



Who we are:

The First Assembly of God Preschool and Child Care program aims to support the family in fostering growth in the children in our care, enabling them to achieve their potential. Our program promotes spiritual, mental, social, and physical growth through a well-rounded program in a warm and wholesome atmosphere. Children are exposed to many areas of life through hands-on experiences in learning, which are aimed at meeting their ever-changing needs.

Contact Us:

Program Director:

Chelby Blackledge
(315) 717-8098
littlelambs@mohawkvalley.church

Visit our website:

www.littlelambsmarcy.com



Ministry of: Mohawk Valley Church
9427 Maynard Drive
Marcy, New York 13403
(315) 732-8867



Open Enrollment

Full & Part Time

18 months - 12 Years Old



Full Time Child Care & Preschool Handbook



Our faith-based program instills important values that mirror the “Fruit of the Spirit” such as:

- Good manners, caring, sharing, patience, responsibility, as well as communication and teamwork.
- We believe children learn best through play, these are the times that Children will grow and discover the most! We emphasize dramatic play and hands-on learning activities to foster a highly interactive learning environment where children are challenged as they enjoy the learning process.
- Our students are loved and well cared for. They have a consistent schedule with high quality teachers which will ensure maximum growth in all areas of their emotional, spiritual, social, cognitive, physical, and creative selves.

Heart of the Mission... Little Lamb's Preschool & Child Care

*To “Sow Seeds” of Love, Security and Stability,
while planting seeds of faith.*

*To create an environment where children thrive
as they grow and develop.*

*To provide a place where parents feel confident,
and assured that their children
are safe and their lives are being enriched
while in our care.*



SCHOOL SESSION

Full-Time Program – Program Hours: Monday-Friday, 7:00-5:30 with open enrollment.

- The program schedule is a fixed five-day program rate of \$46 per day/\$230 per week (Toddler) \$44 per day/\$220 per week (Early Preschool) or \$44 per day and \$43 per day/ \$215 per week (Preschool), regardless of drop off or pick-up schedule.
- We offer a 10% sibling discount.

SUPPLIES NEEDED FOR PRESCHOOL/CHILD CARE

1. Backpack – for school related items to be brought to and from school. (ex: show and tell items, books, and school papers, etc.)
2. A complete change of clothes to be kept in your child’s backpack (socks, underwear/pull ups if applicable, shirt, pants)
3. Weather appropriate outerwear.
4. Bedding for nap time, including cot sheet (crib sheets work perfect) throw blanket.
5. Lunch – please provide a nutritious lunch & water bottle w/name. (program will provide am and pm snacks)

ARRIVAL/DISMISSAL

Full-time Preschool/Childcare: Formal curriculum is between 9:00-2:30 Monday - Friday, with before and after program activities scheduled from 7:00-9:00 and 2:30-5:30 daily.

Drop off and Pick-up Times; must be agreed upon and changes communicated with as much advanced notice as possible.

Note: Please have children use the bathroom and wash hands prior to entering the classroom.

Please plan on picking up your child promptly – if you are going to be arriving more than 10 minutes late, please call/text the Program Director, Chelby Blackledge at (315) 717-8098.

FIELD TRIPS

Group field trips may be scheduled which require parent transportation.



DAILY SCHEDULE OVERVIEW

7:00 – 5:30

Arrival Time/Free Play

Small Group Activity

Morning Circle Time

Snack Time

Centers/Small Group Activities

Gym/Outdoor - Gross Motor

Lunch

Rest/Quiet Time

Centers/Fine Motor

Snack Time

Small Group Activities

Afternoon Circle Time

Gross Motor- Music/Movement/Gym

Free Play

Child Assessments

The Teacher along with the Program Director will continuously monitor and assess the developmental level and progress of each child. They will actively share feedback and work together to collaborate with the parents and/or caregiver as to any suggested learning adaptations or opportunities to maximize the individual child’s development.

Program Policies

HEALTH AND SICKNESS

- Please notify the Director if your child cannot attend class.
- Please notify the Director if your child contracts a communicable disease (chicken pox, pink eye, strep throat)
- Children should be kept home if they have a fever over 99 degrees, vomiting, have severe cold symptoms, green or yellow runny nose or a contagious rash.
- If a child develops any of the above symptoms while at school, the parents will be notified and asked to pick up the child.
- Tuition remains the same regardless of any days missed.

TUITION, SUPPLY/REGISTRATION & LATE FEES

Financial/Enrollment questions are to be directed to the Program Director, Chelby Blackledge, Cell (315) 717-8098, email: littlelambs@mohawkvalley.church

Payments can be made by three options:

- Online: SmartCare
- **Supply/Registration Fee of \$50 due at time of enrollment.**
- **The FIRST week's tuition is due at the time of enrollment.**

Supply/Registration fee is non-refundable after Orientation date

- Tuition is due weekly on Friday for the following week.
- A late fee of \$30.00 will be charged if payment is 1 week late.
- Tuition is due and payable, as long as your child is enrolled in Preschool, regardless of their attendance (vacations, sickness, etc.)
- A bank charge of \$30.00 will be levied for any returned check.
ANY TUITION OR LATE FEES THAT ARE DELINQUENT FOR 2 WEEKS MAY CAUSE OF SUSPENSION OF YOUR CHILD FROM PROGRAM.

Program Policies *continued...*

HOLIDAYS AND WEATHER-RELATED PROGRAM CLOSINGS

The program will be closed: **See updated Holiday Schedule in Enrollment Packet.**

Additional Holidays: TUITION DUE

(see "Holiday Schedule" for annual dates.)

Weather-Related Closings/Delays will be posted on WKTV.

SNACKS AND CLASSROOM HELPERS

SNACKS: Little Lambs appreciates donations of snacks; however, we will provide a snack and juice for all the students. **ALL Snacks must be prepackaged with manufacturer ingredient labels.**

Classroom Helpers: We allow every student an opportunity to be Class Helpers. We rotate a new job each day. Classroom jobs include: Line Leader, Weather Window Person, Snack Helper, Lights Helper, Calendar and the Teacher's Helpers.

ENROLLMENT FORMS

Following documents are required PRIOR to the child's 1st day:

1. Permission to Treat/Liability Release form.
2. Daycare Registration "Blue Card": Please note the Emergency Contact also serves as people that your child may be released to.
3. Child in Care Medical Statement along with current Immunization records.
4. When applicable, if a child has allergies which require medication or a health condition that may or may not require medication, we require the Health Plan & applicable Medication Consent form to be completed.