



Little Lambs

PRESCHOOL

A Ministry of St. Paul's Lutheran Church

2024-25

Parent Handbook

Little Lambs Preschool

1010 Georgia Ave.
Norfolk, NE 68701
Phone: 402-371-1233

Dear Parents,

This handbook has been prepared to guide you and your child in matters pertaining to your new school. We urge you to keep this book as a handy reference guide. Please read it carefully and let us know what questions you may have. Thank you!



ST. PAUL'S
LITTLE LAMBS PRESCHOOL

Parent Handbook

Purpose-

We want to achieve the mission of our church by nurturing these children and their families, so they may grow continually in the knowledge and love of their Savior!



Goals-

1. To instruct these children so they come to know their condition by nature (law) and their hope in Jesus (gospel).
2. To teach them to learn to give glory to their Lord in the following ways:
 - *Spiritual Development – knowledge of Jesus; Bible stories
 - *Social and Emotional Development – respect, taking turns, sharing, helping a friend
 - *Physical Development – Large & small motor skills
 - *Cognitive Development – academic

Enrollment Policy-

Open to all children 4 years of age by July 31st of that school year for the 3 and 5 day sessions. Children should be 3 years old by July 31st for the two day class. Enrollment limit for one instructor is 14. The 3 year old class will have 2 instructors for 12 students. Applications are subject to the approval of the principal, the pastor, or the Board of Education.

Non-Discriminatory Policy-

St. Paul's Lutheran School and Little Lambs Preschool admit students of any race, color, national ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration policies, athletic, or other school administered programs.



Hours-

Our preschool program is in session from 8:15-11:15 AM for the morning classes, and 12:15-3:15 PM for the afternoon class. Preschool students should be accompanied to the door by an adult. Please bring your child no more than 20 minutes before class begins. Prompt pick up after dismissal is appreciated. Speak to your child's teacher if there are special circumstances.

Cost-

A non-refundable \$50 registration fee is due upon enrollment and must be returned with application form. Annual rates are: **2 day - \$850, 3 day - \$1100, 5 day-\$1600.**

Total payment can be made in advance; otherwise an auto payment must be set up for monthly withdrawal for 10 months through FACTS a NELNET company. Information can be found online at <http://www.stpls.com/enrollmentinfo.html>

Student Dismissal-

Students will exhibit proper Christian behavior as per instructor guidelines. Discipline will be managed with redirection, or time in a quiet area.

Communication between teacher and parents is crucial; you will be notified if any unusual concerns arise. Should negative behavior continue it may result in dismissal for the good of the entire class.

Our classroom is a safe place.

Clothing and Personal Belongings-

Please dress your child in comfortable and washable play clothes and shoes. Clothing should allow them to easily redress themselves when using the bathroom. Tank tops & flip flops are discouraged. Our day will include outdoor time when the weather permits. Cold or rainy days will be spent in the gym. Label your child's outerwear and book bags to avoid confusion. Leave purses, money, candy and toys at home so they won't be misplaced or forgotten. There will be a designated show and tell day. You may bring personal items on that day.

Snacks-

All students will bring their own individual snack each day. This is a drink and food of your choosing intended for your child only. Some children like to bring a lunch box for their snack. If there are food allergies, you will be notified. We want to do our part to keep our friends safe! Birthday treats may be brought in to celebrate. Individually wrapped treats work well, or items bought in a store or bakery.

Field Trips & Photo Release-

A consent form is included in your paperwork for field trips. An additional release is included for permission to use your child's picture for printed material or on our website!



Parent Participation

All Parents are welcome to visit school at any time. You may wish to avoid the first few weeks of school. Some children have a difficult time adjusting to being away from home.

The First Day-

The first day of school can be a very happy or unhappy experience for your child. By your words and actions on the first day, you can help him! We suggest you place your child in the hands of the teacher, assure him that you will return to get him, and then leave promptly. When the child realizes you are not available, he will accept the teacher's guidance more readily.

Authorization to Pick UP Child-

We must have written authorization from the parent for any person other than the parent to pick up the child. This includes car-pooling. When an emergency prevents you from picking your child up on time, please notify the school immediately so we may assure your child that he has not been forgotten.

Closings-

If school is closed due to weather or for any other reason, it will be announced over local radio stations KEXL (WJAG), KNEN, US92 or KPNO. An all school announcement will also be sent by our principal.

Health-

Your child's health is a matter of importance to all of us. If your child has allergies or other health problems, please make the staff aware of this. You may be called to pick up your child if he appears to have symptoms of illness during the class period. In such cases, the child is isolated from the other students and a parent is contacted. In case the parents cannot be located, we will call the emergency number of a relative or friend that you have listed on the application form.

Paramedics will be called in case of emergency. When children are ill, please keep them at home; the preschool does not have facilities available for the care of sick children.



In Closing...

Our prayer is that during this year, with parents and teachers working together, your child will grow spiritually, socially, physically and academically. May God bless our efforts as we go into this school year together!



Important Contact Info

Principal Markgraf – amarkgraf@stpls.com

Mrs. Zemlicka – bzemlicka@stpls.com

Pastor Hirsch – pahirschki@gmail.com

Church/School office - (402)371-1233

Church/School web page – stpls.com

A school directory will be coming home soon after school begins. If you do not want your information published, please speak with Mrs. Zemlicka or the office secretary, Mrs. Wiedeman.