



FAMILY HANDBOOK

2026-2027

Sponsored by:
The Presbyterian Church of Jackson Hole
1251 South Park Loop Road
P. O. Box 7530
Jackson, WY 83002
(307)734-0388 ext. 111
www.pcjh.org

"It is the supreme art of the teacher to awaken joy in creative expression and knowledge."
Albert Einstein

WELCOME TO LITTLE LAMBS!

What an honor it is to serve your children through the experience of Preschool. We believe in the development of the whole child: socially, emotionally, physically, intellectually and spiritually. We help foster communication, self expression, creativity, and growth of positive self image as they learn and grow.

Mission Statement:

Our mission is to provide a safe and loving environment that promotes growth.

Vision:

We want to encourage a sense of wonder and discovery in all children through the process of their growth and development.

Our job is to keep them safe and provide them with as many learning opportunities as possible. Our early education program consists of both indoor and outdoor activities, alternating active and quiet play, as well as a balance of child-directed and teacher-directed learning time. We recognize that the development of each child is an individual process, so we try to offer a stimulating and encouraging learning environment where each child can experience success. We also want them to feel supported as they make mistakes, because often that's where we learn the most. We want them to know that above all, they are safe, loved and special!

As a faith-based Director, I would like to lead the school under the umbrella of God's purposes. We are under the authority and care of PCJH and its values; yet happily welcome people from all faiths or no faith to our school. Our staff is here to help develop the whole child and lead them through a wonderful journey of growth.

We look forward to a wonderful year as we watch your kids learn, grow and make progress. It is our desire to find the right balance for assisting you, the parents and caregivers, in developing your children through home life, school training and church experiences. Please contact me with any questions you may have. We want this year to be a very successful experience for your child.

With joy,

Diane McGee
Little Lambs Preschool Director
Presbyterian Church of Jackson Hole
Church: (307)734-0388 ext. 111
dmcgee@pcjh.org
littlelambsjh.com

WELCOME TO PCJH!

The Presbyterian Church of Jackson Hole is a vibrant Christian church, who welcomes all, and seeks to serve and love others in the name of Jesus. Our beliefs are reflective of the Reformed tradition from which our denomination, the Presbyterian Church (U.S.A) has grown.

Our vision:

To see lives being transformed in Jesus Christ

Our mission:

Life Together. Rooted in Christ, Reaching out in love.

At PCJH you will find people from many denominational backgrounds and/or none at all; some younger and those a bit older; the politically conservative and those who are liberal; richer folks and poorer folks; those from “born-again” experiences and others from an “actions speak louder than words” belief; some with a deep knowledge of the Bible and some with hardly any understanding. What holds us together is a heart of gratitude to God for the reality of God’s grace in our lives, a desire to faithfully follow Jesus, and an active serving heart for our neighbors and our world. To learn more about PCJH, please visit our website at www.pcjh.org.

We are so glad you have chosen Little Lambs Preschool for your child’s early learning experiences. We hope and pray your experience with Little Lambs is a special gift for your family. Thank you.



INTRODUCTION TO LITTLE LAMBS

Little Lambs believes in the development of the whole child: spiritually, socially, emotionally, physically, and intellectually. Communication, self-expression, creativity, and growth of positive self-image are fostered. We recognize that the development of the child is an individual process, so we offer a stimulating and encouraging learning environment where each child can experience success. Individual and small group activities are provided daily. Little Lambs holds fast to Christian principles such as honesty, mutual respect, and love, which creates a nurturing environment. We encourage responsibility and self control in the development of a strong character. Our goal is to instill in children a love of learning and a love for our Lord.

“Children are a gift from the Lord; they are a reward from Him.” Psalm 127:3

PROGRAM OVERVIEW & GOALS

Children enrolled in Little Lambs Preschool will achieve Early Childhood Readiness Standards developed by the Wyoming Department of Education, including sufficient progress in:

- Academic/ Physical/ Social/ Emotional:
 - Language
 - Literacy
 - Social & emotional development
 - Approaches to learning
 - Mathematics
 - Science
 - Physical health & development
 - Creative arts
- They will also:
 - Develop a healthy self-image
 - Practice manners
 - Improve their verbal, listening and perceptual skills
 - Learn to accept and respond positively to others
 - Progress in executive functioning skills
 - Be challenged to love each other more and show empathy
 - Become more aware of God's presence in our world
- Spiritually, children enrolled in Little Lambs will learn:
 - That God and Jesus love them and everyone
 - That God gave us a special book called the Bible
 - That God is everywhere and that He is good
 - That Jesus can live in their hearts
 - That the Bible has important stories and principles in it
 - That they can talk to God through prayer
- There are 3 consistent rules:
 1. Be KIND
 2. Be SAFE
 3. Be RESPECTFUL—to ourselves, others, and everything

Staff Qualifications:

- First aid and infant/child/adult CPR certification must be completed biennially and kept current at all times
- 12 hours of continuing education annually
- A child abuse/neglect Central Registry screen done annually
- Full fingerprint based national criminal history record background check completed every 5 years

Special Needs:

Reasonable accommodations, including but not limited to, direct supervision and staff:child ratio adjustments, shall be made for children with special physical, cognitive and/or behavioral needs and shall be based on the child's abilities. If a child is found to have special health needs, allergies, etc., a Care Plan for the child will be developed and followed while in our care.

Overnight Care:

This facility does not provide overnight childcare.

REGISTRATION PROCESS

Registration begins March 1st, 2026 and takes place online through the Brightwheel application system. You will find the Application Packet at littl lambsjh.com at the top/right of the front page.

We have based our registration policies on the current policies in place at the Teton County School District (TCSD) regarding a child's kindergarten acceptance date. TCSD will not enroll a child in kindergarten unless they are 5 years old on/or before August 1st of the current school year. There are few exceptions to this rule.

Little Lambs Class Registration Will be as Follows:

Less than 24 months by August 1st:

- Qualifies your student for our **INFANT/TODDLER CLASS** (less than 24 months old)
- For 2026-27, we offer a Full Day option. This group will have up to four children per 1 teacher. The day will consist of a consistent routine of activity as appropriate (peek a boo, diaper change, tummy time, going for a walk, etc.), sleep, eat and repeat.

2 Years Old by August 1st:

- Qualifies your student for our **PRIMARY CLASS** (2-3 years old)
- We offer a Half or Full Day option for children qualifying for the Primary Class. Half Day is 9am-12pm. This group will have up to eight students per 1 teacher. Full day is 9am-3pm. This group will have up to four students per 1 teacher. The afternoon will consist of lunch, rest time and additional play time. The students in this class are working towards being fully toilet trained.

3 Years Old by August 1st::

- Qualifies your student for our **PRESCHOOL CLASS** (3-4 years old)
- We offer Full Days for the Preschool Class. This group will have up to ten students per 1 to 2 teachers. These children should be fully toilet trained. Some toilet accidents are expected, but if your child is experiencing frequent accidents after the first 30 days we will need to discuss whether or not your child will be permitted to stay in the Preschool Class until they demonstrate consistency in toilet training.

4 Years Old by August 1st:

- Qualifies your child for the **PRE-KINDERGARTEN CLASS** (4-5 years old)
- We only offer Full Days for the Pre-K Class. This group will have up to 12 students per 1 to 2 teachers. In this class your child is expected to be fully toilet trained.

Your child's enrollment will be finalized when you have paid the Application Fee *which will be applied* to September's invoice (You can pay online through Brightwheel with ACH, credit or debit card, or by cash or check). If your child is new to Little Lambs, you will be billed separately a one-time, non-refundable registration fee of \$75.

Registration for the Following Year:

Students who were enrolled in the previous school year will automatically have a spot in the next level class for the upcoming school year (unless they are entering Kindergarten). You will still need to complete the Registration Process and pay the Application Fee to confirm their spot. Registration will open to the existing Little Lambs Families prior to opening to the public.

Please inform the Director in writing if your child will NOT be returning to Little Lambs.

Cancellation Policy:

- Should you decide to dis-enroll your child at least 6 weeks prior to the start of school, you will receive a refund of 75% of the application fee. If you dis-enroll your child after the 6 week cutoff, you forfeit 100% of the application fee. Notice of intent to leave the program must be made in writing.
- Should you decide to dis-enroll your child during the school year, notice must be RECEIVED in writing no less than 8 weeks in advance. And, if you choose to dis-enroll your child after Jan. 1, 2027, you will be charged the remaining tuition balance.
- NO refunds on tuition after Jan. 1, 2027.

2026-27 School year 10% discounts available:

- Offered to families with more than one child enrolled. Will be applied to the lesser tuition rate.
- If tuition is paid in full by the time school starts, the discount will be awarded towards all 9.5 months of school.
- If more than one discount applies, the family may choose which one to utilize.
- Scholarships are also available. Ask the Director for more information.

Tuition rates for the 2026-2027 School Year:**Infant/ Toddler Classroom (Ages 0-2 years old)**

3 Days: M/W/F	9am-3pm	\$1358/mo
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HALF DAY: Primary Classroom (Ages 2-3 years old)

2 Half Days: T/Th	9am-12pm	\$492/mo
3 Half Days: M/W/F	9am-12pm	\$746/mo
5 Half Days: M-F	9am-12pm	\$1197/mo

Full Day: Primary Classroom (Ages 2-3 years old)

2 Days: T/Th	9am-3pm	\$638/mo
3 Days: M/W/F	9am-3pm	\$956/mo
5 Days: M-F	9am-3pm	\$1594/mo

Preschool Classroom (Ages 3-4 years old)

2 Days: T/Th	9am-3pm	\$638/mo
3 Days: M/W/F	9am-3pm	\$956/mo
5 Days: M-F	9am-3pm	\$1594/mo

Pre-Kindergarten Classroom (Ages 4-5 years old)

2 Days: T/Th	9am-3pm	\$638/mo
3 Days: M/W/F	9am-3pm	\$956/mo
5 Days: M-F	9am-3pm	\$1594/mo

	Before Care		After Care	
Primary-Pre K Classes	7:45am-9am	\$15	3pm-5:15pm	\$30
Infant/ Toddler Classroom	7:45am-9am	\$20	3pm-5:15pm	\$40

(Signup for Before & After Care is separate and you will also be billed separately from monthly tuition)

BEFORE & AFTER CARE POLICIES

You **MUST** reserve a spot for your child in Before/ After Care. Sign ups for each month will open the last week of the previous month. If you know you need Before/ After Care for the duration of the school year, please let us know. Last minute requests for either Before and/or After Care will be honored to the best of our availability. Cancellations must be received 24 hours prior via a Brightwheel Message. If you do **NOT** let us know, you will still be charged for that day.

TUITION/ PAYMENT

Tuition payments are due the 5th of each month and can be securely paid through the Brightwheel App using an ACH bank account, credit card, or debit card. There is a 2.75% processing fee for using a credit card. Payments can also be made via check or cash. Please *make checks payable to "PCJH - Little Lambs."* Check payments should be dropped off to the Little Lambs Director or Administrative Assistant. If you wish to mail your payment, send it to:

PCJH
Attn: Little Lambs
PO Box 7530
Jackson, WY 83002

Please notify the Director or Administrative Assistant if you need to pay on a different day of the month. Should payment be 10 days late or more, *a late fee of \$10/day will be incurred until the total bill has been paid.* Returned checks will be charged \$50 per check/transaction plus any fees accumulated due to the returned check. Failure to pay tuition within the month it is due will result in suspension of services until the bill is paid in full.

Note:

June is not a fully operating program month so you will *only* be billed for half of your normal monthly amount. Otherwise Little Lambs follows the TCSD calendar for holidays such as Thanksgiving, Christmas, Spring Break and other holidays are factored into tuition prices. FULL Tuition will be due during these months. Please refer to the Little Lambs School Year Calendar for closure dates.

Special Classes (NOT included in Tuition) (Ask About Scholarships)

1. 22 Nordic Cross Country Ski Lessons
2. Art Association of Jackson Hole Classes

ATTENDANCE

Please notify the school via a message through the Brightwheel App if your child will not be in attendance due to illness, vacation, or other reasons. There is no reimbursement for missed days.

Sign In/ Out & Safe Release of Children

Each day, you will need to sign your child IN & OUT on our school iPad located in the lobby. Each parent will have their own Brightwheel Code for signing their child/ children IN & OUT. If someone other than a parent is going to pick up your child/ children regularly they will need to have their own Brightwheel Code for signing IN & OUT. This helps to maintain your child's safety as well as being a Wyoming State Licensing Rule. Only individuals listed on the registration form may pick your child up. If someone else is going to pick up your child and he/she is not listed on your registration form, you must contact us via a message on Brightwheel to inform us. Note that we will ask to see that person's driver's license if we do not know them.

On Time Arrival:

Please plan on arriving on time every morning that your child is to be in attendance. Late arrivals are disruptive to the class and your student will miss out on important academic components every morning that they arrive late. Your child/ children will be responsible for doing their "jobs" each morning upon arrival, these include putting their items in their cubbies, putting their water bottles in their classroom water bottle bucket, putting on their inside shoes, etc.

Prompt Pickup:

Please plan to pick your student up ***promptly***. Understand that our teachers have other responsibilities after class is over that will not allow for staff supervision of your child/ children once school is over. If you are going to be late for pickup please send us a message via the Brightwheel App so we can plan accordingly. If you are going to be more than 10 minutes late, your child will automatically be signed up for After Care and you will be invoiced for the After Care Fee for that day (Not including Emergencies, of course). Your child/ children will also be responsible for collecting their personal items and being packed and ready for pick up, as well as helping to “clean up” before they leave for the day.

Safety During School Hours:

School doors are locked during school hours (with a 30 minute buffer for morning drop-off (9-9:30) and afternoon pick-up (2:30-3)). There are instructions to safely enter the building or contact staff during school hours posted at the main doors of the Little Lambs Entrance. You may also text/ call your child's teacher or send a message via Brightwheel to all staff if you need access to the building.

DAILY SCHEDULE (Example for Primary, Preschool & Pre-K Classes)

9:00-9:30	Centers/Free Play		
9:30-10:00	Snack	Circle Time	Centers/Free Play (9:00-10:00)
10:00-10:30	Art	Snack	Morning Mtg/Circle Time
10:30-11:00	Gym Play	Art	Snack
(10:30-11:15) Music & Movement (Wednesdays)			
11-11:40/12:00	Outdoor Play	Outdoor Play	Outdoor Play
(11:40-12:00) Chapel Time (Mondays & Tuesdays)			

Half Day Students in the PRIMARY CLASS will be picked up at 12:00

12:00-12:30	Lunch	Lunch	Art
12:30-1:00	Rest Time (12:30-2:30)	Books	Lunch
1:00-1:30		Rest Time (1:00-2:30)	Books
1:30-2:30			Rest Time
2:30-3:00	Free Play & Pickup		

SICK DAYS/ VACATION**Sick Policy:**

Little Lambs will allow a one-to-one make-up sick day if possible. The make-up day needs to be pre-arranged with the Classroom Teacher prior to coming. Your child will only be able to attend if the ratios work out on the requested day. If not, the Classroom Teacher or Little Lambs Director may suggest another day as an option. Make-up sick days will only be allowed within the same month.

Vacation Policy:

Little Lambs provides vacation times according to the TCSD Calendar - See Our Little Lambs Calendar for details. We do **NOT** offer any make up days for additional vacation days. You are responsible for the full monthly tuition when your child is absent due to personal vacation. This continuation of tuition secures your child's spot in the Program.

CURRICULUM

Here at Little Lambs we believe in play based learning, which fosters imagination, social development and cooperative play. Each day we will have age-appropriate carpet/ circle time, which helps prepare for elementary school habits as well as set expectations for the class that day. We have a focus study each week throughout the school year, our books, games, and art projects correspond to our weekly themes, which the kids love. We play OUTSIDE every day! (weather permitting)

Our Primary, Preschool and Pre-K Classroom teachers use various curriculum influences for early literacy, math, science and social emotional skills. Pre-K teachers use “Get Set For School” from the ***Learning Without Tears*** curriculum for literacy and writing skills to help support Kindergarten readiness. Students in the Preschool and Pre-K class will receive academic instruction every day and as teachers we will strive to meet Early Childhood Readiness Standards that were developed by the Wyoming Department of Education.

Bible stories will be explored weekly using the *First Look* preschool curriculum which uses engaging activities to introduce children to God and teaches 3 key components:

1. God Made Me
2. God Loves Me
3. Jesus Wants to Be My Friend

Students will participate in Chapel Time once a week with Pastor Ben, Pastor Tammy or one of our many gifted staff members at PCJH. This is another opportunity for us to introduce Christian principles to your child.

REST TIME

Infant/Toddler Classroom:

Sleeping children under the age of 12 months will only be placed on their back, on a firm flat surface with nothing in the sleep space (i.e. blankets, stuffed toys, pacifier attachments.) Swaddling for infant sleep is prohibited unless a licensed health care provider signs a statement that includes instructions and time frame. Sleeping children should also be in a room with enough light to see their color and check on their breathing every few minutes.

Primary, Preschool, Pre-K Classrooms:

Students in attendance from 9am-3pm will have rest time each day. Rest time is age and developmentally appropriate. The length of rest time will be determined by the teacher and not exceed more than 90 minutes. Students are required to bring a roll-up sleeping bag, and encouraged to bring “snuggle stuff” items like stuffed animals, blankets, pillows, etc. For sanitary purposes, Little Lambs does not provide cozy items for the students to rest with. Please label your child’s items with their first & last names. We ask that these items be taken home each week and washed at home according to our licensing rules.

According to the Wyoming State Licensure: *“Children shall be provided opportunity for, but not required to sleep; and alternative quiet activities shall be provided for children unable to sleep.”*

TOYS & ITEMS FROM HOME

Students are **NOT** permitted to bring toys or items from home, unless asked to bring something for “show and share”. This will be coordinated by your child’s Classroom Teacher and parents will be notified when your child is permitted to bring something from home. The reason we promote no toys/ items from home is because this often leads to children not wanting to share their personal items, making friends feel left out or having personal items get lost or broken. This does not apply to personal “snuggle” items used for rest time. Weapons of any kind (even pretend) are **NOT** allowed.

NUTRITION & SNACKS

Please provide at least one snack per day and a lunch for your child/ children each day. Please make sure they have enough food. We will inform you if we feel your child needs more. Students in the Primary Half Day Class do **NOT** need lunch- only a morning snack. We do have a refrigerator and a microwave teachers can use if food needs to be refrigerated or heated. Please send your own silverware if your child needs it for their snack or lunch. Please send healthy snacks and lunches that are low in sugar content. And please **NO Candy!**

- All types of fruit—raw, applesauce, fruit cups, & dried fruit
- Vegetables
- Granola bars
- Muffins/ Bagels
- String cheese
- Beef jerky
- Cheese & crackers
- Pretzels
- Graham crackers

Depending on the allergies of all enrolled students, some years may require us to be a nut-free school. You will be given that information at the Parent Orientation night before school starts each year. Thanks for cooperating to keep ALL Little Lambs friends safe and healthy!

Please bring a water bottle for your child each day that is labeled with their first & last name

BIRTHDAYS

Birthdays are a wonderful celebration in the life of a child. If you would like to honor your child on their special day, we encourage you to;

- Read their favorite book(s) to the class
- Eat lunch with them
- Come during art or snack and help lead a special craft or bring a snack to celebrate
- You are also welcome to bring a treat to class or drop off a treat in the morning for us to give to your child's class (Please ask us regarding any food allergies in the class)
- When "out of school" party invitations are given, please include each classmate or pass them out privately away from school

ADVENTURES / FIELD TRIPS

All adventures /field trips are walking or via transportation on the PCJH buses to local parks or other locations within our community. Parental consent will be required in your "Admission Packet" paperwork completed on Brightwheel at the time of registration. This one time permission form covers all field trips during the school year. All field trips will be communicated in advance in your student's monthly calendar, in the Friday Parent's Newsletters and via the Brightwheel App. We will always include destination, time of departure, and time of expected return. When children are taken off site, we have:

1. A first aid kit
2. Emergency medical release forms on all children
3. A written plan for direct supervision
4. A current and updated attendance record that documents a periodic count of children & the time to include when getting on and off the mode of transportation
5. Direct staff supervision at all times with a written plan for supervision maintenance at all times
6. Physical boundaries identified for children at the location

Occasionally your child's classroom teacher may plan an impromptu field trip—notification of such a field trip will be sent via message in the Brightwheel App.

Parents are invited to come along whenever possible and are welcome to ride the bus if there is room. If a field trip is scheduled on a day your child isn't enrolled at Little Lambs, but you would like your child to go on the field trip, please reach out to your child's classroom teacher to see if it is possible for your child to attend that particular field trip. You are also welcome to meet us at the field trip location with your child so he/ she may participate as long as you join if your child is not enrolled on that day.

WEATHER

Little Lambs may be delayed or closed on the rare occasion when TCSD cancels classes due to weather, but we will remain open if we have the staff capabilities to get to school safely, there'll be a confirmation that day on Brightwheel. Our goal is to play OUTSIDE every day! However, we will **NOT** take students outside if the temperature is below 10 degrees Fahrenheit or if the weather is deemed too inclement by the staff.

CLOTHING

Please send your child in clothes that are comfortable and seasonally appropriate

- Inside shoes- Easy on shoes, crocs – Easy to walk & play in. (No slipper socks)
- Outside shoes (spring/summer/fall)- easy to run, walk and play in- weather appropriate
 - **NO tie shoes** until your child can tie them
- Sweatshirt/Long sleeve layer
- Any child wearing a dress or skirt needs to wear shorts or leggings underneath
- Do NOT send your child in their best clothes—we *WILL get messy!*
- Please send 2 FULL changes of clothes to be kept in their cubby or backpack. Please make sure the bag with the extra clothes is labeled with your child's first & last name
- Rain jacket & rain boots (spring/summer/fall)- all children must have rain boots please
- Hat:
 - Sun hat (spring/summer/fall)
 - Warm (winter)
- Extra Socks:
 - Summer/ fall ankle socks high enough to not slip down
 - Winter: **Tall** socks–high enough so they won't slip down inside your child's boots
- BIG 5- WINTER
 1. Winter Coat
 2. Snow Pants (or Snowsuit)
 3. Waterproof Mittens/ Gloves
 4. Warm Hat & Buff (that covers their face)
 5. Waterproof Boots
 - PLEASE find snow boots that are WARM & come to shin
 - **NO** tie boots please
- Backpack that fits the child and that can carry their lunch & water bottle.
 - Please bring one that ideally has a **chest strap**. We have extras you can borrow.

LOST AND FOUND

Little Lambs is not responsible for lost items. *Please label* anything that your child brings to school to help aid with identification. Please remember that labelling your child's belongings helps our staff keep the Lost and Found box empty. Any items left outside of the cubbies (including the top) will be taken to the lost & found box each day- located in the lobby.

Please do not send gum, candy, jewelry, money, or toys to school with your child.

ILLNESS / MEDICATION

In accordance with the most updated Wyoming State Childcare Licensing Rules as well as to prevent the spread of infection, children and staff will be asked to stay at home if they are ill.

If your child has any of the following symptoms, please keep him/her home:

- Blood in urine
- Diarrhea
- Difficult or rapid breathing
- Fever of 101° or above
- Pink eye
- Sore throat with fever
- Excessive nasal discharge
- Severe coughing
- Severe pain or discomfort
- Skin rashes lasting more than one day
- Vomiting
- Suspicions of chicken pox, pertussis, measles, mumps, rubella, or diphtheria
- Swollen joints or visibly enlarged lymph nodes
- Untreated head lice or nits
- Untreated scabies
- Vomiting
- Yellowish eyes or skin
- Lethargy/ fatigue (to the degree that the child is unable or unwilling to participate in classroom activities)

Parents/guardians will be notified immediately if your child develops any symptoms requiring exclusion from care. Symptomatic children will be separated from other students and directly supervised until the parent/guardian arrives. Students must have been symptom-free and/or have been taking a prescription antibiotic for a **FULL** 24 hours before returning to school after a contagious illness.

In the event your child obtains lice, you must complete 2 full treatments and provide us with a physician's statement BEFORE your child returns to Little Lambs.

Medical Conditions:

Please inform us of any medical conditions your child has so that we may do our best with each individual child. A Care Plan is required for all children with special health needs (like asthma, diabetes, seizures). Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans should be updated as needed, but at least yearly. All persons who come in contact with the child who has a plan for emergencies, shall be fully aware of the plan and the plan shall be followed.

Medications:

Medication will not be given to children unless arrangements have been made. If it is essential, parents will be allowed to come to the classroom and dispense it themselves or make arrangements with the Director who keeps a medicinal log (as per state requirement). Students with allergy/health concerns will be asked to bring a note from the doctor regarding the child's allergies/health concerns, have an emergency plan in place with staff and on file, as well as provide necessary medicine for a reaction, such as an EpiPen.

*****Please notify the Director prior to the first day of school if your child carries an EpiPen since we have special handling requirements.**

No medications can be stored in the child's backpack or within their reach! This includes lotions & sunscreens and homeopathic oils, medications, etc. Upon Brightwheel registration, parents sign the topical OTC authorization, which authorizes teachers and staff to apply over the counter products when necessary, unless the parent provides their own from home. These products must be labeled with the child's first & last name and will be kept out of the child's reach.

Child Records:

Each child in care shall have the following information on file – updated annually:

- Completed Child Record
- Emergency Medical Release
- Child Health Information
- Current Vaccination record or waiver from the State of WY
- Information about Child's Habits
- Parent Questionnaire
- Signed Consent for Activities
 - Use of essential oils in the classrooms
 - Emergency medical care
 - Participation in field trips or excursions, whether walking or via PCJH bus transport
 - Water Play/ wading on PCJH campus or on a field trip to local stream/ pond
 - Topical OTC product authorization
 - Policy for weapons on campus
 - Media release
 - Agreement to update Child's information
- Signed page of Family Handbook
- Tuition Contract
- Emergency Cards

Immunizations:

Up to date immunization records must be submitted before or by the first day of school. Each child must be properly immunized against all preventable diseases before starting school **and/ or** have a current State of Wyoming Exemption Waiver.

Confidentiality:

All personal information regarding your child will be kept in confidence between only the members of the Little Lambs Staff and you as the parents.

WEAPONS POLICY

The following rules are directly from Chapter 11, Section 12. Physical Facility, from the Wyoming Child Care Licensing Rules for all facility types. Programs not located in the owner's residence shall prohibit firearms, ammunition, or other weapons in any area, outdoor space or in vehicles used by children, except by Law Enforcement personnel.

GUIDANCE AND DISCIPLINE

Children will actively develop a list of acceptable as well as unacceptable behaviors during the first few weeks of school. Students will also gain a clear understanding of consequences for unacceptable behaviors. Unacceptable behaviors are ones that are potentially harmful, disruptive, or aggressive.

One of the primary goals of Little Lambs Preschool is to help young children learn to live and grow in their relationships with others. Skills such as sharing, taking turns and cooperation provide an important foundation for a successful educational future. **Discipline** is derived from the word **disciple** meaning to teach. We do not think of discipline as punishment, but rather as teaching self-regulation and the expression of feelings in acceptable ways. This fosters executive function as well which is a necessary and positive part of development. Students will receive positive guidance as a first step to prevent any unacceptable behaviors. Positive behavior will be modeled and rewarded. When a child simply needs redirection, it will be offered in a positive, helpful way.

Discipline will focus on the positive behaviors that are expected. Simple and clear rules will be established in each classroom. Review of the rules will occur daily. Children will be treated in a positive manner with gentle reminders of the rules. Discipline measures are directed toward teaching children appropriate behavior and self-control, based upon what is reasonable for their age and developmental level. Redirection, logical consequences and thinking time (taking a break) may be utilized as a consequence for misconduct.

We are committed to assisting the children in their emotional, social, and cognitive development. There may be times, however, when a child's behavior can affect the atmosphere of the classroom. Behaviors that can be disruptive to a classroom may include aggression, defiance, disobedience, or disrespect. If these behaviors persist, teachers will assist the child by:

1. Helping the child use appropriate words to resolve conflict
2. Praising and/or rewarding kind behavior
3. Providing natural consequences for undesirable behavior
4. Working with the parents to provide consistency both at home and at school

The following discipline shall **NOT** be used at Little Lambs under any circumstance:

- Punishment associated with food, rest or toilet training
- Rough handling of children including hitting, spanking, beating, shaking, pinching, and other measures that produce physical pain
- Abusive or profane language
- Any form of humiliation including threats of physical punishment
- Any form of emotional abuse including rejecting, terrorizing, corrupting, isolating or ignoring a child

A child can be removed from a group but not isolated. Behaviors of a child may be ignored, but not the child. As a last resort, it may be necessary to remove a child from the group for a short period of time. During this time-period, the teacher will support the child as needed - in a calm manner; the teacher will also help the child come up with other possible solutions on how to handle the problem in an appropriate manner. Should a child's behavior become severe enough to interfere with the overall atmosphere of the classroom consistently, a conference with the parents, teacher and the Little Lambs Director will be called to discuss the behavior. The parents and teacher will work together to come up with recommendations to resolve the issue, while keeping foremost the best interests of the child and the preschool.

Biting Policy:

Biting usually causes more upset feelings than any other behavior in preschool programs. Biting is upsetting and potentially dangerous. In children under three years of age, biting is considered to be a developmentally typical behavior. The following policy on biting has been developed for the benefit of the biter *and* the safety of the other children at Little Lambs.

Teachers Respond to Biting as Follows:

1. When a child bites another child, the teacher will offer large doses of TLC, ice and antiseptic to the injured child (if necessary). The teacher will encourage the bitten child to say, "Ouch, don't bite!" in a loud voice, to help them in the future.
2. Next, the teacher will take the biter aside and get down to their eye level and tell the child in a firm voice that biting hurts and that it's not okay to hurt their friends.
3. The teacher will try to determine whether the bite was out of frustration, territorialism, inquisitiveness or provocation. The teacher will then encourage the child who did the biting to use words in a future situation to express their needs, rather than bite a friend.
4. The parents will be informed when a child has bitten or has been bitten; however, names will not be disclosed. The teacher will record the biting incident on the appropriate incident report form.

SUSPENSION / EXPULSION POLICY

Little Lambs Preschool promotes positive social and emotional growth and includes age-appropriate behavior support. This practice enables us to offer the most proactive and supportive environment for children. However, there may be a time when we have exhausted all efforts to help a child interact in a positive manner in our program. If this situation should arise with your child, we will adhere to the following guidelines:

- Share with parents in writing behavioral concerns and what steps the facility has taken to change those behaviors
- Schedule a conference with parent(s)/guardians to discuss steps implemented, local resources available and develop a plan for next steps
- If expulsion or suspension is warranted, discuss with the parents the terms of a child returning and the length of suspension

We adhere to the latest requirements regarding Suspension/Expulsion Policies from the state of Wyoming Education Headquarters. The Director and teachers will remain in contact with parents through phone, email and/or in person to promote the social, emotional and behavioral health of children and limit the use of expulsion, suspension & other exclusionary practices. Before we determine whether an expulsion or suspension is appropriate, the program shall collaborate with the parents & engage available community resources to address challenging behaviors.

PARENTAL / GUARDIAN RIGHTS

In accordance with Wyoming Child Care Licensing Regulations, we are obligated to provide you the following informational statements.

Parents/Guardians Shall Have:

- Unrestricted and immediate access to their child/children AND any area of the facility where child care is being provided
- The right to view childcare inspection reports from the Director (which can also be found at findchildcarewy.org)
- The right to know about ALL incidents and/or ALL treated injuries that occur to their child/children while in our care
- The right to know about ANY & ALL situations that occurred that may have caused concerns for the child's health or safety

PARENT / TEACHER COMMUNICATION

Parents are always welcome to approach the teacher if a question or concern arises. At the start of the year we will provide a PCJH Contact Information sheet including specific phone numbers and e-mail addresses of teachers and pertinent staff.

Little Lambs Preschool is proud to be a Christian faith-based preschool that teaches Biblical principles and Godly love and behavior to children. It is imperative that all parents understand that those same Godly behavioral expectations also apply to parents. Behavior **NOT** in alignment with our standards will not be tolerated here at Little Lambs and parents can expect to be spoken to about any instances that are hurtful or disrespectful to any child, staff or other parents. If that destructive parental behavior continues, your child may be asked to leave the Program.

COMPLAINT PROCEDURES FOR REPORTING CONCERNS

Open communication between the Little Lambs teachers and families is crucial for your child's success. We will strive to communicate with you on a regular basis the events of your child's day as well as topics of concern that arise. If a concern arises, parents or other caregivers should **first** communicate with your child's teacher. Please express your concerns very specifically with your child's teacher, along with actions that you wish to be taken to correct it. Follow up with the teacher to ensure that actions have been taken.

If the issue is not rectified after discussing it with the teacher, please report your complaint to these individuals in the following order:

1. **Diane McGee**
Little Lambs Director
Work: (307) 734-0388 x111
dmcgee@pcjh.org
2. **Pastor Tammy Mitchell**
Associate Pastor at PCJH
Office: (307) 734-0388 x104
tmitchell@pcjh.org
3. **Town of Jackson Department of Family Services**
(307) 733-7757
<https://dfs.wyo.gov/i-need-to-report/>
4. Local State of Wyoming Childcare Licensor:
Kelli Dunne
WY Department of Family Services
Cell: (307) 231-3784
Office: (307) 249-5848

In the case of suspected child abuse or neglect, contact the Department of Family Services or local law enforcement. All providers/staff are required by the Child Protective Services rules to report cases of suspected child abuse or neglect. Upon request, a violation history may be requested to the Director. A complaint and compliance history may be found at: findchildcarewy.org

EMERGENCIES

Fire and evacuation drills are conducted monthly and Little Lambs currently has an Emergency Preparedness Plan and will adhere to it based on the type of emergency it is. Emergency evacuation diagrams are posted around the school.

- Notification, Relocation, Reunification/ Release
 - In the event of an emergency evacuation, we will have 2 evacuation locations for emergencies
 - 1. The far side of the PCJH parking lot. We will use this space for emergencies that are not physically harmful & for fire drills.
 - 2. Relocation Site: In the rare case that we would need to evacuate children off of our campus, our emergency off site evacuation location is
 - ★ **Jackson Hole Middle School** located at 1230 S. Park Loop Rd, Jackson, WY 83001 We would go by either bus or on foot; it is an easy and safe walking distance away. Their phone number is (307) 733-4234
 - In case of emergency, you will be notified of the situation by phone from one of our teachers.
 - The procedure for unification and release is: Either you or someone designated on your Child Record Form will be contacted to pick up your child from a safe location
 - We have an emergency kit to take with us should an evacuation be necessary.
 - Accommodations for Infants/Toddlers
 - ★ Infants & Toddlers will be evacuated as per licensing requirements.

If parents have an emergency while their child is at Little Lambs, they are asked to call their child's teacher directly or (307) 734-0388 x 111.

Little Lambs Preschool
1251 South Park Road
Jackson, WY 83001



307-734-0388 X 111
lladmin@pcjh.org
littl lambsjh.com

LITTLE LAMBS FAMILY HANDBOOK AGREEMENT

Child's name: _____

- I have received the Little Lambs Family Handbook
- I have read the Little Lambs Family Handbook carefully and understand completely the content. By signing this agreement, I agree to abide by all Little Lambs policies and procedures
- Any questions that I have about this form and all others given to me by Little Lambs Preschool, as well as any questions about the preschool and the level of child care my child/children will receive have been answered completely and to my satisfaction

Parent/Guardian Signature: _____

Parent/Guardian Printed name: _____

Date: _____