



Celebrating 30 Years of Ministry!

Lamb of God Preschool Ministry exists to share the Grace of God with the families and communities we serve by providing exceptional Christian education in a loving preschool environment centered on growing together in Jesus Christ.

Phone: 972-539-0055

Email: preschool@log.org

Web: www.log.org/preschool



Contact Us At:

Lamb of God Lutheran Church & Preschool Ministry
1401 Cross Timbers Road • Flower Mound, TX 75028

Preschool Office: 972-539-0055

Email: preschool@log.org

Fax: 972-539-8194

www.log.org

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pastorsettle@log.org

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Vicar
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Preschool Ministry Board
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Director
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hprindiville@log.org



Dear Preschool Families,

Welcome to the 2020-2021 school year! We are so excited to join you in the journey of growing and raising your children. We look forward to the year ahead as we serve the Lord together. Our prayer is that God would make this a wonderful beginning in your child's educational journey and that we would grow in our relationship with Christ together as we share God's love.

It is my joy and honor to serve as the Director of Preschool Ministry at Lamb of God. If at any point in time your family needs support, prayers, or encouragement, please reach out and let us know. We are happy to help and support you.

We welcome you to join us for worship! We worship on Sunday mornings, 8 a.m. and 10:30 a.m. We have Sunday school and Bible Studies for children and adults from 9:15 a.m. to 10:15 a.m. Childcare is available Sunday mornings.

Once again, welcome to Lamb of God Preschool Ministry. Thank you for the opportunity to join you on this exciting journey.

Serving your family,

Brandy Simmons

Director of Preschool Ministry

bsimmons@log.org

Lamb of God Preschool Ministry • National Lutheran Schools Accreditation

1401 Cross Timbers Road • Flower Mound, TX 75028 • Office (972) 539-0055 • Fax (972) 539-8194
log.org



Dear Preschool Parents,

Howdy! Welcome to Lamb of God and the great experience we anticipate for your child (or children!) as they begin a new year at our Preschool.

Whether this is your first year with us or a continued walk with us, we joyfully look forward to the year ahead and the growth we will experience together!

I am the Senior Pastor of Lamb of God, a native Texan who served in Minnesota for the last 10 years of ministry. It's great to be back in the Lone Star State (where people don't look at me funny when I say 'howdy!'). If there's anything you need from me, just holler. My email is PastorSettle@log.org and I'm at extension 103. Better yet, come by my study any time and say 'howdy' in person – I'd love to get to know you and give you a nickel tour of my John Wayne memorabilia!

If you have a church home, we praise God for the connections He has made for you there. But if you're looking for a place to hang your hat, how about checking out the church family here at Lamb of God? Stop by any Sunday at 8 a.m. and 10:30 a.m. as we gather to hear of Jesus' love and forgiveness and read about His love and forgiveness yourself during our Bible study hour at 9:15 a.m. on Sundays. We also have Sunday School for the kids at 9:15 a.m. But if you just can't wait that long – drop me an email or give me a call. Let's talk!

Thank you for entrusting us with your most precious people – your children. It is a privilege to be a part of your family's lives and we pray the Lamb of God Preschool Ministry is a blessing to you for years to come!

In His Grip,

Pastor Rance Settle

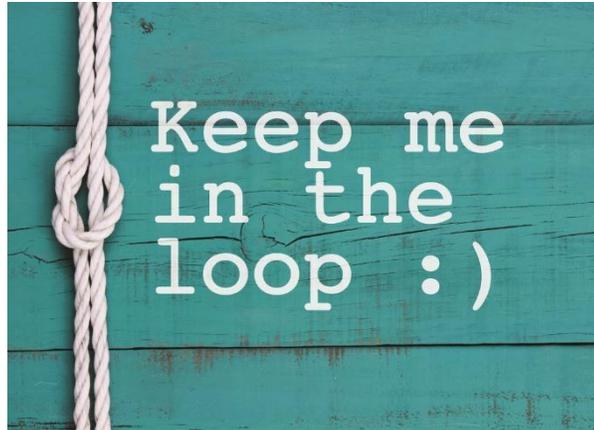
Lamb of God Preschool Ministry • National Lutheran Schools Accreditation



FYI For Preschool Parents

The parent information bulletin board is located outside of the Preschool office. A current copy of our Child Care Licensing and Inspection is posted. Information on Consumer Safety Recalls is available in the Preschool office. If you have any questions, please feel free to ask the Preschool office staff.





- ❖ We encourage open and regular communication between home and school. Teachers and staff members make every effort to be available to parents. The Preschool Office is open Monday through Friday, 8:00am – 3:00pm. You may contact the Preschool Office by phone (972-539-0055), email (preschool@log.org), or fax (972-539-8194).
- ❖ Teachers will provide a monthly calendar and newsletter outlining themes and upcoming events. In addition, a weekly plan will be posted on the message board outside of your child's classroom.
- ❖ A weekly School News Folder will be sent home with each student. Please remove all correspondence and return to your child's teacher on the next school day.
- ❖ The Preschool Office will send a monthly newsletter via email with important information and upcoming dates.



Follow us on Social Media

Follow Us on Facebook @ Lamb of God Preschool

FREQUENTLY ASKED QUESTIONS

By Parents

How do I contact the school? 972-539-0055, kmacdougall@log.org or bsimmons@log.org

What is LOG? Lamb of God Lutheran Church

What is PAL? Parent Assistance League - PTA for Preschool! Want to volunteer? Contact our PAL Chair, Amanda Bayer at abayer86@gmail.com.

What should I bring for a snack? A Ziploc bag with a small amount of fruit, crackers, carrots, or pretzels would provide a healthy snack for your child. Teachers remind parents this is a snack, not a meal. Please do not pack a drink. Water is available to the children during class time and snack time. The teachers encourage children to drink lots of healthy water! Please be mindful of any food allergies in your classroom!

How do I sign-in my child for class? Please use the sign-in sheet on the clipboard outside of your classroom. Please complete at drop off and pick up of your child.

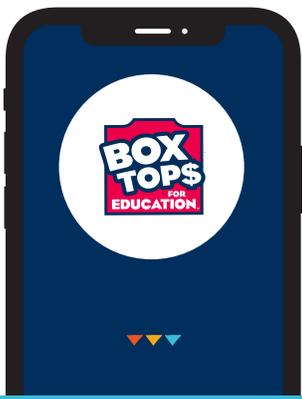
Can I come to chapel? Yes! We encourage parents, grandparents, etc to attend. Please watch the calendar or bulletin boards for special chapel notices.

Why are the doors locked? **SECURITY** – The school wants to know who is in their facility and why. Please do not open a locked door for anyone, even if you know them. Everyone needs to use the appropriate doors! If you arrive late and the doors are locked, please go to the back doors by the Preschool office and ring the doorbell.

Do I have to use the school bag provided for my child? Yes! The bags provided by the school allow for easy storage in all classrooms. Backpacks require too much space. New students will receive bags the first week of school. Please label your child's bag with their name. Feel free to decorate the bag or let your child decorate his/her bag. If you need a replacement bag, please visit the office.

Can I provide a birthday treat? Yes, but please keep it minimal with no candles or balloons. Fruit and cookies are always a favorite with children and teachers alike. Frosted cupcakes are often wasted. **Always** discuss any possible food allergies with your child's teacher prior to bringing treats.

Who do I call if my child is ill? You may contact the preschool office at 972-539-0055 or e-mail kmacdougall@log.org or bsimmons@log.org. Your child's teacher will be notified.



EARN CASH FOR OUR SCHOOL

NO MORE CLIPPING. ALL YOU NEED IS YOUR SMARTPHONE.

The NEW and improved Box Tops mobile app uses state-of-the-art technology to scan your store receipt, find participating products and instantly add Box Tops to our school's earnings online.

LOOK FOR THE NEW LABEL:

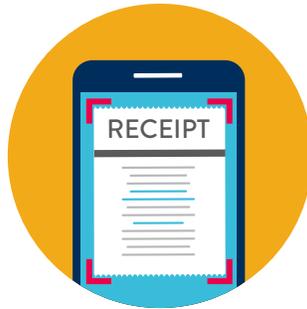


HERE'S HOW IT WORKS:



BUY BOX TOPS PRODUCTS

You can find Box Tops on hundreds of products throughout the store.



SCAN YOUR RECEIPT

Use the app to snap a photo of your receipt within 14 days of purchase.



EARN CASH FOR OUR SCHOOL

Box Tops earnings are identified and automatically updated at BTFE.com.

You do not need to clip or send Box Tops labels to school.



BOX TOPS CLIPS ON PACKAGES

Traditional Box Tops clips are being phased out of production but may continue to be found on many products throughout the store as packages transition to the new Box Tops labels. **You can still clip these and send them to school.** Please make sure each clip has a valid expiration date.



BUY
BOX TOPS
PRODUCTS



CUT
OUT THE BOX TOP
FROM EACH PACKAGE



SEND
YOUR BOX TOPS
TO SCHOOL

SEE PRODUCTS & LEARN MORE ABOUT THE BOX TOPS APP AT BTFE.COM

THE ALL-NEW BOX TOPS IS HERE!
DOWNLOAD THE APP:





GOOD NEIGHBOR PROGRAM

Complete this form to link your Loyalty account to the organization of your choice. You can choose to link up to three organizations. Contact your organization of choice and ask if they are a member of Tom Thumb Good Neighbor program or call 1-888-334-8240 to get the GNP number.

REMARKABLE CARD NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Don't know your card number? Call Customer Care at 1-877-723-3929.

Charity to be added to your card:

- 1. Charity # **1499** LOG Preschool
- 2. Charity # _____
- 3. Charity # _____

<p>Charity to be deleted to your card:</p> <ul style="list-style-type: none"> 1. Charity # _____ 2. Charity # _____ 3. Charity # _____
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APPLICANT NAME (PLEASE PRINT)

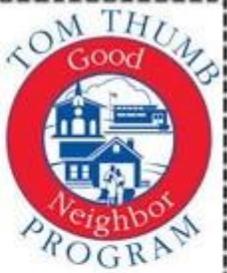
PHONE (linked to loyalty account)

APPLICANT SIGNATURE

DATE

PLEASE RETURN THIS FORM TO YOUR NEIGHBORHOOD TOM THUMB CUSTOMER SERVICE DESK OR EMAIL YOUR RESPONSES TO good.neighbor@tomthumb.com

OFFICE USE ONLY: STORE# _____
STORE INSTRUCTIONS: SEND THIS COMPLETED FORM TO THE MAIL ROOM - ATTN: GOOD NEIGHBOR PROGRAM

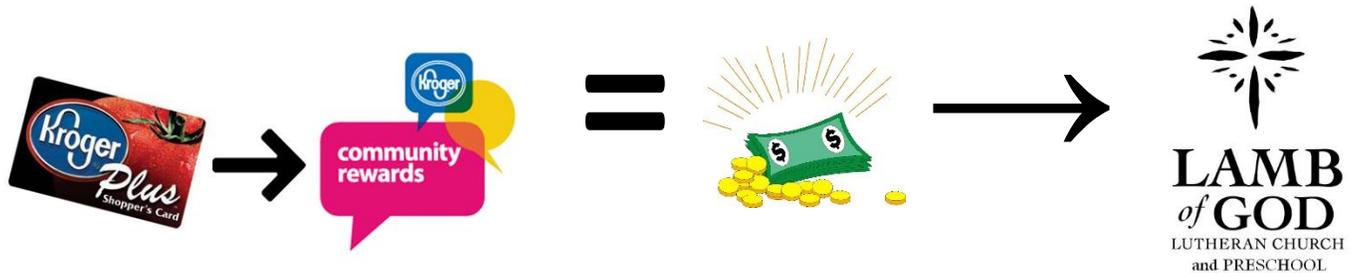



1499

Organization Number

Don't forget to link our Good Neighbor Number to your Reward Card and help us raise funds the easy way!

Earn Rewards for Lamb of God Preschool!



- **Sign Up Online:**
Kroger.com/communityrewards
- **Link your rewards card to
Lamb of God Preschool
(NPO #MH359)**
- **Use Your Card When You Shop!**



Parenting Resources

Below is a listing of some of the resources that are available at Lamb of God Preschool. Please stop by the Preschool Office if you would like to check-out any of these items.

10 Principles for Spiritual Parenting by Mimi Doe and Marsha Walch

52 Fun Family Devotions by Mike and Amy Nappa

The Amazing Hannah by Amy Klett & David Klett

La Fantastica Hannah! Miren todo lo que puedo hacer! por Amy Klett & David Klett

Building Faith One Child at a Time by Becky Schuricht Peters

Chemo, Crazyness & Comfort My book about childhood cancer by Nancy Keene

Day by Day One Year Devotional for Young Children by Betty Free

Educating the Child with Cancer A guide for Parents and Teachers by Ruth Hoffman

Faithfully Parenting Preschoolers by John R. Bucka

How to talk so kids will listen & Listen so kids will talk by Adele Faber & Elaine Mazlish

Love and Logic Magic for Early Childhood Practical Parenting from birth to six years by Jim & Charles Fay

No, Why Kids of All Ages Need to Hear It and Ways Parents Can Say It by David Walsh, PhD

Oliver's Story For "Sibs" of Kids with Cancer by Michael Dodd

La Historia De Oliver Para los hermanos de niños con cancer por Michael Dodd

Max Lucado Children's Treasury DVD collection of *The Crippled Lamb, Jacob's Gift, Alabaster's Song*

Parenting in the Pew by Robbie Catleman

Parenting with Love & Logic by Foster Cline & Jim Fay

Raising Kids Who Turn Out Right by Tim Kimmel

Right from the Start by Shirley K. Morgenthaler

Spiritual Parenting by C.H. Spurgeon

Transforming Children into Spiritual Champions by George Barna

Try and Make Me! Simple Strategies That Turn off the Tantrums and Create Cooperation
by Ray Levy and Bill O'Hanlon

What Your Preschooler Needs to Know (Core Knowledge)-Get Ready for Kindergarten
by E. D. Hirsch, Jr. & Linda Bevilacqua

When Families Grieve by Sesame Street

Keeping Children Safe



Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

Protecting Children

Shaken Baby Syndrome is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death.

NEVER SHAKE A BABY!

Sudden Infant Death Syndrome, or SIDS, is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.



Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States Consumer Product Safety Commission web site at www.cpsc.gov or you may access the recall information at the Texas Department of Family and Protective Services web site at www.dfps.state.tx.us.

Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn CPR and First Aid.
- Make sure that children drink plenty of water.
- Discuss special-care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions from your child's health-care provider.



Texas Department of Family and Protective Services

www.dfps.state.tx.us

* Texas Family Code, Title 5. The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E. Protection of the Child, Chapter 261. Investigation of Report of Child Abuse or Neglect, Subchapter B. Report of Abuse or Neglect; Immunities

F2958-0000

Recognize and Respond to Anaphylaxis

For a suspected or active food allergy reaction

FOR ANY OF
THE FOLLOWING

SEVERE SYMPTOMS

-  **LUNG:** Short of breath, wheezing, repetitive cough
-  **HEART:** Pale, blue, faint, weak pulse, dizzy
-  **THROAT:** Tight, hoarse, trouble breathing/swallowing
-  **MOUTH:** Significant swelling of the tongue, lips
-  **SKIN:** Many hives over body, widespread redness
-  **GUT:** Repetitive vomiting, severe diarrhea
-  **OTHER:** Feeling something bad is about to happen, anxiety, confusion

OR MORE
THAN ONE

MILD SYMPTOM

-  **NOSE:** Itchy/runny nose, sneezing
-  **MOUTH:** Itchy mouth
-  **SKIN:** A few hives, mild itch
-  **GUT:** Mild nausea/discomfort

**1 INJECT
EPINEPHRINE
IMMEDIATELY**

2 Call 911
Request ambulance
with epinephrine.

Consider Additional Meds

(After epinephrine):

- » Antihistamine
- » Inhaler (bronchodilator) if asthma

Positioning

Lay the person flat and raise legs. If breathing is difficult or they are vomiting, let them sit up or lie on their side.

Next Steps

- » If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
- » Transport to and remain in ER for at least 4 hours because symptoms may return.

Do not depend on antihistamines. When in doubt, give epinephrine and call 911.



FARE

Food Allergy Research & Education

foodallergy.org



2020-2021 Policies & Procedures





Lamb of God Preschool Ministry Parent Handbook 2020-2021



Lamb of God Lutheran Church & Preschool
1401 Cross Timbers Road
Flower Mound, Texas 75028
Loving, Outreaching, Growing together in Christ

Lamb of God Preschool Ministry exists to share the Grace of God with the families and communities we serve by providing **exceptional Christian education** in a loving preschool environment centered on growing together in Jesus Christ.

I. INTRODUCTION

Lamb of God Preschool Ministry was established in 1989 as a ministry of Lamb of God Lutheran Church. The Preschool provides care and programs for children 18 months of age through Jr. Kindergarten. The Preschool received accreditation in 2009 through both the National Lutheran School Accreditation and Lutheran School Accreditation Commission of Texas.

a. Philosophy

Lamb of God Preschool Ministry views children and families as a special gift, given by God. The purpose of the Preschool Ministry is to provide an **exceptional Christian education**, early childhood setting in which toddlers, two, three, four and five year-olds can grow, learn and develop as God's children, spiritually, physically, socially, emotionally, and cognitively.

Children learn best by actively participating in meaningful hands-on activities that take into account their existing knowledge. Children develop and achieve different levels of readiness in different content area, based on their particular experiences. An important component of these learning experiences is regular interaction with knowledgeable adults who can bridge the gap between the child's existing knowledge and skill level and those toward which they are striving to achieve.

A specific sequence of skills and knowledge, allows teachers, parents, and other caregivers to guide a young child's development. By using the Core Knowledge Preschool Sequence as a tool, we are able to offer those experiences that take into account each child's individual competencies, while providing the stepping stones to higher levels of learning. The child's current knowledge and skill level becomes the starting point in planning new experiences and instruction.

b. Notice of Non-discriminatory Policy as to Students

Lamb of God Preschool Ministry admits students of any race, color, national and ethnic origin 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, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

c. Class Times

- a. Morning Classes 8:30 am - 12:30 pm
- b. Full-day Classes 8:30 am - 2:00 pm
- c. Jr. Kindergarten Classes 8:30 am - 2:00 pm

d. Calendar (included in parent handbook)

LOG Preschool Ministry closely follows the Lewisville Independent School District (LISD) calendar with few exceptions.

The Preschool calendar is located online at www.log.org/preschool.

The LISD calendar is located online at www.lisd.net.

II. POLICIES AND PROCEDURES

a. Accreditation

Lamb of God Preschool Ministry received its formal renewal certificate of accreditation from the National Lutheran School Accreditation in the spring of 2019. This 5-year accreditation guarantees that Lamb of God Preschool Ministry meets or exceeds a specific set of criteria for early childhood education; provides high-quality programs with qualified, nurturing staff; and assists each program to improve itself for the benefit of children, families and congregation.

b. Licensing

Lamb of God Preschool Ministry is licensed by the Texas Department of Protective and Regulatory Services. A copy of the TDPRS Minimum Standards is available in the school office. License and current reports are posted on the bulletin board near the school office.

Our licensing agency prohibits animals on school premises. Please help us keep your children safe by keeping your pets at home. (TDPRS 746.3901-746.3905)

Our licensing agency prohibits firearms, hunting knives, bows and arrows, or other weapons on the premises of a child-care facility with the exception of law enforcement officials who are trained and certified to carry a firearm and ammunition. This means that license to carry (LTC) holders may not carry firearms in our facility either openly or concealed.



c. Inclement Weather*

Lamb of God Preschool Ministry will follow the decision of the Lewisville Independent School District to close school due to inclement weather. The decision to close school due to inclement weather for LISD will be reported on the following:

- a. Television channels:** 4 (KDFW FOX), 5 (KXAS NBC), 8 (WFAA ABC), 11 (KTVT CBS), 23 (KUVN), 39 (KXTX)
- b. Telephone Recording:** 972-539-0055 An announcement will be placed on our phone system as soon as a decision has been made. Please keep in mind that if phone lines are down, this option may be delayed.
- c. Email:** An email will be sent as soon as a decision has been made.
- d. Text:** A text message will be sent as soon as a decision has been made.
- e. Facebook:** A Facebook message will be posted as soon as a decision has been made.

In the event LISD announces a “delayed opening”, Lamb of God Preschool Ministry morning classes will be cancelled. Full-day classes will begin at 10:30 am and dismiss as scheduled.

In the event LISD issues an “early release” due to weather, parents should proceed to Lamb of God Preschool Ministry to pick-up their children. Office staff will notify parents with an email or text message as soon as a decision to close is issued. No child will be left unattended if a parent cannot be reached.

***There will be no make-up days for inclement weather.**

a. Health Related Closings*

Lamb of God Preschool Ministry will make an independent decision with regard to health related closings. In the case that Lamb of God Preschool Ministry closes, we will notify families by e-mail or text message. Parents may also access a recorded message of the closing by dialing 972-539-0055.

***There will be no make-up days for health related closings.**

b. Fire and Emergency Plans

The safe evacuation of children is our first priority in the event of an emergency. Fire/emergency exit routes are posted in each room. Fire extinguishers and sprinkler systems are located throughout the building. Fire drills will be conducted at least once a month. Lock down drills will be conducted three times and severe weather drills will be conducted four times during the school year. Emergency lighting is available at the school in case of a power failure. A plan for protection, care and evacuation of the children has been developed in consultation with Flower Mound fire officials in case an emergency arises. In case of evacuation, the children & staff will be re-located to: Butler Chiropractic Clinic/Barlow Capital Advisors, 1501 Cross Timbers Rd (Ste. 100 & 200), Flower Mound, TX 75028 (across Luther Ln.). A master copy of the Emergency contact information will be maintained in the Preschool office and remain in the possession of the Assistant Director. During drills or a real emergency, the Director will supervise the evacuation. In the absence of the Director, the Assistant Director will supervise.

c. Travel Outside of United States

Anyone travelling outside of the United States within 6 months of admission or re-admission must provide a Statement of Health and Well Being from a certified Physician. Failure to do so will result in permanent withdrawal.

III. TUITION AND FEE POLICIES- Lamb of God Preschool Ministry accepts cash, check & credit card. Credit card payments are subject to a convenience fee.

a. Registration/Supply Fees

Each student is required to pay an annual registration/supply fee. These fees are due upon registration and are **non-refundable**. The amount of the fee varies depending on the program selected.

b. Preschool Tuition

All tuition is due the 1st of each month, September through May. Checks should be made payable to **LOG Preschool Ministry**. LOG Preschool Ministry will provide a receipt if requested but does not mail out monthly statements. End of the year statements will be available upon request beginning in January. LOG Preschool Ministry teachers do not collect any tuition money. There is a tuition lockbox located on the wall just outside the Preschool office for tuition payments.

c. Late Fees

Accounts delinquent after the 5th of each month will be assessed a late fee. Any account 10 days or more past due may result in temporary suspension of child until account is paid in full. Any person who is late paying tuition more than twice a year, will be required to enroll in the Simply Giving Tuition Payment Program or required to pay the remaining year's tuition in cash. All accounts must be current in order to register for the next school term.

d. Simply Giving Automatic Tuition Withdrawal Payment Program

Simply Giving is a reliable, safe way to make your monthly tuition payments. Your payment is made through a pre-authorized withdrawal from your bank account on the 5th day of each month. Please stop by the Preschool office to enroll in this program.

e. Tuition Discounts

Family-If there is more than one child from the same family attending LOG Preschool Ministry, the child with the lower monthly tuition fee will receive 10% off their monthly tuition.

Prepayment-Any family that pays tuition for the entire year by September 10, will receive a 5% discount.

No tuition adjustments are made due to absences related to illness, vacation, holidays, weather related or health related closings.

f. Returned Check Fees

There is a \$25.00 returned check fee added to all checks returned to us by the bank. The NSF check and NSF fee must be paid in cash. Cash payments will be required if more than two checks are returned by the bank during the school year. Any person having more than two returned checks, will be required to enroll in the Simply Giving Payment Program or pay the remaining year's tuition in cash.

g. Late Pick-Up Fees

Late pick-ups are stressful to teachers/staff but unduly stressful to your child. We understand the rare occasion when situations beyond your control, such as traffic delays or inclement weather, can cause you to be late. A phone call, if possible, will help us explain the situation to your child. Our staff cannot transport children under any circumstances. A child remaining 5 minutes after the end of a session is subject to a late fee.

h. Refunds and Withdrawal

There are no refunds or adjustments for absences caused by illness, vacation, holidays, weather related or health related closings. Written notice is required at least two weeks in advance if a child is withdrawn during the year. Please email notice to preschool@log.org.

IV. PROGRAM DETAILS: 2020-2021

Toddler program-age 18 months by Sept. 1

- ❖ Each class ratio will not exceed 6:2 without Director approval
- ❖ A dedicated Assistant will be assigned to the Toddler classes when enrollment reaches 4
- ❖ All children must bring their own snack and lunch

Two-year old program-age 2 by Sept. 1

- ❖ Each class ratio will not exceed 10:2 without Director approval
- ❖ A dedicated Assistant will be assigned to the 2's classes when enrollment reaches 6
- ❖ All children must bring their own snack and lunch

Three-year old program-age 3 by Sept. 1

- ❖ Children must be **potty-trained**
- ❖ Each class ratio will not exceed 14:2, or 7:1 without Director approval
- ❖ All children must bring their own snack and lunch

Pre Kindergarten program-age 4 by Sept. 1

- ❖ Each class ratio will not exceed 16:2, or 12:1 without Director approval
- ❖ All children must bring their own snack and lunch

Jr. Kindergarten program-age 5 by Oct. 1, and have completed a Pre-K program or have Director approval.

- ❖ Each class ratio will not exceed 16:2, or 12:1 without Director approval
- ❖ All children must bring their own snack and lunch

Enrichment (art, yoga, etc.)

- ❖ Each class ratio will not exceed 8:1 without Director approval
- ❖ All children must be at least 4 years of age
- ❖ All children must bring their own snack

Classes offered are designed to maximize the full potential of the curriculum. Time missed from the scheduled curriculum could result in a readiness delay for the student. All requests for exception must be submitted and approved by the Lamb of God Preschool Ministry Board.

Requests to change enrollment or class may not be honored after July 1st.

Lamb of God Preschool Ministry does not assume responsibility for the nutritional value of snacks/lunch or for meeting the daily food needs for students.

V. PROGRESS REPORTS AND EVALUATIONS

As a source of feedback, parents will receive observations and feedback from their child's teacher twice a year. These observations will focus on your child's responses to tasks, his/her relationships with others, as well as his/her teacher's special joys and concerns. These observations will take into consideration what is developmentally appropriate for your child. Parent/Teacher conferences will be held in the Fall and Spring.



VI. CURRICULUM

Our curriculum is part of a rigorous, balanced literacy approach and is consistent with the National Association for the Education of Young Children and the Lewisville Independent School District. The resources used to support learning include: Core Knowledge, Math Their Way, Handwriting Without Tears, D'Nealian Handwriting, Leapfrog, Scholastic, Weekly Reader, DRA Leveled Reading, Harcourt Language Arts, & Texas Essential Knowledge and Skills.

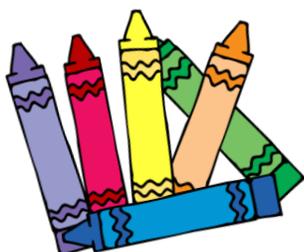
Toddlers classes are center based, allowing for active exploration and hands-on learning. Children are immersed in age appropriate activities which allow for thinking skills, language and sensory development, worship, and opportunities for social and emotional development. **To enroll, a child must be 18 months of age by September 1st.**

Two year old classes are center based, allowing hands-on learning as children are introduced to colors, shapes and the alphabet. Quiet activities alternate with active activities. There are individual, small and large group times, as well as, worship time. **To enroll, a child must be 2 years of age by September 1st.**

Three year old classes are center based and incorporate activities in the areas of movement, language, math, science, worship and Spanish. Art activities are open-ended, allowing children to learn through the process of creating. There are individual, small and large group times. **To enroll, a child must be 3 years of age by September 1st and potty-trained.**

Pre-Kindergarten classes introduce activities in the areas of movement, language, math, science, worship and Spanish to provide a solid foundation for Kindergarten. Math centers allow children hands on activities in counting, comparing, sorting and measuring. Daily activities to develop language and literacy include stories and classroom charts. There are individual, small and large group times that focus on Kindergarten readiness skills. **To enroll, a child must be 4 years of age by September 1st.**

Junior Kindergarten classes are offered for older students, as well as, those seeking additional skills development prior to enrolling in Kindergarten. An advanced approach will reinforce knowledge in the areas of movement, language, math, science, worship, and Spanish. There are individual, small and large group teaching times. **To enroll, a child must be 5 years of age by October 1st and have completed a Pre-K program or have Director approval.**



VII. ATTENDANCE

a. Drop Off

Main entrances open at 8:15am each school day. Teachers will open classroom doors at 8:25am so that students may enter their classroom five (5) minutes before class begins. Class begins promptly at 8:30am. Main entrances lock at 8:45am. Late arrivals mean missed class time for your child and interruptions for the teacher and other students. Please sign the Attendance Sheet when dropping off and picking up your child every day.

b. Pick Up

Main entrances are open 12:15pm-12:45pm & 1:45pm-2:15pm each school day. Please arrive on time to pick up your child. Classes end promptly at the scheduled time. Arriving on time means being in front of your child's classroom door when the teacher begins dismissal. ***The teacher will take the child to the office five (5) minutes after the class period ends. Parents will be charged a late fee of \$1 for every minute they are late.***

c. Doors

To ensure the safety and security of all children, parents are asked to use the NORTH & SOUTH DOORS NEAREST THE PLAYGROUND AND ADJACENT TO THE SCHOOL OFFICE WHEN DROPPING OFF OR PICKING UP THEIR CHILD/CHILDREN. All other outside doors will remain locked. No siblings should be left unattended in automobiles, on the playground, in classrooms or hallways while dropping off and picking up children enrolled in LOG Preschool Ministry. Late arrivals, or parents visiting the school during locked hours, may only enter through the South entrance near the Preschool Office. Please ring the doorbell for assistance.

d. Visiting During School Hours

For the protection and security of our children, ALL Parents and volunteers should check in and out through the Preschool Office, provide a valid driver's license, and will be subject to a criminal background check.

e. Attendance Procedures

Adults must accompany children to their classrooms each morning and must meet their children at their classrooms at the end of the school day. **All preschool children must be signed in and out by their parent or guardian every day.** A telephone number where you can be reached for that day during school hours is required when you sign your child in.

Teachers may release a child only to those authorized by the parent. Proper identification will be required. Driver's Licenses may be checked. Please remember to notify the office with any changes in emergency contact numbers, addresses and/or adults authorized to pick up your child. In the event of an emergency and someone NOT listed on the emergency contact list will be picking up, please contact the school office. The school office may photocopy the driver's license and keep it on file.



VIII. BEHAVIOR GUIDELINES

a. School Rules for Students

1. Be a good listener-Follow instructions.
2. Be a good friend-Respect people and property.
3. Be a good helper-Be prepared to do your best.
4. Be a careful friend-Help keep you and others safe.

b. Discipline; Suspension; Expulsion Policy

Praise for appropriate actions is always our focus at Lamb of God Preschool Ministry. It is imperative that parents and teachers cooperate with mutual goals and procedures when it comes to discipline. In order for the child to function successfully within a classroom setting, we use a combination of behavior modification and social reinforcement to encourage positive aspects of behavior and minimize the negative areas. Our policy is designed to consistently reinforce all appropriate behaviors and redirect all inappropriate behaviors to promote the child's self-esteem. The following is a basic guide for redirecting inappropriate behavior:

- ❖ **Verbal Redirection-** Teacher will speak to the child about the inappropriate behavior observed and identify the appropriate behavior desired.
- ❖ **Physical Redirection-** Child will be instructed to move himself/herself to a place in the classroom designated by the teacher (ex; a different center, place on carpet, seat at table). The child may also be asked to move or change his/her symbol to another position on the behavior modification system in his classroom indicating that the child is not following the behavior guidelines set forth in the classroom. Teachers will provide parents with guidelines for using their behavior modification system.
- ❖ **Director Assisted Redirection-** If an inappropriate behavior continues to occur after numerous verbal and physical redirections by the teacher, the Director will be called into the classroom. At this time, the Director and teacher will help the child verbalize his/her behavior, as well as discuss a plan on how the child may rejoin the group and become involved in a positive learning activity. The Director will remain in the classroom until child has successfully rejoined the learning activity. The Assistant Director or Office staff may be called upon in Director's absence.
- ❖ **Removal from Classroom-** A child will be removed from the classroom and taken to the Director's office if he/she causes bodily harm to himself/herself or another in a purposeful manner, or in other situations as determined by the Director.
- ❖ **Parent Conference-** If the inappropriate behavior is observed on a consistent basis, and the above steps have been followed, a conference with Director, parent, and teacher will be scheduled to determine further action.

Please keep in mind that snack and recess will never be withheld for correction purposes. In addition, the staff will not use abusive, neglectful, corporal, or frightening punishment under any circumstances.

As with any discipline plan, consistency and communication between home and school are the key components in helping our children behave in a manner that will ensure success in and out of the classroom. Lamb of God Preschool Ministry reserves the right to ask a parent to withdraw their child because of continued inappropriate or dangerous behavior.

c. **Playground and Outdoor Play Rules**

1. For the protection of the children, the playground is a secured area. Only enrolled students and LOG Preschool Ministry staff are allowed on the playground during designated school recess hours.
2. Children are allowed on the playground only with adult supervision.
3. Children are instructed to use equipment the way it is intended.
4. Slide down the slide feet first, on bottoms-not stomachs.
5. Climbing is restricted to specified equipment only-not on playground fencing.
6. Children may not stand on the rock wall or playhouses.

Outside time is an important part of our daily activities and the children need a break from inside activities. All children will go outside with their class when scheduled. Please be sure your child has appropriate clothes for the weather (i.e., jackets, long pants, sweaters, etc.) as well as shoes appropriate for climbing, running and jumping. **If your child is too sick to go outside, he/she is probably too sick to be in school. Please do not ask your teacher to keep a child inside during outdoor playtime. We are not staffed to provide an alternate place for a child to be supervised while their class is outside.**

d. **After School Playground Fun**

Lamb of God Preschool Ministry welcomes you to use the playground after school hours with your child/children. This is a wonderful opportunity for children to make new friends and for parents to visit with friends. We desire the playground to be a safe and secure place for you and your children. Please respect the playground rules that your children have been taught. School and parents should follow the same guidelines in order to avoid conflicting messages about playground safety. ***Please remember to remove your trash when you leave the playground. We have many students with allergies and food or food wrappers could be dangerous to these students.***

Playground Rules

- ❖ Slide feet first
- ❖ Do not climb on top of equipment
- ❖ Remove trash
- ❖ Supervise your children
- ❖ Park bikes
- ❖ Be SAFE



e. **Biting Policy**

Biting is a serious issue. Teachers will handle incidences of biting in the following manner:

- ❖ A confidential log will be kept that will include the time, date, place, and the names of the children involved in the incident.
- ❖ **First bite-** the parents of the children involved will be informed of the incident in a written incident report.
- ❖ **Second bite-** the parents will be asked to remove the child for the rest of the day.
- ❖ **Third bite-** the parents will be asked to meet with the Preschool Director to discuss an action plan.

IX. ILLNESS AND INJURY- If your child will not attend school due to illness, please call or email the Preschool Office. The office will notify your child's teacher.

COVID-19 Guidelines The purpose of this policy is to outline LOG Preschool's return to school guidelines and re-opening of campus during the COVID-19 pandemic. These guidelines have been carefully considered to address and promote the safety, health, and welfare of our community. LOG Preschool will continue to monitor and make modifications of this plan as necessary due to ongoing guidance from state and local authorities and appropriate response to COVID-19 periods of outbreak. COVID-19 Guidelines will override all previous illness guidelines until further notice. All assessments and decisions will be made at the discretion of LOG Preschool Administrative Staff.

For more information regarding Covid-19 Plans & Procedures, visit log.org/preschool and click the Covid-19 Response tab.

Symptoms Requiring Absence

Fever (100.0° F), with or without other symptoms

COVID-like illness or symptoms

A cough or shortness of breath or difficulty breathing

Sore throat

Influenza-like illness

Active vomiting or diarrhea

The first 24 hours of various antibiotic treatments (i.e. strep throat, pink eye, etc.)

Undiagnosed, new, and/or untreated rash or skin condition (i.e. generalized hives, wound with purulent drainage, etc.)

Doctor's note requiring an individualized plan of care to stay home.

When to Return to School

If diagnosed with COVID-19, with or without positive test and/or symptoms, refer to the [Covid-19 Plans & Procedures](http://log.org/preschool) located at log.org/preschool. *Current guidelines include but are not limited to:*

Fever – **3 days (72 hours) fever-free** without the use of fever-reducing medication,

Improvement in respiratory symptoms (e.g.,cough, shortness of breath); **AND,**

At least **10 days** have passed since symptoms first appeared.

Active vomiting or diarrhea – 24 hours since last episode without the use of medication, or per nursing assessment

After 24 hours on antibiotics for variety of bacterial causes

Doctor's note of clearance for various student-specific, non influenza/COVID-like, medical conditions.

a. A child will not be admitted to school if one or more of the following exists:

1. The illness prevents the child from participating comfortably in school activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children.
3. The child has one of the following prior to administering medication.



- a. Temperature of 100 degrees or greater.
- b. Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness, rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs of medical evaluation) indicate that the child cannot be included in the school's activities. Child should be symptom free for 72 hours, prior to administering medication, and/or have a signed release from a Physician before returning to school.

4. A child with a communicable disease, for example lice, chicken pox or flu, may not attend school until readmission criteria has been met. **Contact the Preschool office for State readmission criteria.**
5. If you feel it necessary to medicate your child for fever, vomiting or diarrhea, your child **cannot attend school** that day.
6. If your child has vomited in the last 24 hours, they **cannot attend school**.

b. Stomach Viruses

A child with diarrhea or vomiting will be taken care of apart from other children until the child is taken home. This will help with hygiene, sanitation and avoid any further exposure for the other children.

c. First Aid and CPR

There are two AED Defibrillators on our campus. Children will be given first aid treatment or CPR when needed. **LOG Preschool Ministry staff is certified in CPR, First Aid and the use of the AED devices.**

d. Illness or Injury at School

Parents will be notified if their child becomes ill or injured at school. The child will be given appropriate attention and supervision until the parent arrives to take the child home.

In case of the onset of critical illness or injury:

1. The child will be taken to the nearest emergency room or clinic by an emergency vehicle.
2. Parents will be notified at once.

*Preschool Ministry staff will follow the medical action plan on file for any child. Please visit with your Doctor if you feel it necessary to develop one for your child.

e. Allergies

Please notify the school of any allergies your child might have. In the case of a severe, life-threatening allergy, a plan of action must be on file for your child. Please consult your physician to develop this plan. Students with severe allergies should bring their own snack for parties and on birthday celebration days.

f. Dispensing of Medication On-site

Parents may choose to come to school personally to dispense medication (ie. essential oils, breathing treatments, etc.) to their own child. This should not include cold/flu/fever medication. The need for cold/flu/fever medication indicates the child should not be in attendance. The office personnel does not administer or keep the following items:

1. essential oils
2. breathing treatment medication/nebulizers
3. sunscreen
4. insect repellent

Emergency medication (ie. EPI PEN; medication to control anaphylactic allergies; etc.) may be dispensed at school by office personnel following these guidelines:

1. Allergy Action Plan & Permission for Medication Form is completed, signed by the parent and child's Physician, and on file in the office. These forms are available in the office.
2. All medicine must be in its original container with child's name clearly noted on label and delivered to office for storage.
3. All medicine must have clear instructions and dosing guidelines printed on the container label.

NO MEDICATION IS ALLOWED TO REMAIN IN CHILD'S SCHOOL BAG OR CLASSROOM.

X. GENERAL INFORMATION

a. Our Staff

Our teachers are loving, nurturing Christians who have a Bachelor's Degree in Education and/or experience in working with preschool age children. Each staff member participates in yearly ongoing training as set forth by the TDPRS as well as current certification in CPR and First Aid.

b. What to Bring to Class

- Lamb of God Preschool Ministry will provide each new student with a tote bag to be used for his/her personal items and take home papers. Please label your child's belongings with his name (change of clothes, lunchboxes, snacks, etc.).
- We ask that you bring a change of clothes for your child that can be kept in the classroom for an "emergency". Please be sure that, throughout the school year, the change of clothes left in the classroom is appropriate for the season and fits your child comfortably.
- Students may bring "Show and Tell" items, as directed by the teacher.
- **All children should bring his/her own snack and lunch daily in a labeled container. Your child's teacher will inform you if there is a severe allergy in that class.**

c. What Not to Bring

With the exception of the items mentioned above and special requests by the teachers, please leave all toys and personal items at home. We do not want anyone to be disappointed if a favorite toy or keepsake gets lost or broken at school.

d. What to Wear

All children should wear comfortable clothing and shoes. Boots, shoes with slick soles, sandals and flip-flops are not recommended. Tennis shoes are ideal. Keep in mind the children will be doing physical activities as well as craft projects. Children will wear smocks or paint shirts during messy art activities. Clothing that is easily slipped on and off is advantageous to preschoolers who use the restroom alone. Please see that all children have coats for playground time. We will go outside all winter except under extreme conditions. Please write your child's name on all clothing (school t-shirts, sweatshirts, sweaters, jackets, etc.).

e. Quiet Time

Children who participate in a class that is more than 5 hours in length should have a short time of rest. A quiet time may be defined as listening to a short story, listening to peaceful music, and/or a quiet time to look at books.

f. Toileting Requirements

Students enrolled in the toddlers and 2's classes should bring a supply of diapers and wipes to remain in the classroom.

All children in the 3-year old classes and older must have toilet mastery prior to the start of class. Toilet mastery means: Being able to tell us when they need to use the restroom, having control over bladder and bowel, not having daily accidents, not using pull ups, and being able to get clothes on/off/up/down with a minimum of assistance. Teachers will remind children to use the restroom and help with snaps and zippers. Please keep in mind that toileting "accidents" are expected on rare occasions. However, frequent "accident" occurrences will result in re-evaluation of the child's placement.

g. Pets

Our licensing agency prohibits animals on school premises. In accordance to licensing regulations, we do not allow pets inside of the building, on or near the playgrounds, or near the building entrance areas. Please help us keep your children safe by keeping your pets at home. (TDPRS 746.3901-746.3905)

h. Consumer Product Recalls

Recalls of unsafe consumer products are available for your convenience. You may also access the recall information by visiting the United States Consumer Product Safety Commission Website at www.cpsc.gov.



i. Room Parents

Our Room Parents are an important part of each classroom. Your child's teacher may ask for a "Head Room Parent". This person will be responsible for coordinating any special events that the teacher may need help with throughout the school year. The Head Room Parent can recruit other parents to assist with special projects and activities. This is an excellent opportunity for parents to become involved with their child's school activities and serves to demonstrate parent and teacher cooperation.

j. Volunteers

We encourage parental involvement as much as possible. **For the protection and security of our children, ALL Parents and volunteers should check in and out through the preschool office, provide a valid driver's license, and will be subject to a criminal background check.**

The Parent Assistance League (**PAL**) is a volunteer group created to support the families, children and school staff at Lamb of God Preschool Ministry. PAL provides special events, coordinates fundraising programs and organizes opportunities to recognize our teachers and staff. Resources and revenues help to purchase new playground equipment, classroom carpets, on-site teacher training for the staff, and contribute to the Preschool Ministry Scholarship Fund for families in need of assistance.

Serving as a volunteer is a great way to meet other parents, to show your appreciation for the staff and to help your child have a great year at school. Should you wish to volunteer or have a question or concern at any time, the PAL Board volunteers have mailboxes in the Preschool office where communication can be left and is responded to regularly. We encourage you to join in the fun and wish you and your child a wonderful school year!

k. Program Quality

Throughout the school year, emails will be sent to each of our Preschool families asking 1-2 simple questions regarding programming, staff, communication and so on. Your response to these questions is greatly appreciated and will assist us in the overall enhancement and continuous evaluation of our program. Additional suggestions are always welcome and will be considered by the Director and Board as deemed beneficial to Lamb of God Preschool Ministry.

l. Birthday Celebrations

Parents are welcome to provide a special snack on their child's birthday. Please speak with your child's teacher several days in advance so that appropriate arrangements can be made. Please keep snacks simple. **DO NOT BRING DECORATIONS, CANDLES, BALLOONS, ETC.** Party invitations may only be distributed by teachers at school if all students in the class are invited. Students with severe allergies should bring their own snack for birthday celebrations. Please consult with your teacher for more details.



m. School-Sponsored Parties/Events

Each class will have special parties throughout the school year as listed on the calendar. The parents are encouraged to attend, and siblings are invited as well. Siblings may not be left unattended and are the responsibility of the parent. The Room Parent coordinator for each class will coordinate parties with the teacher and other parents with the understanding that the teacher must approve all activities in advance. The parents will sign-up to bring the party items to share with the class. Games or activities that require children to aim or throw objects at another child are not permitted (i.e. Water balloons, snowballs, paper balls, squirt guns). Silly String may be used outdoors only, with prior approval from the Preschool Director, and the area must be raked and cleaned after use. **Balloons are not permitted inside the building at any time.** If a spill occurs that will cause staining, such as juice, coffee, soft drinks, etc., please immediately soak up as much liquid as possible and notify the Preschool office so that the stain can be treated quickly. Parties include Christmas, Valentine's, and End of the Year. **Parties will take place during the last hour of class time on the assigned day according to the Preschool calendar.** All Lamb of God Preschool Ministry children will participate in a Book Exchange at Christmas. Students with severe allergies should bring their own snack for parties. Please consult with your teacher for more details.

XI. COMMUNICATION

We encourage open and regular communication between home and school. Teachers and staff members make every effort to be available to parents. The Preschool Office is open Monday through Friday, 8:00am – 3:00pm. You may contact the Preschool Office by phone (972-539-0055), email (preschool@log.org), or fax (972-539-8194).

If you wish to speak with a teacher directly, please leave a message with the Preschool Office or utilize the teacher's preschool email address. Teachers will respond as soon as possible, before or after class time. Teachers will not respond to messages during instruction time with students present. **For security reasons, we do not allow teachers to communicate with parents via text messaging.**

- ❖ Teachers will provide a monthly calendar and newsletter outlining themes and upcoming events. In addition, a weekly plan will be posted on the message board outside of your child's classroom.
- ❖ A weekly School News Folder will be sent home with each student. Please remove all correspondence and return to your child's teacher on the next school day.
- ❖ The Preschool Office will send a monthly newsletter via email with important information and upcoming dates.



Follow Us on Facebook @ Lamb of God Preschool

Please do not post pictures of your children's classmates at school on any social media site, unless permission has been granted.

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