediatrician for information on other services provided within Oconee County.

Screening may be conducted at Little Lambs Preschool. For children three or older the teacher may recommend Child Find, a free service from Oconee County School District. Children under age three are referred to Baby Net and/or Preschool Intervention Program (PIP).

Areas of concern include: communication skills, cognitive skills, motor skills, social/emotional skills, vision, hearing, orthopedic needs, etc.

We ask parents not to be alarmed by this recommendation. Early intervention is key for the future success of your child.

**Please note: Little Lambs Preschool is not staffed to provide individualized assistance or specialized services for children who require additional support. Sharing any developmental, medical, or learning needs prior to registration allows us to determine whether we can provide a safe and appropriate placement for your child.**

## **Communication**

You will receive monthly communication from the director and your child's teacher to keep you informed about scheduled events and activities. We will be using Brightwheel to inform you of all that is happening in the preschool. We 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 565-5552 or email [preschool@eternalshepherd.org](mailto:preschool@eternalshepherd.org).

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.

## 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 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