

Little Lights Preschool Handbook 2020-2021

Little Lights Preschool.....402-679-1018
Church Center.....402-339-3788
Fax.....402-339-3742
Preschool Email.....littlelights@trinitylife.org
Trinity Lutheran Church website.....trinitylife.org
Trinity Lutheran Church (Church office) 330 W. Halleck Street Papillion 68046
Trinity Lutheran Church (Preschool bldg.) 520 W. Lincoln Street Papillion 68046

Staff

Mrs. Stacy Denne	Director and 4/5s Assistant	littlelights@trinitylife.org
Mrs. Jennifer Carlson	4/5s Teacher	carlsoncj1@gmail.com
Mrs. Robyn Marshall	3s Teacher	robrunner4@aol.com
Mrs. Cindy Reilly	3s Assistant	cindy.reilly@centurylink.net

Hours of Operation

The preschool hours are 8:15- 3:00 on Monday, Wednesday & Friday and 8:15-12:00 on Tuesday & Thursday during the regular school year (August-May). During the summer and holidays the preschool office is open at the discretion of the director. Messages may be left at 402-679-1018 or littlelights@trinitylife.org and will be returned as soon as possible.

Commitment

Little Lights Preschool is a ministry of Trinity Lutheran Church. We are committed to providing a loving, secure, Christian environment for growing children to develop solid foundations for life.

Goal

Our goal is to provide a Christ-centered preschool for children ages 3, 4 and 5 where they will grow academically, socially and spiritually.

Licensed Preschool

Little Lights is a state licensed preschool. We also hold a special use permit with the city of Papillion.

Ages of children served

Little Lights Preschool serves children three to five years of age. Students are eligible to attend preschool if they turn three on or before July 31 of the calendar year in which the child is seeking admission.

Assisting Children

The staff will make every effort to assist your child and family with education this year. Do not hesitate to ask the teacher how your child is doing in class. If there are speech, behavior, or academic difficulties we will inform parents and work together for your child's benefit. If Little Lights is not the best setting for your child, we reserve the right to recommend a more appropriate setting.

Open Door Policy

To ensure the safety of the children at Little Lights Preschool, classroom doors will remain locked during the school day. However, parents are welcome to observe the preschool class anytime.

Absence

Please call or email the preschool before the start of our school day.

Arrival Time

Please bring your child to the preschool room between 8:50 and 9:00 for the morning session and between 12:05 and 12:15 for the afternoon. Classes begin at 9:00 a.m. and 12:15 p.m. The door will be closed when class begins. If the door is shut when you arrive, please knock so we may admit your child to the room. As children enter the classroom they will have the opportunity to practice their names, read books, and interact with staff and other children.

Departure

Please come to the preschool room by 11:30 a.m. or 2:45 p.m. to pick up your child. Your child's teacher will briefly visit with parents in the hall about the accomplishments of the day. Children will only be released to parents/guardians or other authorized persons listed on the child's enrollment form. Please inform the staff if someone other than those listed on the enrollment form will pick up your child. Identification will be checked if the staff has any concerns.

Payment Schedule

Tuition is prorated for a nine-month period. You will pay an equal amount of tuition per month, regardless of the number of class periods. Monthly payment is due by the 1st of the month. If your payment is late please add \$2.00 for each calendar day past the 1st with your payment. Payments are due September through May. We appreciate your attention to paying on time.

Online payments can be made at trinitylife.org

Three-year-old class \$95.00 monthly

Four-year-old class \$110.00 monthly

Please make checks payable to **TRINITY LUTHERAN CHURCH.**

Withdraw Policy

In the event that your child is no longer able to attend Little Lights for any reason you must submit in writing your change in plans at least one month in advance. If this standard is not met you will be responsible for tuition for the following month.

Suspension or Termination of Enrollment

Students will be suspended or terminated at the discretion of the director for the following reasons but not limited to:

- Failure to pay tuition.
- It has been determined that Little Lights is not a good fit for the student.
- Student or family members pose a threat to students, staff or residents.

Backpack

Please have your child bring a backpack daily to take home projects and notes. Please select a backpack that is large enough for 8 1/2" x 11" papers. **Please include a change of clothes in your child's backpack in case of an accident.** It is helpful to label the backpack with your child's name.

Clothing

Your child should be dressed in comfortable clothing that allows for easy movement, art projects and independence in the restroom. Items not recommended for preschool: flip flops and jewelry.

Child Guidance

When disciplinary action is needed, the 3-year-old class will implement a green, yellow and red light system. In the 4/5-year-old class Little Lights will align behavior management to that used by Papillion La Vista Community Schools using a color chart. Little Lights will make every effort to encourage good choices with positive reinforcement. Both discipline plans work in a similar way, with positive results. More details about our discipline will be covered during Sneak Peek.

Birthdays

Children are invited to celebrate their birthday by bringing a class-time snack. Easy to serve snacks are wonderful! Great snacks are cookies, fruit snacks, and ice cream or pudding cups. Please do not bring cake or cupcakes.

Snacks

A snack with 100% juice will be served each day. Snacks will be donated by parents or provided by the preschool.

Preschool Calendar

Little Lights will follow a calendar similar to Papillion La Vista Community Schools. A preschool calendar will be sent home at the beginning of the year.

Communications

Please check your email regularly for notes from littlelights@trinitylife.org, subject line: "Little Lights Preschool". In an effort to help our environment Little Lights will use email communications to contact you with important information, and to send a weekly newsletter. Please be sure to update your email address as needed. If you have a grandparent or child care provider you would like added to our contact list please provide their information to the director.

Parent Grievances

If you have any questions or concerns please contact the director as your earliest convenience.

Parent Involvement

Parents will have the opportunity to help with field trips, parties and special events. Check your email and the hall bulletin board for details. Sign-up sheets for class parties will be posted in the hallway. You may sign-up in person or by calling the preschool.

Transportation

Transportation for field trips will not be provided by Little Lights. A parent/guardian must attend field trips in order for their child/children to attend.

Cancellation

If Papillion La Vista Community Schools cancel due to inclement weather Little Lights will also close. Inclement weather days will be made up at the discretion of the director. Little Lights will also close due to COVID-19, at the discretion of the director, if the PLCS closes.

Friends from the Village and Courtyard

We will have wonderful opportunities to share special events with our friends from Trinity Village and Courtyard (apartments for seniors) throughout the year. Intergenerational events will be a blessing for both generations.

Environment

Trinity Lutheran Church is a smoke-free environment. The use of tobacco, alcohol and illegal drugs is prohibited on our grounds

Safety

Children will always be in the company of a staff member. Staff members are certified in CPR and basic first aid.

Fire and tornado evacuation plans

Fire drills will be practiced monthly along with fall and spring tornado drills to comply with our Nebraska Preschool License.

Emergency Evacuation Plan: In the event of a fire, tornado, flood or other natural or man-made disaster your child and all other students will be moved to Trinity Courtyard located at 620 West Lincoln Street. All students and staff will travel to this location by foot. All parents will be contacted via email or phone once students are in a safe location. Picking up children will take place at 620 West Lincoln Street. Only people listed on your child's enrollment form will be allowed to pick up your child. If you are not able to pick up your child please be sure that your emergency pick up person has proper identification. No child will be released to anyone without proper identification. Any student with special needs will remain in direct contact with a staff member until parents or emergency contact person is on sight. Emergency contact information will be kept on record at Trinity Courtyard location in the event of an emergency.

Illness

Children may not attend preschool if they have any illness with a fever, or communicable conditions such as COVID-19, Chicken pox, Fifth's disease, measles, mumps, strep infections, diarrhea, head lice, pink eye, or skin diseases. Please report any communicable diseases to the preschool director so other families can be informed. Children must be **fever free for 24 hours** and no longer contagious before returning to preschool. Please use your best judgment so other are not exposed to sickness.

Medication

Little Lights will dispense only rescue medications. Parents of children with severe allergies may want to supply an EpiPen, Benadryl or a rescue inhaler. Little Lights will not dispense medication given on a daily basis.

Immunizations Records

In accordance with our state license we require an immunization record to be on file at the preschool. All families are encouraged to have all immunization up-to-date. All records will be evaluated in the fall; the director will contact parents about any missing immunizations.

Animals

No animals of any kind are allowed at Little Lights Preschool.

Photos

During the course of the year many pictures will be taken of your child. Pictures of your child may be used for our end of year slice show or advertisement. Advertisements may include but not limited to Trinity Lutheran Church website or brochures placed in public access areas. **If you do not want your child's picture used please contact Little Lights director in writing.**

Curriculum

Christian Education: Basic Bible principles through stories, songs, crafts and prayer will be incorporated into each session.

Social Skills: Activities are designed to promote social interaction, curiosity, persistence, reasoning, problem solving, communication and listening skills.

Creative Arts: Children are allowed to express their creativity in a variety of areas including art, music and dramatic play.

Intellectual Growth: Children are encouraged to develop language, math and science skills in a variety of fun ways.

Health/Physical Development: Children will practice large motor skills in a playful way. Cooperation with peers and safety are major components.

Handwriting: Handwriting Without Tears will be taught at Little Lights.

Little Lights Preschool is licensed through the Nebraska Department of Health and Human Services. For any questions or concerns regarding our licensing, please contact:

Lisa Abraham
Child Care Inspection Specialist
Division of Public Health
(402) 595-3375
lisa.abraham@nebraska.gov

Notice of Nondiscriminatory Policy as to Students:

Little Lights Preschool admits students of any race, color and national or ethnic origin.