

Zachary United Methodist Church
The Little School



Parent Handbook

Lauren Beckmann is the director here at The Little School. If you have any problems or concerns, please contact Lauren at 225-654-7695. You can also email her at: zumclsdir@brcoxmail.com.

MISSION

Zachary United Methodist Church is “The Little School” mission to provide the highest quality childcare in a nurturing, loving, and supportive Christian environment by addressing each child as a unique creation of God. We will support their development by providing rich learning experiences to address their social, emotional, cognitive and motor skills. We believe that children learn through play.

CURRICULUM

The Little School is committed to providing each child with a developmentally appropriate preschool education. Our goal is to create a play based, hands on environment for your child to grow as an individual. We strive to create a safe environment for every child who attends our school. The Little School Curriculum is designed specifically for every developmental stage of education with theme-based units, and specific learning activities. As a parent, rest assured your child is benefiting and advancing from the most innovative curriculum available.

GOALS

Our primary goal is for the children to succeed at the next academic level when they have completed the preschool program. We want to provide an environment that will encourage and promote children to become lifelong learners with a positive academic attitude. ZUMC “The Little School” will provide:

- ✓ A program founded on Christian ideals and values.
- ✓ An atmosphere to encourage positive self-concept and a joy of learning.
- ✓ Learning activities appropriate for each age and ability.
- ✓ An atmosphere where children learn through experience -oriented activities.
- ✓ Grow in the understanding and practice of respect for the dignity of every human being.

The Little School is an outreach ministry of Zachary United Methodist Church. We seek to provide the best possible environment for your child to grow in his or her ability to work, play and love.

POLICIES

PARENT ACCESS POLICY

Parents can visit the center at any time during working hours.

DISCLOSURE OF INFORMATION POLICY

Parents may check with the Department of Education board of Licensing on any inspections and regulation information concerning The Little School. You may use the Department of Education website.

ADMISSION

Admission of children shall include an interview with the parent or guardian to secure necessary information about your child. This information shall include but is not limited to: a copy of the child's birth certificate, immunization record, vital statistics, emergency information, a list of people approved to pick up the child, and any court documents establishing custody and/or parental rights.

DISCRIMINATION

ZUMC "The Little School" welcomes any child without regard to race, color, religion, sex, national origin, handicapping condition or ancestry.

CHILD ABUSE

Any abuse and/or neglect of a child will be reported in accordance with the Louisiana Revised Statute 14.403 As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS (1-855-452-5437).

BEHAVIOR MANAGEMENT POLICY

ZUMC "The Little School" follows the "redirection" method for minor discipline problems. If the behavior is not corrected by this method, we will use the "Time Out" method. "Time Out" means a child is placed away from the other children for 2 to 4 minutes, depending on the child's age. Children 6 months to 2 years are not put in "Time Out". Children 2 years to 5 years of age are put in "Time Out" for 1 minute of every age of the child. This gives children time to think about their behavior. Most children are ready to return to their regular routine after a "Time Out" period.

A behavior modification program will be developed for a child if a continuous or repetitive incident, such as hitting, biting, or being disrespectful to a staff member.

Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on any child.

Derogatory remarks shall not be made in the presence of the children about any family members or children or about the children themselves.

No child or group of children shall be allowed to discipline another child.

No child shall be deprived of snack or meals for disciplinary reasons.

Children will never be left alone or out of the staff member's sight for discipline reasons.

No corporal punishment shall be used by the teacher or staff on the ZUMC "The Little School" premises.

BITING

Biting happens when the child cannot express his or her needs. It is our job to solve this problem for the child. The director will be informed of every biting incident. Every time a child bites, the teacher will evaluate the circumstances and address the child's needs. After a third bite the director and parent will develop a behavior modification plan which will suit the child's needs at this time. Bites will be cleaned with soapy water and ice applied if swelling occurs.

TOYS, DOLLS, ETC.

Children should not bring toys, money, and/or other valuables to school. No stuffed animals are allowed at Little School. Other children like to play with classmates' toys and sometimes this becomes a problem. We cannot be responsible for articles that are brought to school that are lost or broken.

CLOTHING

We encourage you to dress your child in comfortable clothing, easy to move around in, and easy to fasten that will encourage independence and self-sufficiency. Tennis shoes or soft-soled shoes are our choice for school shoes. Flip-flops will not be worn at school. You will be asked to pick your child up or bring them a different pair of shoes if inappropriate shoes are worn. Please provide a change of clothes for your child's teacher to have if needed.

BOOK SACK/BACK PACKS

The child's backpack will need to be just for the Little School. Include an extra change of clothes in a gallon Ziplock bag, diapers, wipes and your child's school folder. Do not put anything in your child's backpack that says "keep out of reach of children."

MEALS

Mrs. Valarie Griggs will be preparing hot, nutritious lunches at ZUMC "The Little School". There will be a snack provided in the mornings and afternoon. Milk is served to the children at least 3 times a day. If your child is allergic to any foods, be sure to inform the teacher or director. If you would like to provide a treat for the class, please speak to your child's teacher. Menus for the month will be posted in the entrance and in each classroom.

BOTTLES/SIPPY CUPS

No sippy cups should be brought to The Little School. The Little School provides sippy cups. All bottles, including tops, must be labeled with the child's name. All bottles must be premade in the bottle before coming to school and placed in the refrigerator by the teacher. When bottles are emptied, they will be promptly cleaned and any bottles to be reused will be properly sanitized.

TUITION

A non-refundable registration fee of \$150 per child is paid each year. Tuition is billed monthly. All tuition is due by the 1st of the month. This year we will accept checks, online payments (through Sandbox), money order, or certified checks. We will no longer accept cash payments for tuition. A statement will be sent home on the 10th and at the end of each month indicating balances and payments. A \$10.00 late fee will be assessed if payments have not been received by the end of the month. Other arrangements for tuition and/or payments can be made with the director. There will be no refunds, credits or proration for holidays or child absences. After one NSF check is received, you will no longer be able to pay by check. Online Payments (through Sandbox), Money Order, or Certified Check only will be accepted. All payments should be put in the locked black box by the office. Please make checks payable to "The Little School".

SUPPLIES

Parents will be given a supply list.

Attendance

Children who arrive from 6:30 to 8:00 are considered early arrivals. Early arrivals will be taken and signed into the designated classroom. A fee may be assessed based on your child's enrollment status.

Preschool program is from 8:00 to 12:00. We ask that all students are present by 8:30. This ensures that all our educational activities will begin on time.

Mother's Day Out hours are from 12:00 to 4:30. Children will eat and nap in their designated classrooms. A fee may be assessed based on your child's enrollment status.

All children must be picked up by 4:30 pm.

DROPPING OFF AND PICKING UP CHILDREN

Little School opens at 6:30 a.m. and closes at 4:30 p.m. There will be a late charge of \$1.00 per minute for the late parents. Parents must come in to sign in and out their children. Children will not be allowed to leave with older siblings. We will not allow your child to go with someone who is not authorized to pick them up unless we are informed in writing. You will be given white card stock for you to write your child's name on it and put it in your front car windshield. If someone else comes to pick up the child you will need to give them that card stock.

HEALTH

Illnesses/symptoms	Exclude Until
Meningococcal Disease (Neisseria meningitis)	Cleared by the Child's physician
Hib disease	Cleared by the Child's physician
Fever of unknown origin (100 degrees or higher)	No fever for 24 hours or cleared by child's physician or health department
Chicken Pox	No fever and skin lesions scabbed over completely
Hepatitis A	One week after illness started and fever gone
Aids (or HIV infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate on a case-by-case basis (by qualified persons**, including the child's physician, and the director of the center)
Undiagnosed generalized rash	Well or cleared by child's physician
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	Evaluated or cleared by child's physician
Strep throat	24 hours after beginning treatment

Ringworm, Parasites, Scabies	24 hours after beginning treatment
Conjunctivitis (Pink Eye), Impetigo	24 hours after beginning treatment
Head lice	When there isn't ANY sign of head lice which must be checked by director or Staff-in-Charge upon return to school.
Diarrhea (two or more loose stools over and above what is normal)	Diarrhea resolved or is controlled (contained in diaper or toilet)

Please help us keep everyone healthy by keeping sick children at home. We understand that parents need to work; however, we also do not want your child to be miserable all day or potentially infect other students at the center. If your child had a contagious illness, please let us know so we can inform other parents. If symptoms of contagious or infectious diseases develop while your child is in our care, he or she shall be in a supervised in an isolated area away from the other children until a parent or designated person has been contacted and the child can be picked up from the center. Any child who has a 100.5 F temperature reading should be picked up from the center within **one hour** of parent being contacted and cannot return until your child is **fever-free for 24 hours** from the time sent home. Children with the illnesses or symptoms listed above will be excluded from the center based on potential contiguousness (communicability) of the disease. Periods may be extended beyond this depending upon individual conditions.

REPORTS

Documentation of accident, incidents, injuries, illnesses, and unusual behavior are required by state law. Reports of each or any of these will be filed in the child's folders. All injuries from the neck up will be reported to the parents and documented immediately. The parent must sign the report and it is kept at the school.

MEDICATION

No medication of any type, including over-the-counter medicine, shall be given by the center personnel. If a child needs medication a parent must come to the school to administer medication.

SLEEP/NAPS/NAP MATS

For children under age 1, parents are asked to bring their child's daily schedule that they are accustomed to at home. All children under age 1 will be allowed to sleep as they need. Children 1-4 years old will lie down for nap time after they eat for a period of approximately 2 hours. We ask that your child bring a mat for rest. Please bring a large

zip lock storage bag to place the mat in after resting. Please label these items with your child's name. Bedding will be sent home weekly to be washed. All bedding, blanket, and pillow must be brought in the large zip lock storage bags. You may also send the nap mats that have the pillow attached and can be rolled up and secured, but they should still be in a large zip lock bag for protection.

POTTY TRAINING

Teacher and parents should decide together when a child is ready to begin training. This is a joint effort! Teachers are to encourage independence, although children can be placed on the potty and removed from the potty by the teacher to assist the child. Parents will be asked to sign a potty training contract before potty training begins at school. A child must be potty trained to move into our four year old classrooms.

TRANSPORTATION

We do not take any field trips or transport any children at the center.

PARENTAL INVOLVEMENT POLICY

All parents are encouraged and welcome to volunteer at Little School. Your involvement in your child's school experience enriches their learning environment. If you are interested in volunteering, your child's teacher will have a signup sheet for volunteer opportunities.

BIRTHDAYS

Your child's birthday may be observed by arranging a day and time with the teacher. Summer birthdays may be observed during the month of May. Please see your child's teacher if you have any questions.

ELECTRONIC DEVICES POLICY

Devices are prohibited for children under age 2. The Little School will use electronic devices for children over the age of 2. We will use technology for various educational apps (I.e. Seesaw, Remind, Sandbox, and various themed learning activities). We will also use electronic devices sporadically for enrichment activities.

COMPUTER PRACTICES POLICY/PROGRAMS, MOVIES, AND VIDEO GAMES POLICY

The Little School is working towards integrating more technology into our school. In the future we hope to have laptops for the children to use as educational enrichment. Televisions and video games are not used in our school.

PARENTTEACHER RELATIONS

If you have any problems or concerns, please contact us. We do ask that you see us before or after school as we are busy with the children during school hours.

Chain of Command

Within any work environment there is always a chain of command. The board is respectfully asking that if there is an issue that the chain of command be followed. The first step would be to speak with your child's teacher. If you feel that you did not obtain the needed results you may then take it to the director. If you still feel that your concerns were not addressed properly the LS board asks that you write a letter to express your concerns. Your concerns will be addressed at the board meeting and we will get back with you in regards to your concern.

NEWSLETTER

A newsletter will be sent out at the beginning of each month and will include a calendar of events for the month.

COMPLAINT POLICY

Complaints should be reported to the Louisiana Department Education Division of Licensing. You may email them at LDELICENSING@LA.GOV. You may call them at (225)342-9905 or 1-877-453-2721.

SPECIAL EVENTS

Every month we have at least one special event, special guest, or holiday. The monthly newsletter and calendar will list that month's events. We will post reminders in the entrance and send notes as needed. Parents are encouraged to volunteer to help with these events. Teachers will have a signup sheet at the individual parent meeting for parents who would like to volunteer.

PLEASE SIGN THE ATTACHED SHEET STATING THAT YOU HAVE READ THIS HANDBOOK AND UNDERSTAND ALL POLICIES AND PROCEDURES OF THE LITTLE SCHOOL.

Parent Handbook

2018-2019

PLEASE SIGN, DETACH, AND RETURN TO THE OFFICE

I have read and understand the foregoing Parent Handbook (including the discipline policy) and agree to be bound by all policies and procedures contained therein.

PARENT SIGNATURE: _____

DATE: _____