

# **Little Lambs Parent's Day Out & Preschool**

Poplar Heights Baptist Church  
1980 Hollywood Drive  
Jackson, Tennessee 38305  
731-668-0097

## **Introduction**

Thank you for allowing Poplar Heights Baptist Church to serve Jesus through serving you in Parent's Day Out at "Little Lambs." Our prayer is to provide quality time with your child while meeting their needs through Christian love and Biblical principles.

Our purpose is to meet the spiritual, emotional, mental, physical, and social needs of the children in "Lambs" through a safe and strong Christian environment that will minister to our parents, church members, and surrounding community.

We encourage genuine Christian love, understanding, cooperation, and participation between children, parents, and teachers.

Our rules at Little Lambs are simple and Biblical:

1. Love one another (1 John 4:7).
2. Be kind to one another (Ephesians 4:32).
3. Help one another (Galatians 5:13).
4. Treat others as you would have them treat you (Matthew 7:12).

Please feel free to contact us at any time for questions or comments in any area.

## **Center Director**

Erin McLemore, Little Lambs Director  
Center Phone number: 731-668-0097  
Home Phone number: 731-427-6897  
email: emclemore@aeneas.net

## **Basic Program**

Little Lambs is a parent's day out program that meets on Tuesdays and Thursdays. The day begins at 9:00 a.m. and ends at 2:30 p.m.

We have 8-10 classes, including:

- **Infants**
- **Walkers**
- **Toddlers**
- **Pre-School 1, 2, 3, 4**
- **Pre-Kindergarten**
- **K-2nd grade (summers only)**
- **3<sup>rd</sup>-5<sup>th</sup> grade (summers only)**

Preschoolers learn primarily by watching, hearing, and doing, through experiences in work and play. Therefore, we will provide both structured activities as well as free play time in each class. Our curriculum is biblically centered. All other learning activities, such as colors, shapes, letters, numbers, phonics, etc., will be incorporated into or correlate with the Bible Story and verse for the day.

### **Enrollment & Fees**

A registration form must be submitted for each period (Fall/Spring and Summer). Please make sure to keep information up to date. If for any reason you wish to withdraw your child from the program, you must submit a written notice two weeks in advance. This will allow us to fill the place left. All the remaining fees for the month are expected to be paid.

There is a non refundable registration fee of \$45.00 per child for each Fall/Spring registration period and \$20.00 per child for Summer Camp. This fee will be used to hold your child's spot and purchase needed equipment and supplies for the program.

As of August 1, 2008, monthly fees are \$125.00. The number of days in the month will not change the amount due. Please make checks payable to Little Lambs Parent's Day Out. There will be a \$25.00 charge for all returned checks.

### **Delivery & Pick-up of Children**

Each child will be signed in and out by parents or guardian along with time of entrance and release. Please inform us of any changes in the person picking up your child. Any person may be checked for identification. Remember: This is for the safety of your child.

Please take full advantage of the hours we are open. If possible, please arrive between 9:00 - 9:15 a.m. each morning. Our teachers have many fun and educational activities planned each day. If your child is late, he/she will miss the fun we have planned for that time.

Children should be picked up by 2:30 p.m. We will extend a grace period until 2:35. You will be assessed a late fee of \$1 for every minute past 2:35 p.m. you are late in

picking up your child. Being late in picking up your child can be very stressful for the child.

Please park in designated parking places. It poses a danger to others who are arriving and leaving when cars are pulling up to or out of the awning area.

### **Clothing**

The children will play freely, be more independent, and be happier in clothing that is modest, comfortable and easily laundered. Children should wear clothing that protects them from the sun in summer and from the cold in winter. Children will play outside when the temperature is above 42 and weather permits.

Please send disposable diapers and/or training pants. In anticipation of those times when clothes do get wet or soiled, to prevent the child's distress and embarrassment, we require a change of clothing be sent. Clothes needing to be laundered will be sent home. Please label all items. We encourage a change of clothes be sent for older children as well.

### **Snacks & Meals**

A snack (usually crackers and juice) will be provided around 10:00 a.m. We do not provide lunch. The child should bring a lunch from home. We suggest finger foods or self-manageable foods for toddlers. We provide feeding spoons and bibs for babies, and bottles will be refrigerated.

### **Policy on Discipline, Health and Safety**

When discipline is necessary, we use measures that show love and kindness, but also firmness and consistency. When redirecting a child to another activity or time out from the group becomes ineffective, the teacher or director will simply call the parent or emergency contact.

We intend to maintain a "Well Child" policy. We invite and welcome all our Lambs when they are free from illness. However, no child should ever come to Little Lambs displaying any symptoms of sickness. Home rest will prevent spreading of the illness and help the child regain health. Please do not bring your child if any of the following exist:

- **fever in the past 24 hours (No child will be allowed in the classroom with a fever present.)**
- **vomiting or diarrhea in the past 24 hours**
- **infectious skin diseases, such as impetigo or ringworm**
- **pink eye (Conjunctivitis may return after 24 hours of eye drops.)**
- **Chicken pox (The child may return when sores are dry.)**

When a child becomes ill at Lambs, he/she will be isolated, as much as possible, until the parent or other designated person arrives. Parents will be called to pick up a child if

any of the above listed symptoms are present, extreme fussiness, or a continual runny nose.

No medication of any kind will be administered by teachers. A parent may come to the classroom during the day to give medicine if necessary.

We expect all children who attend Little Lambs to follow the state guidelines for immunization. You may contact the Tennessee Department of Health or your child's doctor for information on immunization requirements.

We will strive to maintain a clean and safe Christian environment for your child. Rooms are sanitized at the end of each day. All toys, tables, etc. will be cleaned and crib sheets will be removed and washed daily.

### **Potty Training**

We begin helping with potty training in the Toddler Room. Lambs encourages children to be potty trained by age 3 and we will assist you in accomplishing this goal. No child will promote into Preschool 3 until they have been completely potty trained. Please make every effort to help us in this area.

Due to classroom size, the need for instruction time and for sanitation reasons, please do not bring your child in underwear if you know they are not fully potty trained. While potty training, your child must wear a pull-up until he/she has gone one full week without an accident at home and at Little Lambs. Under no circumstances will your child be allowed to potty train in regular underwear.

### **Rest/Quiet Time**

The children will lie down after lunch for a rest time. Children are not required to sleep but should remain quietly on their mat so as not to disturb other resting children. If a child is unable to stay on the mat or awakens other children, the parent will be called. The maximum rest/quiet time will be 2 hours.

The child should bring a 1" Kindermat with a cloth covering. The cover will be sent home at the end of each month for laundering. Please return promptly.

Security items may be brought from home but will remain in their cubby until nap time.

### **Calendar of Events & Closings**

Calendars will be provided for each registration period (Fall/Spring and Summer) indicating special days, special projects, activities and closings.

Teachers will send home monthly calendars indicating activities and themes. Please check your child's backpack each day for other information.

We usually follow the Jackson-Madison County Schools Inclement Weather schedule. In the case of inclement weather, parents will be notified by email of our plans to close. You may also call Little Lambs at 668-0097 for a recorded message with our plans.

Discounts in tuition are not given for snow or bad weather days.