

Tiny Seeds Preschool



Lazy Mountain Bible Church

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Matthew 13:31-32

He told them another parable: "The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches."

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I. What is LMBC Tiny Seeds Preschool (TSP)?

A. Mission. Our mission is to carry LMBC Children's Ministries' mission "Growing Together" and to plant seeds of God's Word in the hearts of children; to bring out awareness of God, his reality and sovereignty, every person's sinfulness and need of forgiveness through Christ.

Our goal is to help each child develop socially, emotionally, physically and intellectually – through actively exploring imaginative materials/equipment and interacting with others – with cooperation from parents in a loving Christian atmosphere.

TSP supports each child's learning style and developmental readiness with the cooperation of the parents. Children will learn to get along with other children. TSP provides a creative environment for strengthening emotional control, developing self-discipline, increasing independence and encouraging self-confidence. It will promote language skills, instill the love of reading, and develop a solid foundation of God's Word.

Parents, teachers, and children will work together for the common benefit of the children in a co-op setting. Parent's participation adds a unique and invaluable dimension to their child's experience and is encouraged.

TSP's foundational educational principles will stem from Bible stories, prayer, and verse memorization.

B. Curriculum. Curriculum includes but not limited to Family Time Bible, Sonlight, and teacher created. Students engage in activities and materials that stimulate imagination, build independence, and have ample opportunities for exploring and discovering.

C. Program. Academically, kindergarten readiness is the focus. Your child will enjoy arts, crafts, music, and gross motor activities daily. The learning goals for the student include Christian character, developing fine motor skills such as cutting, coloring, writing, and using various types of manipulatives (hands-on play equipment), recognizing the alphabet, numbers,

and their name. The children will begin to recognize upper- and lower-case letters, numbers from one to ten, their first and last name, and their addresses and phone numbers. Praise and encouragement are used to reinforce skills. The maximum class size is about 12 with a ratio of about 6 children to 1 adult.

II. Eligibility and Enrollment. To be eligible children must be 4 years old by August 15th and completely potty trained (no pull-ups). Once the classes are filled, a wait list will be created. If an opening becomes available during the school year, parents from the wait list will be notified.

A. Tuition. Tuition is due the first of each month starting the first week school meets in the fall. After the tenth day of each month, tuition is considered late and late fee is charged. Parents will pay online and emailed a receipt. **Parents are required to sign a tuition acknowledgement form at the start of the preschool year. Monthly tuition is payable in full regardless of missed attendance.**

B. Early Withdrawal. If a child is withdrawn after March 1, the parents are responsible for paying the tuition for the remaining months of the school year (usually April and May).

III. Parent Involvement—Backbone of the Program. Enrolling a child in LMBC's preschool requires regular parent(s) participation in school activities. Parent involvement is critical. Parent involvement includes, but is not limited to the following: helping the teacher during class, helping clean up after class, providing healthy snacks, donating supplies, and attending parent meetings. At a minimum, parents or someone the parent designates (i.e. grandparents) must volunteer in the classroom once a month. **Volunteering in the classroom is a requirement. Parents/Family Volunteers are required to sign a volunteer commitment contract at the start of the preschool year agreeing to volunteer terms and LMBC's faith statements and teaching policies, complete a protection policy class, and pass a background check.** It is encouraged that siblings don't accompany parents on volunteer days but arrange childcare tradeoff with other TSP families. However, if children need to accompany parents, arrangements need to be made in advance with the teacher.

A. Volunteer Sign Up. All parents sign up to volunteer in the classroom each month for a minimum of one day. A calendar will be posted for sign ups. One of the days should include bringing a snack. You are always welcome to sign up for additional days. If a scheduling conflict arises, contact other parents to switch. If there is still a problem, contact Ms. Marina.

B. Other Volunteer Opportunities. Sometimes parents help with specific jobs and coordinating certain activities including the following:

(1) **Classroom Scheduler** ensures that there are two parent helpers for each class day. If a parent is unable to volunteer on their assigned day, they can contact the Scheduler to help arrange for a substitute helper.

(2) **Teacher Preparation Helpers** take home projects to prepare for the children. Preparation may involve tracing, cutting, sorting, or help prepare food for specific class activities (e.g. making applesauce, dough, cookie medals).

(4) **Photographers** may help with photographing class activities, creating a slide show of pictures.

C. Parent Meetings. Parent meetings take place at least 1-2 times a year. Parents will be notified about a scheduled parent meeting, and if child care will be available.

D. Clean-Up. Clean up includes both daily, weekly and yearly clean up times.

(1) **Weekly.** Clean-up procedures are listed in the classroom. These duties include: vacuuming the classroom and snack area, sanitizing tables, emptying classroom trash cans, taking out trash, cleaning up painting area, and moving play equipment to storage areas.

(2) **End of Year Clean-Up.** If needed, parents will be asked to help clean up at the end of the year. This will be after preschool ends for the school year.

IV. How do I know how my child is doing? Parents are encouraged to cultivate and maintain communication about preschool activities with their child. You will have opportunities to experience all aspects of it. Open parent-teacher communication is encouraged. Please contact the teacher about any special situation with your child that may affect his/her behavior (ie. family, pet, or friend death, changes in the family, serious illness)

A. Parent Feedback. Suggestions, concerns, and compliments are always welcomed.

B. Learning Exceptions. Please notify the teacher about any physical, learning, or behavioral concerns with your child.

C. Discipline. Our objective is to nurture the children using positive discipline and guidance. Our goal is to help the children develop self-control, a cooperative spirit, and respect for others and their environment. Positive reinforcement is the focus. When a child's behavior is well-mannered, it will be acknowledged and encouraged.

D. God's Golden Guidelines. It is helpful to the teachers and students if you remind your child at home of some important guidelines that we follow at school.

(1) Kindness ~ Sharing ~ Respect ~. Kindness, sharing, and being respectful to fellow students, teachers, and parents is our number one guideline. God's Golden rule is to treat others as you would like to be treated. Respect for the church facility and for our classroom is also encouraged by cleaning up after ourselves.

(2) Safety in the classroom. For safety, using walking feet in the church will be enforced.

(3) Circle time Guidelines. Being a good listener, keeping hands to ourselves, wait your turn, be patient, raise your hand.

(4) Off-Task Behavior. When a child is off task and disrupting the learning of others, he/she will be asked kindly to stop or change their behavior and/or the teacher will redirect their focus back on the task.

(5) Time Out. If the action is repeated, the child will sit in a thinking chair. The thinking chair is used to allow the child to calm themselves and regain control of their behavior. After time out, the child and the teacher or a helper will discuss privately the disruptive behavior and better behavior choices.

(6) Biting or Hitting. If a child hits or bites another person, they will sit in time out immediately. Parents will be notified. After the time out, the teacher will speak to the child and the child will apologize to the victim.

(7) Removal. The teacher may use her discretion to remove a child temporarily from class. A parent will be called to come and take the child away from class. This would be a result of chronic disruptive behavior of a student who fails to respond to positive redirection. Permanent removal of a student from class is at the teacher's discretion.

V. Schedules

A. Calendar. Teacher will provide the parents with a monthly calendar of events and scheduled days off.

B. Arrival/Dismissal. To help children arrive on time, doors are unlocked 10 minutes prior to the beginning of class. Accompany your child into the building, help them remove their outdoor gear, bring your child all the way into class, and greet the teacher in the classroom. If you will be late for class dismissal or someone other than a parent will be picking up your child, notify the teacher.

C. Absences. Please notify the teacher if your child will be absent. It helps for planning and we worry.

D. Preschool Closures. We will follow the Mat-Su School District whenever the school district closes due to weather or other emergencies. Notifications will be sent out to all parents. Classes cancelled due to weather will not be made up.

E. Holidays. Classroom activities will recognize holidays such as Fall Harvest, Thanksgiving, Christmas/birth of Jesus, Valentine's Day, and Easter. The teacher may incorporate other special occasions.

F. Birthdays. Parents may celebrate their child's birthday during class by bringing a special snack. If a child has a summer birthday and the parent would like their child to celebrate with the class, notify the teacher ahead of time to schedule a special day.

VI. Classroom Environment

A. Classroom Set Up/Take Down. Since our classroom is located in a Sunday school classroom, the classroom must be reset for church uses at the end of every preschool class. See **Parent Involvement** section for more details.

B. Clothing. Comfortable, washable, easy to manage clothing is best. Some activities are messy or the class may go outside for an activity. Dress-clothes may restrict active participation. Shoes must be worn at all times in the classroom. During winter, in addition to boots, please bring an extra set of shoes for students to wear inside. In an emergency, everyone may have to go outside. Dress yourself and your child for the season. Mark your child's name on their outdoor gear. There are extra clothing in case a change needs to be made.

C. School/Church Property. Children, parents, teachers, and visitors are expected to treat property and the church with respect. When coming and going from the school, please do not let your child and/or siblings run freely around the church.

D. Lost and Found. Contact the teacher about lost or found items. Those items not claimed after a few weeks will be donated to charity.

VII. Classroom Activities

A. Daily Activities. A general example of a daily schedule and actives are; Free play, Bible Circle Time, Center Time (explore learning centers; letter of the day, geometric shape, and number...) Snack, Science, Life and Art

Activity, and Closing: Read Aloud Story. Outside Activities occasionally weather permitting.

B. Snacks. The designated parent helper supplies snacks. This includes the snack and necessary paper plates, paper cups, utensils and/or napkins. The students will be learning to wash their hands before snack and use table manners while eating.

(1) Allergies. Please talk to the teacher about any food allergies. Students with extreme allergies or diet restrictions may be asked to bring their own snack.

(2) Suggested Snacks. Veggies, fruit, cheese and crackers, muffins, popcorn, granola bars, pretzels, goldfish

(3) Drinks. All students will need to bring a water bottle to class.

C. Special Events.

(1) First Day of School/Get Acquainted Day. The first day of school lasts about an hour to give the child and parent the opportunity to meet the teacher and explore the classroom together.

(2) Concerts. In December and/or Spring, the children will sing in a short concert in the fellowship hall and enjoy snacks and treats afterwards.

(3) Graduation. An event for the whole family to celebrate graduates.

VIII. Health. See section on **Classroom Environment and Activities** for additional information.

A. First Aid. First aid kits for minor injuries are accessible in the classroom.

B. During School. When a student is injured or becomes ill the teacher will contact the parent immediately. Please ensure that your contact information is accurate. If parents or emergency contacts cannot be reached, the teacher will decide the appropriate action.

C. Sick at Home. A child or volunteer parent may not attend the preschool when they have had any of the following within the past 24 hours: diarrhea, vomiting, severe cold, and/or fever. Give yourself or your child a 24-hour well period before returning. If the child has been exposed to or shows symptoms of a communicable disease (e.g. pink eye, strep throat, lice, chicken pox), check with your health care provider before returning to preschool.

D. Emergencies. Teachers will conduct fire and earthquake practice (as determined appropriate), so that the children are familiar with emergency procedures.

IX. Classroom Supplies

A. Donations/Wish List. Parents may donate money or items. Teachers will post their wish list for needed items.

X. Communication/Location

A. Parent Communication. E-mail addresses and phone numbers of all parents within each class will be shared with families of the same class. Sharing contact information makes communication and coordination easier. A communication app (REMIND) will be set up for effective daily communication. No parent or student information is released to the public.

B. Teacher Communication. Parents will be expected to communicate with Ms. Marina through the REMIND app or phone. (907-982-4831).

Last updated 8/21/23

(Revised from PSP Handbook)

This handbook includes general information. Changes will be made as needed by the teacher.