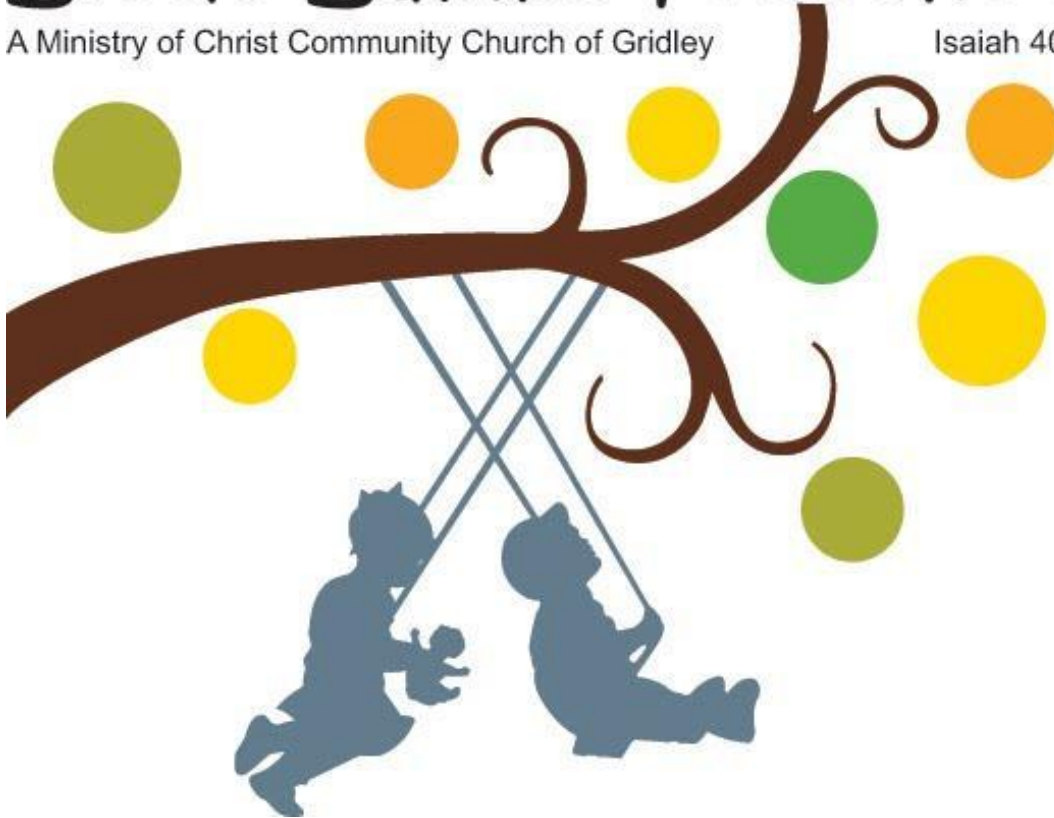


# Little Lambs Preschool

A Ministry of Christ Community Church of Gridley

Isaiah 40:11



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**Parent Handbook**

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## **Mission and Statement of Purpose**

Little Lambs Preschool of Christ Community Church exists to support families in the growth and development of children ages 3-5. Attention is placed on all aspects of child development. This includes learning and development in the areas of:

- \*Spiritual growth
- \*Physical/motor development
- \*Cognitive development
- \*Social/Emotional development

Emphasis is placed on teaching children from a Christian Biblical worldview perspective. Learning takes place through a variety of play and teaching experiences that are developmentally appropriate and Christ-centered.

## **Religious Instruction**

Christian education through the teaching of Bible stories, Bible verses, prayer, and interaction with staff is a part of the curriculum at Little Lambs Preschool. A list of spiritual learning outcomes and Christ Community's statement of faith and core values are included in this handbook.

## **Non-Discriminatory Policy**

Little Lambs Preschool admits students of any race, color, national, ethnic, or religious origin to all rights, privileges, programs and activities made available to students at the school. It does not discriminate on the basis of race, color, national, ethnic, or religious origin in the administration of its educational and admissions policies.

## **Enrollment Eligibility**

To be eligible for the three year old class, your child must be three years old on or before September 1st of the enrollment year. To be eligible for the four year old class, your child must be four years old on or before September 1st of the enrollment year. Enrollments are accepted on a first come, first serve basis through

contact with the teacher/director. Those enrolled in the three year old class will have priority for placement in the four year old class the following year.

### **Tuition and Fees**

Monthly tuition is \$70 for classes that meet 2 days/week and \$90 for a 3 day/week enrollment. A non-refundable \$50 registration fee is due on or before August 1st. This fee reserves a place for your child in class and is used for the purchase of supplies. The registration fee will not be refunded under any circumstances.

Tuition is payable on an annual basis (at the beginning of the school year) or on a monthly basis. Monthly payments are to be made on the first day of the month that school is in attendance. Checks should be made payable to Little Lambs Preschool. Checks can be mailed to the church or delivered directly to the classroom. If a payment cannot be made, arrangements must be made prior to the due date. There will be a \$30 charge for any checks returned to the preschool for insufficient funds. After a 5 day grace period, a \$5 per school day late fee will be charged for any tuition not paid on time. Tuition will not be refunded due to illness, vacation, or other absence. Fees remain constant regardless of holidays or school cancellations. If you are moving or for some reason find it necessary to withdraw your child before the end of the month, a 2 week notice must be made in writing to the director. A fee of \$1 per minute late may be incurred if you are over 10 minutes late picking up your child.

### **Toilet Training Policy**

It is our school policy that all children must be toilet trained before entering school. This includes no pull-ups. Children must be able to clean themselves (wipe bottom and wash hands) without teacher assistance.

### **Screenings**

A screening by Bright Beginnings or another developmental screening is strongly recommended before your child enters preschool. A screening can help us to better address the learning needs of your child. Little Lambs does not provide special services for learning delays and special needs should your child require these services.

## **Opening and Schedule**

Preschool opens on the first Tuesday following Labor Day. Little Lambs is open Monday through Friday and offers classes that meet from 8:30-11:30 a.m.

The preschool will follow the El Paso-Gridley School system schedule and holidays and vacations will coincide with the school calendar.

## **School Cancellations**

School closings due to inclement weather will be based on the local school district, EPG Unit 11, school closings. If the local school district is closed or delays the opening of their school, we will also be closed and/or delay opening. School closing information will be broadcast on WJBC (1230 AM) Radio and the following TV stations: WEEK/25, WHOI/19 and WMBD/31.

## **Clothing and Belongings**

Your child should wear clothing that is suitable for playing, as they will participate in activities with paint, play-dough, etc. Shoes should be suitable for participation in physical activity, as large muscle development is part of the curriculum. Children should also be dressed appropriately for the weather, as outdoor activities may be planned. Please label all removable outer clothing.

Toys should not be brought to school unless for show and share days or otherwise specified. Little Lambs Preschool will not be responsible for lost or broken items.

## **Health Policies**

If your student has a sore throat, fever, or noticeable symptoms of an illness, please keep him/her home, both for the sake of your student and for that of other students. If your student has recovered sufficiently from an illness and has not vomited, had diarrhea, and /or a fever for at least 24 hours, he/she may return to school.

According to state regulations, we will not administer any type of medication. The only medications we will administer are those necessary for extraordinary circumstances, with written instructions by the child's parent/guardian and/or the doctor. If needed, a bandage may be applied for small cuts or abrasions incurred

while at school. If your child becomes ill while at school, we will give you or the person on your emergency contact list a call to pick up the child. If your child will not be coming to preschool because of illness, please notify the teacher/director.

Children who have had head lice are required to be checked by a health care professional to determine that they are nit free before returning to school. A note from the health professional must accompany the child when returning to school.

### **Health Forms**

The State of Illinois requires a health form be on file at the school before your child may enter the classroom. This includes a physical exam completed within the past 6 months that includes verification of up to date immunizations, as well as TB testing and lead screenings for those considered high risk according to the Illinois Department of Public Health.

### **Provision for Emergency Care**

An emergency care form will be kept on file for each child, and each parent or guardian must sign the Emergency Medical Care consent. In the event of serious illness or injury, if the parent or persons designated on the emergency contact list cannot be reached, the child will be taken to the local doctor or hospital emergency room.

### **Emergency Phone Numbers**

For your child's safety, please be sure to keep address and phone numbers up to date. Notify us promptly if there is any change.

### **Child Abuse Policies**

We are required by law to notify the Department of Child and Family Services if child abuse or neglect is suspected.

### **Tornado and Fire Drills**

Fire drills are conducted regularly. Tornado drills will be practiced twice a year, in the fall and spring. Evacuation routes are posted in the classroom.

## **Discipline Policy**

Time will be spent teaching what God expects and what the teacher expects in regards to appropriate classroom behavior so that children are aware of the relationship between acts and consequences. Praise and positive reinforcement will be used to encourage acceptable behavior. When boundaries and guidelines are tested, the teacher will handle any disciplinary problems in a loving but firm manner. The following steps will be taken:

1. Talk with the child and offer proper guidance in correction of the problem.
2. Redirect the child to an acceptable behavior.
3. If necessary, remove the child from the group or activity for a short period of time.
4. If the child continues to demonstrate an unacceptable behavior, the teacher will document the behavior and discuss the behavior with the parent/guardian.

If the above procedures do not result in improved behavior after repeated attempts including at least 3 written notices and conferences with parents, Little Lambs Preschool reserves the right to expel the student. Expulsion of the student is a last resort and only considered necessary when the child's behavior continues to be detrimental to the safety and well-being of the class.

## **Insurance**

Adequate public liability insurance is carried by Little lambs Preschool in accordance with Illinois Standards for Licensed Day Care Facilities.

## **Pick Up and Delivery Procedure**

Children are to be brought to the preschool room no earlier than 10 minutes prior to class time. The teacher will meet them when they arrive, and the person dropping off the child must sign them in. Children should be picked up from the preschool room promptly at the end of class time. Only authorized individuals, as indicated by you in writing, may pick up your child at dismissal time. Each day, the person picking up the child must sign the child out on a child dismissal form.

Please use the designated preschool entrance when dropping off and picking up your child. This entrance will be open during drop off and pick up times. For safety purposes, once children have arrived, this entrance will be kept locked during class hours. If you should need to pick up your child before dismissal time, please contact the teacher/director ahead of time and use the entrance to the main office of the church (south side). If you are late picking up your child, the following procedure will be followed: after 10 minutes, staff will attempt to contact the parent/guardian using all numbers on file. If the parent/guardian cannot be reached, staff will proceed to call persons on the authorized contact list from the child's file. If after 1 hour, no one can be reached, the local police department and child abuse hotline will be contacted. A late fee of \$1 per minute late may be incurred if the child has not been picked up after 10 minutes past dismissal time.

### **Communication**

The director/teacher will notify parents of any incidents involving their child that needs their attention. A parent-teacher conference will be scheduled in the middle of the school year to discuss your child's growth and development. The ClassDojo app will be used to communicate to parents. Monthly newsletters will be sent to share general information and inform you of classroom activities and upcoming events. Notes containing reminders and/or special information may also be sent home with your child, so backpacks should be checked. Parents should feel free to contact the director/teacher if they have any questions concerning their child's preschool experience. Questions, comments, and concerns should be addressed to the director/teacher and not the preschool aid.

### **Parent Observation and Participation**

Parents are welcome to observe their child in our preschool program at any time. We also welcome and encourage parent participation in the classroom. Please contact the director/teacher if you are interested in volunteering to help in the classroom.

### **Snack Program**

Parents are asked to supply snacks for the preschool on a rotational basis. The first weeks snack will be provided by the school. Following the first week, a monthly



snack schedule will be sent home. Your child will be the designated "Leader" on the days that he/she provides the snack. All snacks must be pre-packaged. Homemade snacks and treats are not allowed in accordance with the McLean County Health Department guidelines. Decorated bakery treats are acceptable for birthday celebrations.

### **Birthday and Holiday Celebrations**

The director/teacher will notify you of details regarding any upcoming holiday celebrations. Christmas and Easter will be celebrated as Christian holidays with emphasis placed upon the Biblical account and meaning of the holiday. Halloween is celebrated as a harvest celebration and witches, ghosts, or other scary Halloween items are not permitted.

Birthdays may be celebrated by bringing birthday treats to share with the class. Please speak to the director/teacher ahead of time if you would like to do this. Birthday invitations may not be given out at school unless the entire class is invited.

### **Field Trips**

Field trips may be scheduled throughout the year. A note will be sent home notifying you of any details before the trip. Parents will need to provide written consent and transportation for children attending a field trip.

### **Confidentiality**

Personal information from children's records will not be released without consent of the parent or guardian.

### **Mission Project**

Children will be given the opportunity to participate in a mission project that supports an organization such as Lifesong for Orphans that helps children in need. Voluntary donations will be collected through the school year. Children will also be given the opportunity to learn about this ministry and to provide prayer support.

## **Staff**

All staff are committed, born-again Christians who possess a love for children and a call by God to serve in this capacity. The director/teacher is knowledgeable about early childhood development and practices.

## **Philosophy of Early Education and Curriculum**

We have a strong commitment to Christian values and desire to help children develop an awareness of the awesomeness of God and His great love for them. Our daily lessons include Bible stories and prayer participation geared to the child's level. We also believe that the growth and development of children is best supported when they are given the opportunity to play, create, explore, and problem solve through hands-on learning experiences in a safe and stimulating environment. Children in our program will participate in activities that provide a balance of active, quiet, teacher-directed, and child-directed learning experiences aimed at developing the following outcomes:

### **Student Outcomes**

#### **Spiritual**

Understanding that God loves us

- Know that Jesus is God's Son
- Know that Jesus desires a personal relationship with each person
- Know that Jesus loves them

Understand that the Bible is a special book

- Know that the Bible is God's Word
- Know that the Bible is always true and always right
- Know that the Bible teaches us how to live

Understand that Prayer is communicating to God

- Know that God desires us to talk to him through prayer
- Know that God desires us to talk to him about everything
- Know that God hears and answers prayers

Understand that God is

- Omnipresent—present everywhere at all times
- Omnipotent—all powerful

- Omnificent—he makes all things different
- Omniscient—he knows everything
- Creator

Understand that God

- Made us special
- Has a plan and a purpose for each of us
- Expects us to do our best
- Wants us to tell others about Him
- Desires us to praise and worship Him

Begin to desire

- To praise and worship God through music and actions

Understand about salvation

- Know that everyone sins
- Know that only God through Jesus can take away our sins
- Know that they can go to heaven if they believe and trust in Jesus
- Know that when you sin bad things happen
- Know that when you obey God good things happen

## **Social/Emotional**

Value relationships

- Understand the importance of obeying teachers, parents, and those in authority

Enjoy friendships with teachers and other students

- Make friends with all children with no concern for gender, race, age or ability

Beginning to learn to share

- Shares toys or other items with friends
- Learning to take turns
- Know that God wants us to share

Beginning to show compassion and concern

- Demonstrates concern and caring for their friends or teachers
- Prays for those who are hurt, sick or gone from school

Beginning to learn how to resolve conflict

- Learning to communicate about their feelings
- Learning to forgive and how to receive forgiveness
- Learning to demonstrate self-control
- Learning how to act appropriately when angry

Developing confidence

- Gaining confidence in new skills
- Learning to participate in large groups

- Mastering new skills with encouragement
- Learning to communicate effectively using their words

## **Intellectual**

### **General**

- Eagerly engages in exploring, creating, experimenting, observing problem solving, investigating and questions
- Initiate investigation as a result of carefully observing their situation

### **Creative Expression**

- Encouraged to express creativity through various age appropriate materials
- Encouraged to use various mediums as they participate in expressing themselves through art
- Encouraged to participate in dramatic play

### **Numeracy**

- Understand math vocabulary and concepts
- Able to participate in various math related activities—counting, sorting, patterning, and comparing
- Beginning to understand that numbers represent the number of objects
- Able to use manipulatives to develop math concepts

### **Language and Literacy**

- Understand the importance and use of language in the environment
- Able to participate in expressive language activities
- Have a desire to look at books and discover the message the book holds
- Development of prewriting skills moving to writing skills—writing name and some alphabet letters
- Understand that letters make words
- Initiate activities that involve writing
- Developing an awareness of the different letter sounds
- Developing an awareness of rhyming sounds in words

## **Physical**

### **Large Motor**

- Actively become involved in large motor activities
- Enjoy rhythm and movement
- Explore equipment that encourages large motor activity
- Interest growing in participation of games and activities involving physical activity

### **Fine Motor**

- Growing interest in writing activities
- Enjoys participating in activities using different mediums encouraging fine motor development
- Enjoys activities that encourage fine motor development using small objects

#### Good Health

- Introduction to food groups
- Introduction to healthy eating habits
- Introduction to activities that help us take care of our bodies

### **Families**

#### Parents

- Understand their God given role to educate their children
- Understand the significance of participation in their child's learning process
- Understand the need to partner with their child's school

### **About Christ Community Church**

Christ Community Church of Gridley is a non-denominational church devoted to bringing the gospel of Jesus Christ to our community and sending it throughout the world!

Here you may worship God with a community that seeks to express the grace and truth of the Christian Faith in worship, service, prayer and study. If you are in need of pastoral care, or if we can help you in any way, please call us at 309.747.2299.

#### **Service Times:**

- Sunday Morning Service begins at 9:30 am.
- Children's Church is held the first and third Sunday of the month during normal service times (9:30 am) in the Family Center.

**Contact Information:** Senior Pastor Andy Huetten - 747-2299.

**Church Website:** [www.Christ-cc.org](http://www.Christ-cc.org)

**Church Address:** 406 W. 7th St. Gridley, IL 61744

## **Christ Community Church Statement of Faith**

### **The Word of God**

The Bible, consisting of 66 Books of the Old and New Testament alone, is God's unique revelation to His people. It is the inspired, infallible word of God, truth without error, and the supreme and final authority on all matters upon which it teaches. No other writings are vested with such divine authority in all matters of faith and life.

*2 Timothy 3:16-17; Hebrews 4:12; 2 Peter 1:20-21; Proverbs 30:5*

### **The Trinity**

There is only one God, creator of heaven and earth, who exists eternally as three Persons: Father, Son, and Holy Spirit, each fully God yet personally distinct from the other.

*2 Timothy 2:5-6; Deuteronomy 6:4-5; Titus 3:4-7; 1 Peter 1:2; 2 Corinthians 13:14*

### **God the Father**

God the Father created heaven and earth through His word and for His glory. He is the one Holy and sovereign God, and before Him there was no other God. His promises are faithful forever. He is full of grace and delights in mercy. He sacrificed his Son, Jesus Christ for mankind's redemption. He desires that His Name should be praised forever.

*Genesis 1; Isaiah 43:10-15; Psalm 111:7-8; Micah 7:18; John 3:16-18; Psalm 72:18-19*

### **Jesus Christ**

Jesus Christ, second Person of the Trinity is fully God and fully man, having been conceived of the Holy Spirit and born of a virgin. He lived a sinless human life, willingly took upon Himself all of our sins, died on the cross, rose again bodily, and is at the right hand of the Father as our advocate and mediator. He will return to consummate history and to fulfill the eternal plan of God.

*John 1:14; Matthew 1:18; 1 Corinthians 15:3-4; 1 John 2:1; Acts 1:9-11*

### **Holy Spirit**

The Holy Spirit is the third Person of the Trinity. This Counselor reveals Christ and truth. He indwells, gives life, and instructs believers in order that they may understand and apply the

Scriptures to become more Christ-like. He also equips believers with spiritual gifts for ministry in the Church and world.

*John 14:26; John 16:13-14; Romans 8:9-11; John 16:13; 1 Corinthians 12:4-11; Acts 1:8*

## **Man**

All people are created in God's image and matter deeply to him. Central to the message of the Bible is that God loves people, and invites them to live in communion with Himself and in community with each other.

*Genesis 1:27-28; Psalm 8:3-6; Romans 3:23; John 3:16*

## **Christ Community Church Core Values**

### **Who We Are:**

Christ Community Church is a non-denominational body united by common faith in the Lord Jesus Christ and by the presence of the Holy Spirit. In addition to the doctrinal convictions detailed in the Statement of Faith, there are five core values that permeate who we are and what we do.

### **We Value:**

#### **Open Bibles**

We believe the Bible, from Genesis to Revelation, is the Word of God that teaches all people what is true about God and His created world. God's Word nourishes us, makes us wise, convicts us of truth, and tells us how we fit into His grand story. The Bible teaches us about God's love toward mankind by sending His only Son, Jesus, to die as a sacrifice for the sins of humanity. We value reading, studying, teaching, learning from, and talking about the Bible at First United Church. As we do so, we aim to be faithful to the teaching of the whole of Scripture, recognizing we must interpret Scripture in context and that we are not free to pick out individual verses to make them say what we want them to say. As we interact with Scripture, we seek not only to know the truth, but to live it and to allow it to shape the way we go about doing ministry and interacting with one another. Therefore, we desire to be a church that opens the Bible often, whether in public or private, to know the truth of God's Holy Word.

*2 Timothy 3:16-17, Psalm 119:105, Joshua 1:8*

#### **One Another**

Over fifty times in the New Testament, believers are called to seek unity in the Church by tangibly loving one another. Because God first loved us and gave His Son for us, we delight in showing grace and sacrificial love toward one another. Further, when the Body of Christ dwells in unity, the perfect unity of the Trinity is on display. Therefore, we seek to humbly serve, pray for, encourage, forgive, and bear with one another in love like a loving family, which means that we seek to care for one another in ways that go far beyond Sunday morning interactions. We are committed to being intentionally involved in the lives of our fellow believers with truth, accountability, and grace. As an interdependent body, the spiritual health of one member of the body affects the entire body of believers. Consequently, we count on all members of the body to actively promote unity by exercising their spiritual gifts, stifling gossip, and seeking Biblical reconciliation (Mt. 18:15-20) when needed.

*Romans 12:3-13, John 13:34-35, Ephesians 4:2-6*

### **Beautiful Feet**

In Romans 10:15 Paul writes, “How beautiful are the feet of those who bring good news,” and we believe that we are commissioned to go into the whole world with the good news of salvation and hope in Jesus Christ. In the Old Testament, Israel was called to be a light to the nations, and in the New Testament Jesus commissioned his Church to go into all nations making disciples. We believe that Jesus has purchased with His blood people from every language, tribe, and nation. As the Body of Christ, it is therefore our responsibility and joy to share the Good News of His death and resurrection with all people. We hope to maximize our participation in global evangelization by raising up and sending out missionaries, by supporting others who are engaged in Christ-centered missions of mercy, and by simply walking across the street to share the hope of Jesus with our neighbors, families, and friends.

*Matthew 28:18-20, Acts 20:24, Psalm 67*

### **Spiritual Growth**

The Apostle Peter charged the Church with the call to “grow in the grace and knowledge of our Lord and Savior Jesus Christ” (2 Peter 3:18), making it clear that God’s will is for believers to mature in faith by intentionally following Christ and by seeking to become like Him. Spiritual stagnation prohibits the church from fulfilling its purpose of being the light of Jesus in the world. Further, future generations of believers will depend upon the spiritual growth in the lives of believers today. Empowered by the Holy Spirit, spiritual disciplines such as prayer, Bible study, giving, serving, accountability relationships, and worship bring about Christ-likeness in the life of the believer. Jesus is clear that His will for His disciples is to “produce much fruit”; therefore, as a church, we seek to cultivate an environment where every person is moving toward Christ and His likeness every day.



*Colossians 1:9-11, 28-29, Ephesians 4:11-16, 1 Peter 2:1-3*

### **Authentic Worship**

We believe that all humans are made to worship and that God—as the eternal Father, Son, and Holy Spirit—is the only One worthy of worship. After Jesus completed His work on earth, He ascended into heaven and is now seated at the right hand of God in a position of power, glory, and authority. Therefore, we can join with the chorus of heaven around His throne singing, “Worthy are you, our Lord and God, to receive glory and honor and power” (Revelation 4:11). Though corporate singing is one mode of worship, authentic worship is first and foremost expressed through an obedient lifestyle that is surrendered to the will of God. Sincere worship, then, is far more than singing on Sundays; it is the desire of a soul who has been humbled by the grace of Jesus to live in a manner that expresses the supreme worth of God in all aspects of life: in the way we work, recreate, and relate to others. *Psalm 96, John 4:23-24, Romans 12:1-2*

We are excited that you have chosen Little Lambs Preschool at Christ Community for your child's early learning experiences. We consider it a privilege to partner with you in your child's education and hope to be a blessing to you and your family.

Please sign and return the bottom portion of this page to school after you have read this handbook.

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I/we have received and read the Little Lambs Preschool of Christ Community handbook of policies and procedures. I/we agree to follow the policies and procedures outlined in this handbook.

Date\_\_\_\_\_ Parent Signature\_\_\_\_\_

Child's name\_\_\_\_\_