

# Little Lamb Pre School



## Little Lamb Pre-School

*Parent's Hand Book*  
*\*REVISED 2022 – 2023*

# Little Lamb Pre School

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## Our Mission Statement:

As a full year pre-school, serving Hudson County, our main goal is to provide high standards in education that is an affordable and convenient solution to the care of your children and to establish a loving, caring environment where your child will feel comfortable. Our curriculum will stress advanced learning for all levels.

We believe that children learn more than 'curriculum' when they are at school. They learn from the example of the adults who supervise them, from music that is played and from the other children, too. We want your child's memories to be filled with the joy of belonging to a Christ-centered school that satisfies your expectations as a parent and stresses the importance of growing into responsible, moral and intelligent adults.

## Welcome

We are delighted to serve you in this most trustworthy capacity: loving, leading and educating your child! How precious it is to be able to assist you in this very foundational component of your little one's life. According to Deuteronomy 6: 1 – 9, we should take every opportunity to instruct God's Word to our children. We are thrilled that you have taken the steps necessary to see your child grow in the grace and knowledge of our Lord Jesus Christ.

The school office will have an opened door policy for your concerns. Call us up ANYTIME you have a question or would like a special meeting with either the teacher or the Director. We are here for you and want to allow you the freedom to interact with the administration.

## Curriculum

- Please note that the ABEKA curriculum will be utilized on all levels in the school from PS 1 to K4. The Bible is also introduced on all levels and will be a major focus in your child's years here.
- Curriculum Fee/Book Fee must be paid before the start of the school year or at the time of registration. \*There is a registration discount for siblings ONLY. See tuition fee schedule.

## Registration

All classes are separated by birth dates. Our cutoff date is Oct. 31<sup>st</sup> for all classes.

All students entering and attending must have all the necessary paperwork: Immunization records, physical paper, record of the recent Mantoux shot, along with the copy of their birth certificate in to the office in order to attend and remain in the school. Failure to comply will result in immediate dismissal until all necessary records come in.

Physicals and immunizations are required yearly. In addition, anytime your child receives a shot, an updated immunization record must be provided. Flu shots are required by state law for any child who is 6 months to 59 months and enrolled in a pre school. Proper documentation from the child's physician must be submitted to the school office as proof of receipt. Documentation must be received by Dec. 1 (of the current school year) Failure to provide proper documentation within the first 30 calendar days, will result in a termination of enrollment as of Jan. 1<sup>st</sup>.

## Progress Reports

Your children will receive a progress report in January and June. Your child will receive grades according to the following Evaluation Key:

- E – Excellent
- S – Satisfactory
- N – Needs Improvement

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Reports are done so that you are aware of the areas where your child needs help and so that you are also aware how much your child has improved over the year. If the progress report is lost, there is a \$5 Replacement fee.

## Parental Involvement

Formal evaluations and parent/teacher conferences will be a regular part of our program at LLPS. In addition, you will receive newsletters, calendars and periodic bulletins about school activities and announcements. You are encouraged to visit and join us in specific programs or events.

## The Staff

All of our staff is carefully screened on all spectrums before being hired. There are academic, health, referral and personal requirements that each hired staff member must meet in order to join our team. In addition, all classroom personnel are required to attend our in-service training, which includes discipline techniques, identifying behavioral issues etc., in order to improve their classroom skills. The Director schedules both planned and surprise evaluations for each classroom instructor. When we recruit staff, we look for individuals with more than just a degree; they must also demonstrate a love for children, a heart for God and a desire to create a warm, inviting home away from home that you and your child feel secure about coming to.

## SECTION TWO: Getting Started

### Enrollment Procedures

Initial Visit: This is where you gather information regarding our program, have a tour of our school and can meet with the office staff to discuss your needs and the needs of your family. You will receive all of the enrollment applications, tuition information, health forms and any other necessary material. You will need to supply the office with the child's birth certificate, immunization records and registration fee. **These fees are always non refundable.** There is a 5% tuition discount on any siblings registering at our school when parent pays MONTHLY tuition. Full year or 2 payment tuition plans are already discounted, therefore this discount does not apply. Please note: Tuition, Registration and Curriculum Fees are ALWAYS non-refundable.

### Urban League Assistance

Tuition paid for by Urban League or Welfare will not receive any discount or financial aid. All remaining tuition balances will be the responsibility of the parent or guardian.

Follow-Up Plan: Once you have made the decision to have your child attend, there will be some policies and procedures that the Director will need to make you aware of. Prior to the beginning of each new school year, all children must get an updated physical and record of their immunizations.

Current photos of family members/friends permitted to pick up your child must be turned in to the office at this stage of registration. All fees (other than tuition) must be paid or arrangements made with the office at this point.

First Day at LLPS: Each child is a unique individual, but there are certain techniques that should be attempted before you frustrate yourself and your child.

- ❑ Make your child aware of what he/she should expect each day.
- ❑ It helps to bring in a current picture of your child so that it can be displayed. It will make him/her feel more secure.

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- ❑ Make your child's teacher aware of anyone other than yourself who may be picking him/her up from school.
- ❑ You will be made aware of any initial difficulties in your child's adjustment process.

**PS:** Please be sure that when you use the entrance, you ring the doorbell upon entering. **DO NOT** hold the door open or allow anyone else to come in with you. Please sign your child(ren) in at the security desk.

## Tax Letters

If you haven't kept accurate records this year or misplaced receipts, then you may require our services to provide an itemized letter for your accountant. Our fees going forward are as follows:

Itemized letter for the current year -	\$25.00
Itemized letter for current year plus	
Prior years	\$50.00
Itemized letter if your child has transferred	\$75.00

Please keep this in mind and be sure to file your monthly receipts to avoid these charges in the future.

## Fundraisers

As you know, this is a non – profit school that generates its own funds. So you will be asked to participate in fundraisers to assist the school financially.

Participation is *mandatory and necessary* to keep our school opened. We really appreciate your cooperation in this matter. If you choose **not** to participate, you will be billed accordingly. During enrollment, you will receive a form that will state your desire - to meet the **\$150** fall fundraiser per family minimum and 2 boxes of candy minimum in the spring, **or** be billed a total of \$500 for non – participation. This fee will be charged during the period of each fundraiser; \$250 in the fall and \$250 in the winter.

## School Programs

Students are required to participate in all school sponsored programs. This would include, Thanksgiving, Christmas, Easter, Graduation, etc. Lack of participation would be grounds to consider not accepting a student into the school the following year. School spirit and participation are what make a school great.

**Recordings are not permitted due to copyright laws.**

## Field Trips

Out-of-class events are planned by the teacher throughout the year. Parents will be given a slip to sign and must send that in with the cost required by the date indicated. Children who do not attend either because of behavioral reasons or parental choice, will need to stay at home. We do not have the staff or room to reassign the student once the teacher/helper are out on a trip.

## SECTION THREE: DAILY ROUTINES

### Arrival and Departure

When arriving to school with your child, you must, without exception, check your child in. When leaving, you must check your child out. Failure to sign your child out at the end of each day will result in a charge of \$10.00 per day. Once the child is SIGNED OUT the parent is responsible for the child's behavior and any other child in their care. Please communicate this to the approved guardians as well. Under NO circumstances are your children to be dropped off prior to school hours, on an unscheduled day, without school approval or without making sure that the teacher has properly received the child. All students need to be in the

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classroom by 8:30 am to begin the classroom routines. You will **not** be allowed in after 9:15 am.

Please allow your youngsters to develop a sense of independence by getting ready for the day by themselves.

When picking up your child, be sure to come early enough to allow sufficient time before we close our doors. **This is not a time to discuss student progress with the teacher.** It is also not the time to discuss the teacher with the helpers. Remember if they are still here, they are watching other students. Speak to the Director and set up an appropriate meeting to talk. If you are running late, it is **YOUR** responsibility to contact an emergency guardian to make a timely pick-up. Only persons with prior written permission will be allowed to pick up your child. These authorizations will be renewed annually. Please let your family and friends know that if they are unfamiliar to us, we may require a photo identification.

The Staff will follow these guidelines:

1. A child may be released to a person that is not on the authorization forms IF the parent has provided a dated note that can be verified and signed with the specific pick-up time. The note must include the individual's driver's license number or another means of photo identification.
2. Before releasing the child to someone other than the parent, the staff will check the identification to see if it matches the special note or authorization form.
3. We will honor verbal authorization for pick-up via telephone ONLY IF the individual has an authorized Photo ID (Drivers License, State ID Card) that matches the number you give to us in the event of an emergency.
4. Under NO circumstances will a child be released to a person who is not on the list or for whom the parent has not written an authorization note, even if the child and a staff member are familiar with that person. This includes parents of other children enrolled in the school.
5. Staff members are NEVER permitted to check out a child or to take a child home. All other rules for pick-up and drop-off of children apply to staff members who are specifically authorized to pick up or drop off a child enrolled in the school.
6. No employee will force a child to leave the school with someone with whom the child is unfamiliar.
7. If you have a court order to deny visitation rights to the other parent, you MUST present a copy for the school office's records. If you do not, we have no legal right to deny the parent access to the child. Issues of this type must be discussed with the Director during registration so that we can clarify our procedures and limitations in advance. If a parent chooses to leave a child in the school's care, with a court order in place, the custodial parent must sign a waiver acknowledging the school's inability to physically obstruct a hostile effort to take the child from the school. School will call 911 for immediate assistance.
8. If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm if released to such and individual, the center shall ensure that:

The child may not be released to such an impaired individual. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and if the center is unable to make alternative arrangements, a staff member shall call

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the Division's 24 hour Child Abuse Hotline (1 800 792 8610) to seek assistance in caring for the child.

## Managing Children's Behavior

Staff members will always consult with the Director if there are any questions concerning discipline. These forms of discipline will NEVER be used:

- ❑ Spanking, hitting, shaking, pushing, pinching, pulling and all other forms of corporal punishment (punishment of the body) are strictly prohibited. Use of corporal punishment is illegal and grounds for immediate dismissal of staff.
- ❑ No child will be subjected to any form of verbal abuse or humiliation.
- ❑ Food is never denied as a form of punishment or behavior control, nor will food be forced on a child.
- ❑ Children who do not use the toilet or have accidents or wet and soil their clothing will not be punished.

All our staff understand that there will be disciplinary action taken or immediate termination if they do not comply with this policy.

## Show and Tell

Personal toys or books should not be sent to school unless it is Show and Tell Day. The teacher will notify you when these days occur. We cannot be responsible for personal items brought to school. **Please label all items brought in for show and tell before sending them to school.**

## Supplies

Each student is responsible for bringing supplies on the first day of school. Lists for each class can be obtained from the school office. PLEASE LABEL ALL ITEMS. You may be notified periodically if certain supplies should be replenished.

For those students that are not fully potty trained, diapers, wipes and any cream must be continually supplied. All children should have 2 complete sets of clothes in school at all times. Items must be replenished if used and sent home soiled. Please change items as the seasons change.

## Lunch and Snacks

Each infant will follow an eating schedule according to parent's instruction. For specific classroom eating times, please refer to the class schedule.

If your child has food allergies or is on a special diet, please speak with the Director at registration time so that we can keep this information on file.

Our school is growing. Please use a thermos for hot food when possible instead of items requiring the microwave. Parents are required to provide healthy lunches and snacks for their children daily. All food sent to school must be labeled with the child's name. All opened and uneaten food will be discarded unless a written request is provided by the parent or guardian to send the items home. Formula or breast milk that is served, but not completely consumed shall be discarded.

Please send your child to school with forks, spoons, napkins, bowls, etc. The school cannot provide these things for your child.

Parents are permitted to send in special treats for their child (cupcakes, ice cream or birthday cakes), but be sure to include napkins, plates and forks or spoons. Ask the teacher first and be sure to send enough for the entire class. The office can give you more information concerning this. You MUST notify the school of what treats you would like to bring in and the date. Two days advance notice is required.

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## Allergies

Because so many children like to share what they bring to school for lunch or snack, it is of utmost importance to let them know that there are children who have very severe allergies and that **we do not allow sharing of food**. Please let the office and teachers know what your child is allergic to.

An allergy action plan is required for a child who has an allergy. The office will supply this form once it is notified of the specific allergy. Any and all allergy medications must be provided by the parent. In addition, if an Epi pen is required, it must be submitted in the original box and must correspond with the prescription label.

## Traditional Holidays

Because we are a Christian school, our yearly calendar will be centered on the holidays associated with our faith. The teaching and discussion of Black history will also be included during the month of February. Please see the teacher for details or ideas.

## Inclement Weather

In the event of inclement weather, you can tune in to channel 12 News NJ or check out their website and click on school delays and closings. If you use Facebook, you can also check our Little Lamb page. Important information will also be shared through Brightwheel and our Remind Apps. Please make sure you are signed up for these services. Also, give the email address you check most to the office as we will be sending out weather information AND other information that is pertinent to the school year.

You will not receive a phone call from the school. If weather worsens once the children are already at school, you may need to pick your child up before the end of the regular school day.

## Personal Items

Please be advised that the school will not be responsible for the loss or damage to any personal item sent to school regardless of the value. Please do not send your child to school with anything that you consider valuable because it may break or become misplaced. We ask that you would keep these expensive items home. We will NOT be responsible for your property.

We also ask that you refrain from talking on your cell phone when picking up your child. Just giving your child a few minutes in the morning or afternoon is essential. Also, the teacher may need to discuss things with you but can't do that if you are talking on the phone.

## SECTION FOUR: HEALTH AND SAFETY

### Illness

We appreciate you understanding that your child's well being and the well being of others is a high priority to us. Each classroom has an Air Purifier as an added measure to help prevent airborne illness from spreading. Although our staff will take extra precautions to prevent illnesses from spreading, we need you to be aware that some germs and viruses are out of our control. Therefore, make every effort to have a 'plan B' if your child is ill. You will need to find someone other than LLPS to tend to them while they are not feeling well.

Children who experience:

- fever of 100.4 °or higher,
- pronounced or persistent coughing,
- 2 or more episodes of diarrhea in close proximity,
- vomiting,
- a suspicious rash,
- eye redness or discharge,

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WILL need to be sent home for the well-being of the others at school and cannot return without a doctor's note.

Please be sure that all symptoms have been gone for at least 24 hours before sending your child back to school. **CHILDREN SENT HOME OR ABSENT FOR MORE THAN 2 CONSECUTIVE DAYS WILL NEED A DOCTOR'S NOTE BEFORE RETURNING.** **PLEASE NOTE:** A negative COVID result is not equivalent to a doctor's note. There are other communicable illnesses that your child must be screened for as deemed necessary by the doctor. A doctor's note will state that your child is free from anything communicable and well enough to return to school on a date specified also by the doctor.

## *A: COVID19 Guidelines*

Guiding Principles to Keep In Mind\*:

- **LOWEST RISK** – Students and Teachers engage in virtual only classes, activities and events
- **MORE RISK** – Small, In- person classes, activities and events. Groups of students stay together and with the same teacher throughout the school day and groups do not mix. Students remain 6 ft. apart and do not share objects. Also, alternate arrival and dismissal times.
- **HIGH RISK** – Full sized, in person classes, activities and events. Students are not spaced out, share classroom materials or supplies, and mix between classes and activities.

COVID19 is mostly spread through respiratory droplets when people talk, cough or sneeze. This is why masks or face shields need to be worn. All students should have access to hand sanitizer and surfaces should be cleaned with disinfectant wipes or sprayed frequently throughout the day. Children should take 'hand washing breaks' just like they take bathroom breaks. This should occur at least 4 times during the school day. (When they use the bathroom and 2 other times during the day.)

Promoting Behaviors that Reduce Spread

- **STAY HOME WHEN APPROPRIATE** – All staff and students will have a thermometer reading before entering. They will also need to answer a series of questions. (e.g. Have you been around anyone who is sick? Are you currently coughing, sneezing, not feeling well?, etc.) If student or staff feels ill during the day and has a temp over 100.4, **NO EXCEPTIONS** – they must leave and cannot return without a doctor's note.
- Ensure that there is proper ventilation in the classroom.
- No drinking from water fountains.
- Seat children 6 feet apart. If they are facing each other, shields will need to be purchased to use between them.
- When using communal areas, (e.g. gym, lunchroom, library, multipurpose room, chapel, tech room) student use must be staggered, cleaned and disinfected between use.

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- When using the bathroom, children should go in one at a time. This will take longer but will ensure that we are containing any spreading of COVID19. Always make sure that they wash their hands for AT LEAST 20 seconds, using soap and water. If soap and water are not available, they can use hand sanitizer.

- All food served must be from an essential vendor or brought from home. No sharing is allowed. NO home baked goods are allowed.

## MAINTAINING HEALTHY OPERATIONS

- All staff will require a note of approval to work at the beginning of the school year and through out when out sick.
- Local and State agency policies will determine if large events can be held.
- Gatherings, Visitors and Field Trips are limited due to group size and possible 6 feet distance between people.
- There will be a COVID19 Point of Contact person who will be responsible for maintaining order and consistency with these issues.
- We will not share our facilities with other organizations/churches to ensure that our school is not compromising the health of its staff/student body.
- If a sick student/staff is waiting to be picked up, they must be isolated. When the person leaves the isolation area, it must be disinfected entirely.
- You must notify the school immediately if you or your child or a member of your household has had close contact with someone who tested positive for COVID19. WE ARE MANDATED TO REPORT ALL COVID19 CASES TO HEALTH OFFICIALS while maintaining confidentiality in accordance with the ADA. We will also need to inform anyone who came into close contact with an individual who was diagnosed with COVID19.

## PLEASE BE ADVISED\*

As you know, a risk of exposure to Covid19 exists in ANY public place where people are present. Covid19 is an extremely contagious disease that can lead to severe illness and death. By allowing your child to come to school, you voluntarily assume all risks related to exposure to Covid19. You may send your child to school with a mask daily if you prefer. The staff will do their best to encourage any child with a mask to wear it during appropriate times throughout the day. We must insist that every family will faithfully follow all guidelines passed down to us by the Board of Health, CDC and state or local officials. The school's administration will send prompt notification upon receiving any updated guidelines or requirements.

## Laws Concerning Medical Marijuana Use in NJ

In order to facilitate administration of medical marijuana with minimum interruption of instructional time for the student and with minimum of disruption of routine school operations, the following guidelines are in place in the event that a child must have this as treatment:

- a. The person administering the medical marijuana must provide proof that:
  1. He/She is the primary caregiver for the student;
  2. The student has a current written certificate from a medical provider for the use of medical marijuana;
  3. The student needs to have the drug administered during the school day, as opposed to before or after school.
- b. The marijuana must be in a non-smokeable form;
- c. The marijuana must be possessed only by the primary caregiver and only for the purpose of administering it to the student at school;

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- d. Medical marijuana may only be possessed by the primary caregiver; it cannot be given to or held by any school employee, student or other person in school, with the exception of the 'qualifying patient;'
  - e. Only the primary caregiver may administer medical marijuana – it cannot be done by, or delegated to, a school employee or any other person other than the primary caregiver;
  - f. Medical marijuana may be administered only at the principal's office or designated space; the primary caregiver must go there directly and, if visitors are required to sign in, to do so;
  - g. The students may not possess medical marijuana at any time or place except during the time of its consumption, at the designated location, and under the supervision of the caregiver.
- A student who holds written certification for the medical use of marijuana may not be excluded (suspended or expelled) from school because he/she requires medical marijuana to attend school.

## Medication Policy

This medication policy is necessary because we believe strongly that all families have the right to safe and healthy childcare. LLPS intends to decrease the spread of communicable disease amongst our children plus provide you with a peace in knowing that your child will be in the best of hands. Here are the policies that we will abide by:

- We will only administer medication that is prescribed by physician. All prescription medicine must be in the original containers with the pharmacist's label. Medication that appears to be tampered with will be sent home and not given to the child.
- Written permission must be filled out in the office by the parent/guardian giving us permission to administer the prescribed medication.
- Over the counter medication WILL NOT be administered without a Doctor's note. (this includes Tylenol or cough meds)
- All original or email/faxed documents from the doctor will not be given to parents. They will be placed in your child's folder for our records. Please ask your Dr. for additional notes that you can retain for your records.
- Only office staff will be permitted to give your child the prescription. See the Director for information concerning this.

Medications will be given when:

- Failure to do so would jeopardize the health of the child
- Failure to do so would prevent a child who is not acutely ill from attending school.

Any other reason should result in the child receiving medication at home.

Each parent will receive a 'Medication to be Administered' form in the registration packet. Keep this form in a safe place during the school year. Bring it to the doctor so that he/she may fill out the bottom portion. You must sign the top part before returning your child to school. This form must be submitted to the school office completely followed out by both parent or guardian and physician before medication will be administered.

The trained staff at LLPS will keep a written log of each medication given with the time, dose and their initials.

**Parents should inform the staff upon arrival and via brightwheel when the next dose should be given. PLEASE COMMUNICATE WITH THE STAFF CONCERNING THIS. We do not want any accidental overdoses to occur.** You MUST tell the staff when you gave the medication to the child last. Tell the staff where the medication is to be stored before leaving. (refrigerator, room temperature, etc.)

When getting your prescription made please speak to your pharmacist about splitting the medication into 2 bottles: one for home and one for the school so that you will not have to worry about forgetting it at home. Also be sure to bring a measuring spoon or cup to school. Kitchen spoons are NOT considered accurate dosage when administering medication to children.

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## Accidents and Emergencies

Someone will be on hand at all times who is trained in CPR. All incidents and injuries will be reported to parents by phone within 1 hour and on an Incident/Accident Report Form within 24 hours after such an occurrence. Minor accidents such as cuts and scrapes will be treated with soap and water. Bruises and bumps will be treated with cold packs or ice.

In the case of a more serious emergency, we will make an immediate attempt to reach the child's parent. If we cannot contact you or the emergency contact, we will call 911. A staff member will accompany your child to the hospital and remain with him or her until you or the emergency contact arrives. You will be expected to assume responsibility for any expenses that arise as a result of the emergency.

## Fire Drills

Fire drills will take place on a monthly basis. October is 'Fire Safety Month' and your children will learn where the exits are located and how to be safe at home and at school. Children will be expected to leave the school during a drill in an orderly fashion with no running or talking. Infants will be wheeled out in fire evacuation cribs. Please talk about this with your children at home so they know what to expect.

According to the NJ Licensing Regulations it is our responsibility to advise you of our policy for emergency evacuation and lockdown in case of disaster or fire emergency.

For Fire Emergency, all students will evacuate the building and head towards 21<sup>st</sup> Street. In the event of inclement weather, children will be taken to BCA for shelter and safety.

For a lock down situation, all staff and children will remain in the building. Food, blankets, water and juice will be provided until 'all clear' signal is received. Parents will be called and notified of such events and will be advised of when to pick up the children.

## Child Protection Mandate

Should you have any problems meeting the emotional and physical needs of your child, please ask for help. The Director can provide community and clerical resources to give you additional support.

In the rare instance that we recognize your child to be a potential victim of neglect, LLPS is mandated under State Law to report our concerns.

## Photographs

Throughout the school year, photographs are taken of students during the course of school related activities and events. The photographs of students may include, but are not limited to, school programs, school marketing materials and advertisements, school announcements and school events. *Please note, however, that the opt-out provision shall not apply to school related programs and events that are open to the public. (i.e school plays/musicals, sporting events, graduations, etc.)*

## Technology/Social Media Policy

Parents/Staff should understand that posting pictures or videos of children, other than your own, is strictly prohibited by this institution through hand held devices, computers, video monitoring systems, child care monitoring apps or any other electronic device or transmission.

Any breach of the above will be promptly reported to the Principal.  
General center information/updates will be posted by the Principal.

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Posting private or sensitive company, staff or prior staff and/or enrolled or previously enrolled children/family information is prohibited.

Please maintain professional boundaries in the use of electronic media. Social networking/Media parent/staff relationships are limited to center sites and approved devices only.

Staff/Parent communication is limited to center sites only.

Staff/Parent communication is limited to additional sites ONLY with the Principal's written approval.

Posting of live feeds obtained through handheld devices including children with written permission from the parent to do so in advance is permitted.

Use of social media/networking and/or other websites is prohibited when supervising children.

Vulgar or abusive language, disparaging remarks, and/or references of a disparaging manner, personal attacks of ANY kind or offensive terms targeting individuals or groups is prohibited.

Posts that may reveal the center's current off site location are prohibited.

LLPS will use our website ([www.bcabayonne.com](http://www.bcabayonne.com)), Private School Review, Facebook, newspapers and Twitter to promote the school.

## Community Agency Involvement

LLPS will permit no research or experimentation using children without first obtaining written permission from the parents of the children involved.

## Traveling Abroad

### Out of Country Travel

Please note that any current staff members or students who travel outside of the USA will be required to get an updated physical upon returning. Keep this in mind when planning your trips. Please see your physician for more information regarding this.

Out of state travel MAY require quarantine in order to return. Please keep this in mind when making vacation plans. You must inform the school office of your travel plans.

## SECTION FIVE: FAMILIES' RIGHTS

### Children's Records

Each child's records are personal and confidential. Parents are permitted to have access to their child's records at reasonable times within 2 business days of the request. The school will provide copies for parents when asked. All records are kept for up to a period of 7 years. Upon a written request from the parents, the school will send a copy of the child's records to any other person or agency so designated.

All recommendations and evaluations will be treated as confidential and handled directly through the school office. Parents should not go to the teacher with the forms but bring the papers to the school office. Parents should also not expect to receive a copy of any evaluation that is treated as confidential.

### Confidentiality

It is our policy that the progress and affairs of each child will not be discussed with anyone else but immediate family. It is also against our policy to have staff members casually discuss your child and his or her progress with other staff members in an inappropriate way at any time. We expect all families to follow the same principles of confidentiality and to show respect to the other families and staff members affiliated with LLPS.

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## Resolving Conflict

These are the steps that will be followed by the teachers and staff in order to put forward our best effort in settling matters that may arise.

1. If you are in need of a conference with the teacher, we ask that you put your request in written form. We ask that you meet with the teacher first to resolve any issues you may have. We will arrange this to be done within one week of your initial request.
2. If step one does not satisfy the needs of the parties involved, the Director may be asked to join both the teacher and parents at another scheduled meeting. This meeting will be scheduled within one week of the previous session.
3. The Board will become involved as a final resort when the previous two steps fail to bring a resolution. These meetings take place once a month and if your desire is to bring your requests and concerns to this level, you will be scheduled one month in advance.
4. All meetings will be followed up with formal written documentation, including the date, the names of those in attendance, the reasons for the meetings, the solutions that were developed and agreed upon, and the subsequent results. The documentation is sent home to be signed in triplicate and returned to the school. Please retain one copy for your records. The teacher and Director will get the other 2 remaining copies.
5. PLEASE DO NOT INVOLVE THIRD PARTIES (other teachers/helpers) OR OTHER PARENTS with your concerns. This causes unnecessary division within our school body. Instead, follow the principles set up in the Bible and go to the person with whom you are disgruntled. Share your feelings in a loving way so that peace can be achieved. PLEASE DO NOT LISTEN TO THE GRIPES OF OTHER PARENTS. Instead, do the Biblical thing and send them to the proper person with their complaint so that it can be addressed the way that Lord would want things to be handled. Peacefully.

## Procedures for Child Observation

If an ongoing, negative behavior pattern remains unchanged in spite of the use of behavior management techniques, the following steps will be followed:

1. Teachers will record behavior in an accurate and factual manner. They will include the time, date and the details on specific observed behavior.
2. The Director will review and sign all documentation.
3. The Director may need to observe the child for interval periods throughout the day to confirm the teacher's observations. If the need arises for the Director to act immediately he/she will do so.
4. An evaluation slip will be sent home for the parent to review and then sign.
5. Both parties will meet when necessary to develop a plan that is in the child's best interests. We may decide to include the child's pediatrician, a state agency or school board personnel to join this meeting for additional input and/or advice.

## Termination of Enrollment

After all steps and measures have been exhausted by our school to restrain the child or to correct behavioral challenges, some children may still need to seek further help or seek an outside agency that can devote more time to their individual issues. A detailed list of situations that warrant termination of enrollment include:

1. Parent or student's refusal to cooperate.
2. Special needs that require one on one attention.
3. Behavioral patterns that may endanger the staff or children.
4. Physical or emotional impairment that our school cannot reasonably accommodate.
5. Failure to pay tuition after 2 office warnings or 30 days.
6. Failure to provide health forms when asked.

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7. Failure to cooperate with school policies.
8. Discriminatory, humiliating, intimidating or harassing behavior that contributes to the creation of a hostile environment.

Prior to the decision to terminate a child's enrollment, the following steps will be taken:

1. A written warning will be sent by the Director to the parents after all other attempts have been made to resolve any conflicts.
2. As long as there is a cooperative spirit displayed, the child will be given one week to say his/her good byes. Under no circumstances will the child be treated differently during the final week here.

## Security Issues:

### A. Terroristic Threat Law & Legal Definition

A terroristic threat is a crime generally involving a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. It may mean an offense against property or involving danger to another person that may include but is not limited to recklessly endangering another person, harassment, stalking, ethnic intimidation, and criminal mischief.

#### TERRORISTIC THREAT

(a) A person commits an offense if he threatens to commit any offense involving violence to any person or property with intent to:

- 1 cause a reaction of any type to his threat[s] by an official or volunteer agency organized to deal with emergencies;
- 2 place any person in fear of imminent serious bodily injury;
- 3 prevent or interrupt the occupation or use of a building; room; place of assembly; place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- 4 cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- 5 place the public or a substantial group of the public in fear of serious bodily injury; or influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state.

Please note that any child or staff member who acts in such a way, will be treated as ZERO tolerance. This means immediate dismissal or termination.

#### SECTION SIX: TUITION AND ATTENDANCE POLICY

##### Payment Plan

All payments will go through the school office. The payment plan will be discussed in detail during the enrollment proceedings with the Director. Failure to pay tuition within a given month will result in immediate dismissal of your son/daughter. Child will be allowed to return after tuition has been brought up to date. We accept cash, credit card (4% charge added) or personal checks if spaces are still available. Payment at LLPS can also be made through Brightwheel. There is a 2.9% charge per card transaction and \$.60 charge per ACH transaction.

##### Returned Checks/Late Fees

Bounced checks will incur a \$35. charge. Once a check bounces, you will need to find another method of payment. Late payments will incur a fee of \$35 per month. **NO POSTDATED CHECKS WILL BE ACCEPTED. All late fees must be paid in cash.**

##### Termination for Non-Payment

The School Office will inform you of delinquent payments. Failure to comply with requests for payment will compel the Director to make a final decision as to whether or not your child can continue attending LLPS. Tuition will be due by the 1<sup>st</sup> of the month. If your payment is

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not received **by the 5<sup>th</sup>**, a **\$35 late fee** will be charged. If tuition is not paid by the 10<sup>th</sup>, your child will not be permitted to return to school on the 11<sup>th</sup> until the payment is made. Records will not be given out until balances are paid in full. Failure to make payment to the school office will result in sending your balance into collections. You will be responsible for **all** collection fees **as well as** fees for our lawyer.

## Before/After Care

Before care is offered at no extra charge. After care begins at 4pm and ends at 5pm. (\$10 per hour; broken down into \$2.50 per every 15 minutes) You will be billed on a monthly basis for these services. Aftercare is billed before the end of each month and is due by the 1<sup>st</sup> of each month. IF Aftercare is not paid by the 5<sup>th</sup>, a \$35 late fee will be applied. Parents are responsible to sign their child(ren) IN and OUT daily. Failure to sign your child(ren) out, will result in a charge of \$10. Per day.

## Late Pick-up Penalty

It is our hope that you will not forget to make arrangements for picking up your child. In the event that your child is not picked up on time, a fee of \$3. for every additional minute beyond the 5pm pick-up time will be charged. If parents are continually late, they will be asked to find alternative care.

The late pick-up penalty must be paid the next business day. The child may not be permitted to enter until it is paid.

## Holidays/School Emergencies

The school will observe certain holidays. Tuition is charged on a monthly basis without credit for those days not in session. Please keep the event calendar posted in a place where you can see the days on which classes will be canceled. **DO NOT** drop off your child at the school on these days. We **WILL NOT** be responsible for children left unattended on holidays when the school remains closed.

There could be times when we need to close for other emergency instances that are beyond our control. These days will **not** be refunded either.

Teachers will also be attending training conferences throughout the school year. Those meeting dates will be posted on your child's calendar, giving you at least 2 weeks notice in the event that the school will be closed.

## School Closures/Mandatory Quarantine

In the event that school is closed temporarily as is mandated by the Board of Health or other city/state official, tuition must still be paid in full on the due date. Please consider using the brightwheel app. This app address is available by contacting the school office. There is a 2.9% charge for credit card payments or a \$.60 charge for every ACH transaction. If payment is sent by mail, late fee will apply if the payment is not received. Payments can also be dropped into the mailbox toward the rear emergency exit of the building at your own risk. Please label envelope with name of student and what the payment is to be applied to.

## Absence/Excessive Absence

Student's attendance is an important issue. Please send your child to school so that they can benefit from the curriculum that you have invested in. However, if your child is ill, follow these procedures...

**When your child is absent, you must call (201) 437 6244 and through brightwheel, explain the reason. You may also provide a written note to explain the reason which will be sent in the day they return.** There will be no refund for days missed due to absence either for illness or vacation. If your child has a contagious illness and/or misses 2

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consecutive days of school, a Doctor's note is required. Please inform us if your child has a contagious illness so we can give other parents an advance warning.

## Tardiness Penalty Charge/Absence

Children are expected to be in their classrooms by 8:30 am. You will receive a bill of \$50 for every 5 lateness. We need to start our classrooms on time, and it is the parent's responsibility to help us do that. Please show your children that punctuality is a character trait worth developing.

## Vacation/Leave of Absence/Absence Due to Illness

Tuition is to be paid even if you have chosen not to use school care. If your child's tuition is not paid, your child may lose his/her place and you will be still be charged all of the original registration fees. Tuition is never refunded or credited for days missed due to illness or vacation.

## Withdrawal

We ask that you comply with a mandatory **two week's written notice** before taking your child out. You will be charged for the next month's tuition if you do not give us **written notice**. The notice must be given to the school office not the teacher or any other school personnel. **Pre-paid tuition cannot be refunded.**

Books become property of the school until all balances are PAID IN FULL.

## Finally...

We hope that in reviewing this handbook, you have been strongly reassured of the high value we place on your child's comfort, safety and development. If you need clarification on any of the policies or procedures, we encourage you to ask the Principal for more details. Together, we can make your child's experience at our school a rewarding one that will reap spiritual, emotional and educational benefits for years to come. Thank you for choosing Little Lamb!

Rev. Donna L. Kelly, Principal and Administrator of schools

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## Agreement to Terms:

By my signature, I, do hereby agree to all policies and any added addendums to this Policy Handbook at Beacon Christian Academy, located at 30 Prospect Avenue, & Little Lamb Pre School, located at 100 E. 22<sup>nd</sup> Street in Bayonne, NJ.

By my signature below, I do also agree to all of the Biblical Values and standards set out in the by-laws of the Assembly of God General Council that are going to be and are being taught by the aforementioned establishment. Politically correct points of view on marriage, legalization of certain drugs, and all other trends will not supersede the absolute value placed upon the Holy Bible by any of our schools. (Beacon Christian Academy & Little Lamb Pre School)

I also understand that the children attending this school and staff members who work here are to be treated according to the biological sex of the child and the staff member or student/family having any sort of conflict or confusion with this may not fit well in this school environment.

By my signature, I agree to indemnify and hold harmless First Assembly of God Church, Beacon Christian Academy, & Little Lamb Pre School, (it's members, directors, pastors, employees, teachers, teacher aides, and subcontractors) for having a point of view contrary to any viewpoint other than the Holy Bible and the by-laws of the Assembly of God General Council.

**I HAVE RECEIVED AND I DO UNDERSTAND AND WILL ABIDE BY THE POLICY HANDBOOK OF LITTLE LAMB PRE SCHOOL.**

**SIGNATURE PAGE - PLEASE SIGN AND HAND TO THE SCHOOL OFFICE**

Signed on this day by:

\_\_\_\_\_ (Parent Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ Address

\_\_\_\_\_ City

\_\_\_\_\_ State and Zip Code