

## **Welcome to The Lion & Lamb Christian School**

We are very excited to have your child in our school and look forward to developing a new relationship with all of you!

We see this as an important year of growth for your child. Your child will grow in many areas, including social skills, independence, moral character, motor skills and readiness for formal academic learning. During his or her time with us, we will encourage growth through days full of interactive, fun activities that will keep their attention and challenge them as well.

More specifically, this year your child will be working on number and letter recognition and writing his/her name. Letter sounds will be introduced through "Zoophonics". Math, Science, Language, Literacy and Christian Values are built into each week's curriculum. We will also include puppets, music, cooking projects and games to develop those large motor skills. All this will take place while continuing to emphasize the importance of free play and friendship.

Thank you for sharing your wonderful child with us each day! We are looking forward to a successful, fun-filled year!

Please complete and return the attached ALL ABOUT ME form by the end of the week.



## Coming and Going

### **Coming:**

Please make every effort to get your child to school on time. We begin our morning circle at 9:00 a.m. There is a lot of learning that takes place during that time as well as assigning fun “jobs” for the day and choosing our “Special Child”. Arriving after 9:00 prevents your child from being able to fully participate. We do offer an early arrival time of 7:00 a.m. If you arrive early, your child will go to the Cherub’s classroom, and if your child is enrolled in another classroom, he/she will be picked up by their teacher at 8:00.

### **Going:**

If your child leaves at 1:00 p.m., we ask that you wait in the hallway outside the classroom until dismissal. We will bring your child to you along with the contents of his/her cubby. About half of our class stays for nap and it is difficult to settle them down when parents are coming into the classroom at 1:00. By waiting in the hallway, you create a smoother transition for the afternoon. Of course, if you have concerns, please let us know. Also, please remember to fill out the appropriate form in the office if your child is going home with someone other than his/her regular pick-up person.

**Infectious Disease Clause:** During a known community outbreak the school may choose to limit who is able to enter the building. Children will either be dropped off and picked- up at the curb, or from the outside playground. The school will let you know which route is preferred depending on the outbreak. All children need to be dropped off no later than 8:45am to limit classroom interruptions. Children will not combine with other classes. They will remain in the same classroom with the same children and staff throughout their day.

**\*Note: There is a \$2.00 per minute fee for picking your child up late.**

## Schedule Changes

Schedule changes are allowed as long as the schedule you would like is available. If it is not, you are welcome to fill out a form for the waitlist for that schedule. You are able to make the first schedule change free of charge, however for each additional change you will be charged \$25. We ask to limit schedule changes as it is hard for your child to adjust without consistency.

## All In a Day's Work!

Our daily schedule is posted in each classroom. However, here are a few of the “important” times for you to note.

**Morning circle** is at 9:00 a.m. (please arrive a few minutes before 9:00).

**Snack** is at 9:45 a.m. for 4 year olds and 10:00 for 3 year olds. Please send a nutritious snack for your child. Some good choices are yogurt, fresh fruit, pretzels, granola, etc. We will have two containers (one for cold items, one for all others) on the shelf outside the classrooms for your child's snack. Please make sure that your child's name is clearly written on his/her snack. The children set the table for snack and lunch and this is a great way for them to begin identifying their classmates' names. Snacks should not be in lunch boxes or placed in cubbies.



**Infectious Disease Clause:** During a known community outbreak, we will not have the snack bowls available. Snack items should still be clearly labeled with your child's name and “snack”. Please be sure to send items that do not need to be refrigerated. If you choose to send an item that needs to be cool, please be sure to send an ice pack.

**Lunchtime** is 12:00 noon for 4 year olds and 11:30 a.m. for 3 year olds. Please remember to pack a nutritious lunch and include a drink. We are not able to heat or refrigerate food and cannot cut or peel food so please send lunches and snacks that are ready to eat! We encourage the children to eat their “grow foods” first, and though we do not force them to eat, we do not allow treats before healthy foods are eaten. Please do not include candy in your child's lunch. If your child does not have a drink, there is a drinking fountain in each classroom.



**Lord's Loft** is once a week (alternating Tuesdays and Wednesdays) at 10:00 a.m. This is an opportunity for your child to receive additional Christian values in a church setting.

**Infectious Disease Clause:** During a known community outbreak Lords Loft will not be done as a large group, but will be conducted in each individual classroom.

## Let's Talk

We value our relationship with you and always want to hear any questions or concerns. However, we are not available to discuss specific concerns during drop-off and pick-up times. Please leave a message with the office or email your child's classroom teachers directly. The teachers will give you their email addresses. We can also arrange a conference time at your request if you feel it necessary.

Our goal is to get to know your child well. We appreciate being notified of any changes in our students' lives. For example, a new baby, a death in the family, a divorce, a new pet, or moving to a new house can impact your child's emotions and behavior. The more we know, the better we are able to help your child deal with these adjustments.



Your child will learn phonics through our Zoophonics program. We will work our way from A-Z and have a lot of fun with the zoo animals that represent each letter. We will do activities and projects to go with our current letters to reinforce the letters and sounds.

## Food at School

We always welcome children to bring a snack to share at school even if it is not for a birthday celebration. If you are bringing food to share with the class the following guidelines must be followed. Any homemade item must include an ingredient list, and any store bought item must be in its original sealed packaging. We need to be able to check ingredients lists as well as food processing information to make sure that our students with food allergies are safe. We also ask that candies, and other sweets only be brought in for a child's birthday celebration. We ask that shared snacks help set a healthy example in the classroom. Please do not send candy in your child's lunch.

**Infectious disease Clause:** During a known community outbreak of an infectious disease we will not accept homemade snack items. Any food brought to school to share must be individual and pre packaged.

## Cubbies

The children will be sharing a cubby, so please bring only necessary items. Please be sure that all items brought to school are labeled with your child's name. Please only send backpacks when absolutely necessary.

## Dress for Success

In preschool terms, dressing for success means wearing clothes your child is able to safely and comfortably play in. We will get dirty! We play on the playground every day and very often have some sort of messy media in the classroom. We do take precautions to keep the children clean, however, getting messy is unavoidable at times.

Please send a weather-appropriate change of clothes (remember socks and underwear) in a gallon-sized Ziploc bag to keep in the classroom. Your child may need a change of clothes for accidents as well as messy projects or water play. We will send your bag home for a new set of clothes when the weather changes. If your child needs his/her change of clothes, we will put the extra clothes on, and send the soiled clothes home to be laundered. If that happens, please remember to send in another set of extra clothes the next day your child comes to school. Weather permitting the children will be outside when it snows. On those days please send your child snow play clothes (hat, gloves, snow pants, jackets and boots) and we will help them layer up to head outside. Children will also be outside when it is sunny and warm. Please apply sunscreen in the morning before school. We will re-apply as needed in the afternoon. If you would like to provide a certain brand for your child, please send it with your child's name on the sunscreen.

\* **Note:** Please remember **safety first** when choosing your child's shoes. Sneakers are best for climbing, running and jumping on the playground. Sandals, crocs, flip-flops, and backless shoes are not appropriate for school.

## Share and Tell

Each student will be assigned one day each week to bring something appropriate from home to share with the class. We will send a letter home with your child's assigned day.

We encourage your child to bring something that relates to our current theme or letter of the week. Each child may bring one item to share on his or her day. **\*\*Please do not allow your child to bring toys if it is not his/her share day.\*\***

Inappropriate items will not be allowed to be shared. Power Rangers, Transformers, Bakugon, and other action figures of a "fighting" nature, or anything with weapons will be kept in cubbies and sent home unshared. It has been our experience that these items encourage aggressive behaviors in some of the children and are frightful to others. In addition, personal electronic items are inappropriate share items. Please help your child make "good choices".



## Weekly Activities and Newsletters

Each week, you will receive a newsletter by email of the happenings for the coming week. Each week posted in the classroom will be the activities your child will be doing in class. These activities may include science, math, language development, fine or gross motor, Christian values or art. Be sure to check for special activities where your child can bring something to school. These weekly emails will be very important for you to read. Please make sure if you are not receiving them to let the office staff know. It is also good to mark the school and classroom emails as "priority" so they do not land in your spam box.

## Happy Birthday

Children at this age are very excited about their birthdays! We would like to acknowledge that special day at school by singing Happy Birthday and giving your child a special "Birthday Hat" to wear. You may also choose to send in a special snack or treat on or around that day. No nuts please. Please provide an ingredient list if the treat is homemade, or leave the packaging label attached so we can verify it is safe for our children with food allergies. We have many birthdays to celebrate, so we would appreciate some advanced notice to avoid multiple treats on the same day.

Also, there will be a class list with addresses available for you to send invitations. To avoid hurt feelings, we would prefer that you **not** send invitations via the cubbies, unless you are inviting the entire class.

## Parent Helpers

We welcome parent volunteers to assist with parties and other special events. Throughout the year we may also have special projects or activities that require a few extra helping hands or items needed. We will post sign-up sheets outside the classrooms for special activity information.

**Infectious Disease Clause:** During the time of a known community outbreak we will not allow volunteers in the school. For families still wanting to help you can check in with your classroom teachers and see if they have any prep work or volunteer work that can be done at home by a volunteer.

## Parking Lot Safety

For the safety of all, we ask that you please watch your speed through our parking lot. There are many parents, children, and staff coming and going during the day. We ask that parents please park your car in a designated parking space while picking up and dropping off. Please do not park in the red zone and please do not enter the parking lot from Bankside Way. This is a do not enter area and can be very dangerous for our families in the parking lot. There is also NO parking allowed during pick up and drop off times on Bankside. If you have younger siblings with you at pick up and drop off times and need assistance please call the front office. Do not ever leave a child unattended in your car. We would be more than happy to help escort your student in or out of the building if you need.

## Non-Discrimination Policy

The Lion & Lamb Christian School enrolls children of any race, color, nationality, and ethnic origin, and they are entitled to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in the administration of its educational policies, enrollment policies, scholarship, and other school administered programs.

## Termination Policy

This is a cooperative effort between parent, child, and staff to work toward eliminating behavior that threatens the physical or emotional health or safety of children or staff. The behavior issue will be stated in a written notice that will be sent to the parent. A copy of the notice will be given to the Director, who will record the infraction.

Upon a third notice, the teacher will schedule a conference with the parent to discuss the problem. The conference will conclude with a signed contract between the parent and the staff as to a course of action to be taken that will be in the best interest of the child, the family, and the program. **Non-adherence to the agreement will result in giving the parent(s) two weeks notice of termination from the Lion & Lamb Christian School Program.**

If a child or parent commits an extremely serious offense, the child may be immediately terminated from the program without previous written notice.

Such examples would be the following:

### ***CHILD***

Running away from supervision, extreme defiance, extreme use of foul language, and/or behavior that endangers the health or safety of others.

### ***PARENT***

Foul language toward children or staff, abusive, aggressive or intimidating behavior toward staff or children, repeated disregard for program rules, and/or non-compliance with contractual conference agreement.

# Tuition Policy Statement

The Lion & Lamb Christian School is a non-profit ministry of Grace Church. In order to provide the highest possible quality care for your children, the following policies must be maintained:

The tuition is determined according to the program in which your child is enrolled. Fees may be paid for either a full month (due on the 1<sup>st</sup>) or half month (to be paid by the 1<sup>st</sup> and the 15<sup>th</sup>). A \$15.00 charge will be assessed when tuition is not paid by the 5<sup>th</sup>, a \$15.00 charge if 2<sup>nd</sup> payment is not paid by the 20<sup>th</sup> and a \$30.00 charge if NO payment is made by the 20<sup>th</sup>. For your convenience, Lion & Lamb accepts checks, cash, debit/credit card, or automatic payments through Tuition Express.

**If payment is not current by the end of each month, attendance at the school will be terminated until payment is made. Also, a TWO WEEK notice is required to withdraw your child from the school.**

After six months of attendance, one week (five consecutive days) of vacation credit will be given for each child enrolled. Parents must notify the school in writing at least two weeks in advance in order to receive this credit. This credit will not accrue from year to year and must be used from August through July of each year. Vacation credit will be given for the schedule that your child was enrolled at the time of his/her absence.

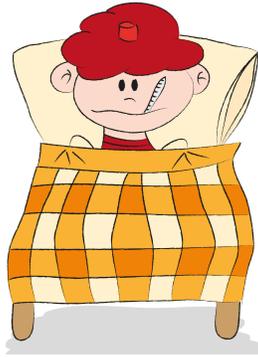
An \$80.00 non-refundable fee is due at the time of enrollment. At the beginning of each school year thereafter, there will be a re-registration fee of \$50.00

A \$25.00 service charge will be assessed for all returned checks, and a \$30.00 service charge will be assessed for all declined credit card payments.

If you should need to change your child's schedule, one change is allowed without a charge. After one change, a \$30.00 fee will be assessed per schedule change.

The Lion & Lamb Christian School closes at 5:30 p.m. sharp. An additional charge of \$2.00 per minute will be assessed for every child that remains after 5:30 p.m. Children enrolled in the half-day programs must be picked up by 1:00 p.m. An additional charge of \$2.00 per minute will be assessed for late pick-up.

**Infectious Disease/Act of God Clause:** If Lion & Lamb Christian School is mandated to close due to an event that is out of our control, tuition will still be collected at a reduced set rate of \$300/month. Families facing financial hardship will be able to apply for financial assistance. Please see the school director.



## Lion & Lamb Sickness Policy

For the health of all children that attend Lion & Lamb, we must observe the following guidelines pursuant with the guidelines established by the Washoe County Health department.

- All children must be free of the following symptoms for 48 hours before returning to school.
  - Diarrhea, vomiting
  - Red watery eyes, body rash
  - Runny nose, cold/flu, throat or ear infection
  - Any fever ranging from 99 and up
  - Lethargy or inability to participate
  - Any contagious diseases
- Please note, if you bring your child to school with any of the above symptoms, the teacher or director will call you to come pick up your child.
- If your child is diagnosed with any contagious disease, please call and inform the front office so we can do our due diligence to post it for the classroom and also report to the health department when needed.
- In accordance with the Washoe County Health Department it is highly encouraged that children in child care settings are vaccinated. Lion & Lamb does not accept religious exemptions for vaccinations. We only accept medical exemptions .

# Parent Handbook Signature Page

Once you have read your parent handbook, please sign and return this page to complete your child's enrollment and agreement to the policies and procedures of Lion & Lamb Christian School. This agreement must be signed by both parents.

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Printed Name

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Signature

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Printed Name

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Signature