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2010 – 2011 parent handbook

Metropolitan Baptist Church

weekday early education program



MISSION STATEMENT

Connecting people each day to the real Jesus in a real way.

VISION STATEMENT

Our desire is to instill in the hearts of each child a love for God's Word and an eagerness to learn. It is our intent to make everything purposeful and intentional to the spiritual, social, emotional and physical growth of each child.

YOUR CHILD WILL LEARN IN MANY WAYS...

We will encourage the development of the following goals in each child.

Spiritually:

- To help each child understand God's love for us
- To help each child understand God's creation
- To help each child understand God's love for him/her
- To encourage each child to have a personal relationship with Jesus Christ

Socially:

- To assist each child in feeling good about himself/herself, have confidence, and value his/her own abilities
- To help each child learn how to treat others with respect, understanding, equality, individuality, kindness and consideration

Emotionally:

- To assist each child in accepting his/her own emotions
- To assist each child in developing the positive emotions of affection, love, happiness, joyfulness and curiosity
- To assist each child in understanding and appropriately reacting to all emotions

Cognitively:

- To assist each child in acquiring experiences that involve many different types of materials and activities
- To acquire learning and problem-solving skills
- To expand logical thinking skills
- To explore concepts and information in the immediate world

- To expand creative and imaginative abilities through make-believe play, art and music
- To expand language skills through communications
- To begin the development of reading skills
- To begin the development of writing skills

Physical Development:

- To exhibit age-appropriate balance and coordination skills
- To participate in a range of outdoor and indoor physical activities for fine and gross motor skills
- To build with various materials (blocks, boxes, etc.), safely employing woodworking equipment as needed
- To acquire skills for writing, cutting, and eating
- To comfortably experiment with clay, finger paint, sand and other media

THREE YEAR OLD – BRIDGE PRESCHOOL

Our Bible-based Bright Beginnings curriculum provides your child activities that utilize his/her senses to be creative, explore, communicate and experiment in the world around them. Their day is designed for them to be successful through learning centers in an age-appropriate setting. Their schedule incorporates language development, math concepts, practical living, science, art, cooking, large and small motor development, music, chapel, plus many more creative expressions of fun and exciting learning experiences.

The Three Year Old classes compliment the Bible-based curriculum with the *Frog Street Press Phonics*. and *Handwriting Without Tears* curriculum.

Pre-K and Bridge classes incorporate the *ABeka Phonics*, *Math Their Way*, and *Handwriting Without Tears* curriculums.

Your child's areas of special enrichment will include:

1) **Chapel** – Children will learn of God's love and the wonderful miracles of Jesus through stories and activities that correspond with thematic units.

2) **Music and Motor Skills** – Movement activities, rhythm band instruments, finger plays and familiar songs and dances encourage children to develop memory skills. Music is fascinating to the child and soothes emotions. It is creative as well as an excellent form of expression. Children will be exposed to structured movement and hands-on opportunities to develop physical skills. Children will also be exposed to age-appropriate movement that will challenge them in a constructive and positive manner.

LAMB SCHOOL has equipped each room with age appropriate activities and toys. **Please do not allow your child to bring toys from home. They could be lost or damaged and are not easily shared.**

STAY AND PLAY

All Three Year Old – Bridge preschool children are eligible for Stay and Play. This is a 12:00-2:30 p.m. addition to their day. Children need to bring a *healthy* sack lunch and drink for this program. *Please do not send lunches that need to be refrigerated or heated.* Children must be enrolled specifically for the Stay and Play program.

Children who participate in Stay and Play are provided a curriculum in a less structured environment. They utilize the various activity centers as in their pre-school program, including art, outside play and stories.

Young Threes Stay and Play children will have rest time; therefore they should bring a fireproof mat. Please put your child's name on his/her mat.

18 MONTH – TWO YEAR OLD PRESCHOOL

Classes are from 9:00 a.m. – 2:30 p.m. on Tuesday and Thursday. This preschool program is designed for younger children who are experiencing their first separation from home. The young preschool incorporates the Kayrn Henley Bible Time curriculum into the day. The curriculum is specifically geared to helping young children learn through Bible-based activity centers. In addition we utilize Frog Street Press Shape and Color curriculum. These children need to bring the following each day in a bag labeled with the child's name:

- Extra change of clothing in a plastic bag (several changes if the child is potty training please)
- A lunch and drink appropriate for their age and needs
- A fire-proof mat for rest time
- Special love items for rest (stuffed toys, blankets, pacifiers, etc.)

All items need to be clearly marked with the child's name. We ask that toddler and two-year-old lunches consist of *healthy* finger foods and no hard candy please. *Do not send lunches that must be refrigerated or heated.*

TOILET TRAINING

We will assist you in toilet training your child once you have developed a plan at home. Please make the teaching staff aware of your desire to toilet train in order to provide an easy transition for your child. Our program requires children to be potty trained prior to entering our Older Threes program. Medical exceptions should be discussed with the office prior to the start of school.

REGISTRATION

LAMB SCHOOL conducts registration in February for the upcoming school year. All children currently enrolled will be required to re-register.

PARENTS! PLEASE NOTE Enrollment forms are located on the LAMB SCHOOL website, at LambSchoolOnline.com. **Forms are to be completed in full, printed, and returned to the school office between June 1 – 17. Staff will be available to receive the packets Mon. – Thurs. during the hours of 9:00 a.m. and 1:00 p.m.** In the event your child's completed packet is not received by the above referenced date, your child's space will be filled from our waiting list. Due to the important information in the enrollment packet, your child will not be allowed to attend school until the packet has been filled out completely and received by the LAMB SCHOOL office.

Each child will need to have been seen by the doctor within the last six months.

Registration and supply fees are required at the time of registration and are non-refundable. These one-time

fees are collected to cover administrative cost and supplies incurred during preparation for the upcoming school year. Accounts must be paid in full by the end of the current school year in order to attend the upcoming year.

WITHDRAWAL

A TWO WEEKS NOTICE IS REQUIRED FOR PERMANENT WITHDRAWAL FROM THE PROGRAM.

Parents must sign the withdrawal form located in the school office no later than the fifteenth of each month to avoid being responsible for the following month's tuition.

SUPPLY FEE

We charge an annual supply fee for each child. This fee is used to purchase educational materials, curriculum supplies, and consumables (crayons, paper, paints, etc.) for your child. The supply fee is due at the time of registration and is non-refundable.

TUITION

Tuition is based on a set monthly fee, regardless of the number of days of attendance, *with no deductions for absence, holidays or inclement weather closures*. This fee is established by The MET and is not subject to change during the school year. A current schedule for tuition, registration and supply fees is provided in the LAMB SCHOOL brochure located in the school office. Tuition is due on the first of each month or may be paid in advance. Payments should be placed in the tuition box located in the LAMB SCHOOL Office.

A \$10 late fee will be assessed for payment received after the 7th day each month. **In the event that tuition is not received by the 10th day of the month, your child will be unable to attend the program until tuition is paid in full or other arrangements have been made in the office.**

Please do not leave payments on the desk to avoid them being misplaced. Please do not place tuition payments in your child's backpack or weekly envelope, as staff will not be responsible for any tuition payments.

Payment options include cash with a receipt, a check made payable to the LAMB SCHOOL or automatic withdrawal from a checking/savings account. Returned checks will incur a \$15 fee due upon receipt of the check.

Please note that attendance should be on specified program days only. Children are not allowed to make up days.

Parents having more than one child in the program will be allowed a 10% discount on the younger child's monthly tuition.

ACTIVITY FEE

LAMB SCHOOL will charge an activity fee for each child per semester. These fees will cover expenses for each child's participation in activities such as in-house field trips, petting zoo, graduation robes, etc. The fees will be due in August and January of the school year.

SECURITY CARDS

Each family will be issued a security swipe card. This card will allow you entry through the locked doors outside your child's classroom hallway. ***It is important to use it every time you bring your child to school.*** In order for our security to be most effective, we ask that you enter and exit through the appropriate doors. Please do not give your security card to others or allow others to pass through with you when picking up your child. A visitor's pass is located in the office. If you should lose this card, it will be deactivated and a new one will be issued to you at a charge of \$5.

ARRIVAL AND DEPARTURE

It is important that the parent set the tone for a child's school day. In order for your child to benefit from the scheduled activities planned, we encourage you to arrive on time each day. When a child arrives late, it can make his/her transition into the classroom somewhat difficult.

In an effort to avoid little fingers and toes from being stepped on by adults in and out of the classroom and to provide a smooth transition for all the children when dropping off and picking up, parents simply knock on the classroom door and wait for a teacher to greet them. This allows every child to be recognized personally without disrupting the classroom routine.

PRESCHOOL – THREE YEAR OLD - BRIDGE

Parents will accompany their children to the classroom using the main entrance to the education building (Building E). The Jones Road parking lot is available for LAMB SCHOOL parents. Parking is also located in the back next to the toddler playground. Building E is accessible with covered walking from either parking area. The covered drop off area located at the east entrance is used by other church ministries; therefore we request that parents not park in this area when dropping off or picking up their child. Teachers will be available to accept your child beginning at 8:55 a.m. Afternoon pickup is at 12:00 p.m. for the morning session and 2:30 p.m. for children enrolled in the Stay & Play program.

PRESCHOOL – 18 MONTH OLD - TWO YEAR OLD

Parents will accompany their children to the classroom using the main entrance to the education building (Building E). The Jones Road parking lot is available for LAMB SCHOOL parents. Parking is also located in the back next to the toddler playground. Building E is accessible with covered walking from either parking area. The covered drop off area located at the east entrance is used by other church ministries; therefore we request that parents not park in this area when dropping off or picking up their child. Teachers will be available to accept your child beginning at 8:55 a.m. Afternoon pickup is at 2:30 p.m.

PLEASE REMEMBER TO DRIVE SLOWLY IN THE PARKING LOT AT ALL TIMES.

IMPORTANT: Picking up your child promptly at the close of the day is as important as prompt arrival in the morning. Habitual late pick up (after 12:10 or 2:40 p.m.) will result in a \$5 per five minutes per child.

If someone other than the parent is picking up a child at the end of the school day, the person's name must be included in the school Pick-Up Log (located in the school office) as authorized to receive the child. This *pick-up* person will be required to present their driver's license to verify their identity. The state requires the school to keep this information on file for a minimum of 24 hours.

CALENDAR

LAMB SCHOOL follows a modified Cy-Fair Independent School District's traditional calendar. Yearly calendars are provided. Calendar information is also located on our website at LambSchoolOnline.com.

INCLEMENT WEATHER

In the event of inclement weather and/or hazardous road conditions, management will make the appropriate decision to open the school at a later time or close the school at an earlier time. Decisions to close the school prior to regular school hours will be based on the decisions of the Cy-Fair School District. If the Cy-Fair I.S.D. closes, we will be closed. Please watch the local news or tune into local radio stations for announcements of school closings, as well as LambSchoolOnline.com.

CLOTHING

All items of clothing should be marked with the child's name. Clothing should be comfortable, easy to maneuver for bathroom time or diapering, durable and weather appropriate. Closed-toed shoes are equally important. Incidents of injured toes are far less with closed-toed shoes. Due to safety policies, *Heely's* (shoes with wheels in the soles) are not permitted.

Some activities may be messy in nature (painting, cooking, gluing, etc.); therefore please send children in play clothing with an extra change of clothes in their backpack.

Children who are in the process of being toilet trained should have more than one change of clothing to include underwear/pants and socks. **Please mark all items with the child's name.**

HEALTH AND SAFETY

Personal health and hygiene are an important part of our curriculum; therefore, sick children cannot be admitted to the school. If your child becomes sick during the day, he or she will be separated from the classroom setting. We will notify you to pick up your child immediately. Your child must be picked up within one (1) hour of notification. We will require you to pick up your child if he or she has a fever of 100.4 degrees or higher, pink eye, diarrhea, vomiting, chicken pox or any other contagious illness. It may be necessary for you to present a doctor's release for your previously ill child before we will re-admit him or her to the school. A communicable disease chart is posted and highlighted

by your child's classroom if your child has been exposed. Children will not be readmitted for **24 hours** after having any of the above illnesses.

LAMB SCHOOL DOES NOT ADMINISTER ANY MEDICATION.

INJURIES

Should a child experience an injury while at school, the teacher will immediately advise the administrative staff. The administrative staff will determine the severity of the injury. If the injury is minor (i.e. scrapes, bumps, bruises, splinters, etc.), first aid will be administered. An accident report describing the nature of the injury and the first aid procedure used will be completed. A copy of the accident report will be sent home with the child and a second copy will be kept on file. Additionally, verbal notification to the parent will be done when the child is picked up at the close of the school day.

In the event of a more serious injury, the staff will administer first aid (teachers and directors are certified in CPR and first aid procedures), dial 911 for assistance if necessary and contact the parents. If the parents cannot be reached, we will contact the physician indicated on the medical card and transport the child to the hospital of the doctor's choice. If neither parents nor doctor can be reached, we will transport the child to Methodist Willowbrook Hospital for immediate medical care. A member of the staff will remain with the child until a parent arrives.

IMMUNIZATIONS

The following chart outlines the required immunizations and number of doses of vaccine that your child must receive in order to be in compliance with the Minimum Standards issued by the Texas Department of Protective & Regulatory Services and the Texas State Health Department.

Should your child receive additional boosters during the school year, please advise us so we may make a notation of the date the vaccine was administered. If your child is unable to receive the necessary immunizations, we must have a written statement from your physician stating the reason for the delay. Otherwise, your child will not be allowed to attend classes until the immunizations are current.

Recommended Immunization Schedule for Persons Aged 0 Through 6 Years—United States
For those who fall behind or start late, see the catch-up schedule

Vaccine	Age	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	19-23 months	2-3 years	4-6 years
Hepatitis B ¹		HepB		HepB								
Rotavirus ²				RV	RV	RV ³						
Diphtheria, Tetanus, Pertussis ⁴				DTaP	DTaP	DTaP		DTaP				DTaP
Neisseria meningitidis type 1 ⁵				Hib	Hib	Hib		Hib				
Pneumococcal ⁶				PCV	PCV	PCV		PCV				PPSV ⁷
Inactivated Poliovirus				IPV	IPV			IPV				IPV
Influenza ⁸							Influenza (Yearly)					
Mumps, Measles, Rubella ⁹							MMR			see footnote 7		MMR
Varicella ¹⁰							Varicella			see footnote 8		Varicella
Hepatitis A ¹¹							HepA (2 doses)					HepA Series
Meningococcal ¹²												MCV

Range of recommended ages
Certain high-risk groups

VISION and HEARING

LAMB SCHOOL is operated in accordance with the Texas Department of Family and Protective Services, which requires vision and hearing screenings for any child enrolled in a Four Year Old or Bridge program. The Special Senses and Communication Disorder Act of

1983 require that all children at the age of four have hearing and vision screening performed by a trained examiner. This screening must have been completed within the calendar year following enrollment in the Four Year Old and Bridge program. For your convenience, we will arrange for an examiner to come to the school to administer the hearing and vision screening. Examiners are not employees of LAMB SCHOOL. It is your responsibility to have this screening performed, whether at the school or by a different examiner. You are responsible for all examination fees incurred for the vision and hearing screening. If you elect to have the screening performed elsewhere, you must provide a photocopy of the actual test for the visual and hearing acuity to keep in your child's permanent record. Verbal notification will not be accepted.

DISCIPLINE

LAMB SCHOOL attempts to be consistent with discipline and guidance of the children with an emphasis on understanding the individual needs and development of each child. In most cases, discipline for inappropriate behavior can be handled with positive reinforcement, redirection, and problem solving. We feel that it is important for children to learn to be responsible for the consequences of their actions. Our focus is directed toward teaching the child acceptable behavior. In the event your child should become very upset after a discipline situation, he or she will be allowed to regroup and regain control before we address the situation again. Should your child be verbally or physically abusive in a persistent manner, you will be contacted for assistance. LAMB SCHOOL will not subject any child to

unreasonable or cruel treatment, humiliation, abusive language, or punishment. In the event we should have repeated behavior concerns that affect the safety of a child or the learning environment of the classroom, (i.e. biting, hitting, inappropriate actions, refusal to follow class or school rules), LAMB SCHOOL will follow the steps listed below of remediation:

- Recorded observation by teacher
- Recorded observation by administrator
- Phone call from teacher
- Phone call from director

If a concern exists after these steps have been taken, the parents will be called by the director to formulate a plan of action with the teacher. Should these steps fail again, dismissal may occur.

PARENT COMMUNICATION

Classroom schedule, lesson plan, monthly calendar, and any special activities or events are located outside each classroom.

A Parent Information Center is located in the Atrium. Snack menu and all important events and information will be posted in the center.

Every child will bring home a monthly newsletter and calendar informing parents of scheduled activities and events. Upcoming events are also located on LAMB SCHOOL website at TheMETonline.org.

The parents of 18 Month – Two Year Old students will receive a daily report to inform them of their child's daily routine.

Three Year Old – Bridge age children will be provided with a weekly envelope to transport items and special messages to and from home. Parents are asked to sign the envelope and return it to school each week to ensure proper communication between LAMB SCHOOL and parents.

Parents may direct questions or concerns regarding the policies and procedures of the school to the director by emailing dramsey@TheMETonline.org or by calling 281.890.4879.

PROGRESS REPORTS AND CONFERENCES

An ongoing progress report is conducted on each Three Year Old – Bridge preschool child throughout the year. These reports are observation reports and are used as a tool to help the parents see the developmental progress of their child. Parent/Teacher conferences are held in the spring. Parents are encouraged to sign up with their child's teacher for a conference.

SNACKS, LUNCHES, BIRTHDAYS AND PARTIES

Mid-morning juice and snack is provided for the children each day. **(Please be sure to make LAMB SCHOOL aware of any food allergies your child may have.)**

Stay and Play children need to bring a lunch. Lunch should consist of *healthy* finger-foods that your child enjoys and a beverage in the form of a drink box.

Birthdays are always a special time for the children. The school does not allow student birthday parties in the classroom. However, if a parent would like to provide a special snack to share with classmates, please do so. Children having summer birthdays are encouraged to choose a *un-birthday* day to celebrate during the school year. Please make these snacks as simple as possible. We find that cookies, brownies, or doughnut holes are well received by the children. We will be happy to distribute party invitations to **ALL** classmates. In addition you may purchase a student directory should you choose to not invite the entire class.

Parties for holidays are celebrated throughout the school year. These fun events are made even better when our parent volunteers participate in the preparation. Sign up sheets will be posted outside the classroom door for parents to choose how they wish to participate.

VISITATION

Parents are always welcome to visit or be a part of their child's classroom at any time. Please be sensitive that your visit does not disrupt the classroom routine or environment. We encourage you to volunteer and take an active interest in our school wide activities.

PARENT VOLUNTEERS

One of the key factors in the success of any preschool program is the involvement of interested, caring parents. We encourage our parents to volunteer their time as helpers at holiday parties, school wide events, and as

"helping hands" when our teachers need extra help cutting/gluing/assembling special projects.

LAMB SCHOOL has a Parent Volunteer Committee that plans and initiates special activities and events throughout the school year, such as the Fun Run, Rodeo Week and special holiday parties. If you are interested in becoming a part of this team, please let the school office know. A Parent Volunteer form will be available for download from our website.

MINIMUM STANDARDS OF TEXAS

Parents may review a copy of the Minimum Standards for Licensed Centers and a copy of the school's most recent licensing inspection report. This information is located in the school office. Parents may contact the licensing office, the child abuse hotline at 800-252-5400, the PRS and PRS website at dfps.state.tx.us.

IN CLOSING

The staff of *LAMB SCHOOL* feels very blessed that you have chosen to share the most precious possession you have, your child. We have committed ourselves in every way to help your child grow and learn their value in Christ and that they are a gift from God.

The MET INFORMATION

The MET Administrative offices are open Monday – Thursday from 8:00 a.m. – 4:30 p.m. If you should have any questions, prayer requests or need information regarding our weekly schedule, feel free to call 281.890.1900 or visit our website at TheMETonline.org.



Dana Ramsey, Director

13000 Jones Road

Houston, Texas 77070

281.890.4879

TheMETonline.org