



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:

First Assembly of God
9427 Maynard Drive
Marcy, NY, 13403



Part-time Preschool Program

Handbook



Our 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.*



SUPPLIES NEEDED FOR PRESCHOOL

1. Backpack – this is essential 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, shirt, pants)
3. Weather appropriate outerwear.

FIELD TRIPS

- Parents will provide transportation to and from this field trip and are required to attend.
- Parents will be notified, in advance, of the day, time and destination. A small fee will be required per child.

DISMISSAL

Preschool dismissal is at 12:30 pm SHARP!

Please plan on picking up your child promptly – if you are going to be arriving more than 10 minutes late, please call the Director at (315)717-8098 and tell your name and the specific time you will be arriving. If you DO NOT contact the office and you arrive later than 12:40 pm, your child will be brought to the main office to await your arrival.

STUDENT EVALUATION

There is a 1-2-month period at the beginning of the school year when all students are evaluated for school readiness. If the Teacher feels that any student is not academically or behavior ready for any reason, steps will be taken to address the child’s developmental needs. In the event the child does not continue with the program; any overpayment will be refunded.



Part-Time Program

4-Year-Old Program

Monday, Wednesday, Friday

3-Year-Old Program

Tuesday/Thursday

9:30 -12:30 (Creative Curriculum)

Holiday Schedule/Closings: Follow the Whitesboro School District Calendar.

DAILY SCHEDULE

9:30-12:30

10 min. Arrival Time/Free Play - *Place personal items in Cubbies*

20 min. Morning Circle Time

30 min. Centers

15 min. Snack Time - *Bathroom reminder*

30 min. Gym/Outside Play

15 min. Circle Time - *Theme related story/activity*

30 min. Small Groups

20 min. Centers

10 min. Closing Circle

Program Policies

HEALTH AND SICKNESS

- Please notify the Teacher/Director if your child cannot attend class.
- Please notify the Director if your child contracts a communicable disease (chicken pox, pink eye, strep throat, COVID-19)
- Children should be kept home if they have a fever over 99 degrees, are vomiting, have severe cold symptoms 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 on Smartcare

- **Supply/Registration Fee of \$50 and first month's tuition are due at the time of enrollment.**
- Tuition is due by the 15th of each month for the following month.
- A late fee of \$20.00 will be charged if payment is not received by the 20th of each month.
- 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 IN EXCESS OF TWO MONTHS WILL BE THE CAUSE OF SUSPENSION OF YOUR CHILD FROM LITTLE LAMBS PRESCHOOL

Program Policies *continued...*

HOLIDAYS AND WEATHER-RELATED SCHOOL CLOSING

Preschool will be closed on the holidays and vacation days observed by the Whitesboro Central School. Tuition remains the same per month, regardless of holidays/vacation/snow.

Closings/Delays will be posted on WKTV.

SNACKS AND HELPER OF THE DAY

SNACKS: Little Lambs appreciates donations of snacks; however, we will provide a snack and water or juice for all the students.

ALL Snacks must be prepackaged with manufacturer ingredient labels.

Children must be fully potty trained in order to attend these programs.

Classroom Jobs: 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.

RELEASE FORMS AND PERMISSION TO TREAT

Submission of the following documents are required PRIOR to the child's first day of class:

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.