



LAMB'SGATE

CHRISTIAN SCHOOL

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

A Ministry of Journey Church

Preschool Parent Handbook, 2023 - 2024

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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 The 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. 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 welcome environments for all children to learn new skills and foster social development with all peers.

Lamb's Gate Programs

Early Childhood Development Program (ECD)

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 can attend up to five. Classes meet 9:00-12:00.

Weeflock (WF)

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 three, four, or five mornings a week. Classes meet 9:00- 12:00.

Sheepfold (SF)

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. Classes meet 9:00-12:00.

Kinder Bridge (KB)

KB meets five days a week from 9:00 am to 12:00 pm. It is specifically designed to meet the needs of students who meet the Kindergarten age requirement but may not be ready for full day kinder whether it be emotionally, mentally, physically or academically. It is also a great fit for students who miss the Kindergarten age cut off with an early fall birthday. Leaps and bounds are made in KB to best equip the students for full day Kindergarten.

Kindergarten

Kindergarten is a half day program, meeting from 8:45 am to 12:00 pm daily. 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.

The Kindergarteners 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.

Before and After School Programs

Early Birds (EB)

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. A 24 hour drop in notice is required.

Lunch Buddies (LB)

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 a minimum of three years old and potty trained to participate in Lunch Buddies. Lunch Buddies meet from 12:00-2:00. Drop-in options will be available when enrollment numbers allow. A 24 hour drop in notice is required.

**Attention is given to state standards and developmental milestones to plan and execute all Lamb's Gate programs.

School Policies

Enrollment

Our enrollment process is done in two steps using ProCare, our all-inclusive software. To find the link to register, visit our website, click the admissions tab and then the “registration” option on the drop down menu. The first step is a registration form that our staff will receive and review. If there is space for the requested classroom and days your registration will be moved to enrolled once the \$200 registration fee is paid.

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.

Tuition Payments

Tuition can be paid monthly (10 payments) or annually (one payment). If a monthly payment plan is chosen, invoices will be sent on the 10th of the current month, and will be due on the last day of the month. If an annual payment plan is chosen, you will receive 5% off of the total tuition and it will be due on the last day of August.

Absence Policy

For scheduled vacations and school holiday closures

If your child misses a day(s) of school due to scheduled vacations, there are no tuition adjustments or make up days nor for scheduled holiday school closures.

For illness

If your child misses a day(s) due to an illness, make up days are available for your child within the month of absence. It is upon the parents shoulders to schedule and coordinate with the teacher as to when the day(s) will be made up.

Parent Participation

Parents are encouraged to participate in the classroom with their child. 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. Please make arrangements ahead of time with the teacher if you would like to be serving in the classroom.

Sign In and Out

Sign in and out will be completed using the ProCare app. On the app, you will select the bar code icon in the top right corner and scan the QR code posted near the classroom. This will take you to a sign-in screen on your phone and you will select the child you wish to sign-in, then use the signature pad to sign on your phone. Your **first initial and full last name** are required for signing in and out to comply with state regulations. If you do not have access to a smart phone to sign-in, you can utilize the classroom tablet or the tablet that will be accessible at the entrance to the school. 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 before your child is signed out of class by a new person. **Please do your best to pick up your child and sign out on time. Five minutes after the scheduled dismissal time, (12:00 for the school day and 2:00 for LB) late pick up fees will incur at a \$1.00 for each additional minute.**

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. 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 children to participate in order to be in compliance with regulations. Some preschool classes schedule off-campus field trips. Families meet at the site and stay with their child for off-campus field trips.

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-ingredient free campus** to protect children with peanut allergies.

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. We host book fairs and a reading challenge each year and collect items such Box Tops for Education throughout the year. In addition, we plan special events for fun, fellowship and fundraising.

Character Development and Discipline

The uniqueness of each child is taken into consideration when correction is needed. 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. Consequences for poor choices will be tailored to the child, the child's age and the severity of the behavior.

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

School Rules

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

- Walk and talk inside
- Run and yell outside
- Show kindness - *Be a Bucket filler, not a bucket dipper!
- Follow directions the first time asked or given

*Based on the book, *Have you Filled a Bucket Today?* By Carol McCloud

Special Events

Community Helper Days

Community Helper Days take place sporadically throughout the year and includes special visits from people who help our community such as fire fighters, medical personnel, and police officers.

Fall Family Night (Oct)

Fall family Night is a fun filled evening that involves dinner, fall games and activities and our very own pumpkin patch.

Thanksgiving Presentation and Picnic (Nov)

Everyone congregates in the church for a Thankful Presentation at 11:30 am and then quickly to follow, we gather on the field for a thanksgiving picnic.

Christmas Worship and ECD Christmas Sing and Reception (Dec)

Come hear the Christmas story and sing Christmas songs as we remember the birth of Jesus and the true meaning of Christmas!

Bids & Boots Dinner and Silent Auction (Feb)

Join us for an evening filled with BBQ, live music, line dancing, and a silent auction to raise funds for ongoing improvements to our school. Would you be interested in donating an item or service to be auctioned off, or interested in sponsoring the event? If so, contact the office!

Spring Celebration (April)

Come out on a Saturday and enjoy food, friends, carnival games, jumping castles, raffles, and more!

Make a Joyful Noise and ECD Sing (May)

Sit in the audience and enjoy performances from each of the classes at Lamb's Gate to put a bow on our school year.

*Other events such as Movie Night, Community Picnics, and Special Days will be planned periodically. Check The FOLD to stay up to date!

Preschool and Kindergarten Tuition Rates

Annual Tuition is divided into 10 equal payments August through May and due on the last day of each month. Receive 5% off when you pay the annual tuition in full by 9/31/22.

DAYS PER WEEK	ANNUAL TUITION	MONTHLY PAYMENTS
2 days	\$2,813.28	\$281.33
3 days	\$3,673.40	\$367.34
4 days	\$4,372.24	\$437.22
5 days	\$4,909.81	\$490.98
Kinder Bridge (Pre-K)	\$5,039.04	\$503.90
Kindergarten (half day)	\$5,039.04	\$503.90

Before and After School Tuition Rates

Early Birds annual tuition is divided into 10 equal payments August through May and are due on the last day of the month. Drop in rate for EB is \$13.00. The charge will be added to the nearest invoice.

EB DAYS PER WEEK	ANNUAL TUITION	MONTHLY PAYMENTS
1 Day	\$430.06	\$43.01
2 Days	\$816.67	\$81.67
3 Days	\$1,162.02	\$116.20
4 Days	\$1,461.76	\$146.18
5 Days	\$1,720.22	\$172.02

Lunch Buddies annual tuition is divided into 10 equal payments August through May and due on the last day of the month. Drop in rate for LB is \$16.50. The charge will be added to the nearest invoice.

LB DAYS PER WEEK	ANNUAL TUITION	MONTHLY PAYMENTS
1 Day	\$559.29	\$55.93
2 Days	\$1,075.14	\$107.51
3 Days	\$1,547.55	\$154.76
4 Days	\$1,978.69	\$197.87
5 Days	\$2,365.31	\$236.53

Additional Fees and Discounts

Accounts 30 days past due may result in the withdrawal of a student unless an acceptable payment arrangement is set up with the office. In the case of consistently late or delinquent payments, a full semesters tuition may be required to be paid ahead of time before re-enrollment for the next semester or school year. A \$40.00 past due balance fee will incur the day after the balance is owed.

Registration Fee	\$200
Late Pick Up Fee	\$1.00 a minute after 12:05 and 2:05
Preschool Drop In Rate (pending space)	\$35.00
Returned Check Fee	\$35.00
Multiple Child Discount	\$20.00 off a month for each additional child
Past Due Balance Fee	\$40.00

Lamb's Gate Christian School is regulated by the Arizona Department off Healthy Services,

400 W. Congress, Suite 100, Tucson AZ 85701 (520) 628 - 6540

Inspection Report are available upon request at our facility as well as through AZDHS