



LAMB'SGATE
CHRISTIAN SCHOOL

***Touching Tucson with God's love
one child, one family at a time.***

Parent Handbook, 2021 - 2022

A Ministry of Journey Church

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Lamb's Gate Purpose & Philosophy

Lamb's Gate provides the Tucson community with a positive, loving Christian environment to encourage the spiritual, physical, emotional, social, and intellectual development of young children. We believe that each child is uniquely created and gifted by God and should be lovingly nurtured and taught using biblical principles for learning, character, growth, and development. The children enrolled at Lamb's Gate are welcome regardless of their national or ethnic origin, religion or gender. Each child is encouraged to reach their full potential and be well- rounded in their development.

We are a ministry of Journey Church, and we hold a daily, age-appropriate worship time based on a thematic biblical curriculum, enriched with music and creative storytelling. Twice a month the whole school gathers for Group Worship. Parents are invited to join us at any time for worship. We love for families to be a part of our worship times together.

Teachers plan thematic units to teach the curriculum objectives. Each program uses active, hands-on experiences to meet the developmental needs of the students. Children have the opportunity to learn academic concepts at a rate that is unique to their own development.

Part of what sets Lamb's Gate apart in our community is our inclusion program. We believe God created each child in His likeness and they are all beautiful and unique. We work to create welcoming environments for all children to learn new skills and to foster social development with all peers.

Lamb's Gate Programs

Early Childhood Development Program (ECD) - is designed for children who have developmental skills at the 18-36 month level when school begins and are **18 months old by September 1st**. ECD provides an excellent foundation of growth and learning for young children. Students will learn through activities that are planned around themes. The lessons will include activities that help the child develop social, fine and gross motor skills. Students will be introduced to the building blocks of learning that will help prepare them for the future. Diapering is provided if needed. Children enrolled in ECD generally attend two or three mornings a week but may attend more if it is a good fit for the child. Drop off is between 8:45 and 9:00 with classes meeting from 9:00-12:00.

Weeflock (WF) - is designed for **children who are 3 by September 1st** and have skills at the 36-48 month level when school begins. In the WF program, academic concepts are taught through hands-on activities. Students will review the building blocks of learning while focusing on social skills, development of imagination, and problem solving. These are encouraged through interactive play, opportunities for self-care, and routines that develop responsibility. Additional development is encouraged through sensory and motor experiences. Diapering is available for children who are not fully toilet trained when school begins. Children may attend two, three, four, or five mornings a week. Drop off is between 8:45 and 9:00 with classes meeting from 9:00-12:00.

Sheepfold (SF) - is designed for children who are **4 years old by September 1st** and have skills at the 48-60 month level when school begins. In the Sheepfold program, children learn academic concepts such as pre-reading, writing and math. These concepts are taught through a variety of hands-on activities, games, pencil and paper activities, and sensory experiences. Development of social, communication, and motor skills is strengthened through play and interaction with classmates. Children learn independence and self-help skills necessary for success in Kindergarten. Children may attend 2, 3, 4, or 5 mornings a week. Children need to be potty trained unless they have a special need that prevents it. Drop off is between 8:45 and 9:00 with classes meeting from 9:00-12:00.

Early Birds (EB) - is before-school care for families who would like to have their children come between 7:30 and 8:45 in the morning. Children who arrive before 8:00am are required to bring a breakfast item. Any registered Lamb's Gate student may attend Early Birds. Pre-registration is preferred. Drop-in options will be available when enrollment numbers allow.

Lunch Buddies (LB) - is an enrichment program offered Monday through Friday as an extension of the school day. Students who are three to five years of age and attend the classroom portion of the day are able to participate in LB. Fun and interesting thematic activities are planned with different themes each day of the week. Students will eat lunch, have playground time, and work on projects in mixed age groups. LB students will need a lunch in addition to their classroom snack. Students must be potty trained to participate in Lunch Buddies. Class meets from 12:00-2:00.

Elementary Programs - For the 2021/2022 school year we will be offering Kinder Bridge* and Kindergarten.

- **Kinder Bridge** meets 9:00-12:00, five days per week. This class is specifically designed to meet the needs of students who meet the Kindergarten age requirement but may not be ready for full day Kindergarten whether it be emotionally, mentally, physically, or academically. It is also a great fit for students who miss the Kindergarten age cut-off but have an early fall birthday and have already completed a four year old preschool program. Leaps and bounds are made in Kinder Bridge to best prepare the students for full day Kindergarten.
- **Kindergarten** is a full day program, meeting 8:45-2:00 daily, except on Tuesdays, when we have early release at 12:00. Our Kindergarten class prepares children for first grade at the school which best fits them while maintaining the Lamb's Gate model of incorporating experiential, individualized learning.

Elementary students are taught using a variety of published curriculum including: *Saxon Math, Handwriting Without Tears, Hooked on Phonics, and Purposeful Design Science*. Additionally, students learn through hands-on activities and integrated thematic units. Attention is given to ensure that state learning standards are met for each grade level. Our classes are led by gifted teachers who have training and experience working with our student population.

At Lamb's Gate Christian School, students have the benefit of many enrichment opportunities to extend the learning experience beyond the traditional subjects. Each week the students are given instruction in Art, Music, Library, and PE. Educational field trips are taken each year to deepen the learning process.

Character Development

We feel that through building relationships with the students, having clear requests and expectations and redirecting students to acceptable choices, we can set students up for success and have a minimal need for correction/discipline.

We believe that all children are different and all actions and reactions are personal. Therefore, consequences for poor choices will be tailored to the child, the child's age/developmental level and the severity of the behavior. Lamb's Gate students will be disciplined in loving self control with logical/natural consequences whenever possible. Logical consequences allow the child to experience the result of a wrong choice, enabling the child to make a better choice in the future.

Students will not be humiliated or made to feel that they are bad through discipline at Lamb's Gate Christian School. Instead, students will learn that the choice is not a positive school choice and an acceptable replacement behavior will be suggested. We will guide students in taking personal responsibility and developing decision-making skills that will help them be successful throughout school and in the future. We discipline a child for who God would have them be in the future rather than simply punishing them for the immediate behavior.

A child who habitually endangers the health and safety of students or staff, or damages the facilities, may be dismissed from Lamb's Gate.

The basic school rules are few and focus on what the students should do.

- Walk and talk inside
- Run and yell outside
- Show kindness - Be a bucket filler, not a bucket dipper!

Based on the book, *Have You Filled A Bucket Today?* By Carol McCloud

- Follow directions the first time asked or given

School Policies

Enrollment - Lamb's Gate is partnered with TADS, (www.tads.com), an admissions and tuition management company for private schools, and our enrollment process on their website (linked to our website, under the Admissions tab). Registration is a multi step process.

1. There is an initial application process where parents will provide basic information about their child and their interest in Lamb's Gate's programs.

2. We will process the information, and if there is availability for the requested program and days, we will accept it.

3. A follow-up email will be sent out to complete the registration process through TADS. **All information must be complete, copies of immunization records and birth certificate and other necessary documents must be uploaded, and the registration fee must be paid for your child's registration to be processed and be ready to start.** Fees are non-refundable unless your family moves out of Tucson before attending.

4. After registration is paid, a billing agreement will be sent for tuition where you can choose your payment plan and payment options (ACH, credit/debit, check, money order, etc.) some of which include a transaction fee.

Payments - Payments are due on the 25th of each month, August through May. You will receive a monthly statement from TADS, which details your charges, via email. Drop-in Lunch Buddies or Early Birds will be billed the month following your child's attendance. There is no reduction in tuition for absences due to illness or vacation.

Withdrawal- A two-week notice must be given by parents to withdraw their child. Advance tuition payments in excess of those two weeks will be refunded. If immediate withdrawal is desired, two weeks' payment will still be required.

Scholarships - Tuition assistance may be available for preschool families through In-House Scholarships which are awarded based on financial need and fund availability. Additional scholarships for preschool students with an IEP or 504 plan are often available through School Tuition Organizations (such as Institute for Better Education, ACSTO, and many more) or through the Empowerment Scholarship Account program. Please see our website for more information.

Parent Participation - Parents are encouraged to participate in the classroom with their child. The staff welcomes your participation and support, once the children are settled into the school routine. Volunteers are especially requested for special event days throughout the year. Volunteers need to sign in and out in the office and wear a visitor badge when they are on campus. Parents will never be denied access to our school at any time, unless we have legal paperwork on file that states otherwise. It is helpful to make arrangements ahead of time if you would like to be in the classroom in order to prepare students for visitors.

Transportation - Lamb's Gate does not provide transportation to and from our campus. We are glad to help families connect with others for car pooling. There are nearby childcare centers that may pick up from Lamb's Gate. Ask in the office for more information.

Sign In and Out - A sheet is provided in each classroom for the purpose of signing your child in and out each day. Your **first initial and full last name** are required for signing in and out to comply with state regulations. This is a legal document. For the protection of your child, only the individuals designated on the authorized pick up form may sign your child out from class. Please notify your child's teacher in writing when someone new is picking up and verify with the office that the person is listed on the authorized pick up form. Identification must be shown to the staff in the school office before your child is signed out of class by a new person.

Staff Training - Lamb's Gate is committed to staff training and planning in order to provide the best quality education for your child. The school calendar reflects the dates of our staff training meetings. Notices will be posted at your child's classroom to remind you when there is no school or Lunch Buddies due to staff training meetings.

Communication - The main means of communication of information to parents is through our monthly newsletter, *The Fold*. *The Fold* is sent out electronically via the email address listed in your registration forms near the first of each month. Other forms of communication include the classroom bulletin boards, communication folders and your child's monthly class calendar. Parent /Teacher visits are scheduled twice a year for the purpose of discussing your child's progress, but please feel free to ask questions or check in with your child's teacher at any time.

Insurance - Children are covered by a liability insurance policy in case of an accident or injury occurring at the school. The policy is available for viewing in the church office upon request.

Pesticide Application - In the event pesticides are deemed necessary, notification will be posted at each of the offices and entrances. Notification will be posted 48 hours in advance of any application. Notices will state the date and time of the application. Further information will be available in the office upon request.

Health & Illness - In the event of an illness or absence, please notify the school immediately. Unreported absences will be verified by phone for your child's protection. **Children are to be fever and symptom free for 24 hours, without medication, before returning to school. If children are ill at school, we will call parents first, followed by emergency contacts, to pick them up.**

Medication & Medical Emergencies - Medication may not be distributed at school without doctor's orders, original packaging and dosage information. Required state regulation forms must be completed and kept with the medication. In the case of a medical emergency, parents will be contacted immediately. Emergency contacts will be utilized if parents cannot be reached. "911" will be called if the injury is severe or life threatening. **Please be sure to update your child's file in the office immediately if your contact information changes.**

Field Trips - Throughout the year there are several on-campus field trips. Field trip permission forms must be signed in order for preschool students to participate and be in compliance with regulations. Some preschool classes schedule off-campus field trips on which parents attend with their children. Kindergarten and Kinder Bridge take off-campus field trips more often and parent helpers are requested as needed.

Clothing & Shoes - Play clothes that your child can fasten on their own are best for school. Please allow your child to wear clothes that they can get messy. **Label jackets and other belongings to avoid loss.** Shoes that are conducive to play should be worn. No flip-flops please. An extra change of clothing will be kept at school for your child's comfort in case of a spill or accidents. **Shorts or leggings must be worn under dresses and skirts.**

Toys - Favorite items and toys should only be brought to school when it is for a planned sharing opportunity. Guns, ropes, weapons, and super hero toys that have weapons are not permitted at any time. Favorite books and music are encouraged as well as other objects of interest that can be safely and willingly shared.

Snacks - Children are to bring a snack with them each day they attend. We encourage parents to send healthy, low-sugar snacks to school which do not need refrigeration. Should you need to send a food item which must be kept cool, please send a cold pack along in the lunch box. No gum is permitted, and candy is discouraged. **We are a peanut free campus to protect children with peanut allergies. Please do not include food items with peanuts, peanut oil, peanut flour, or other peanut products.** The school provides milk or water at each snack time. Children who attend Lunch Buddies will need to bring lunch in addition to snack.

Birthdays - Birthdays are observed in each classroom with class birthday traditions. Each child is recognized in a special way in the classroom and during worship. Please talk to the teacher about making arrangements for your child's Lamb's Gate birthday celebration. If you wish to bring a treat for the class, items need to be store-bought and brought in their original packaging to comply with state guidelines. We encourage parents to come and spend some special time with their child during worship or when treats are served near the end of the school day.

Fundraising - Knowing tuition alone will not cover all of our costs, we plan regular fundraising events that we hope are valuable to our families while contributing to our financial needs. Each year we host book fairs, a reading challenge, and collect Box Tops for Education. We encourage our avid Amazon shoppers to sign into Amazon Smile where you can select Lamb's Gate to receive a portion of the sales. In addition, we plan special events for fun, fellowship and fundraising. Our special events are Fall Family Night, Dinner and Auction, and Spring Celebration.

Special Events

Community Helper Days (throughout the year)– Visits from community helpers such as firemen and policemen are enjoyed by all through these on-site field trips.

Fall Family Night (Oct) – Lamb's Gate families are invited to an evening of dinner, browsing the Book Fair, fun fall activities, picking a pumpkin from the pumpkin patch and seeing the great things the kids have already accomplished this school year.

Pumpkin Centers (Oct) – Our courtyard is filled with pumpkin fun, including pumpkin science, obstacle courses, art, and more.

Thanksgiving Play and Feast (Nov) – Students, families, and staff gather for a Thanksgiving play put on by the classes followed by a special, kid-friendly Thanksgiving feast.

Christmas Worship (Dec)– A special group worship time when we sing Christmas songs and hear the Christmas story.

Snow Days (Jan)– Only in Tucson would we make snow with a snow-cone machine, but we do! We even throw snowballs and do lots of other winter fun activities in the courtyard.

Bids & Boots Dinner & Auction (Feb)– This is a special, adult-only event designed to support Lamb's Gate's ongoing improvement projects. The event includes two stepping, live music, delicious BBQ and a silent auction.

Easter Worship (March or April) – A special group worship time when we sing Easter songs and watch as the classes present the Easter story.

Spring Celebration (April)– An annual, huge family event with food, carnival game booths, jumping castles, a gift basket raffle, and lots of fun!

Make a Joyful Noise, and ECD Sings (May) – Our end of the year programs. Each class presents something fun for a crowd of proud daddies, mommies, grandparents and other special guests!

*Other events such as movie nights, community picnics, and other courtyard activity days will be planned periodically throughout the year. Check out the monthly newsletter The FOLD, and class calendars so you don't miss out!

Classroom Tuition: Annual tuition is divided into ten equal payments, August through May due on the 25th of each month.

2021 - 2022 PRESCHOOL Fees and Discounts

| Days per week | Annual Tuition | Monthly Payments |
|---------------|----------------|------------------|
| 2 mornings | \$2,355 | \$235.50 |
| 3 mornings | \$3,075 | \$307.50 |
| 4 mornings | \$3,660 | \$366.00 |
| 5 mornings | \$4,110 | \$411.00 |

2021 - 2022 ELEMENTARY Fees and Discounts

| Grade | Annual Tuition | Monthly Payments |
|---------------|----------------|------------------|
| Kinder Bridge | \$4,200 | \$420.00 |
| Kindergarten | \$5,550 | \$555.00 |

Before and After School Programs

Early Birds: Annual tuition is divided into ten equal payments, August through May due on the 25th of each month. Students can use Early Birds on a drop in basis for \$12 per day. The charge will be added to the nearest invoice.

| Days per week | Annual Tuition | Monthly |
|---------------|----------------|----------|
| 1 day | \$360 | \$36.00 |
| 2 days | \$684 | \$68.40 |
| 3 days | \$972 | \$97.20 |
| 4 days | \$1,224 | \$122.40 |
| 5 days | \$1440 | \$144.08 |

Lunch Buddies: Annual tuition is divided into ten equal payments, August through May due on the 25th of each month. Drop-In fees apply to those who sign-up on a per-use basis and are billed the nearest invoice. Drop-In: \$15 per day.

| Days per week | Annual Tuition | Monthly |
|---------------|----------------|----------|
| 1 day | \$468 | \$46.80 |
| 2 days | \$900 | \$90.00 |
| 3 days | \$1,296 | \$129.60 |
| 4 days | \$1,656 | \$165.60 |
| 5 days | \$1,980 | \$198.00 |

Additional Fees and Discounts:

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| Preschool Registration Fee | \$160 |
| Kinder Bridge and Kinder Registration/Supply Fee | \$210 |
| TADS Late Tuition Payment Fee | \$35 |
| Returned Check Fee | \$25 |
| Late Pickup Fee | \$10 per 15 minute interval |
| Multiple Child Discount | \$20.00 each additional child per month |
| Annual Tuition Discount | 5% off Annual Tuition when Registration Fee and Annual Tuition is paid by 9/15/21 |
| Preschool Daily Drop-In (As space allows) | \$35 |
| TADS Tuition Management Account Fee | \$55/family per year |

Accounts 30 days past due may result in the withdrawal of a student unless an acceptable payment arrangement is set up with the Director. In the case of consistently late or delinquent payments, a full semester's tuition may be required to be paid ahead before re-enrollment for the next semester.

**Lamb's Gate Christian School is regulated by the
Arizona Department of Health Services,
400 W. Congress, Suite 100, Tucson, AZ 85701
(520) 628-6540.**

**Inspection Reports are available upon request at our
facility as well as through ADHS.**