



Little Lambs Preschool

Parent Handbook

North Oak & Gladstone Campuses

Contact Information

North Oak Campus

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Online Presence

- Website: littlelambskc.com
- Facebook: facebook.com/littlelambsgs
- Instagram: @littlelambspreschool

Philosophy

At Little Lambs Preschool, our mission is to provide a nurturing and supportive environment where each child can thrive in their developmental and educational journey. We believe in the holistic growth of every child, recognizing the essential roles of God, family, and home in their lives. Our program is designed to complement these foundational influences by fostering creativity, self-expression, and mutual respect within an orderly and caring setting.

We strive to create an inclusive environment where all children feel welcomed and valued, regardless of race, color, religion, national origin, or sex. However, we acknowledge that some children may require more specialized, individualized attention than we are equipped to provide. In such cases, we will work closely with parents to assess a child's needs and determine the best course of action. This may include arranging a conference to discuss alternative programs or services that may better support the child's growth and development.

Little Lambs Preschool operates as a Licensed Exempt Program and is proudly affiliated with Good Shepherd United Methodist Church. While we maintain our religious affiliation, we strictly adhere to all health and safety requirements as mandated by the Missouri Bureau of Child Care. This ensures that our environment is not only spiritually enriching, but also safe and secure for all children.

Policies & Procedures

Classroom Programing

Our curriculum is thoughtfully designed to support each child's developmental stage while encouraging curiosity, creativity, and a love of learning. Classroom activities may include songs, games, stories, art projects, sensory experiences, outdoor play, and age-appropriate academic skills, all tailored to meet the needs and abilities of each age group.

Through hands-on learning and play-based experiences, children develop social, emotional, spiritual, and early academic skills in a nurturing and

engaging environment. Little Lambs Preschool reserves the right to adjust classroom activities, schedules, special events, and programming as needed to best meet the needs of students, staff, and the overall school community.

Chapel Sessions

Children ages three and older participate in chapel sessions as part of our preschool program. These gatherings provide a spiritual foundation while encouraging reflection, kindness, and a sense of community. As a ministry of Good Shepherd United Methodist Church, Little Lambs Preschool incorporates Christian values and age-appropriate faith-based activities into the school experience.

Field Trips and Special Guests

To further enrich the classroom experience, Little Lambs Preschool may incorporate field trips, special guests, and other enrichment activities throughout the school year. These opportunities provide hands-on learning experiences, introduce children to new ideas, and help strengthen connections between classroom learning and the world around them.

Participation in certain activities may require advance parent permission, additional forms, or specific health and safety documentation. Little Lambs Preschool reserves the right to modify, reschedule, or cancel any field trip, guest visit, or special activity as needed due to weather, staffing, safety concerns, or other operational needs.

Admissions

To ensure a smooth and organized enrollment process, all required enrollment forms must be completed, signed, and submitted within 30 days of your child's start date unless otherwise required sooner by Little Lambs Preschool or by state regulations. Enrollment is not considered fully complete until all required forms, records, and fees have been received and approved.

The following forms are required by the State of Missouri:

- **State Enrollment Form**

This form provides essential information about your child and is required for state compliance.

- **Medical Examination Report and Current Immunization Records**
These records are required to help ensure the health and safety of all students. Families are responsible for providing updated medical and immunization records as needed.
- **Notice of Parental Responsibility Form**
This form outlines parent responsibilities in supporting their child's preschool experience.

In addition to the state-required forms, the following items are also required by Little Lambs Preschool:

- **Online Application for Enrollment**
Enrollment begins by completing our online application, which gathers necessary information about your child and family.
- **Parent Signature Form**
This form confirms your understanding of and agreement with Little Lambs Preschool policies and procedures.
- **Child Release Authorization Form**
This form identifies individuals authorized to pick up your child from school. It is the parent or guardian's responsibility to keep this information current. Children will only be released to individuals listed on this form unless written authorization is approved by the preschool.
- **Field Trip Emergency Form (Kindergarten Prep Families Only)**
This form provides emergency contact information and permissions required for participation in field trips and other off-site activities.

Parents or guardians are responsible for ensuring that all enrollment information remains current throughout the school year, including phone numbers, emergency contacts, medical information, and authorized pick-up information. Little Lambs Preschool must be notified promptly of any changes.

Failure to provide required forms, records, or updated information may result in delayed enrollment, exclusion from certain activities, or temporary inability for a child to attend until required documentation is received.

By completing all required forms in a timely manner, families help us maintain a safe, organized, and welcoming environment for all children at Little Lambs Preschool. Parent Conduct and Respectful Communication

Little Lambs Preschool values positive partnerships with families and expects all communication and interactions involving parents, guardians, staff, students, and other families to remain respectful, appropriate, and supportive of a safe school environment.

Parents and guardians are expected to communicate concerns in a respectful manner and to follow school procedures when addressing questions or disagreements. Harassment, intimidation, threats, abusive language, hostility, repeated disruption, or inappropriate behavior toward staff, children, or other families will not be tolerated.

This expectation applies to in-person interactions, phone calls, emails, Brightwheel messages, social media activity related to the school community, and participation in school events or programs.

Little Lambs Preschool reserves the right to establish communication boundaries, limit access to campus or school events, require communication to go through administration, or review a child's continued enrollment if parent or guardian behavior is disruptive, threatening, or inconsistent with maintaining a safe and respectful environment.

Enrollment Fee

A non-refundable **enrollment fee** is required annually at the time of registration to secure your child's placement in the program. Enrollment is not guaranteed until the enrollment fee is paid and all required registration steps have been completed.

This fee supports classroom supplies, field trips, and administrative costs necessary to maintain the quality of our program. Enrollment fees are non-transferable and non-refundable, including in cases of withdrawal, schedule changes, or dismissal from the program.

If changes to your child's schedule are requested after enrollment and approved by Little Lambs Preschool, a **\$5 administrative fee** will be charged for each approved adjustment. Schedule changes are subject to availability and are not guaranteed.

Tuition

Tuition is calculated on an annual basis and divided into nine equal

monthly payments for convenience. Payments are processed through Brightwheel on the **15th of each month**.

A **\$15 late fee** will be applied if payment is not received within **3 days after the due date**. If tuition is not paid by the **20th of the month**, your child may not return to school until the balance is paid in full.

Families are responsible for ensuring that a valid payment method is on file and that all tuition and related charges are paid on time. Failure of an automatic payment to process does not remove the family's responsibility to make payment by the required deadline.

Tuition is based on enrollment, not attendance. No refunds, credits, or reductions in tuition will be given for absences, illness, holidays, weather closures, family vacations, or temporary school disruptions, unless otherwise determined by Little Lambs Preschool.

This policy helps ensure the continued operation and high standard of care and education at Little Lambs Preschool.

Attendance and Absences

Regular attendance helps children participate fully in the preschool program and supports consistency in learning, routines, and social development.

Parents or guardians are expected to notify Little Lambs Preschool when their child will be absent, late, or leaving early. Tuition is based on enrollment, not attendance, and absences do not reduce tuition charges.

If a child will be absent for an extended period, families should communicate with administration. Excessive absences, repeated tardiness, or inconsistent attendance may affect a child's classroom experience and may require follow-up communication with the family.

Withdrawal Policy

If you need to withdraw your child from Little Lambs Preschool, **written notice is required at least two weeks prior to the intended withdrawal date**. Written notice may be submitted in any written format, including email, Brightwheel message, or signed written note, and is not considered effective until it is received by Little Lambs Preschool administration.

Families are responsible for tuition for the **full two-week notice period**, whether or not the child attends during that time. If written notice is not provided, tuition charges will continue until notice is received and the account will remain active.

Withdrawal from the program does not waive any outstanding balance, including tuition, late fees, aftercare charges, late pick-up fees, or other billed charges already incurred. All account balances must be paid in full.

Enrollment fees and other previously paid fees are **non-refundable**.

This policy allows Little Lambs Preschool to appropriately plan staffing and enrollment needs.

Class Placement

Class placement is determined by Little Lambs Preschool on a school-year basis and is based on factors including age, developmental readiness, schedule, classroom balance, staffing, and program needs.

Students are not typically moved to a different classroom during the school year. Little Lambs Preschool reserves the right to make classroom placement decisions and, when necessary, to make changes in placement based on the needs of the child, classroom, or program.

Illnesses, Injuries, and Exclusion for Care

Your child's health and well-being, as well as the health and safety of all students and staff, are very important to us. Please notify the preschool office if your child will be absent due to illness, especially if the illness is contagious.

Children must be kept home if they exhibit symptoms or conditions that prevent them from comfortably participating in daily activities, require more care than staff can reasonably provide, or may place other children or staff at risk of illness.

Please keep your child home if they exhibit any of the following:

- **Fever:** A temperature of **100°F or higher** within the past 24 hours, without the use of fever-reducing medication
- **Vomiting or Diarrhea:** Any vomiting or diarrhea within the past 24 hours

- **Undiagnosed Rash:** Any unexplained or undiagnosed rash
- **Eye Redness or Discharge:** Symptoms consistent with conjunctivitis or another contagious eye condition
- **Antibiotic Use:** Children prescribed antibiotics for a contagious condition must be on antibiotics for at least **24 hours** before returning
- **Contagious Illness:** Any suspected or confirmed contagious illness that may pose a risk to others
- **Unable to Participate:** Symptoms that prevent the child from participating in normal school activities or that require one-on-one care beyond what staff can provide safely

If a child becomes ill, is injured, develops a fever, vomits, has diarrhea, or otherwise appears unable to remain comfortably and safely at school, parents or guardians will be contacted and must arrange for the child to be picked up **within one hour of notification**.

If a parent or guardian cannot be reached, Little Lambs Preschool may contact the individuals listed on the child's emergency contact or authorized pick-up forms. Children who are ill must be picked up promptly by a parent, guardian, or authorized emergency contact.

Children may not return to school until they have been symptom-free for at least **24 hours without medication**, unless a different timeframe is required by Little Lambs Preschool or a licensed healthcare provider's written release is required.

For certain contagious illnesses, including but not limited to influenza, pink eye, strep throat, or other conditions as determined by the preschool, a **doctor's note stating the child is cleared to return and/or listing the return date** may be required before the child may return to school.

Little Lambs Preschool reserves the right to determine, in its sole discretion, whether a child is well enough to remain at school or return to care, based on symptoms, behavior, health concerns, and the school's ability to safely care for the child.

[Injuries and Incident Communication](#)

Minor injuries such as small scrapes, bumps, or other routine classroom

injuries may be treated by staff with basic first aid and communicated to families at pick-up, through written incident documentation, or by school communication platforms as appropriate.

If a child experiences a more significant injury, head injury, injury involving the face or mouth, ongoing pain, or any incident that causes concern, a parent or guardian will be contacted as soon as reasonably possible.

In the event of a serious injury or medical emergency, Little Lambs Preschool will contact emergency medical services when necessary and then contact the child's parent or guardian and/or emergency contacts.

Little Lambs Preschool will document incidents in accordance with school procedures and may require a parent or guardian signature acknowledging receipt of incident information.

Medication Policy

Little Lambs Preschool does **not administer medication**, with the exception of emergency medications such as asthma inhalers, EpiPens, or other emergency medication approved in advance by administration.

Emergency medications require proper documentation, written instructions from a healthcare provider when applicable, and completion of all required school forms before the medication may be kept or used at school.

Parents or guardians must meet with the director or assistant director to complete the required paperwork and ensure staff are informed of the child's needs. Emergency medication must be provided by the family in its original container with a current prescription label, when applicable.

Little Lambs Preschool reserves the right to deny administration or on-site storage of any medication that does not meet policy requirements.

We appreciate your cooperation in helping us maintain a safe and healthy environment for all children.

Arrival & Dismissal

For the safety and security of all children, families are required to check their child in and out each day using the Brightwheel system. Children will

only be released to individuals listed in the child's **Brightwheel authorized pick-up information** or otherwise approved in writing by a parent or guardian and accepted by Little Lambs Preschool administration. A valid photo ID is required for anyone not immediately recognized by staff.

Parents or guardians are responsible for keeping all authorized pick-up and emergency contact information in Brightwheel current at all times. Because parents are able to update this information directly in Brightwheel, it is the family's responsibility to ensure it is accurate and up to date. Little Lambs Preschool may refuse release of a child if proper authorization or identification cannot be verified.

Arrival

Parents or guardians must walk their child into the building and remain with them until the child has been received by a staff member. Children may not be dropped off unattended.

For families not enrolled in Before Care, classroom doors will open at **9:15 AM** unless otherwise communicated by the preschool.

Dismissal

Our school day ends at **3:15 PM**.

Children not enrolled in aftercare must be picked up by **3:20 PM**. Children enrolled in aftercare must be picked up by **5:00 PM**.

If a child is picked up more than **5 minutes late** from regular dismissal, the child will be taken to After Care and the parent or guardian will be contacted. The applicable After Care charge will be applied for any After Care attendance.

If a child is picked up late from After Care, meaning after **5:00 PM**, a **\$15 late fee plus \$1 per minute** will be charged and is due the following day via Brightwheel.

After **three late pick-ups**, a child may no longer attend After Care at the discretion of Little Lambs Preschool.

If a parent, guardian, authorized pick-up person, or emergency contact cannot be reached and a child remains at the preschool beyond a reasonable time after closing, Little Lambs Preschool may contact additional emergency contacts, local authorities, or other appropriate agencies as necessary to ensure the child's safety.

Before Care and Aftercare

Little Lambs Preschool offers before care and aftercare for families who are enrolled in those programs.

Before Care

Before care is available from **7:30 AM to 9:00 AM** for enrolled students only. Families enrolled in before care will be informed of their child's designated drop-off classroom or location at the beginning of the school year. Children may only attend before care if they are pre-enrolled in the program.

Aftercare

Aftercare is available for students who are enrolled in the aftercare program. Children may only attend aftercare if they are pre-enrolled, unless drop-in care is approved by Little Lambs Preschool and space and staffing are available.

Drop-in care is not guaranteed and is offered only when space, staffing, and program needs allow. Applicable charges for before care, aftercare, or approved drop-in use will be billed through the family's regular account.

If a child is picked up late from aftercare, late pick-up fees will apply in accordance with Little Lambs Preschool policy. After **three late pick-ups**, a child may no longer attend aftercare at the discretion of Little Lambs Preschool.

Little Lambs Preschool reserves the right to approve, deny, limit, or discontinue before care, aftercare, or drop-in participation based on enrollment status, staffing, scheduling needs, or repeated policy violations.

Discipline Policies

At Little Lambs Preschool, we are committed to fostering a positive, nurturing environment where children feel safe, respected, and supported as they learn and grow. Our approach to discipline focuses on teaching, positive reinforcement, redirection, and developmentally appropriate guidance. Our goal is to help children develop self-control, empathy, problem-solving skills, and appropriate classroom behavior.

Positive Reinforcement

We encourage appropriate behavior by acknowledging and praising

positive choices. Reinforcement may include verbal praise, encouragement, stickers, or other age-appropriate incentives.

Redirection

When a child exhibits challenging behavior, staff will gently redirect the child toward a more appropriate activity, choice, or behavior while helping them understand expectations in a supportive and age-appropriate way.

Repeated or Serious Behavioral Concerns

If a child continues to struggle with behavior despite redirection, or if a behavior is serious in nature, unsafe, disruptive, or harmful to the child or others, Little Lambs Preschool may take one or more of the following steps:

- Guide the child to a designated calming space within the classroom to regain control
- Provide additional support from administration or another staff member
- Remove the child from the immediate classroom setting for a period of time if needed for safety or regulation
- Contact parents or guardians to discuss the incident, possible contributing factors, and strategies to support the child
- Require a parent or guardian to pick up the child early if the behavior significantly disrupts the classroom, creates a safety concern, or if the child is unable to safely remain at school that day
- Develop a behavior support plan or hold a parent conference if concerns become ongoing

Partnering with Families

We believe consistent communication between home and school is essential to a child's success. Parents are expected to inform their child's teacher or the preschool director of any significant changes at home, such as a new sibling, a move, a family change, or other major life events that may affect the child's behavior or emotional well-being.

Our goal is to work collaboratively with families to address behavioral challenges in a respectful and constructive manner and to support each child's success in the preschool setting.

Program Expectations and Limitations

Little Lambs Preschool is a group care setting. While we work to support

each child with care and consistency, we may not be able to meet every child's individual behavioral, emotional, or developmental needs within the preschool environment. If a child's behavior poses an ongoing safety concern, requires one-on-one support beyond what staffing allows, or significantly interferes with the well-being or learning of others, Little Lambs Preschool reserves the right to require further evaluation, recommend outside support, adjust attendance, or determine whether the program remains an appropriate placement.

Communication & Conferences

At Little Lambs Preschool, we value open, respectful, and consistent communication between families and staff. A strong partnership between home and school plays an important role in supporting each child's development and success.

Ongoing Communication

Families are expected to share any significant changes in their child's life that may affect behavior, emotional well-being, or school participation. Events such as a new sibling, a move, family changes, medical updates, or other major transitions can affect a child's experience at school. Sharing this information allows our staff to provide appropriate support.

Teachers are available for brief conversations during drop-off and pick-up times when possible. Because staff are supervising children during these times, longer or more sensitive conversations may need to be scheduled for a phone call, conference, or meeting with administration so that concerns can be addressed appropriately and without disrupting student supervision.

Parent-Teacher Conferences

Formal parent-teacher conferences are typically held annually in **February or March**. These conferences provide an opportunity to discuss your child's academic, social, emotional, and developmental progress, celebrate growth, and identify areas where additional support may be helpful.

Additional conferences may be scheduled throughout the year at the request of a parent, teacher, or administration.

Communication Channels

Little Lambs Preschool uses a variety of communication methods to keep families informed.

- **Brightwheel:** Brightwheel is the primary communication platform for daily check-ins, attendance tracking, billing, reminders, and important school or classroom communication. Families are responsible for maintaining current contact information in Brightwheel and for reviewing messages, alerts, and announcements in a timely manner.
- **Weekly Updates:** Classroom updates may be shared weekly through Brightwheel or in your child's folder and may include highlights of classroom activities and upcoming events.
- **Newsletters and School-Wide Communication:** School-wide information, important dates, reminders, and updates may be shared through newsletters, Brightwheel, email, paper notices, or other communication methods used by Little Lambs Preschool.

Families are responsible for reading school communications and responding promptly when action is required. Little Lambs Preschool is not responsible for missed information due to outdated contact information, disabled notifications, or unread messages.

By maintaining clear and open communication, we can work together to support a positive and successful preschool experience for your child.

Parent Conduct and Respectful Communication

Little Lambs Preschool values positive partnerships with families and expects all communication and interactions involving parents, guardians, staff, students, and other families to remain respectful, appropriate, and supportive of a safe school environment.

Parents and guardians are expected to communicate concerns in a respectful manner and to follow school procedures when addressing questions or disagreements. Harassment, intimidation, threats, abusive language, hostility, repeated disruption, or inappropriate behavior toward staff, children, or other families will not be tolerated.

This expectation applies to in-person interactions, phone calls, emails, Brightwheel messages, social media activity related to the school community, and participation in school events or programs.

Little Lambs Preschool reserves the right to establish communication boundaries, limit access to campus or school events, require communication to go through administration, or review a child's continued enrollment if parent or guardian behavior is disruptive, threatening, or inconsistent with maintaining a safe and respectful environment.

School Cancellations

The safety of our students and staff is our top priority. In the event of inclement weather, building issues, utility outages, or other emergencies, Little Lambs Preschool may delay opening, dismiss early, cancel classes, cancel before care or aftercare, or close for the day. All closures, delays, and schedule changes will be communicated through **Brightwheel** and any other communication method deemed appropriate by Little Lambs Preschool.

School closure decisions are made by Little Lambs Preschool and may not always match local school district closures or closures of other programs.

Important Details

Delayed Start

If Little Lambs Preschool announces a delayed start due to weather or other conditions, **Before Care will be canceled**, and all classes will begin at **10:00 AM**, unless otherwise communicated.

Early Dismissal

If an early dismissal is announced, **aftercare will be canceled**, and students must be picked up **within one hour of the announcement**. Families are responsible for making timely pick-up arrangements when an early dismissal is called.

Extreme Cold or Other Weather Conditions

In cases of extreme cold, dangerously low wind chills, icy conditions, storms, or other severe weather concerns, Little Lambs Preschool may remain open, delay opening, dismiss early, or close depending on current conditions, staffing, building accessibility, and safety considerations.

Conditions will be monitored closely, and any changes will be communicated promptly through Brightwheel.

Make-Up Days

After **five school days** are missed due to inclement weather or emergency closure, make-up days may be scheduled. These additional days will not exceed **five total make-up days** and will be communicated to families in advance.

Families are responsible for monitoring Brightwheel and ensuring notifications are turned on so important updates are not missed. Little Lambs Preschool is not responsible for missed information due to disabled notifications, outdated contact information, or unread messages.

Tuition is based on enrollment, not attendance, and closures or schedule changes due to weather or emergencies do not create tuition refunds, credits, or fee reductions unless otherwise determined by Little Lambs Preschool.

Thank you for your understanding and cooperation as we prioritize the safety of our school community.

Parent Volunteers

Parent involvement plays an important role in enriching the preschool experience at Little Lambs Preschool. We value family participation and appreciate the ways volunteers help support our students, staff, and school community.

Opportunities for Involvement

Families may have opportunities to volunteer in a variety of ways, including but not limited to:

- **Classroom Activities:** Assisting with holiday parties, art projects, special themed days, or other classroom events
- **Field Trips:** Serving as chaperones or approved drivers when needed and permitted
- **Fundraisers:** Helping with school fundraisers by volunteering time, resources, or event support

- **Staff Appreciation:** Assisting with activities or donations that support teacher and staff appreciation efforts

Volunteer opportunities may vary by classroom, campus, program needs, and administrative approval.

Volunteer Guidelines:

To help maintain a safe and focused environment:

- Siblings or other children may not accompany volunteers during classroom activities, field trips, or school events unless specifically approved by administration
- Volunteers must follow all school policies, staff directions, confidentiality expectations, and safety procedures while on school property or participating in school activities
- Volunteers may not discipline students other than their own child and may not be left solely responsible for supervising children unless specifically authorized by Little Lambs Preschool
- Volunteer participation may be limited, denied, or ended at the discretion of Little Lambs Preschool if expectations are not followed or if participation is no longer appropriate for the setting

Volunteer Sign-Up

Information about volunteer opportunities will be shared through newsletters, email, Brightwheel, or other school communication methods. Sign-up information will be provided for specific events as needed.

Background Checks and Documentation

For certain volunteer roles, including but not limited to field trip chaperones or drivers, background checks, driver's license information, proof of insurance, or other documentation may be required. Families will be notified in advance if additional requirements apply.

Completion of a background check or volunteer paperwork does not guarantee volunteer placement for every event or activity.

We appreciate your willingness to support Little Lambs Preschool and look forward to partnering with you throughout the school year.

Birthdays

We love celebrating birthdays at Little Lambs Preschool and enjoy making each child's special day fun and memorable. To help celebrations remain safe, simple, and minimally disruptive to the school day, birthday celebrations will take place during **snack time** unless otherwise approved by the classroom teacher or administration.

Snack Time

Birthday celebrations are held during snack time to keep celebrations consistent and manageable within the daily schedule.

Treats

Families may bring **store-bought treats in their original, unopened packaging**. All birthday treats must be approved by the classroom teacher or administration in advance and must comply with all school food and allergy policies.

Allergy Considerations

Due to severe peanut and tree nut allergies, Little Lambs Preschool cannot accept foods that contain peanuts or tree nuts or that were processed in facilities that handle these allergens. Families are responsible for checking labels carefully before sending in any treats or food items.

Little Lambs Preschool reserves the right to refuse any food or treat that does not meet school guidelines, does not have original packaging, contains questionable ingredients, or is otherwise determined to be unsafe or inappropriate for the classroom setting.

Alternative Celebration Ideas

Families are welcome to choose non-food options such as stickers, pencils, or small party favors, if approved in advance by the classroom teacher.

Families may also choose to donate a book to the classroom library in honor of their child's birthday.

- **Teacher Communication**

Please notify your child's teacher **at least one week in advance** if you plan to send treats or celebration items. Advance notice allows teachers to plan accordingly and helps ensure a safe and smooth classroom celebration.

Birthday celebrations may be modified, postponed, or limited at the discretion of Little Lambs Preschool based on classroom schedules, allergies, staffing, student needs, or other school considerations.

By following these guidelines, we can help ensure birthday celebrations are enjoyable and safe for all children.

Field Trips

Field trips are an exciting and enriching part of the Kindergarten Prep program at Little Lambs Preschool. These experiences extend learning beyond the classroom and provide hands-on opportunities for exploration in a safe and supervised setting.

Field Trip Participation

Kindergarten Prep classes may participate in carefully planned local field trips throughout the school year. These trips are intended to complement classroom learning and provide meaningful real-world experiences. Participation in field trips is a privilege and may be limited based on a child's health needs, behavior, safety concerns, required documentation, or the school's ability to safely support the child in the field trip setting.

Supervision

All field trips are supervised by Little Lambs Preschool staff, with the support of approved parent volunteers when needed to help ensure student safety and organization.

Parent Volunteers and Drivers

Parents may have opportunities to serve as chaperones or volunteer drivers for field trips if approved by Little Lambs Preschool.

Volunteer drivers must provide all required documentation prior to the trip, which may include:

- a valid driver's license
- current auto insurance
- any additional documentation required by the preschool

Approval to serve as a volunteer driver or chaperone is at the discretion of Little Lambs Preschool and may be limited based on safety, staffing, documentation, or trip needs.

Transportation and Safety Requirements

All children must be transported in accordance with Missouri law and all applicable safety requirements. Children must be properly secured in an age- and size-appropriate car seat or booster seat when required by law. Parents or guardians are responsible for providing and properly installing the appropriate seat for their child when requested by the preschool.

If a required car seat, booster seat, permission form, emergency information, medication, or other required item is not provided by the deadline established for the trip, the child may not be permitted to participate.

Preparation and Communication

Families will receive information before each field trip, including destination, schedule, cost if applicable, and any special instructions. All required permission forms must be signed and returned by the stated deadline for a child to participate.

Health and Safety

Children must be dressed appropriately for the weather and planned activities. Any required emergency medication, such as an inhaler or EpiPen, must be provided to staff in advance with proper documentation and in accordance with school medication policies.

If a child is unable to safely participate in the field trip for behavioral, medical, or safety reasons, Little Lambs Preschool reserves the right to require the child to remain at school, if care is available, or to make other arrangements with the family.

Families will be notified of upcoming field trips through newsletters, email, Brightwheel, or other school communication methods.

Thank you for supporting these meaningful learning experiences.

If a child is unable to participate in a scheduled field trip, care at school may not be available, and the family may be responsible for alternate arrangements.

Emergency Drills

The safety of our students and staff is a top priority at Little Lambs Preschool. To help prepare for emergencies, Little Lambs Preschool

conducts regular safety drills throughout the school year in accordance with program needs, safety practices, and applicable requirements.

Types of Drills

Little Lambs Preschool may conduct a variety of emergency preparedness drills, including but not limited to:

- Fire Drills
Fire drills are conducted regularly to help children practice safely exiting the building. During each drill, students are guided by staff to designated safety areas, and attendance is taken to help ensure all children are accounted for.
- Tornado and Severe Weather Drills
Tornado and other severe weather drills are conducted periodically to practice moving calmly and quickly to designated safe areas within the building. These locations are selected to provide appropriate protection and follow recommended safety guidance.

Little Lambs Preschool may also conduct additional emergency or safety drills as needed based on school operations, building requirements, or safety planning.

Parent Support

We encourage parents to talk with their children about emergency drills in a calm and reassuring way to help them understand the importance of listening, staying calm, and following staff directions. Teachers also discuss drills in age-appropriate ways to help children feel confident and prepared.

By practicing these procedures regularly, we help create a safe, secure, and prepared school environment.

Fundraisers

Fundraisers play an important role in supporting programs, resources, and improvements at Little Lambs Preschool. Funds raised help enhance our classrooms, facilities, and the overall preschool experience for our students.

Fundraiser Events

Little Lambs Preschool may hold one or more fundraisers during the

school year, including seasonal, event-based, classroom, or school-wide fundraisers.

Fall Fundraiser

Our fall fundraiser helps support classroom supplies, learning materials, and equipment upgrades.

Spring Fundraiser

Our spring fundraiser may support larger projects and long-term improvements, such as playground enhancements, facility upgrades, safety improvements, or special programs.

Family Participation

We welcome family participation in fundraisers in ways that work best for each household. Participation may include donating, volunteering, attending events, or helping promote fundraising efforts. Unless otherwise stated, participation in fundraisers is voluntary.

Fundraiser Types

Fundraisers may include activities such as product sales, silent auctions, family events, themed events, donation drives, or other approved fundraising efforts. Fundraising events, dates, formats, and goals may change based on school needs and planning.

Use of Funds

Funds raised through Little Lambs Preschool fundraisers may be used to support classroom materials, books, curriculum resources, special learning experiences, playground improvements, safety updates, facility needs, staff support efforts, or other preschool-related purposes as determined by Little Lambs Preschool.

Communication & Updates

Families will receive information about fundraisers, including dates, goals, participation details, and event instructions, through newsletters, email, Brightwheel, or other school communication methods. Updates on progress and outcomes may also be shared.

We are grateful for the continued support of our families. Every contribution helps strengthen our preschool community.

Supplies

To help ensure a successful school year, families will receive a supply list

before the start of the academic year. These items support daily classroom activities and help maintain an organized learning environment.

Before the School Year

Supply lists are distributed before the school year begins and may include items such as crayons, glue sticks, markers, tissues, and other classroom essentials. Families are responsible for providing requested supplies by the first day of school unless otherwise communicated by Little Lambs Preschool.

Labeling

All personal items, including backpacks, lunchboxes, water bottles, extra clothing, and other belongings sent to school, should be clearly labeled with the child's first and last name.

Ongoing Supply Needs

Teachers may request additional supplies throughout the year for special projects, replenishment, seasonal needs, or classroom activities. We appreciate prompt support of these requests whenever possible.

Classroom Contributions

From time to time, families may be asked to contribute communal classroom items such as tissues, disinfecting wipes, paper goods, or craft materials to help support classroom needs.

Daily Folder

Each child may have a daily folder or similar take-home communication system that serves as an important tool between home and school.

- Families should check folders and take-home materials regularly for notes, updates, forms, supply requests, and student work.
- Artwork, completed projects, and school notices may also be sent home in this folder or by other classroom communication methods.

Little Lambs Preschool is not responsible for lost, unlabeled, or damaged personal items brought from home.

Thank you for helping us keep classrooms organized, well-supplied, and ready for learning.

Toy Policy

At Little Lambs Preschool, we strive to maintain a focused, safe, and organized learning environment that supports each child's educational and social development. To help minimize distractions and prevent loss or conflict, children should not bring toys, games, collectibles, or other personal play items from home unless specifically approved by the classroom teacher or administration.

Why We Have a Toy Policy

- **Minimizing Distractions**
Items from home can distract children from classroom activities and may interfere with learning, routines, and social interactions.
- **Preventing Loss, Damage, or Conflict**
Personal items may become lost, damaged, misplaced, or cause conflict between children during the school day. Leaving toys and other nonessential items at home helps avoid disappointment and misunderstandings.

Exceptions

- **Show-and-Tell or Special Classroom Events**
On designated show-and-tell days or special classroom events, children may be invited to bring an item from home. Teachers will provide advance notice and any guidelines for appropriate items.
- **Comfort Items**
If your child relies on a comfort item, such as a small blanket or stuffed animal, please discuss this with your child's teacher in advance. Comfort items may be permitted at the discretion of the teacher or administration and may be limited to rest time or other approved times of day.

Personal Belongings

Children should not bring unnecessary personal items to school unless specifically requested or approved by the classroom teacher or administration.

This includes, but is not limited to:

- toys and collectibles

- jewelry
- money
- electronics or devices
- sentimental or valuable items

Little Lambs Preschool is not responsible for lost, stolen, or damaged personal belongings brought from home. Any unapproved item may be stored by staff and returned home at the end of the day.

Classroom Materials

Our classrooms are equipped with a variety of age-appropriate toys, books, and learning materials selected to support developmental growth and learning through play. These shared materials encourage cooperation, creativity, and social interaction.

Little Lambs Preschool is not responsible for lost, stolen, or damaged personal items brought from home.

Items brought to school without approval may be placed in a cubby, sent to the office, or returned home at the discretion of staff.

We appreciate your support in reinforcing this policy at home and helping us maintain a positive, organized learning environment.

Clothing

Children participate in a variety of indoor and outdoor activities each day. Families should dress children in comfortable, weather-appropriate clothing that allows for movement, play, and participation in daily school activities.

Play Clothes

Clothing should be suitable for art projects, sensory play, outdoor play, restroom independence, and other hands-on activities. Families are encouraged to send children in clothing that can get messy.

Footwear

For safety, children must wear **closed-toe shoes** appropriate for active play. Sneakers or other secure closed-toe shoes are strongly recommended. Flip-flops, loose sandals, open-toed shoes, and other unsafe footwear are not permitted for school activities.

If a child arrives in footwear that is not safe for participation, Little Lambs Preschool may limit the child's participation in certain activities or request alternate footwear.

Change of Clothes

Each child must keep a complete change of clothes at school, including shirt, pants, underwear, and socks, in a labeled bag or container. Families are responsible for replacing used or seasonally inappropriate clothing as needed.

Little Lambs Preschool is not responsible for damage to clothing resulting from normal school activities, including art, outdoor play, toileting accidents, meals, or sensory experiences.

Bottles, Cups & Water Bottles Policy

To help maintain a safe, clean, and healthy environment for all children, Little Lambs Preschool has the following guidelines regarding bottles, sippy cups, water bottles, and infant feeding items.

- All bottles, sippy cups, and water bottles must be clearly labeled with the child's first and last name.
- All bottles and cups must be sent home daily to be thoroughly cleaned and sanitized.
- Due to health and sanitation standards, Little Lambs Preschool is unable to wash, sanitize, or routinely store bottles and cups overnight in the classroom.
- Families are responsible for ensuring that all bottles, cups, lids, and related feeding items are clean, in good condition, properly assembled, and ready for use each day.

Infant Feeding Guidelines

- Milk and formula bottles are single-use only. Families must send one bottle for each feeding needed during the day.
- Bottles containing breast milk or prepared formula must be prepared at home and sent in a lunch box or cooler with an ice pack.
- Little Lambs Preschool does not store prepared bottles in a refrigerator.
- Formula bottles may be prepared by staff as needed, provided families have supplied the necessary items and instructions.

- Families may send backup milk, up to two clearly labeled servings, which may be stored in the classroom freezer in accordance with program procedures.
- Any bottles, cups, or feeding items left at school overnight will be sent home for cleaning and may not be available for use until returned in clean condition.

If required bottles, cups, milk, formula, labels, or feeding supplies are not provided, Little Lambs Preschool may not be able to serve those items or meet the child's feeding needs as requested.

Little Lambs Preschool is not responsible for leaking containers, improperly packed items, spoilage resulting from items not packed according to policy, or feeding items that are unlabeled or sent in poor condition.

We appreciate your partnership in helping us keep our classrooms clean, safe, and healthy for all children.

Toilet Training

We recognize that toilet training is an important developmental milestone and are happy to partner with families through this process. Successful toilet training works best when there is consistency between home and school.

Communication

Before beginning toilet training, parents or guardians should speak with their child's teacher or the preschool director to help determine readiness and create consistency between home and school expectations. Families are expected to communicate progress, challenges, and any changes related to toilet training so staff can support the child appropriately.

Clothing for Toilet Training

Children who are toilet training should wear easy-to-manage clothing that supports independence, such as elastic waistbands. Please avoid clothing with complicated fasteners, including belts, overalls, onesies, snaps, or other items that may delay toileting.

Extra Clothing and Supplies

Families must provide multiple changes of clothing, including underwear, pants, socks, and any other needed items, and keep those items stocked at school. Clothing should be clearly labeled and replaced promptly after accidents.

Accidents

Accidents are expected during the toilet training process. Staff will assist children with reasonable support during accidents; however, children should be able to participate in the toilet-training process in a developmentally appropriate way for the classroom setting.

If repeated accidents, lack of readiness, or toileting difficulties begin to interfere with the child's ability to participate successfully in the classroom routine, Little Lambs Preschool may require a conference with the family to discuss next steps, readiness, additional support, or whether temporary adjustments are needed.

Little Lambs Preschool will work with families to support toilet training, but toilet training expectations may vary by classroom, age group, and program requirements.

Snacks

Snack time provides children with the energy they need for learning and play. Little Lambs Preschool uses a **snack rotation system**, and families may be assigned specific days to provide snacks for the class.

Snack Schedule

Your child's teacher will share a snack calendar or other communication outlining assigned snack days and any classroom-specific instructions.

Snack Requirements

All snacks brought for the class must:

- be **peanut and tree nut-free**
- be **store-bought**
- remain in their **original, unopened packaging**
- include a visible ingredient label so items can be verified for safety

Homemade snacks may not be served. Little Lambs Preschool reserves the right to refuse any snack item that does not meet school guidelines,

lacks original packaging, contains questionable ingredients, or is otherwise determined to be unsafe for the classroom.

Healthy Snack Suggestions

We encourage nutritious options such as fruits, vegetables, cheese, crackers, or pretzels. Please avoid overly sugary treats unless specifically approved for a classroom celebration.

Lunch

Children attending full-day programs must bring a packed lunch from home each day unless otherwise communicated by the preschool.

Cold Lunch Requirement

Please send a **cold lunch with an ice pack**. Little Lambs Preschool is unable to heat or refrigerate food.

Lunch Expectations

Families are responsible for sending a lunch that is packed safely, ready to eat, and appropriate for the child's age and needs. Lunches should not require staff to cook, microwave, refrigerate, or otherwise prepare food beyond simple assistance appropriate for the classroom.

Labeling

All lunchboxes, food containers, and drink containers must be clearly labeled with the child's **first and last name**.

Allergen Awareness

Due to severe allergies, all lunches and snacks brought to school must follow Little Lambs Preschool's **peanut and tree nut-free policy**. Families are responsible for checking labels carefully before sending food to school.

Little Lambs Preschool reserves the right to remove or not serve any food item that does not meet allergy, packaging, or safety expectations.

If a child's lunch is forgotten, incomplete, or does not meet school policy, the preschool may contact the family to bring an acceptable replacement within a reasonable timeframe. If a replacement cannot be provided, Little Lambs Preschool will determine the best available option based on the situation, but cannot guarantee that alternate food will be available.

Safety & Security

The safety and security of all children at Little Lambs Preschool is a top priority. We maintain procedures designed to support a safe, secure, and orderly environment for students, families, staff, and visitors.

Secured Facility

Our buildings are equipped with a secure entry system that may require a door code, staff assistance, or other controlled access measures. Access information provided by Little Lambs Preschool is for authorized family use only and must remain confidential. Families may not share door codes, access instructions, or entry methods with unauthorized individuals.

Little Lambs Preschool reserves the right to change entry procedures, door codes, or access methods at any time in order to protect the safety of students and staff.

Elevator Safety (North Oak Campus Only)

Children must be accompanied by an adult at all times while using the elevator. Children may not ride the elevator alone. If the emergency “push for help” button is pressed accidentally, please remain in the elevator and notify the operator of the situation.

Parking Lot Safety

For everyone’s safety, families and visitors must drive slowly, remain alert, and follow all parking lot rules while on school property. Handicapped parking spaces are reserved for vehicles with proper permits. Families should park in designated spaces only and walk children into the building.

Children must remain with an adult and should hold an adult’s hand while in the parking lot.

Custody and Court Orders

Little Lambs Preschool will follow legally binding custody, guardianship, restraining, or court orders that are provided to the school in writing and kept on file.

Parents or guardians are responsible for providing complete, current, and legally valid court documents if there are any restrictions regarding custody, contact, pick-up, decision-making, or access to records. The

preschool cannot enforce verbal instructions or informal family arrangements that are not supported by official legal documentation.

Unless a current court order states otherwise and has been provided to the preschool, Little Lambs Preschool may assume that each parent listed on the child's records has equal rights regarding access, communication, and pick-up consistent with school policy and applicable law.

Parents are responsible for promptly providing updated legal documents if circumstances change.

Child Safety and Mandated Reporting

Little Lambs Preschool is committed to maintaining a safe environment for all children and follows all applicable child safety and reporting requirements.

As required by law, preschool staff are mandated reporters and are required to report suspected abuse or neglect when there is reasonable cause for concern. Little Lambs Preschool will cooperate with appropriate authorities and follow applicable legal and safety procedures in matters involving child welfare.

Supervision of Children

Children must be supervised by an adult at all times while on school property, including inside the building, in hallways, in common areas, and on school grounds before drop-off and after pick-up. Families may not allow children to run ahead, play unattended, climb trees, throw rocks, or engage in unsafe behavior on school property.

Little Lambs Preschool may address any unsafe behavior by children or adults on school property and may limit access or require changes in procedure when needed to protect the safety of the school community.

By following these safety guidelines, we can work together to provide a secure, caring environment where children can learn and grow with confidence. Thank you for your cooperation and partnership.

Photo, Video, and Media Use

Little Lambs Preschool may photograph, video record, or otherwise capture images of students during classroom activities, special events,

field trips, school programs, and other preschool-related experiences for educational, communication, promotional, and commemorative purposes.

These images or recordings may be used in the following ways only as authorized by the parent or guardian on the Parent Signature Form:

- school website
- school social media pages, including Facebook
- Brightwheel
- classroom communication apps or platforms
- printed school materials, displays, newsletters, or promotional items

Parents or guardians will indicate their consent preferences by initialing each category separately on the Parent Signature Form. Little Lambs Preschool will make reasonable efforts to follow the permissions selected by the family.

Parents understand that images shared through classroom communication platforms or private parent communication tools may still be viewed by other authorized families within that platform. Families are expected not to copy, screenshot, repost, or distribute images of other children without permission.

Little Lambs Preschool is not responsible for images shared by parents or guardians after they have been posted to authorized school communication platforms in accordance with granted permissions.

[Handbook Changes and Policy Updates](#)

Little Lambs Preschool reserves the right to interpret, revise, update, modify, or change policies, procedures, schedules, tuition-related practices, and program expectations as needed.

Families will be notified of significant changes through official school communication methods, including Brightwheel, email, written notice, or other school-approved communication channels.
