



Parent Handbook

(revised 2/10/2011)

Grace Lutheran Church
7550 Eubank Blvd NE
Albuquerque, NM 87122

Lesley Holle, Director
505-823-9100

Hours of Operation: Monday through Friday, 9:00am-12:00pm

Mission Statement

The mission of Lambs of Grace Preschool is to provide a nurturing environment of trust built on God's holy word, creating opportunities for each child (ages three to five) in the local community, to grow intellectually, socially, physically, and spiritually.

Philosophy Statement

The philosophy of Lambs of Grace preschool is to provide a family atmosphere where each child learns that he/she is a unique and precious individual: a special person for whom Jesus lived, died, and rose again.

We want to help all children grow spiritually, socially, intellectually, emotionally, and physically in a child-centered environment of warmth, friendliness, and genuine love. We believe that every child should be treated with respect and provided with a safe and secure nurturing environment where children are free to explore independently with guidance from the adults.

Curriculum Statement

Voyages: Exploring God's Word is a Gospel-centered Bible curriculum for Christian Preschools that directs students to God's grace through the cross of Jesus Christ. Law and Gospel concepts are made clear and simple in each lesson. This curriculum also includes family activities to help the family grow together as they read, study, and apply God's Word.

The children will also receive basic preschool instruction in alphabet and number recognition, reading readiness, math, science, language, fine and gross motor development, music, art, and socialization skills. In addition, children will develop fine muscle skills by exploring and experimenting with different mediums, such as painting, drawing, writing, tracing, coloring, cutting, doing puzzles, and many other age-appropriate activities. The main focus of learning is through play. Children are able to make their own choices throughout the day that will help them develop independence, self-discipline, and self-esteem.

The word of God will be the center of instruction. Daily devotions, prayers, and Bible songs will be a part of the curriculum. This curriculum will promote children's social emotional development by focusing on how Jesus wants them to relate and act towards their parents, fellow students, and friends.

Enrollment Procedure

1. All students must register for admission every year.
2. Parents and/or children do not have to be members of Grace Lutheran Church or attend services in order to enroll. However, if you would like learn more about Grace Lutheran Church, we would be happy to provide you with information.
3. Registration is first come, first serve. However, current students re-enrolling for the next year will have preference only until April 1st.
4. The yearly registration and supply fee of \$100 must accompany the student's registration paperwork.
5. State licensing requires that up-to-date immunization records must be provided and a copy kept in each child's school record folder. Please check with your child's doctor to ensure that your child is up-to-date. A copy of your child's up-to-date immunization record must be provided at the time of registration.
6. Our program accepts students between the ages of three and five years old. All children must be toilet trained.
7. Children are requested to dress appropriately for the weather and for indoor and outdoor activities. Remember, some art activities may be messy!
8. Please keep at school, and at all times, a complete change of clothing in a zip-lock bag and labeled with your child's name. The change of clothes will be stored in a cabinet in the teacher supply closet.
9. There is no reduction in tuition for absent or missed days.

Disenrollment

Lambs of Grace Preschool has the right to disenroll a child for the following reasons:

- Non-payment or excessive late payments or fees.
- Not observing the rules as outlined in the parent handbook.
- Child has special needs in which the school cannot adequately meet.
- Physical and/or verbal abuse directed at staff or children by a parent or child.

Withdrawal

A one month notice must be given in writing to the Director if you decide to withdraw your child. Tuition must be paid for the one-month period and all outstanding fees must be paid.

Late Pick Up

There is a charge of \$1.00 per minute for each child left in the school after closing at 12:00pm. Parents or emergency contacts will be called if a child is not picked up after closing.

Tuition Payments

Tuition is due by the first of the month. Payment in full is expected each month. A late fee of \$15.00 will be charged to accounts not paid by the 6th of each month. Payments can be made in the form of a check, money order, or cashier's check. Checks should be made payable to "Lambs of Grace Preschool." No cash is accepted.

Unpaid Tuition

If you wish to keep a place in class for your child, you must be responsible for all monthly tuition payments. Tuition is due at the beginning of the month. Failure to make a monthly payment will be cause for removal of the child from the class. Re-admittance to class can occur only if a space is available and all debts and current tuition payments have been paid.

NSF

Checks returned as non-sufficient funds (NSF) will be charged \$25.00 to cover bank costs. You will be notified if this occurs.

Notification of absence

Please call the school (#823-9100) and leave a message if your child will be absent, so that we are not concerned. Please notify the school if your child has a communicable disease (chicken pox or strep throat), so that other parents may be notified. The school has the right to request a doctor's note in order for a child to be admitted back into the school.

Ratios/Class Size

Lambs of Grace Preschool currently follows a ratio of 1 adult to 7 children, which is much lower than the state licensing allowance of 1 adult to 14 children. We intentionally keep our adult to child ratio low in order that we may provide a high quality academic and developmentally appropriate environment for young children.

Security

Lambs of Grace Preschool provides parents with numerous security measures. When a person other than the normal pick-up person attempts to pick up a child, the director or teacher will check the registration form. We will check the person's ID to determine if the parent has given that person permission to pick-up their child. If not, the parent will be called. Please notify the Lambs of Grace staff if someone other than yourself will be picking up your child.

Meal Service

Lambs of Grace Preschool does not provide meal service to the children. Children are required to bring their own lunches to school. Please send your child to school with a healthy and nutritious lunch. Please, no candy or soft drinks. Please keep peanut products to a minimum.

Field Trips

Due to State requirements and guidelines regarding student transportation, Lambs of Grace Preschool does not take field trips outside the classroom. However, we may occasionally have guest speakers discuss topics with the children during the preschool class time.

Snow Days

Lambs of Grace Preschool will follow the APS guidelines for closure. When APS schools are closed, we will close. If APS schools close early, then we will close early. Parents will be notified by telephone if school will be closing early. However, if APS has a delayed day, Lambs of Grace will be open for the regular scheduled hours of 9:00am-12:00pm. We do not observe APS delayed schedules, but please use caution in considering the safety of the roads. We want you and your family to be safe first and foremost.

Fire Drills

Fire drills are conducted on a monthly basis as mandated by State Licensing.

Emergency Procedures

In the event of an emergency that requires evacuation from the classroom, the children and the teachers will calmly exit the classroom through the back door of the classroom. The teachers will take with them the class attendance sheet, a cell phone, the first aid kit, and the contact information for the parents. The students and teachers will gather at the southwest corner of the parking lot away from the building. At that time, we will wait for further information from emergency officials. Parents will be called to pick up their child if we cannot re-enter the building. If the parking lot is unsafe, shelter will be taken at the Mormon Facility (located directly across the street on the west side of Eubank.)

Missing Child Procedure

In the unlikely event that a child is missing from the classroom, all Lambs of Grace Preschool staff have been instructed as to what steps need to be immediately followed in order to locate the child. The procedure followed is posted in the classroom and is addressed as part of the orientation process for all staff.

Health Policies

We ask that you please do not bring your child to Lambs of Grace Preschool if they are sick. This helps your child to regain health more quickly, and helps to prevent the spread of illness to the other children and staff members. The following are signs of possible illness and indicate that your child should not come to school:

- a fever of 100 degrees or higher
- diarrhea
- vomiting
- severe cough or sore throat
- unexplained skin rash
- evidence of lice
- conjunctivitis (Pink eye)
- runny nose with yellow or green mucus

A staff member will call you if your child exhibits any of these symptoms while at school. You will need to make arrangements for your child to be picked up as soon as possible. If we cannot get in contact with a parent, the emergency contact person will be called. If your child needs to take a prescription medication a medication form will have to be filled out and provided to the Director. Any

prescription medication must be labeled as being prescribed for the child and labeled with the prescribed dosage.

Universal Precautions Acknowledgement

Lambs of Grace Preschool promotes and requires the use of Universal Precautions for the protection of our staff and children against the spread of bloodborne pathogens.

Universal Precautions is the preventative process of self-protection by treating all visible blood and body fluids as if they were contaminated. The process for handling visible blood or body fluids is as follows:

1. Hands and arms must always be washed after contact with blood or body fluid (even when gloves are used).
2. Latex gloves are to be worn if a person anticipates any possible contact with blood or body fluids.
3. If needed, safety goggles are to be used to prevent blood from contacting eyes.
4. Latex gloves will be used when changing diapers.

Clothing

Children's clothing should be comfortable. They should wear closed-toed and rubber-soled shoes so that they can run, dance, climb, and play both inside and outside. Please make sure that your child wears clothing that is appropriate for the weather. Children need to keep a change of clothing at school, in a zip-loc bag, labeled with their name. Parents need to replace the clothing if it has been used, if the child has outgrown it, and when the seasons change.

Outside Time

Your child will have 20-30 minutes of daily outdoor play during the preschool class time, weather permitting. Exercise, fresh air, and play will be part of your child's daily routine. Note: If parents choose to have their child protected with sunscreen, they are responsible for applying the sunscreen to their child prior to arriving at school.

Homework

Reading daily together is one of the most important things that parents can do to support a child's literacy development. The class will participate in numerous

reading programs throughout the school year in order to stress, at an early age, the importance of reading.

Minor Accidents

When your child has a minor injury, a staff member will provide appropriate first aid and the parent will be notified with an Accident Report, a telephone call, or in person. A staff member with current first aid and CPR certification is on duty at all times. Please realize that when there is a group of children together, minor accidents are likely to occur. The staff members will guide and monitor the children to the best of their abilities.

Daily Schedule

9:00 – 9:15	Arrival & Greetings (Self-Selection)
9:15 – 9:35	Clean-up and Circle Time Activities (story, calendar, weekly theme)
9:35 – 9:55	Tables: Art Activity, Fine Motor Skills, Math and Reading Readiness Concepts
9:55 – 10:40	Self-Selection and Clean-up
10:40 – 10:50	Music
10:50 – 10:55	Show and Tell
10:55 – 11:00	Morning Prayer and Bible Lesson
11:00 – 11:30	Large Motor Skills, Outdoor Play
11:30 – 11:35	Personal Care, Transition to Lunch
11:35 – 12:00	Lunch, Prepare for Dismissal

**Please note that the daily schedule may change due to weather or children's needs.

Parent Involvement

Classroom Communication

The teachers will post a daily schedule and weekly lesson plans on the parent bulletin board located outside the classroom and left of the door. An occasional newsletter of important information will be given to each family in the child's cubby folder. Please take the time to read the letters and be informed. To ensure that the school can pass along information in an organized manner, please keep your child's folder in their cubby and remove items each day that your child attends class.

Please let your child's teacher know any problems or situations that your child is having. All communication between the director, teacher and parent is confidential.

Parent/Teacher Conferences

Parent/teacher conferences will be held two times (November and May) during the school year. Your child's academic and social progress will be assessed prior to the conference and a progress report will be presented and explained to the parents during your child's scheduled parent/teacher conference. The conferences provide an intentional opportunity for the parents to speak with the teacher about their child's progress and any possible concerns. Of course, parents can speak to their child's teacher at any time throughout the year. We have an open door policy at Lambs of Grace Preschool. Parents and guardians are always welcome in the classroom.

Volunteering

There are many ways for parents to help at Lambs of Grace Preschool. Some ideas are helping with fundraising, working with individual children, and helping the teacher with various projects. Please let us know if you have any special talents that you would like to share with the children.

Family Programs

Two times within the school year (December and May), Lambs of Grace Preschool will schedule a special Children's Program and luncheon for the families. We will do our best to plan the events at times to accommodate the schedules of as many of our families as possible.

Birthdays

For your child's birthday, you are welcome to bring a treat to share with the children as long as it is store-bought or commercially prepared in order to meet State guidelines. **NOTE: The birthday treat can be such things as cookies or a favorite candy. But please, do not bring cupcakes or cake. We love them both but unfortunately they are consistently way too messy in the classroom.** Please be cautious to not provide items containing peanuts or peanut products.

Non-discrimination Policy

Lambs of Grace Preschool admits children of any race, gender, religion, or socioeconomic status, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We also do not discriminate on the basis of race, gender, religion, or socioeconomic status in the administration of its educational policies, admissions policies, and other school-administered programs.

Child Abuse and Neglect

The staff of Lambs of Grace Preschool are required by the State to report suspected child abuse or neglect. We must and will contact the Child Abuse and Neglect Social Services Division of New Mexico Child Youth and Families if we suspect abuse or neglect of any child. You will also be contacted and a meeting will take place here at the school.

Confidentiality

All information regarding the children and their families is confidential. The staff members will not discuss information about individual children with other parents. All meetings between the parents and the director and the teaching staff remain confidential. We do not release or discuss specific information with others unless it is necessary to serve the customer or the law requires it.

Child Guidance and Discipline

Lambs of Grace Preschool believes it is important to set limits and to be firm and consistent. Classroom rules will be discussed on a daily basis. Children will participate in creating these classroom rules and they will be involved in reinforcing the rules in their classroom. Discipline should not be designed to control children, but to help children control themselves. This type of self-discipline and self-control enables the children to make choices and accept responsibility for their choices. Our preschool staff will adhere to all disciplinary requirements imposed by the State licensing authority.

The discipline methods used at Lambs of Grace Preschool are as follows: early intervention, redirection, removing the child from the problem area, or asking a child to sit with the teacher and take a moment to relax. We do not use any kind of physical punishment. If a child is disrupting the class, the child will sit with an adult until they can regain control of their behavior. Parents will be notified when continual disruptive behavior occurs. Ongoing efforts will be made to work with the parents and the children. However, if unacceptable behavior persists and continually disrupts the class, the parents may be asked to withdraw the child. In addition, if a child continually is hurting other children and/or staff members (verbally and/or physically), the parents will be asked to withdraw the child. The safety of the children is the number one priority. If you have any questions or concerns about this policy, please see the director.