



LITTLE LAMBS
LEARNING CENTER

Parent Handbook

802 Maple Grove Rd
Duluth, MN 55811
www.duluth-lutheran.com
(218) 591-5262

Dear Parents,

The Goal of Little Lambs Learning Center is to provide a well-rounded, Christ-centered early childhood education. Little Lambs Early Childhood program strives to provide an atmosphere where the spiritual, mental, social, emotional, and physical aspects of development and education will be an enjoyment for the children. We sincerely appreciate the opportunity to partner with you in this important and very special time of growth and development in your child's life! May our good and gracious God bless our efforts to the praise of his name!

Sincerely,
The Preschool Staff
(218) 591-5262
Mrs. Schultz cell (218) 269-6236
Director@dulutheran.org

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MISSION STATEMENT

As a Christian school which holds to the Bible as God's true and Holy Word, Little Lambs Learning Center exists to foster the spiritual, mental, and emotional growth of children in light of Christ and His love for them.

PHILOSOPHY OF EDUCATION

We believe that children are a trust from God. To keep and protect that trust, we first provide them with an increasing knowledge of their Savior in a safe, loving, and warm environment. We then work to stimulate social and academic growth through a mixture of teacher-directed and student-initiated learning experiences, including guided exploration, hands-on activities, and teacher modeling.

We believe that children have individual needs and varying abilities that are not based solely on age. Therefore, Little Lambs Learning Center program works to meet each child at his or her own level, which builds upon the child's strengths.

We believe that any successful early childhood program is based on a close working relationship with the families that it serves. We encourage and welcome family involvement, as it is an essential and vital component in the learning process.

FACILITY

Our toddler and preschool classrooms comply with the Minnesota State Department of Human Services guidelines.

STAFF

Miss Allison Dorn graduated in 2017 with a Bachelor's degree in Early Childhood Education from Martin Luther College. Allison is teaching in the preschool classrooms.

Miss Alison Boulden graduated from Martin Luther College in 2016 and holds her Bachelor of Education degree in Early Childhood. Miss Boulden serves as the lead teacher in our toddler classroom.

Mrs. Annette Schultz has a Bachelor of Science in Elementary Education from Martin Luther College in New Ulm, MN and has eight years of teaching experience. Mrs. Schultz serves as program director and also is a lead teacher in the four/five year old room.

The preschool child:staff ratio is 10:1 with a maximum group number of 20. Preschool includes children ages 33 months to the first day of kindergarten. The toddler:staff ratio is 7:1 with a maximum group number of 14. Toddlers include children ages 16-32 months. When a class size reaches the limit for the child:teacher ratio, an aide is added to the classroom.

TUITION

		2 Days/ Week	3 Days/ Week	5 Days/ Week
<u>Preschool</u>	Half Day (8:30-11:30)	\$120/mo.	\$160/mo.	
	Full Day (7:30-5:30)	\$300/mo.	\$450/mo.	\$720/mo.
<u>Toddler</u>	Full Day (7:30-5:30)	\$330/mo.	\$490/mo.	\$790/mo.

Billing

The tuition amount per month is the same each month regardless of the number of days attended. A tuition bill will be sent out by the 15th day of the month prior to the month it is due. The payments will be due **before the 1st day of attendance for the month**. Upfront payment for the entire school year will receive a 5% discount on total tuition. There is also a multi-child discount of 5% for each additional child after the first one. All payments are due in full. Checks can be made to "Little Lambs Learning Center". If a payment is not received by the 1st day of the month it is due, the child may be prevented from attending until payment has been made. Late payments will receive a \$20.00 late charge. Tuition may be adjusted at any time per the director's decision.

Little Lambs Learning Center does take county assistance. If you are on assistance, we ask that you pay the first month up front when your child(ren) start the program because our center collects payment at the beginning of the month. If we do get paid from the county for the first month that you start, we can reimburse the funds. If the county does not approve all of the hours that your child(ren) is here, the parents/guardians will be responsible for payment. Also, the parents/guardians are responsible to pay the difference for the program the child is registered for if the county does not pay the full amount.

REGISTRATION

A non-refundable registration fee of \$50.00 plus a non-refundable \$200 deposit is due to secure a spot. The first month's tuition payment and a completed registration form are also required for registration in Little Lambs Learning Center. An immunization record and completed health care summary (these forms can be obtained from the director) are required by the first day of attendance. Once a child is registered for a specific schedule, any schedule change will need to be approved by the director. There are only a specific amount of part time spots.

GOALS FOR GROWTH AND DEVELOPMENT

The activities in our toddler and preschool curricula are intended to highlight a variety of developmentally-appropriate skills with the following goals in mind:

Spiritual Growth

1. Know that Jesus loves them.
2. Learn that Jesus is their Savior from sin.
3. Learn about God in Bible stories, prayers, and songs.
4. Respond to God's love in everyday life.

Physical Growth

1. Appreciate likenesses and differences in God's children.
2. Observe simple health and safety procedures.
3. Fine and gross motor control/coordination.

Intellectual Growth

1. Learn that their abilities are gifts from God.
2. Practice and enjoy their disposition to learn.
3. Make and express choices, plans, and decisions.
4. Experience using different materials in many ways.
5. Increased development of language/literacy skills (emergent reading/writing skills and concepts).
6. Increased development of math, science and social studies skills.
7. Increased appreciation of music and the arts.

Social-Emotional Growth

1. Grow in their ability to interact with peers, adults, and their environment.
2. Experience success in working and playing individually and cooperatively.
3. Grow in Christian love, respect, and empathy.

The **Child Care Program Plan** gives a more detailed explanation of these goals and the strategy for implementation. It is posted on the Parent bulletin board in the learning center and displayed on our website (www.duluthlutheran.org/preschool-program), and is available to parents upon request.

EVALUATION

Children will be introduced to many skills during their early childhood years. Some of these skills they will already have mastered, while others will be new. Each child develops at an individual rate of growth, and mastery of these developmental skills will vary from child to child. Teachers will perform written assessments on each child's intellectual, physical, social, and emotional development twice per year. It is important to remember that evaluation of these skills is **not a report card and does not reflect a child's future educational ability**. These assessments will be discussed with parents during scheduled conferences. A sample assessment is available upon request. Little Lambs uses DRDP for assessments. This is an assessment from the California Department of Education.

DAILY SCHEDULE

7:30-8:30	Arrival for full day students; Free Choice Time
8:30	Arrival for half day students/Story Time
8:45	Free Choice Time
9:10	Calendar, Weather, Helpers, Fine Motor
9:40	Snack
10:00	Bible Story Lesson/Bible Songs
10:15	Recess/ Large motor
10:45	Theme, Science, Math
11:15	Music/Prayer
11:30	Morning Class Dismissed/Lunch
12:10	Free Play in Gym/Outside
1:00	Quiet Time/Nap Time
3:00	Clean up/Snack
3:30	Devotion/Story Time
4:00	Large Muscle in Gym/Outside
5:30	Center Closes

*Listed times serve as a general framework; schedule may vary to meet teaching goals. Bathroom breaks are given throughout the day as needed.

ARRIVAL

Doors open at 7:30 am and full day children may arrive anytime after 7:30. Half day students should come at 8:30am. It is helpful to remember that although children may at first experience a degree of "separation anxiety" they tend to readjust very quickly once the parent/guardian has gone.

DISMISSAL

Half day students will be dismissed at 11:30 am each day. At dismissal, parents may pick up children at the classroom. Full day students should be picked up by 5:30 pm.

A late fee is charged for picking up children after the dismissal time. **A late charge of \$10.00 for every 15 minutes will be charged to the child's account.** If anyone other than the parent/guardian or alternate authorized person will be picking up your child, you will need to notify the staff in writing and that person will need to show a photo ID.

MEALS AND SNACKS

A nutritional snack will be served twice per day (9:40am and 3:00 pm) along with milk, water, or juice. Lunch will be served at 11:30 am consisting of a lunch brought to school from the child's home **OR** a lunch provided by the school for an extra \$50 per month (an example menu is available per request and posted on Parent Info Board. Milk/Water will be provided.

Lunches will be prepared and served by staff members using food-safe handling procedures. Food allergies in a particular mix of children may prohibit us from including some of the items listed on the website menu. Upon arrival at school in the morning, home lunches will be refrigerated. Leftovers will be discarded daily. Empty food containers that are put in child's cubby must be taken home daily. Staff and children will wash hands thoroughly before and after handling or eating food. Food surfaces will be cleaned and disinfected before and after each use.

PARENT/TEACHER COMMUNICATION

Regular and frequent visits by parents are welcome and encouraged. Parents may volunteer to assist teachers in the classroom, on field trips, or by sharing their special talents and interests. Parents are always welcome to request a conference with teachers in addition to those which are formally scheduled. A record of developmental observations for each child will be kept on file. Parents are free to view their child's observation record at any time. The Child Care Program plan is available to parents upon request.

NEWS LETTER/CALENDAR/SNOW DAYS

A weekly school newsletter/calendar will be emailed (printed at request) to keep parents informed of activities, special events, and "no school" days held throughout the school year. An annual calendar can also be found on our website and posted on the Parent Info Board.

CHURCH SINGING

Periodically teachers will prepare the children to sing a song for a Sunday morning service at Shepherd of the Hills Lutheran Church. Participation is not mandatory but is strongly encouraged as it is generally a very positive experience for the children and their families. The children will also have their own Christmas program which takes place on a weekday evening during the week prior to Christmas break. A Graduation ceremony is also held during an evening of the last week of school for preschool students.

ILLNESS/MEDICATION

ILLNESS

If your child has a cold or symptoms of illness or needs to remain indoors, it would be best to keep the child home. Please contact the center if your child will not be in attendance due to illness (591-5262). The director should be notified of a child's absence and the reason for it early in the morning. Should a teacher feel that a child is unable to function properly due to illness or if a child becomes sick at the center, parents will be notified immediately and requested to make arrangements for transportation home. In the event that your child has a contagious disease, you will need to keep them home. We must be informed of the disease so notice of possible exposure can be given to other enrolled families. Such notice will be communicated via email. The name of the sick child will not be disclosed. A child with a communicable disease will be readmitted to the center only after allowing for the longest usual incubation of the disease or with a signed statement from your physician.

MEDICATION

No medication of any type will be given to a child without the written consent of a parent. An Administration of Medicine form is available from the director. Please inform your child's teacher should your child be under medication which might affect the child at the center. Simple injuries will be treated with soap and water cleansing. A state required Health Care Summary and Immunization Record needs to be kept on file at the center from the first day of the child's attendance.

NAPS & REST/FIELD TRIPS/CLOTHING

NAPS & REST TIME

Children will have an active morning and full day students will therefore be given the opportunity to rest or nap for up to 2 hours per day; however, no child will be *required* to rest longer than 30 minutes. Parents must provide blankets and pillows (comfort item such as stuffed animal or "lovie" is optional) and are responsible for taking bedding home to wash each week or more often if needed. The center will provide cots and sheets (sheets will be laundered weekly).

FIELD TRIPS / NEIGHBORHOOD WALKS

Field trips and neighborhood walks are a part of the curriculum at the center. Advance notice of field trips will be given. Parents will sign an approval form. A first aid kit and all emergency phone numbers will be taken along by staff members. Appropriate child car seat restraint requirements will be followed by accompanying staff.

CHILDREN'S CLOTHING

Children must be dressed appropriately for weather conditions. Clothes should be comfortable and easy for the child to manage. We require that your child wear shoes appropriate for their active play – no backless footwear.

BEHAVIOR GUIDANCE PROCEDURES PARENT-TEACHER COMMUNICATION

BEHAVIOR GUIDANCE PROCEDURES

In our program, training and discipline are blended with love for the individual and concern for the safety of others. Discipline needs to be firm, consistent, loving, and constructive. A child needs to know what is expected before he/she can obey. Guidelines reassure children that they

are loved and that there is concern for their well-being.

Two behavior goals will be communicated to the children. These are that:

1. Good behavior is motivated by Jesus and his love for them.
2. Children can show love for others through their words and actions.

A positive environment will be fostered in the following manner:

1. Children will be encouraged in their positive behaviors; negative and destructive behaviors will be minimized.
2. All staff personnel will be knowledgeable of three and four year old developmental stages, family background, special needs, interests and medications being given (if any) in dealing with each individual child.
3. Staff will avoid unsafe activities in order to protect staff and children.
4. Staff will intervene to halt inappropriate behavior immediately. Children will be reminded of the appropriate behavior, and then helped to approach the problem situation with a new perspective or his/her attention will be redirected to a new activity.
5. Consequence to actions may include "time-out" or revoking of privileges. When such discipline is needed it will be administered immediately so that not only the child's behavior is influenced, but more importantly, the child's attitude about the situation.

PERSISTENT UNACCEPTABLE BEHAVIOR

The goal of discipline is to teach and instill appropriate behavior and to protect persons (children and staff) in the program. Should behavior problems occur, positive guidance will be offered as described above. Increased staff guidance and time will need to be implemented if a child's behavior is persistently unacceptable. In the case

of persistent unacceptable behavior, the staff will observe and record the behavior of the child and also record the staff response to the behavior. The behavior will be brought to the attention of the parent (immediately by phone or at pick-up, depending on severity of the behavior). A consultation will be held with the child's parents/guardians, other staff persons, and professionals when appropriate and a plan will be developed to address the behavior of the child.

PROHIBITED STAFF ACTION

A child will never be disciplined in such a way that is frightening or demeaning. Corporal punishment and humiliating techniques to control behavior are not allowed by any staff person. Corporal punishment includes but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking. Humiliating and emotional abuse includes but is not limited to name calling, ostracism, shaming, derogatory remarks about the child or the child's family, or using language that threatens, humiliates, or frightens the child. Staff will not withhold food, light, warmth, clothing, or medical care as a means of altering a child's behavior. Staff will not punish children for lapses in toileting. There will be no use of mechanical restraints, such as tying.

SEPARATION FROM THE GROUP

No child will be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the well-being of the child or others in the preschool. A child who requires separation from the group will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. The child will be returned to the group as soon as the behavior lessens or

stops. All separations from the group must be noted on a daily log. The log will include the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in the pre-school. If a child is separated from the group three or more times in a day, the child's parent will be notified and the notification logged; if five or more times in a week or eight or more times in two weeks, the child's parent/guardian will be notified and asked to come for a consultation.

GRIEVANCE PROCEDURES

GRIEVANCE PROCEDURES

The following procedure and timeline have been established for handling grievances within sixty days:

- a. The parent should contact the teacher or aide first and discuss the matter.
- b. If the matter is not satisfactorily resolved, the parent should contact the director for a meeting within two weeks with the parent(s) and the teacher.
- c. If the matter is not resolved, the matter is taken to the Pastor and Board of Education within two weeks with the parents, teacher, and director.

MANDATORY MALTREATMENT REPORTING

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- Since this is a licensed childcare facility, each staff member is legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone else at the licensed facility. If a staff member knows or has reason to believe a child is being or has been neglect-

ed or physically or sexually abused within the preceding three years that person must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If a staff member knows or suspects that a child is in immediate danger, they will call 9-1-1.
- All reports concerning suspected maltreatment of a child occurring within a family or in the community will be made to the Public Health and Human Services Initial Intervention Unit at (218) 726-2012. All reports concerning suspected maltreatment of children occurring in a licensed facility will be made to the DHS Licensing Division's Maltreatment Intake line at (651) 431-6600. All reports concerning possible licensing violations will be made to the DHS Licensing Division at (651) 431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). Staff will be familiar with these definitions and a copy will be kept on file in the preschool.
- A report to any of the above agencies must contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report must include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holiday.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

The preschool will conduct a documented internal review evaluating whether: policies and procedures were followed, policies and procedures are adequate, additional staff training is necessary, the report is similar to past events, or changes need to be made by the preschool to protect children in our care. A plan will be developed, documented and implemented to correct and prevent lapses in performance, if any. The primary person to ensure conducting of internal reviews will be the director of the Little Lambs Learning Center. If this person is involved in the allegations, the secondary entity will be the Board of Education, particularly the Chairman of the Board together with the Pastor of Shepherd of the Hills Lutheran Church.

These reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

EMERGENCY AND ACCIDENT POLICIES

1. Parents will be notified via telephone numbers listed on the application if a child becomes ill or an accident occurs.
2. In an emergency where time is a factor, staff will call 911 for local ambulance help and the child will be transported to an appropriate medical facility. Parents will be notified immediately. A complete written report will be recorded of all accidents, injuries, and incidents involving a child enrolled in the preschool.
3. Within 24 hours after the occurrence of an unusual accident, death or serious injury to a child, the appropriate reports will be submitted. A serious injury is defined as one that requires hospitalization of the child.
4. A log for the purpose of annual review by the Board of Education will be kept for all reports of accidents, injuries, or incidents involving children, staff and visitors.
5. A first aid kit and emergency handbook is kept in the preschool. A CPR- and First Aid-certified staff person will be on site during all hours of operation. Standard first aid practices will be followed. Superficial wounds will be cleaned with soap and water and protected.
6. Each morning before children arrive, the staff will check that the preschool is orderly and clean, and for any potential hazards that might cause injury to the children.
7. Hazardous substances will be stored out of the reach of the children and will be daily inspected. If a poisoning is ever suspected, the Poison Control Center will be contacted at (800) 222-1222 and Syrup of Ipecac will be administered as per instructions (with written parental authorization on file). The parents will be notified.
8. Non-toxic paint will be used.
9. Entrance hallways and exits will be kept clear.
10. The staff will give attention for the safety and physical welfare of the children, **NEVER LEAVING THEM UNSUPERVISED.**
11. Unstable equipment will be repaired or eliminated. Only equipment suitable to the age group will be used.
12. Matches and flammable substances will be stored in proper containers out of reach of the children.

13. Electrical outlets will be covered when not in use.
14. Food will be stored in proper containers and sanitary measures will be taken when preparing/serving daily snacks and noon lunch. This includes hand-washing prior to handling food and sanitizing of tables before and after serving. Refrigerated foods will be stored at 40 degrees or less.
15. Snack foods having pits, cores, or seeds will have the pits, cores, and seeds removed before serving.
16. The staff will be aware of children with allergies and take necessary precautions. Peanut-containing foods are not allowed at the preschool if there are students with this allergy.
17. Children will cross streets only at the appropriate crosswalks and will be directly supervised.
18. In the event a child should become missing from school, the police department will be notified and the parent will be called.
19. If an undesignated person or no one comes to pick up the child, the parent or the designated person from the emergency list will be called. If an incapacitated person or a person suspected of child abuse attempts to pick up a child, the police may be notified.
20. The persons authorized to pick up a child must sign their name on the attendance log before the child will be dismissed.
21. In the event of fire, the building will be evacuated using the designated main room exit or the rear stairway exit. Children will be led out of the building by the teachers and staff to a designated area.
22. Fire drills will be held once a month and recorded in the log. An alarm system will be used and the children will be led from the building until the all clear signal is given.
23. A fire extinguisher is easily accessible near the classroom area. Directions for use are posted. Fire extinguishers will be checked annually.
24. All staff will be trained to carry out these fire procedures.
25. The toddler room is located partly below ground and will serve as the emergency shelter in the event of a blizzard, tornado or other natural disaster. The bathrooms in the pre

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school area will serve as shelter in the main building. A tornado drill will be conducted monthly from April through September and logged as such.

HEALTH AND SAFETY POLICY

1. All children will be required to have current immunizations with a recorded immunization history on file in the center.
2. Parents are requested not to send a child to the center if he/she is sick. Parents will be called to pick up their sick child if the teacher feels this is necessary. The center must exclude a child:
 - a. with a reportable illness or condition that may be contagious.
 - b. with chicken pox until the child is no longer infectious or until the lesions are crusted over.
 - c. who has vomited two or three times since admission that day.
 - d. who has had three or more abnormally loose stools since admission that day.
 - e. who has contagious conjunctivitis (pink eye) or pus draining from an eye until medicine has been used for at least 24 hours.
 - f. who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy.
 - g. who has unexplained lethargy or fatigue.
 - h. who has lice, ringworm, or scabies that is untreated and contagious.
 - i. who has a 100-degree axillary or higher temperature of undiagnosed origin before fever reducing medicine is given.
 - j. who has an undiagnosed rash or a rash attributable to a contagious illness or condition.
 - k. who has significant respiratory disease.
 - l. who is not able to participate in normal activities with reasonable comfort.
 - m. who requires more care than the staff can provide without compromising the health and safety of other children present.
3. Parents will be notified via telephone numbers listed on card in file if the child becomes ill or an accident occurs.
4. If possible, a sick or injured child will be separated from the other children and attended to by a teacher or other staff person until the parent arrives. In an emergency, 911 will be called and decisions will be made by paramedics as to the

next procedures to be carried out.

5. Parents will be notified via note posted by teachers if an infectious or communicable disease is present in the center.
6. There will be a qualified first-aid person with CPR training present at all times. The first-aid kit contains sterile bandage and band aids, sterile compresses, scissors, an ice bag or cold pack, a surface thermometer with disposable covers, adhesive tape and a first aid handbook. The kit and emergency handbook is accessible to the staff in the school and taken on field trips. No ointments, medicines, or salves are administered without written parental permission.
7. Children and staff are required to wash their hands after using the bathroom and before and after meals and snacks.
8. Tables will be washed and sanitized before meals and snacks and washed after eating.
9. Most injuries can be treated with ice, soap, and water. An accident report will be written for every accident, regardless of how minor. These reports will be signed and dated by staff and parents and kept for the records.
10. Staff will give full attention for the safety and physical welfare of the children, **NEVER LEAVING THEM UNSUPERVISED.**
11. Children will be out-of-doors only under the supervision of the staff.
12. Parents will be notified if pets will be present at the learning center, with the exception of fish.
13. Written parental permission will be obtained before any type of research, experimental activity or public relations activity involving a child.
14. Toddler diapering procedures will be posted near the changing table/s and adhered to by staff.

This includes **proper containment of soiled clothing** (put in plastic bag to be given to parent at pick-up), **disposable diapers** (placed into trash container with plastic lining and a foot-operated lid), **and reusable cloth diapers** (deposited into zippered wet bag to be given to parents at pick-up; staff will not make any attempt to clean cloth diapers; they will be stored "as-is" in wet-bag). liners and Diapering procedures also include the use of disposable changing table proper hand-washing of both child and staff after diaper has been changed.

Prechool Supply List

1-Glue and **glue stick**

8-count water-color **paint** palette

1-2 boxes of **kleenex**

2-4 rolls of **paper towels**

Antibacterial Wipes

8-count boxes of **Washable Markers**

Construction Paper

Canvas type bag for nap blanket and pillow

***This list may be adjusted as needed. Supplies listed are voluntarily donated; they are not required. We thank you for your willing contribution!**

Required:

1 pair of **indoor shoes** or slippers to be worn in the classroom during snow or rain, **labeled with the child's name**. (The children take their outdoor shoes/boots off in the classroom when it is bad weather; just wearing socks is not ideal in the case of an emergency evacuation during snowy/rainy days).

1 set of **extra clothing** (including underwear) placed in a ziplock bag **labeled with the child's name**.

Blanket, pillow, comfort toy, etc... that your child will use for nap if attending full days

The supplies you send with your child (except for the shoes, extra clothing and bedding) will be community property. There is no need to label these items.

Students may also bring school bags or backpacks, but they are not required.

Snacks will be provided by the school; however, children are always welcome to bring snacks to share with the class (special occasions, birthdays, holidays etc...). Snacks brought by students should be store-bought to help ensure food safety. When sending a snack, parents are encour

aged to find out if there are any allergies in the class so as to try to avoid sending something that not everyone will be able to eat. No nuts please.

Toddler Supply List

Required:

Diapers (sufficient supply for the day)

Zipper **Wet Bag** if diapers are cloth diapers

Wipes for diaper changing

Two extra sets of clothing (in labeled ziplock bag)

Pair of **indoor shoes** (or slippers, crocs, etc...)

Non-spill sippy cup with water for daily use

Blanket, pillow, comfort toy, etc... that the child will use for nap if attending full days

Optional:

1-2 boxes of **kleenex**

2-4 rolls of **paper towels**

Antibacterial Wipes (or equivalent)

****Please do not send toys from home with your child.**

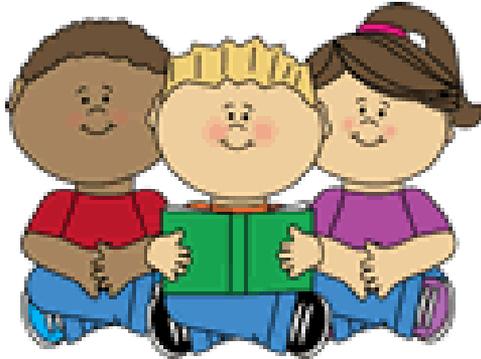
Often times toys get misplaced or broken and feelings are hurt. Thank you.

Non-Discrimination Policy

Little Lambs Learning Center does not discriminate against children or their families in regards to race, religion, national or ethnic origin, gender or ability. All children are welcome to our program.

Please note that the policies contained in this handbook may be changed or adapted as necessary according to director discretion.

Thank You.



Little Lambs Learning Center
802 Maple Grove Road
Duluth, MN 55811

(218) 591-5262

website: www.duluth-lutheran.com

email: contact@dulutheran.org