

# Little Lambs Learning Center



"...Jesus said to Simon Peter,  
'Simon, son of John, do you truly  
love me more than these?  
...Feed my lambs.' "  
John 21:15

## 2009—2010 Parent Manual

Bay Leaf Baptist Church  
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847-4477

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**Parent Manual  
Little Lambs Learning Center  
Bay Leaf Baptist Church**

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**“Train up a child in the way he should go:  
And when he is old, he will not depart from it.”  
Proverbs 22:6**

**Website:** [www.bayleaf.org/children/llc/llc\\_about.html](http://www.bayleaf.org/children/llc/llc_about.html)



**WELCOME FROM OUR  
MINISTER OF EDUCATION**

Thank you for entrusting our *Little Lambs Learning Center* with the development of your child during their preschool or kindergarten years. We are grateful for the trust you have extended to us and pledge to you a standard of excellence in learning and development, a Christ-focused environment for your child, and a warm relationship with you. It is our goal to provide your child an experience where they are loved, challenged, supported, and encouraged.

Eva Mathers and her staff provide a quality program year after year here at Bay Leaf. Each staff member is well-suited and well-trained to provide your child with loving care, direction, and instruction.

Should you be looking for a local church to call home, I ask that you consider Bay Leaf Baptist Church. We are a growing, warm church that offers a variety of worship, Bible study, missions, and other ministry opportunities for you and every member of your family. We invite you to come and share the Bay Leaf experience. More information can be found by calling our church office at 847-4477 or by visiting our website at [www.bayleaf.org](http://www.bayleaf.org).

Thank you again for allowing your child to be a part of the *Little Lambs Learning Center* at Bay Leaf. If I can be of any assistance to you or your family, please do not hesitate to contact me. May God bless you and your family.

Sincerely yours in Christ,

Dr. Jeffrey W. Meyer  
Minister of Education  
[jmeyer@bayleaf.org](mailto:jmeyer@bayleaf.org)



## **WELCOME FROM OUR DIRECTOR**

Welcome to the 2009-2010 school year at Bay Leaf Baptist Church Little Lambs Learning Center. The teachers and I are very excited about the year we have planned for you and your children.

God has once again blessed us with a growing program, which will now include a kindergarten class. God has also blessed us with an amazing group of teachers who love the Lord and his little lambs.

Our focus is to teach your children about Christ and his love for them while incorporating academics and socialization skills in a loving atmosphere. All of us want you to know that we are here for your children as well as your family. Please do not hesitate to let one of us know if you need anything.

This handbook contains answers to many of your questions. Please review carefully and let me know if you have any additional questions or if you need clarification on anything.

We look forward to a wonderful school year together.

In Christ's Service,

Eva E. Mathers  
Director  
emathers@bayleaf.org

# **Bay Leaf Baptist Church Little Lambs Learning Center Mission and Philosophy**

## **Mission Statement**

**John 21:13 “...Jesus said to Simon Peter, ‘Simon, son of John, do you truly love me more than these? ... Feed my lambs.’”**

The mission of our weekday program is to provide a happy, loving Christian atmosphere where the children have an opportunity to socialize with other children and to learn about God, Jesus, and their world in a child-initiated environment in an effort to fulfill Jesus' calling to "Feed my Lambs". Our desire is to share the love of Jesus every day. Little Lambs Learning Center is a ministry of Bay Leaf Baptist Church.

## **Church Mission Statement**

The mission of Bay Leaf Baptist Church is to:

- **Proclaim** & spread to all people the gospel of the revelation of God through Christ as Savior and Lord;
- **Provide** regular opportunities for public worship;
- **Sustain** the ordinances, doctrines, and ethics in the New Testament for the church of our Lord Jesus Christ;
- **Nurture** members through Bible study, fellowship, and a program of Christian Education;
- **Channel** resources in support of the ministries of Christ's kingdom.

## **Philosophy**

Bay Leaf Baptist Church Little Lambs Learning Center believes that children learn best and are better prepared for future education experiences if involved in a child-initiated, learn through play environment. Children will be introduced to Christian stories and beliefs and activities to learn about God's world and how they are God's children. Children will also be introduced to other activities that will allow them to explore their world, how it works, and how they fit into it.

## Shared Goals and Values

### **For Children:**

- Provide a happy, loving, and safe atmosphere so children can learn to love Jesus through their teachers.
- Provide opportunities for children to become aware of God, nature, family, friends, and good manners.
- Introduce new things and experiences through play and NOT solely teacher-directed activities.
- Learn about God's love and feel accepted by others for their individuality.
- Allow children to play with others and improve their socialization skills and learn to interact and trust other children and adults.
- Give younger children a chance to be away from Mom and Dad for a little while and know they will come back.
- Activities are age appropriate and allow for children to do their own "creations" without the teacher expecting things to be done perfectly or by an adult.
- Allow children to explore their world and apply meaning that is useful for them.

### **For Parents:**

- To be a supportive ministry of moms and dads.
- To provide opportunities to work with the teachers and other parents who have common concerns for their children's interests and needs.
- To provide quality care for their children.

### **For the Community:**

- To contribute to the wholesome growth and development of future citizens of the community.
- To provide a means of outreach and to be an extension of God's love to local families.

## Policies and General Information

**Operating Hours:** Little Lambs Learning Center program hours are 9:30 a.m. to 1:30 p.m. Monday, Tuesday, Wednesday, Thursday, and Friday.

**Session Dates:** LLLC will run from September 1, 2009 to May 28, 2010 on Monday, Tuesday, Wednesday, Thursday, and Friday mornings.

**Arrival and Dismissal:** Teachers will be ready to receive children in their classrooms at **9:25 am**. If you arrive earlier, please wait in the Preschool Welcome Center Foyer. It is important that the children be on time. The children should be brought to their classroom and picked up from their classroom. Please let the teacher know if you need to pick up your child early. Children will only be released to parents/legal guardians or persons designated on the release form. If you want someone other than yourself to pick up your child, the teachers will need a **WRITTEN** note or you may call the preschool office and use your password supplied on your emergency care information form. The person must provide a driver's license so that the teachers can verify the parent's note. For the safety of your children, there are no exceptions to this policy.

**Late Pick-Ups:** It is the parent's responsibility to pick up their child at the designated dismissal time. Being late creates a lot of emotional stress and worry for your child. When a parent is late, children become apprehensive about being left behind or forgotten. **Parents should promptly pick-up their children at 1:30 pm. There is a grace period until 1:35 pm.** After this time, a fee of \$10.00 per child will be charged to your account. If, after a late fee is charged you continue to pick up your child late, the late fee may be increased and a meeting will be called with the director to discuss the situation. The late fee must be paid before the next day your child attends Little Lambs Learning Center.

**Payment Policies:** Tuition is due the first day of the month unless otherwise posted. A late charge of \$2 will be applied every day that the tuition is late for each child enrolled per family. The registration fee is due at the time of enrollment for each session. The last month's tuition is also collected in advance. Tuition and late fees are collected by the Director and NOT by the teachers. The tuition box will be located on the Welcome Center desk as you enter the Preschool Hall. **Please make checks payable to Bay Leaf Baptist Church.**

### Monthly Tuition

1 Day - \$100.00 per month
2 Days - \$195.00 per month
3 Days - \$250.00 per month
4 Days - \$320.00 per month
5 Days - \$390.00 per month
Kindergarten - \$450.00 per month

## **Policies and General Information**

**Withdrawal from school:** When a child withdraws from the program during a school year, a thirty-day written notice is required. If a thirty-day notice is given and if the vacant slot is filled, the tuition will be prorated and refunded. If a thirty-day notice is not given, then the tuition will not be refunded. The registration fee is not refundable.

**Absence:** Please call the church and leave a message on the Assistant Director's voice mail if a child will be absent for any reason. The number is 847-4477 ext. 253. If you know in advance that your child will be absent, please inform your child's teacher.

**School Delays and Closings:** Any weather delay or closing will be posted on WRAL. The program will usually follow the Wake County Public School for delays and closings. If Wake County has a one-hour delay, then the program will start at 10:30 am and close at 1:30 pm. If Wake County has a two-hour delay, then the program will start at 11:30 am and close at 1:30 pm. If Wake County is closed, the program will be closed. The first two school closings will not be made up. After the third closing, days missed due to inclement weather may be rescheduled or tuition may be refunded for those days missed. A letter will be sent home to parents disclosing which option has been chosen by the director. If Wake County dismisses school early due to inclement weather, parents are expected to pick up their children at the earliest time that Wake County Schools are closing. A program calendar listing holiday and vacation closings will be provided separately to parents. Please note these dates carefully as they do not always follow the Wake County traditional calendar.

### **Disaster Plan**

Please read the following information regarding unexpected crises at the school.

**Fire:** Children are evacuated and contained on the playground.

**Tornado:** Children are kept in the safest area on Bay Leaf Baptist Church property, which includes the preschool resource room and other preschool classrooms which are located underground.

### **School Lockdown**

As per sheriff's department recommendations, the following procedures will be implemented for school lockdown:

- Doors will be locked.
- Blinds will be closed. Children will be moved to inside classrooms with no windows.

## **Policies and General Information**

- No one will be permitted to enter or leave the building.
- All attempts will be made to send an emergency email or phone message explaining the circumstance.
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

**\*\*Please do not call the school so the phone will be available to emergency personnel.**

### **Emergency**

Should there ever be an emergency at school, all attempts will be made to send out an emergency email or phone message. It will be marked as an emergency with specific instructions to follow. For example:

Please be advised that Bay Leaf Little Lambs Learning Center is in a lockdown mode at the request of the sheriff's department. There is a hostage situation two blocks from school. We will notify you when the lockdown is lifted. Please stay tuned to your TV and radios, and frequently check your email for notices from Eva Mathers. Do not try to enter the building to pick up your children. We will notify you by whatever means is available to us when it is safe to do so. We ask those of you who have signed up for email to be alert during the course of each day just in case something should happen. For those of you who do not have email, we will try to contact you by phone.

**Illness:** A child who has any symptoms of illness should be kept at home. Please keep children home for at least 24 hours after the following symptoms have ended:

1. Fever - Oral temperature over 100 / Rectal temperature over 101 / Auxiliary temperature over 99
2. Diarrhea
3. Vomiting
4. Any unexplained rash
5. Sore throat with fever and swollen glands
6. Severe coughing - Child gets red or blue in the face or makes a high-pitched whooping sound after coughing.
7. Any non-clear drainage from the nose. If the drainage is cloudy or has any color to it, then this may be a sign of infection.
8. Eye discharge - Thick mucus or pus draining from eyes or pink eye.

Children who become sick at school will be isolated from the other children and parents or their designated contacts will be called to pick up their child. This will help everyone stay healthy.

## **Policies and General Information**

**Contagious Disease:** Please notify the teacher or program director immediately if your child has been diagnosed with a communicable disease. The teacher or program director will immediately notify parents when a child has been exposed to or contracts a communicable disease such as measles, chicken pox, etc. Sick children will be kept in the program office away from other children.

**Health and Safety:** Each child will show proof of immunization by having a licensed physician fill out a health form prior to enrollment. If a child is behind in their immunizations, a written note from the doctor must accompany the health form. This must include a schedule of how the shots will be administered in order to be in compliance. If a child receives a DT rather than DTP shot, the doctor must provide a reason for the change. This information must be kept in the child's folder prior to starting the program.

**Supervision:** Children will be supervised at all times.

**Confidentiality:** Parents are asked to refrain from discussing their child or any other child in public. Please ask the teacher or director for a conference. The protection and confidentiality of each child and family is important to us.

**Child Abuse and Neglect:** If at any time the teacher, director, or other church employee reasonably suspects that a child has been abused or neglected by the parent or guardian, it will be reported to the appropriate authorities.

**Criminal Background Checks:** Criminal background checks are performed on the director, assistant director, lead teachers, and assistant teachers and other staff that work with Little Lambs.

**Discipline:** No child will be subjected to any form of physical punishment or verbal abuse. We direct and redirect children by telling them what they can do rather than what not to do. Time out is used as a last resort. Our discipline policy is on pages 16-17 of this manual.

## **Policies and General Information**

**Biting Policy:** Biting is an unfortunate, but not unexpected behavior when young children are in a group care setting. There are several reasons why children may bite. Occasionally biting is a result of teething. Other times a bite may occur when a child is trying to express their feelings but does not yet have the ability to express those feelings with words. Children may also bite when frustrated or excited.

When a biting incident happens at Little Lambs, we take it very seriously. We first address the child who was bitten. The area is washed thoroughly with soap and water. If the child will allow, we will apply a cold compress to the area to reduce swelling. Should the skin become broken as a result of a bite or there are signs of infection (redness, swelling, tenderness or warmth) we recommend you call or visit your child's pediatrician.

Next we work with the child who bit and attempt to teach the appropriate behavior. Our staff does express strong disapproval of biting which will include a time away from where the situation occurred. In addition, our staff works closely with the child and his/her parents to find out what may be the cause of this behavior. We also evaluate our program to see if we need to do something differently in the classroom.

After a biting incident occurs, we inform parents of both children the same day. The parents of the child who was bitten will receive a copy of our incident report to sign. We keep the incident reports in the director's office for reference should there be an on-going concern. We do not reveal the name of the child who bit and we ask that parents honor this policy as well.

Should we have an ongoing problem, the teachers, director, and parents of the child who is biting will develop a written plan with specific strategies, techniques, and timelines to work on the problem.

Our staff does attend training sessions on this type of behavior whenever possible.

**Outside Play:** Children have recess at a scheduled time each day under direct supervision of their teachers. Please remember to send a coat, hat, and gloves for your child in the winter. Unless the weather is colder than 30 degrees or it is raining, children from all classes will go outside (this includes the one year olds). Children not enrolled in a program of Bay Leaf Baptist Church should not be on the playground during the program hours.

## Policies and General Information

**Snack:** Snack time is a social time for children. The children will bless their food before snack. Teachers will sit with the children and interact with them, assisting the children when necessary and working on table skills. The program will provide snacks. Children are not forced to eat snacks, but we encourage them to try new things. For infants, parents are expected to provide and have prepared any formula, juice, or food that the child may need. Infants will be fed anytime they are hungry.

**Birthdays:** We love birthdays! Please be considerate and sensitive to each child by not bringing birthday party invitations to school to be handed out unless everyone in the class has been invited. Parents are welcome to bring in a birthday snack in order to make the day even more special. Please ask the teacher in advance if there are any children with food allergies in the class. Younger children are more successful with mini muffins, cupcakes with no icing or small finger foods. If you would like to honor your child's birthday by contributing a book to our library, his name, handprint, and date given will be inscribed in the front of the book.

**Clothing:** *Each child must bring a change of clothing daily regardless of age.* Diapers and wipes should be included for children who need them. Children should dress in comfortable play clothes including sneakers/study shoes. **No flip flops or open-toed shoes please.** Shoes with smooth bottoms or flip-flops are dangerous when children are running and climbing. Please remove all drawstrings from your child's jacket (hood and waist) and clothing. This will help prevent injuries and choking incidents while playing. We ask that **ALL belongings** be labeled with your child's name (this includes diaper bags, book bags, bottles, sippy cups, pacifiers, diapers and clothing).

**Show and Tell Days:** Some classes may have show and tell days. We ask that animals/pets not be used for show and tell days. Play guns and other weapons are not permitted at the program. Please refrain from allowing your children to bring in toys unless it is a show and tell day.

**Field Trips:** Field trips may be scheduled for the threes, fours, fives, and kindergarteners. Teachers will pick appropriate locations for the field trips. All trips are scheduled and approved through the program director. Parents must complete the field trip emergency form and sign the permission section of the registration form before a child is permitted to take a field trip. Parents are needed to transport and supervise the children. All children must be in a child safety seat provided by the child's parents. No child will be permitted to ride in a car without an approved safety seat. There are **NO EXCEPTIONS**.

## Policies and General Information

**Volunteers:** We encourage all parents to volunteer in their child's class, for field trips, etc. Your child's teacher will give you suggestions that would best help their classroom. If you would like to substitute, you should contact the program's director or assistant director.

**Room Mothers:** We believe that parental involvement can play a crucial role in a child's school success. We ask that parents volunteer as room mothers with the teachers to help in preparation of special events such as parties, field trips, and coordinating special supply needs. If you are interested in being a room mother, please contact your child's teacher.

**Visitors:** Visitors are welcome at any time. All preschool doors will be locked from 10:00 AM to 1:00 PM. Please use the doorbell provided to gain entrance during these times. If your child is in a class, please go directly to that class. If you are coming to observe another class, please check in with the program director. People who are not associated with the program, must call the office in advance and set up a time to observe a class. For your child's safety, we do not allow strangers wandering around the building.

**Pictures:** We will have the opportunity to have pictures made by Crawford Photography on September 17-18 and February 25-26. Parents will receive a reminder letter. Our program does receive part of the proceeds from the purchase of the pictures.

**Chapel:** Chapel is held once a week at 9:45 a.m. for twos and threes and 10:00 a.m. for fours, fives, and kindergarteners. Chapel is conducted by Bay Leaf Baptist Church staff members and other special guests. Parents are welcome and encouraged to join us anytime.

**Music & Movement:** Music is held each week with a music teacher where through the use of movement, songs, and instruments they learn important skills. Infants through Kindergarten attend music. The children, ages two through Kindergarten, participate in Christmas and Easter Musicals.

**Discovery:** Discovery class is a class designed to expose children to their environment and basic concepts of science by using hands on activities. The children will study the concepts of the human body, weather and seasons, animals, plants, liquids and colors, and measurements. Children, ages one through Kindergarten, participate in Discovery.

**Lunch:** Lunch is provided each day by the child's parents and shall include finger foods and a drink. Please make sure to send food that does not need to be refrigerated or heated. Please use an ice pack for foods that need to be chilled. Whole grapes, nuts, carrots and hot-dogs **are not allowed**. A list of suggested foods for lunch is on pages 14 and 15. Please mark your child's lunch box with their name clearly on the front and on all containers within the lunch box.

## Policies and General Information

**Book Orders:** Parents will receive book order forms from Scholastic on a periodic basis. The books are offered at reduced prices. When you purchase books from Scholastic they allow us to purchase books for the Little Lambs Learning Center at reduced prices. Please return order forms and checks to your child's teacher. When the books come in, they will be distributed to the individual children. Checks should be made payable to Scholastic.

**Messages:** Parents are responsible for reading letters, notes and emails from your child's teachers and the director. They will be placed inside your child's bag. Please remember to look in your child's bag each day. There may not be a note every day.

**Allergies:** Please make sure that we are aware of any allergies your child may have. LLLC is a **peanut-free preschool**. If a child has severe allergies, we may ask that certain foods not be brought into that particular classroom. Please check with your child's teacher for allergies in the classroom.



"I have no greater joy  
than to hear my children  
walking in the truth."  
3 John 4

## **Suggested Snacks and Lunch Foods**

### **Fruit:**

Apples (cut into slices)  
Bananas  
Blueberries  
Cantaloupe  
Oranges  
Peaches  
Pears  
Pineapple  
Raisins  
Strawberries  
Tangerines

These can be fresh, canned, dried, or pureed. If canned, make sure they are packed in light syrup or their own fruit juice. If using canned fruit, please use the plastic containers and not those with the sharp pop-lids. Make sure the fruit is seed free and is cut into bite size pieces.

### **Vegetables:**

Broccoli flowerets  
Carrot and celery sticks for older children  
Cherry tomatoes (cut in half)  
Cucumber slices

Note: Carrot and celery sticks can be a choking hazard especially for younger children.

### **Dairy Snacks:**

Cheese cubes, slices, or string cheese  
Cottage Cheese  
Milk  
Pudding  
Yogurt (Plain or With Fruit)

Note: Please do not send Go-Gurt or other yogurt in tubes as it is harder for the younger children to control the contents. Thank you.

## Suggested Snacks and Lunch Foods (continued)

### Bread/Grain Snacks:

Bagels, Flour or Corn Tortillas, Roll Up Sandwiches (cut in small bites)  
Muffins—Zucchini, Carrot, Blueberry, Banana  
Dry cereal—not sugar coated  
Pretzels  
Crackers—saltine, round, whole-grain, graham, Goldfish  
Trail Mix  
English Muffin  
Vanilla Wafers

### Meats/Proteins:

Meat roll-ups—any type of sandwich meat including bologna  
Tuna  
Chicken

### Juices:

Apple  
Grape  
Cranberry  
Orange  
Grapefruit  
Tomato

### Notes:

1. Please check with your child's teacher for any allergies in the classroom.
2. Little Lambs is a peanut-free preschool so please check the ingredients labels on everything you send in for lunch or snacks.

***So whether you eat or drink or whatever you do,  
do it all for the glory of God.  
1 Corinthians 10:31***

**Bay Leaf Baptist Church**  
**Little Lambs Learning Center**  
**Discipline and Behavior Management Program**

Hebrews 12:5-6 suggests that discipline takes place when a loving relationship exists. We, as leaders at the Little Lambs Learning Center believe praise and positive reinforcement are effective methods for the behavior management of children. In an effort to encourage good self-concepts, problem-solving abilities, and self-discipline, we will practice the following policies:

We

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires and feelings.
9. DO ignore minor misbehavior.
10. DO explain things to the children on their levels.
11. DO use short supervised periods of "time-out". (Time-out is described on the page 19).
12. DO stay consistent in our behavior management program.

We

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.

**Bay Leaf Baptist Church  
Little Lambs Learning Center  
Discipline and Behavior Management Program  
(Continued)**

5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

**“Time-Out”**

“Time-out” is the removal of a child for a short period of time – 3 to 5 minutes – from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time-out” space – usually a chair – is located away from the classroom activity but within the teacher’s sight. During “time-out”, the child has a chance to think about the misbehavior, which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College.

## WHOSE CHILD IS THIS?

*Author Unknown*

"Whose child is this?" I asked one day  
Seeing a little one out at play  
"Mine", said the parent with a tender smile  
"Mine to keep a little while  
To bathe his hands and comb his hair  
To tell him what he is to wear  
To prepare him that he may always be good  
And each day do the things he should"

"Whose child is this?" I asked again  
As the door opened and someone came in  
"Mine", said the teacher with  
the same tender smile  
"Mine, to keep just for a little while  
To teach him how to be gentle and kind  
To train and direct his dear little mind  
To help him live by every rule  
And get the best he can from school"

"Whose child is this?" I asked once more  
Just as the little one entered the door  
"Ours" said the parent and the  
teacher as they smiled  
And each took the hand of the little child  
"Ours to love and train together  
Ours this blessed task forever."