



HANDBOOK

2024-2025

765-868-2558

www.FirstEPC.com

WELCOME TO THE LITTLE SCHOOL FAMILY

Dear Little School families,
Welcome to a new school year! We are grateful the Lord has established Little School as a quality Christian preschool in our community. Thank you for entrusting your little one to us this year. If you are new to First EPC and Little School, please make yourself at home. I hope to meet you!

At First EPC, we love to partner with God and His people to accomplish His purposes. We believe that God causes the growth in your child, in our lives, as well as in His church. So, we are praying for a welcoming environment that will help the youngest to the oldest entering our doors to "grow in the grace and knowledge of our Lord Jesus Christ." 2 Peter 3:18 We love having children here!

These are exciting and busy years for you as a parent. If you are looking for a faith family, we would love to have you visit any of our Sunday services or come to our Children's programs. Also, feel free to stop by our HomePointe Center next to the sanctuary to check out the tools for continuing your child's faith development at home.

Partnering in the Gospel,



Pastor Joyce

HEATHER BONDS, DIRECTOR
LSDIRECTOR@FIRSTEPC.COM

RACHEL COX, ASSISTANT DIRECTOR
LITTLESCHOOL@FIRSTEPC.COM



2023-24 LITTLE SCHOOL BOARD

Perry Martinson, Board Chair
Connie Moeschberger, Church Member
Tarah White, Little School Teacher
Andrea McPike, Little School Parent
Heather Bonds, Little School Director



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PURPOSE STATEMENT



To share the love of Jesus and the love of learning.

MISSION



We aim to support families and provide a safe and encouraging Christian environment that supports each child in developing a lifelong love of learning.

WE BELIEVE



- Play is the “work of a child” and the best way to facilitate learning
- A successful classroom is full of engaged and happy children and teachers, eager to learn and grow together
- Children grow and develop at individual rates
- Gaining social and emotional skills help children interact and cooperate in community throughout life
- Children should be encouraged to ask questions, solve problems, make choices, and become independent as they explore their world
- Each child and family is uniquely made by God, their contributions are important and they are worthy of appreciation and respect
- Parents and families are a child’s first and most influential teachers and should be a part of learning experiences
- Every child in our community should have the option of quality, Christian early education

CLASS INFORMATION



Must be class age by September 1, 2024

2 Year Olds

\$55/month
* 1 day/week
9:15-11:40am

3 Year Olds

\$85/month
* Mon & Fri
9:15-11:45am

\$85/month

* Tues & Thurs
12:30-3pm

\$170/month

* Mon & Fri
9:15am-3pm

Pre-K/4 Year Olds

(3 days a week)

\$120/month

* Tues, Wed & Thurs
9:15-11:45am

\$120/month

* Tues, Wed & Thurs
12:30-3pm

\$240/month

* Tues, Wed & Thurs
9:15am-3pm

Pre-K/4 Year Olds

(5 days a week)

\$184/month

* Mon-Fri 9am-Noon

\$365/month

* Mon-Fri 9am-3pm

5 Year Olds

(3 days a week)

\$120/month

* Tues, Wed & Thurs
12:30-3pm

5 Year Olds

(5 days a week)

\$184/month

* Mon-Fri 9am-Noon
\$365/month

* Mon-Fri 9am-3pm

Pre-K/4s & 5s

(4 days a week)

\$150/month

* Mon-Thur 12:30-3pm

CLASS RATIOS



Maximum enrollment:

2s: 5 children per adult

3s: 7 children per adult

Pre-K 4s: 7 children per adult

5s: 8 children per adult

CURRICULUM HIGHLIGHTS

Our curriculum is based on learning through developmentally appropriate activities by focusing on the following:

- Understanding who God is and who God made us to be and learning to demonstrate our faith
- Using Indiana's Early Childhood Learning Foundations as a guide to foster physical, social, emotional & cognitive growth

Each month, we will send home a calendar highlighting the month's curriculum and learning themes. Our full curriculum is available to parents in the Little School office. Below are some curriculum highlights.

- Christian lessons are incorporated with bi-weekly Bible story and daily prayer before the snack and at dismissal. Each month we share chapel time where we enjoy a Bible Story and worship together. Pre-K 4s and 5s learn about the Fruit of the Spirit each month (Galatians 5:22-23).
- Our curriculum is based on seasonal concepts and monthly themes. Some examples of monthly themes are: Marvelous Me, Community Helpers, Awesome Animals, Transportation Celebration, etc.
- Outdoor Classroom as well as playground time is scheduled daily for each class as long as weather permits. The multipurpose room is used for indoor gym as well so that children get a chance for gross motor activities and games daily.
- Each month we focus on a different aspect of nutrition by using the "Building a Healthy Plate" program. Students will be given the opportunity to try new foods and some cooking experiences will be utilized as well.

- Language development, science, math, and music are incorporated in Circle Time and at various times throughout the day.
- Field trips for Pre-K 4s and 5s classes are planned approximately 2 times per year. The All-Day class participates in monthly field trips.
- Programs and parties are planned throughout the school year. We will have a Christmas program and a closing program for parents, friends and family. Pre-K & 5s classes will have an October event for dads or someone special and an April event for moms or someone special.
- The Bookmobile comes every two weeks.
- Play is a very important part of each day as children make choices on how to spend their time. Blocks, dramatic play, sensory toys, science, math, writing, reading, and music centers are part of every classroom.
- Zoo-phonics is the hands-on learning program we use to teach the sounds and shapes of the alphabet through body movement.
- Our pre-writing and handwriting curriculum is Handwriting Without Tears. This method uses fun activities and music to help with crayon/pencil grasp, pre-writing skills, and formation of letters.
- Technology - The children will be given the occasional opportunity to use IPADS in the classroom. This will be done during center time with teacher supervision.
- The All-Day class is an extended day option starting age 3. Students will share lunch and a rest time as well as having additional child directed play time and learning activities.

TUITION SCHEDULE



Fall Supply Fee:	\$50, non-refundable
Spring Supply Fee:	\$30 (3s, 4s, 5s classes)
All-Day Supply Fee:	\$40
Monthly Fees:	2s: \$55 per month
	3s: \$85 per month
	4s or 5s: \$120 per month (3 half days/week)
	\$150 per month (4 half days/week)
	\$184 per month (5 half days/week)

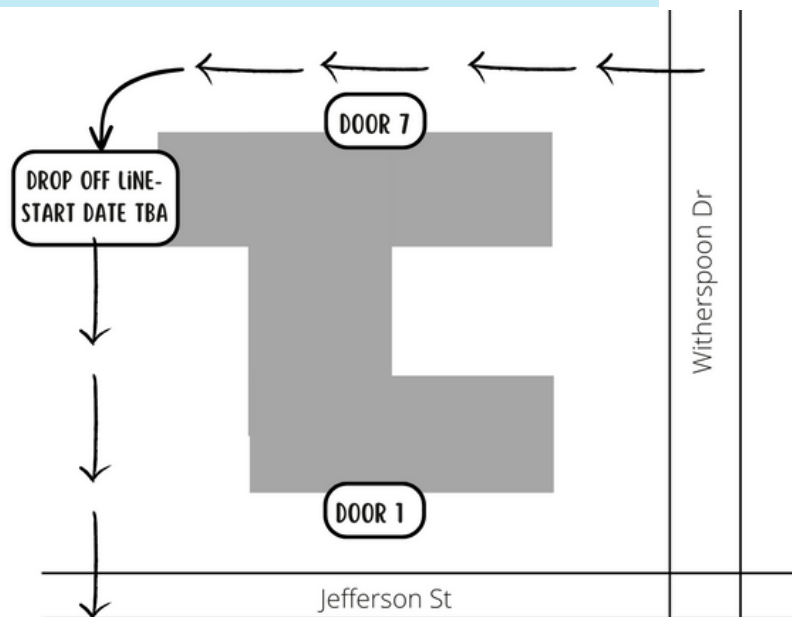
*All-Day Class: Tuition is doubled

TUITION PAYMENT POLICY



1. Tuition is due by the 1st day of each month. A \$5 monthly late fee will be charged when payment is 15 days past due. If you are 2 or more months behind on tuition, your child will not be able to attend Little School. Please come speak to a Director if paying tuition is a struggle as we may be able to help.
2. Tuition payment is non-refundable.
3. A tuition invoice will be emailed and shared in the Brightwheel communication app. You may pay online through Brightwheel or send cash or check to Little School.
4. Payment for the entire month is expected even if your child is ill, if your family goes on vacation, or if there is a snow day.
5. Notice of withdrawal must be given 30 days in advance.
6. If you participate in On My Way Pre-K or CCDF, you must approve your child's attendance online weekly. If you fall behind, you will be responsible for paying the tuition that is denied due to lack of timely approval.

DROP OFF AND DISMISSAL



1. Each class will be assigned an Exterior door of the building where students will be dropped off to their teachers at the beginning of class. Please park near those doors before class begins and walk your child to the door when the teacher opens it to greet their students. Once students are comfortable coming inside with their teachers, we may offer a drop off line option at door #6.

2. At pick up time, please enter through door #1 or #7 and wait near your child's classroom door. Your child will be dismissed from their classroom at the end of class only to the individuals listed on their registration form. You may change that list by submitting a written note, by calling the Little School office, or by sending a message through the Brightwheel app.

3. To enter the building while classes are in session, come to door #1 and ring the bell so that we can unlock the door for you.

4. Classroom doors are locked for safety while class is in session. Come to the Little School office if you need to enter a classroom.

5. For safety reasons, we ask that children do not run or play on the grassy hill areas near the windows to the church building.

6. Please send a Brightwheel message if you are running late to pick up your child after class. There is a late charge of \$5 for every portion of 10 minutes that you are late.

OPEN DOOR POLICY

Parents are welcome to observe classes. Please check in first with the Little School office before entering a classroom.

ATTENDANCE

Call Little School (765)868-2558 or use the Brightwheel app to tell your child's teacher if your child will be absent from school.

PHOTO/VIDEO STATEMENT

On occasion, Little School staff will take pictures of activities at school to be posted on walls or bulletin boards around school or used for presentations for Christmas programs or other special school events. Staff may also post photos/videos on the Brightwheel app that is accessible to class parents. If you would rather your child's photos and videos were not used in the manners specified, please contact the Little School office.

CLASS LIST DISTRIBUTION

Near the end of September, you will receive a class list with the names of your child's classmates, their parents' names and their phone numbers. Those lists will only be provided to the parents of the children in your child's class and will not be distributed to Little School as a whole or published in any other manner. If you would rather your information not be made available to the parents in your child's classroom, please contact the Little School office before September 15.

IMMUNIZATIONS

All immunizations and booster shots are to be up-to-date as required by the Indiana State Board of Health.

CLOTHING

1. Clothing should be appropriate for play, crafts and painting.
2. Clothing should be manageable when the child uses the restroom.
3. Please send your child in shoes, clothing and outerwear appropriate for playing outside when temperatures/wind chill is above freezing.
4. Mark all outerwear with the child's full name.

SNACK AND LUNCH TIME

Little School provides a snack and drink each day. Monthly snack calendars will be posted. All-Day class students will bring a lunch daily which is kept refrigerated. Lunches shouldn't include candy or sodas.

BIRTHDAYS

We love celebrating birthdays! The teachers make time to sing to your child as well as provide a small treat from the "birthday box." If your child would like to celebrate further with their classmates, you may send a pre-packaged snack or treat bag that can be sent home with each child in the class. Due to dietary restrictions and allergies, we will not be able to share birthday treats during class time. If birthday party invitations are to be passed out in class, we ask that all children be included.

TAKE HOME FOLDERS

Each child is provided a folder for take-home class work, monthly calendars, reminders, and notes for parents. Please check your child's folder each time they come home.

BRIGHTWHEEL APP

We utilize the 'Brightwheel' app to offer regular and detailed communication to families, including pictures of your child in class, reminders, and an overview of each day's learning. Each family will need to use the Brightwheel app for full access to communication from Little School.

SNOW DAY INFORMATION

Our policy is to close Little School only when the safety of the children and staff require it. School will begin at normal time even when other schools are operating on a 2-hour delay. You will receive a text and notice on the Brightwheel app alerting you when Little School will be closed due to weather. Families must have an alternate plan of care in place when Little School must close.

THE FIRST FEW DAYS

Taking the step to begin a new preschool class can be hard on children and parents. Young children may become upset when they realize that their family is leaving. Teachers strive to provide the comfort that each child needs and a predictable classroom routine to aid in this transition. Most children settle down quickly after drop-off and enjoy their time at preschool. The Little School director will call parents if a child remains upset. Here are some ways that you can help your child:

- Speak positively about their preschool experience, classmates and teachers.
- Do not linger in saying goodbye and do not sneak out.
- Offer a warm goodbye and a reminder that you will return after class.
- You may call Little School any time to check on your child.

FIELD TRIPS

Our Pre-K and 5s classes will have the opportunity to participate in approximately 2 educational trips each school year. Little School staff are not able to provide transportation for students. Each student will need to have an adult transport him/her to and from the off-campus field trip and remain with them for the duration of the trip. Little School staff will provide direction but not supervision during the field trips. If no adult is available to transport the student on the class field trip, the family may choose to keep the student home on that day. The All-Day students will have the chance for monthly field trips that utilize the church bus for transportation.

DISCIPLINE



Our ultimate goal at Little School is to guide our children into a relationship with our loving God, encouraging behavior that would make God smile.

It is important that a child's development is nurtured through caring, patience and understanding. At no time will we administer punishment of any kind in our classrooms, including time out. However, while caring for your child, their teacher may have to respond to their behavior. Hitting, kicking, spitting, hostile verbal behavior or other behaviors that would hurt another child will not be permitted.

As preventative and intervention strategies for misbehavior, Little School staff will:

- Respect all children, speaking to them 1 on 1 at eye level
- Modify the environment
- Scheduling: having clear and consistent classroom rules and routines, including transition time, and planning varied activities
- Modeling: Showing and demonstrating appropriate behaviors, using positive language to explain desired behavior
- Distracting and redirecting a child to a new activity
- Ignoring attention seeking behavior
- Responding positively to a desired behavior
- Give clear choices
- Speak calmly while bending down to a child's level

In response to misbehavior, Little School staff will NOT use: Threats or bribes, physical punishment, depriving a child of food or basic needs, humiliation or isolation

If a child's behavior is very disruptive or harmful to himself or other children, the preschool Director will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. As a parent, you may have some concerns or wish to offer suggestions that you could share with your child's teacher.

MEDICAL NEEDS AND EMERGENCIES

Children of all abilities and needs are welcomed and accepted at Little School. Little School staff must be informed of any medical conditions requiring special care of your child. If a child is identified with any special need, the family will be asked to complete a "Special Health Care Plan". Staff will make every attempt to make adaptations and modifications to meet the needs of every child.

Medication will only be stored and/or administered for emergency situations such as allergic reaction. All medicine must be unexpired, accompanied by a physician's order, and include direction for administering. Parents will be informed of any medicine use. In the event of an emergency such as serious injury or allergic reaction, we will contact 9-1-1 to arrange medical treatment for your child and contact you immediately.

ILLNESS POLICY

Students and staff should stay home if they require medicine to mask symptoms, or in the last 24 hours they have had any of the following illness symptoms that is not otherwise explained (or if medicine was needed to mask these symptoms in last 24 hours). Students & staff should also stay home if they have been diagnosed with or suspect they have Covid-19 as we follow current CDC guidelines for quarantining at home.

A fever of 100° F or greater

Cough or sore throat

Vomiting, diarrhea, stomachache

Runny nose with colored mucus

New onset of severe headache

Body aches, chills, or fatigue

Pink or crusty eyes

Skin rash or head lice

HEALTH AND SAFETY ACTIONS

Proper handwashing is taught and practiced after playing outside, toileting, blowing nose/coughing/sneezing and before and after eating. High touch surfaces, toys and equipment are cleaned regularly. Each child and staff member will leave a change of clothing at school to change in the case of soiling. Parents must make plans to immediately pick up their child if they become ill at school. If a student or staff member does not abide by "When to Stay Home" guidelines, Little School may exclude the individual from the building. Tuition discounts will not be given for exclusions or absences due to illness.

SAFE CONDiTiONS POLiCY

These steps will be taken to ensure that your child is safe at Little School.

- Children will be actively supervised by qualified adults that have completed first aid training and have passed a background check, drug screen and TB skin test. All staff also complete required pre-service and annual trainings related to health, safety and child development, spiritual development and best practices in early childhood education. In addition, each staff person follows the “Safe Child Policy” of First EPC. Should your child’s class require it, an equally trained substitute staff will be provided. There will always be a staff member present who is certified in CPR training and first aid kits and manuals are provided in each classroom and shared Little School space. Care will be given to ensure that required ratios of children to staff are maintained at all times.
- Little School will not care for children in areas that are being remodeled, repaired or painted. The director is responsible for making sure that all interior and exterior surfaces are in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts or poisonous materials. The director may report any concerns to the janitors and/or building and grounds committee at First Evangelical Presbyterian Church for their help in maintaining safe conditions.
- Little School staff along with custodial staff will keep the facilities in a sanitary condition at all times by daily cleaning of classrooms. Among other cleaning efforts, tables will be washed and sanitized daily before and after each snack time and toys will be washed and sanitized monthly or when they become soiled/contaminated.
- The staff at Little School will only provide transportation for students with use of the First EPC bus which will be regularly maintained for safety and insured. Each staff member who drives will have a valid driver’s license.
- While on the premises of First Evangelical Presbyterian Church’s Little School, the following substances and behaviors are strictly prohibited: smoking and other tobacco product use, consumption of alcohol, use or possession of illegal or toxic substances, and firearms (unless required as a condition of employment).

EMERGENCY DRILLS AND EVACUATION PLAN



The objective of this plan is to reduce the possibility of harm to the children, facility and visitors to the center in the event of an emergency. All faculty members will be trained on fire protection and evacuation practices. Fire drills will be conducted monthly. The director will keep a record of all drills.

- Care must be taken to ensure that all occupants are aware of the location of stairways, primary and secondary exit routes, list of safe haven areas, fire alarms manual pull stations, fire extinguishers, smoke detectors (maps will be posted in each classroom indicating these locations).
- In case of emergencies that do not warrant evacuation outside of the building (natural disasters [tornadoes, for example], chemical spills, bombings, etc.), proceed to designated on-site safe haven place.
- In case of emergency or drill, all personnel should leave the building in an orderly manner - Walk, Don't Run. Teachers should bring their emergency bag with students' emergency contact information and medications and search their rooms and close all doors before leaving. Additionally the directors will search all areas within the preschool and ensure all occupants have been safely evacuated. Teachers will refuse assistance from anyone not previously identified as a support person. This does not include Federal Protective Service Police or emergency personnel.
- Physically challenged children will be provided assistance to help exit the building.

- At the assembly area, teachers will immediately take a head count of each classroom group to ensure that everyone is present and accounted for. Head teachers shall report the final head count to the director. Names of any missing children or missing personnel must be given to the director immediately.
- Upon reaching the Safe Haven, the director, in consultation with the Emergency Personnel will determine if parents should be asked to pick up children. Parents will not be allowed to remove a child from the custody of the preschool during the evacuation. Once all children are accounted for at the safe haven, parents may be allowed to sign out their children. Each family must have a plan to ensure their child can be picked up in the event that Little School is unable to provide care.

SAFE HAVENS



Onsite: Primary: Church Sanctuary
 Secondary: Basement hallway and Basement Stairwells

Off Site: Northwoods Village Nursing Home
 2233 Jefferson St Kokomo, IN 46901
 (across the street from First EPC)



CURRENT LITTLE SCHOOL STAFF

Heather Bonds - Director

Rachel Cox - Assistant Director

Teachers

Melissa Bowers
Beth Brahm
Terri Brown
Alexandria Hughes
Erica Schieffer
Cindy Sparling
Tarah White

Aides and Substitutes

Karah Chase
Maddison Fitzgerald
Janet Lovelace
Jenny Morrow
Starla Mooney
Debbie Ross-Smith
Kylee Thurston
Shelly Waltemath
Bridgette Wilson

