

The Lamb's Workshop

Parent Handbook



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PARENT HANDBOOK

WELCOME

Dear Parents,

Thank you so much for your interest in The Lamb's Workshop (TLW). We are excited to share with you an overview of our school's policies and procedures. Our hope is that by sharing this information with you we can continue to partner together for the health and safety of every child who walks through our doors.

The Lamb's Workshop is a nonprofit Christian preschool and Kindergarten. We have a wonderful, experienced staff that is devoted to teaching our students in an atmosphere of Christian love and encouragement. We know that children learn best in a nurturing environment in which they can discover their God-given gifts and abilities, and we work hard to provide a place that children love to attend because they know they are valued and accepted.

Our curriculum is developmentally appropriate and allows room for children to express their individual creativity. We understand that God created each child differently and we accept children at their individual developmental levels and provide opportunities for success as they proceed at their own pace.

We understand that a strong connection between the school and the home has the most benefit for the overall success of the child. Therefore, we strive to establish open and honest communication with parents and provide them with opportunities to participate in the learning process.

Our goal is that every child leaves the program better prepared for future school years, knowing the Lord God created them and loves them. We have been a ministry of Bethany Covenant Church since 1982 and have seen many families impacted by the school and the good news of the Gospel.

We do acknowledge that no handbook can anticipate every circumstance or question about policy and TLW does reserve the right to revise, supplement, and rescind any policy or portion of the handbook as it deems appropriate at its sole and absolute discretion. Parents will, of course, be notified of such changes to this handbook as they occur.

Again, thank you for support and we look forward to working with you this school year.

-The Administration and Staff of The Lamb's Workshop

GENERAL INFORMATION

SCHOOL HOURS

- 3's classes – TUE/THU 8:45 – 11:45 a.m. (classroom doors open at 8:45)
- 4's classes – MON/WED/FRI 8:45 – 11:45 a.m. (classroom doors open at 8:45)
- Kindergarten – MON-FRI 8:30 – 12 noon (classroom door opens at 8:30)
- Enrichment classes (both 4's and kindergarten) – dismissal at 3:00 p.m.

LATE FEE

We do find that a consistent schedule helps young children to adjust to new situations. Therefore, we expect promptness in both delivery and pickup of students. If you have not arrived to pick up your child by 11:55 a.m. (3's & 4's classes), 12:10 p.m. (Kindergarten), 3:10 p.m. (Enrichment classes), there will be a \$10 late fee plus \$1 per minute after 10 minutes charged to your tuition express account.

PARKING LOT

Always drive in a counter clockwise direction in both of our parking lots. Whether in your car or walking in our parking lots, please exercise extreme caution. We require you to maintain control of your children when leaving or returning to your car. Both the upper parking lot (church entrance) and lower parking lot (Lamb's entrance) may be used for drop off and pick up times. The lower parking lot may be coned off and blocked once school has started but will be re-opened just prior to pick up times. If the line to get into the lower parking lot has reached the stop sign, please proceed to the upper lot. If you arrive late or need to pick up your child early, please park in the upper parking lot.

Please use caution when turning left onto our street from 101, we have had a few accidents in the last few years as people

SCHOOL CLOSURE POLICY

The Lamb's Workshop will close due to inclement weather that would endanger children and parents transporting them. On very rare occasions, we may have to close due to extenuating circumstances beyond our control (i.e. power outage). All no-school announcements will be made on our website, our Facebook page, and via our text message service. If Bedford public schools are canceled, The Lamb's Workshop will automatically be canceled. If Bedford has a two-hour delay, there will be no morning kindergarten or preschool classes, but we will open for the Afternoon Kindergarten Enrichment and the 4's Afternoon Enrichment programs (If Bedford has a two-hour delay which is then changed to a full cancellation, The Lamb's Workshop will also cancel for the entire day).

If we are open, we support your own good judgment as to whether road conditions in your area warrant the trip to school. *We ask you to contact us if you plan to keep your child home*

DRESS

Children are encouraged to wear play clothes and sneakers. Daily activities include active and messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. All your child's outdoor clothing, accessories and belongings must be labeled to insure the proper return of items left behind.

Any form of necklaces or jewelry which encircles the neck is prohibited because it presents a choking hazard. We strongly request that you **not allow your child to wear Crocs-style**, open-toed or backless shoes. We have seen multiple accidents involving these types of footwear. Children without the proper footwear will not be allowed to play on the playground equipment.

HOLIDAYS

The following holidays will be celebrated by the children in their classes: Thanksgiving, Christmas, and Easter. Other holidays may be used for teachable moments, taking things the children see in the secular world and putting the emphasis on belonging to and being created by God.

TLW is closed on the following holidays and school breaks (see school calendar):

1. Labor Day
2. Columbus Day
3. Veteran's Day
4. Thanksgiving (Wednesday, Thursday, Friday)
5. Christmas & New Year's Break (generally following the Bedford public school schedule)
6. Martin Luther King Jr's Birthday
7. Winter Break (following the Bedford public school schedule – usually the last week in February)
8. Good Friday
9. Spring Break (following the Bedford public school schedule – usually the last week in April)
10. Memorial Day

FIELD TRIPS

An important part of The Lamb's Workshop curriculum is exposing the children to varied experiences within the community. A number of field trips are built into the school year for our 4's program and kindergarteners. We do not plan field trips for the 3's program.

Parents will be informed of field trips in advance through newsletters and a permission form sent home for each trip. Please sign and return the form promptly. Parents will also be asked to drive for field trips. The requirements for drivers are that they carry only the number of children they can buckle into individual seat belts/booster seats and that their insurance coverage be current (we must keep a copy of proof of current insurance in the office if you are driving children other than your own).

Please keep in mind that when parents accompany children on field trips, they need to help maintain safety and supervision.

GENERAL POLICIES

SCHOOL READINESS

We know that each child develops differently and reaches milestones at different times. We do our very best to make classroom adjustments to help each child succeed. However, we do need to be mindful of the health and safety of the overall class.

Therefore, it is up to the Director (with input from the child's teacher) to determine whether a child is "ready" for the classroom environment. Some behaviors that might indicate a child is not ready: the inability to separate from a parent without causing undue stress to the child, the inability to participate in a group setting without constant teacher intervention, the inability to follow teacher direction when it comes to the safety of themselves or others.

The Director will set up a meeting with the child's parents and together they will come up with a plan to modify the challenging behavior. Parent participation in determining readiness/modifying behavior is essential to providing a clear and consistent expectation. Once a plan of action, which will include a timeframe for modification, has been initiated by the Director and agreed to by the parents follow through by both parties is expected.

If after a plan has been initiated and followed for the designated amount of time and a child is still determined to not be ready for the classroom environment, we will ask that the child be withdrawn. The family will be refunded any owed tuition for the month.

DISCIPLINE

Corporal punishment at The Lamb's Workshop is not considered to be an accepted method of dealing with young children's behavior. Children will not be hit, slapped, or spanked in any manner while attending Lamb's. Likewise, we cannot permit a child to be violent with him/herself, with other children or with adults. Our discipline philosophy focuses on redirection and positive reinforcement.

We respect that children are still learning how to behave appropriately. We want to encourage and support them as they interact with their peers. We want to foster a sense of empathy and respect for not only authority but also for those around them.

We do our best to redirect challenging behavior. We may ask a child who is having a hard time waiting for a toy to play at an alternative location to pass the time. We assist children in their vocabulary development, giving them the words and phrases to help initiate compromise and turn taking (i.e. "Can I have a turn when you are done?") instead of grabbing or pushing for something.

Sometimes, when challenging behavior is reoccurring/frequent positive reinforcement and redirection are not enough. In this case, we will attempt to find alternative activities for the child to participate in. For example, if a child is having difficulty at free play time, we may ask that they sit and participate in table activities.

It is beneficial, at times, to have a child take a “break time” in the classroom in which they can recover from overwhelming emotions or to think about their behavior. After the child has settled down the teacher will help the child to think through what is appropriate and how they can approach a similar situation differently in the future.

Parents will be informed of behavior that resulted in a classroom “break” and the teacher will communicate with them to come up with possible solutions/techniques that can be worked on at school and at home.

We believe that each child is unique and that certain modifications can be made within the classroom to creatively help those who may need it.

If these classroom practices/modifications do not improve/alter the challenging behavior the child will be removed from the classroom. They will sit with the Director for a break time. Parents will be notified by the Director as to what happened in the class. The Director will set up a meeting with the child’s parents and together they will come up with a plan to modify the challenging behavior. Once a plan of action, which will include a timeframe for modification, has been initiated by the Director and agreed to by the parents a follow up meeting will be set to check progress.

Although, if the behavior is determined to undermine the health and/or safety of the other children or teachers in the class, the parent may be asked to pick the child up from school, to stay home for a period of time, or be asked to withdraw the child from the program.

Like school readiness (above) it is the sole discretion of TLW to determine whether a child should be removed from the program.

POTTY TRAINED

Children must be fully potty-trained to enter our 3- and 4-year-old programs. We will offer a small grace period in which children in the 3-year-old class, who need it, can wear pull ups during the weeks they are on a modified schedule. If a child has a bowel movement in their pull-up it is that parent’s/guardian’s responsibility to come and change them within a reasonable time frame (30 min). It is extremely important that every child come to school with a change of clothes EVERYDAY and that parents take them to the bathroom BEFORE they are dropped off to class.

This means that starting on the 1st day of school (4’s and K’s) or by October 1st(3’s) children must attend school in underwear.

Potty-trained preschool children:

- Do not wear diapers (disposable or cloth) or disposable underwear (Pull-Ups) to school
- Can tell the teacher when he/she needs to go to the bathroom *before they are wet*, and
- Can wipe with verbal encouragement/instructions from the teacher

If your child suffers from a documented medical condition (as outlined and/or diagnosed by a Doctor) that prevents them from fully reaching this developmental milestone please speak to the Director, otherwise, if your child is not completely potty trained as described above by the first

day of school (4's and Kindergarten) or the 1st day of October (3's), you may choose one of the following options:

- You may withdraw your child and place his/her name at the top of our waiting list.
- Keep in mind, registration fees will be non-refundable; however, if your child is placed in a class later during that same school year, you will not need to pay additional fees.
- If the class enrollment is full, you may continue to pay tuition to hold your child's spot until potty training has been completed.

TUITION

PAYMENTS AND SCHEDULES

All Lamb's families are required to enroll in Tuition Express (TE), part of our ProCare Software Management System, to process tuition payments. Once enrolled in TE, your tuition payments will be drafted automatically on the first of each month through your checking or savings account. This method is quick and efficient, and your personal account information is safe with TE – even more so than paying by check. Once enrolled, you may create an account with TE (check on the "Tuition Express button" on our website's home page). This will allow you to view your payments, generate receipts and pull reports and statements of your payment history.

Tuition Express also accepts credit cards, however, with each credit card transaction, a convenience fee will be applied to your account due to charges incurred from your credit card company.

- Tuition is figured as an annual fee and may be paid in full at registration or in nine (9) equal monthly installments through automatic drafts of your bank account or credit card. Although there is no tuition discount for paying in full, we will credit your account the annual \$10 administrative fee for full payment by check or cash.
- For the 3's and 4's programs, the first month's tuition (for September of the new school year) is required on or before May 1st. This first payment secures your child's spot. **Please note: After August 1st this first tuition payment is non-refundable.**
- Kindergarten's first month's tuition (for September of the new school year) is required by **March 1st and is non-refundable upon payment.**
- In all our programs (3's, 4's and kindergarten) the remaining eight installments must be paid one month in advance with a due date of the 1st of each month.
- Because tuition is an annual fee, no refunds are given for illness, vacations, snow days or other extenuating circumstances beyond our control.
- We do offer a 10% discount for siblings (it is applied to the second child's tuition)

DELINQUENT PAYMENTS

Tuition is always drafted on the first day of each month (if the 1st falls on a weekend, tuition will be taken out the following business day). A fee of \$30.00 will be charged for insufficient funds or returned checks. Children whose accounts are unpaid after 30 days will not be allowed to attend

the school until full payment including late fees are made. If unexpected financial hardships arise that could hinder payment obligations, don't hesitate to contact the Director for a confidential meeting. Hopefully an individual payment plan can be established.

FINANCIAL AID

The Lamb's Workshop endeavors to keep its tuition rates as low as possible to enable as many children to come and benefit from our God-centered program as possible. We do realize, however, that there are extenuating circumstances that can cause financial hardship for families. That is why we established the Deb Schiebout Memorial Scholarship Fund. We offer financial aid to those in difficult financial situations.

If you need financial aid, please speak to the Director as soon as possible. All financial aid applications are due no later than June 1st for the next school year. We use an independent financial aid processing company called FAST to help gather information on potential aide finances. Parents are responsible for the application fee that FAST charges. Based on recommendations by FAST and the number of applicants, the Board proceeds to award the budgeted moneys on a need and first come basis. The Lamb's Workshop reserves the right to decide final classroom placement of children receiving scholarships; this is communicated to parents prior to school beginning. Once the financial aid moneys are delegated, we cannot guarantee that further financial assistance will be available. *Please note: Financial aid does not apply to any of the enrichment (Kindergarten or 4's) afternoon classes; if you would like your child to attend these classes, full tuition will be expected. Financial aid is based on the fiscal calendar and must be renewed annually.*

COMMUNICATION

PARENT TEACHER CONFERENCES

The Lamb's Workshop has two scheduled parent-teacher conferences each year (November and April/May). Outside the scheduled conferences, if any concerns or issues arise regarding your child, please do not hesitate to arrange a teacher meeting. It is also helpful if your child's teacher is aware of stressful events or changes to your child's routine at home (i.e. night terrors, birth of a sibling, loss in the family). These events can affect a child's behavior at school and if the teacher is aware, she can be more sensitive to the emotions and needs of your child.

FAMILY ARRANGEMENTS

TLW recognizes that all families are not structured the same and that some may live apart due to a variety of circumstances. Our teachers and staff are sensitive to the needs of your child in these situations and will work to support the entire family. We are happy to provide duplicate information in the child's cubby/mailbox to accommodate both parents need for communication.

If there are legal proceedings (custody arrangements), please notify the Director and your child's teacher. We will need to keep a copy of the court order in your child's file to make sure that we follow through with what has been decided. Unless, we have the appropriate paperwork, we cannot legally keep a child's biological mother/father from picking up his/her child.

MAILBOXES

Birthday party invitations can be distributed in your child's class mailbox only if the whole class is invited or by gender (all girls or all boys) in your child's class are invited. Invitations to a selected few could lead to hurt feelings, and we would like to prevent such instances.

With the Boards approval, mailboxes may be used to share (distribute) information for a nonprofit community activity that would be age appropriate and of interest to the Lamb's community.

We also have a community bulletin board to display local activities or opportunities serving the preschool age group. Please check with the office for approval before adding your flyer to the Board.

PARENT TO PARENT COMMUNICATION

Also, we do not allow the children's paper cubbies to be used as mailboxes for any direct sales activities such as home party invitations (Mary Kay, Avon, Pampered Chef, etc.). The paper cubbies are only for school and church related activities and announcements.

We also expect that parent to parent emails would not include invitations to direct sales parties or to solicit sales.

FUNDRAISING

The Lamb's Workshop typically takes part in a few fundraising events over the course of the year. While contributing to the fundraiser is not mandatory, we do appreciate parental cooperation. Any funds raised go toward the Deb Schiebout Memorial Scholarship fund. The Lamb's Board of Directors oversee choosing our fundraising endeavors. As a policy, we do not take part in any direct sales fundraising. If you have any additional questions, please see the Director

SOCIAL MEDIA

We **strongly encourage** our staff to **not engage** in social media correspondence with parents (this includes platforms like Facebook, Twitter, and Instagram). We ask that parents be mindful of the way they communicate about TLW on social media. If you are having questions or concerns, TLW respectfully asks that you bring them directly to the teacher/director and **not to social media sites**.

SCHOOL SAFETY

LOCKED ENTRY AND INNER FIRE DOORS

Because of increased safety concerns in the country's schools, our policy is to lock the lower entry doors once the children have been dropped off for their classes. We have placed a door bell to the left of the lower exterior entrance for use if you arrive with your child after 9:00. We have a timed locking devise on the inner double doors inside the lower entry and at the base of the stairwell outside the bathrooms in the lower level. There are buzzers outside these doors for you

to press alerting us to your presence. This buzzer panel also provides a two-way communication to the office. If you are volunteering in your child's classroom or are dropping off/picking up when the doors are locked please come to the office and check in. Volunteers will be required to wear a visitor badge before they can proceed to a classroom. Please know that we consider the safety of your children of highest importance.

PARENT ACCESS

For your convenience and to satisfy state requirements, we have a keypad at the lower entry door at the base of the stairwell outside the bathrooms. *If you would like to have unannounced and immediate access to your child during school hours, please come to the office to receive an access code number. We would be happy to accommodate your request. You will still be required to sign into the office and obtain a visitor pass before proceeding into the classroom.*

SAFETY DRILLS

We do want children to know what to do in case of an emergency, therefore, we will conduct monthly fire drills in which children will be instructed to follow teacher directions to evacuate. We may have you pick up your child at our on-site evacuation location sometime throughout the year (upper parking lot).

We will also practice "intruder" and "lock down" drills a few times throughout the year. Our approach to these kinds of drills is never to scare children but to give them practice so if a situation were to arise, they know what to do.

OUTDOOR PLAY RESTRICTIONS

The teachers enforce specific rules for outdoor play and activities. These are for the safety of the children and modeling respect for the personal property of others. We ask you to help us by adhering and enforcing these same rules:

- Please do not allow your children to play on or jump from the large boulder towards the rear of the garage.
- Please do not allow your children to climb up the hill outside the playground. They tend to run down the hill, climb on the trees, play in the woods (where there are ticks and other such critters), and we feel it is not a safe play area.
- Please do not allow your children to climb up or on the playground fencing.
- Please do not allow your children to pick up or throw stones, sticks or bark mulch anywhere on the church property.
- Please do not allow your children to play in flower beds, pull or pick any flowers on the church property.
- Please watch children on playground equipment and make sure that they are safely interacting.

CARPOOLS

Lamb's encourages carpooling. To protect the safety of each student we will not release a child to someone not on their authorized pick up list. We do provide a carpool form if you need to add someone to the list. Teachers will not allow children to leave the building unless they have **written permission** from the child's parent authorizing the adult to pick up. **We strongly encourage** adults who do not regularly drop off and pick up to have a photo i.d. to verify their identity. Please list all the carpool drivers your child will be riding with on the car pool permission slip.

HEALTH INFORMATION

State regulations require schools to keep on file an up-to-date immunization record as well as a form indicating that the child has had a physical examination within the last year before they are allowed entrance into school. The physical may be done by a physician, public health nurse, or preschool screening clinic. Children's physical examinations must be updated annually.

ILLNESS POLICY

Please notify the school office if your child will be absent from school due to sickness or any other reason. Keep in mind, that no child who arrives at school noticeably ill will be admitted into the classroom. We do ask that children be kept home for a minimum of 24 hours if they exhibit symptoms like vomiting/diarrhea/fever. This means that if the child has a fever of over 100 degrees on Sunday night, they should be kept out of class Monday morning (even if they seem better when they wake up)

Symptoms of Illness Include (but are not limited to):

- Fever (100 degrees or above)
- Undiagnosed Rash/Hives
- Yellow/Green Discharge from Eyes
- Heavy Nasal Discharge that cannot be kept clean with a tissue
- Vomiting/Upset Stomach
- Lethargy/Fatigue-not acting like themselves

Should a child become ill during the day, the parent will be notified immediately. The child will be taken out of the classroom and remain separated under adult supervision until the parent or an authorized person arrives to take the child home.

The best way to avoid the spread of disease is to practice good hand washing and when in doubt to keep them out.

Children will be expected to participate in all the activities of the day, including outdoor play. Please note that if a child is not well enough to participate in outdoor play, he/she is not well enough to attend TLW.

COMMUNICABLE DISEASE

It is important for you as a parent to know that no matter how clean or well maintained a school is children will still get sick. The staff here will do everything that they can to curb the spread of illness by routine toy washing and disinfecting. You can also help by encouraging and practicing healthy habits at home like teaching your child to cough into their elbow and to properly dispose of tissues after blowing their nose.

In the event any child or children are exposed to a communicable disease while at Lamb's, a notice of such exposure will be posted, and parents will be notified when they pick up their children. As with any illness, sick children will not be allowed back to school until the period of contagion has passed.

HEAD LICE

Periodically, the staff of The Lamb's Workshop will check the children's heads for signs of lice. This is a precautionary measure due to the commonality of the problem amongst groups of young children. We also ask that parents check on a regular basis. It is important to let us know immediately if your child and/or siblings have lice. The following are guidelines issued by medical personnel on spotting lice:

Head lice can happen to anyone. It is not a sign of having poor health habits or being dirty. The most important factor to remember is that the problem should be treated quickly because delays will only help spread the infestation. Listed below are instructions for recognizing a lice problem in your home. Head lice are hard to see, but here is some sign to look for:

- A family member persistently scratching head or back of neck.
- White specks in the hair. Look for whitish eggs which can be mistaken for dandruff. Dandruff is easily removed from the hair or scalp; however, nits (eggs) are glued to the hair shaft and are very difficult to remove.

Children who have had headlice need to be 100% nit free before returning to school. They will be checked by the Director before being allowed to enter the classroom for up to two weeks after exposure.

EMERGENCY CARE

In case of an accident or medical emergency during a preschool session, appropriate first aid or medical action will be administered by the staff. The parent or authorized emergency contact will be notified as quickly as possible. If more serious and immediate medical attention is required, the staff will call 911. The staff member who witnessed the emergency will accompany the child to the hospital (bringing necessary records and parent permission forms) especially if the parent or emergency contact person is not there to be with the child.

TICKS

Please keep in mind that ticks are a common problem in this area, especially during the spring and fall. We do treat the lawn outside of the playground and near the front entrance, but parents should still be checking their children EVERYDAY for ticks.

Teachers will visually inspect children as they come in from the playground and if a tick is found on a child, we will call to get your permission to remove it (if it is embedded). The tick will be placed in a plastic bag and given to the parent upon pick up.

SNACKS

Our policy asks that parents take turns bringing in a snack to share with their child's class. Our goal is to make snack time a healthy and allergen-safe part of your child's school experience. Our hope is to make snack preparation easy and economical for parents.

At the beginning of the year each parent will get a list of preapproved snacks to choose from. Our snack policy includes two basic food groups: 1) a type-or-brand-specified carbohydrate and 2) a fruit or veggie selected at the discretion of the parent. We have also included some approved add on's if desired. The list will also include snacks that are designated for Birthday celebrations. We ask that they only be brought to celebrate your child's birthday (to keep the occasion special)

Lamb's is a nut-free school. We ask for your cooperation with any other food-related issues (such as dairy, gluten or other food intolerances or allergies) that might require elimination of certain food items in your child's classroom. (Refer to Appendix A) When preparing your child's fruit/veggie snack, be mindful of any cross contamination of allergen products, such as peanut butter, in your kitchen. It is not necessary to provide a drink as we will serve water to the children. Lamb's supplies napkins and cups.

If your child has a food related allergy or sensitivity, there are additional requirements/precautions taken.

- Parents must check the snack each day at drop off to ensure the snack is safe for your child (This means, noting each element of the snack individually and signing off permission for each item).
- If any or all the day's snack is unsafe for your child, **YOU MUST INDICATE IT** on the permission slip.
- Parents are responsible for keeping their child's safe snack supply stocked. We will serve these alternative snacks when a parent has indicated the snack is unsafe OR if the parent failed to sign the permission slip before leaving.

Lamb's will never offer your child a snack if we have any questions about its safety.

It is important to note that Lamb's cannot eliminate the risk of a child encountering an allergen. However, the administration and faculty will do all we can to keep children safe while feeling accepted and loved. Therefore, it is so important for parents to communicate about their child's food allergy and make sure that any emergency medication has been supplied to the school and any necessary paperwork has been completed **BEFORE** the school year starts. If you need further clarification of your roles and responsibilities, please see Appendix A.

SAMPLE MENU

SEE APPENDIX B

LUNCH

If your child will be joining us for lunch, we ask that the same nut policy that we use for snack be followed. This means that it is parent's responsibility to check food being sent for lunch and make sure that it does not contain nuts and that it is not processed in a facility where it could have been exposed to nuts. We also ask that lunch not be stored in glass containers (pose a danger if broken) and that foods that have a higher choke risk (such as grapes, hot dogs, and cherry tomatoes) be cut in half when served as lunch.

MEDICATION

We realize that throughout the course of the year children may get sick and need the support of medication to get better. We do prefer that parents arrange to give medication at home if possible as this is where the child feels most comfortable. If a child does need to have medication administered at school the following procedures will be followed.

PRESCRIPTION MEDICATION

For the school to administer prescription medication, we need a signed consent form by the child's parents (see the office). The prescription needs to be in the original box and included the following information

- The pharmacy's name and phone number
- The Doctors name and phone number
- The prescription numbers
- The date the prescription was filled
- The child's first and last name
- The name and strength of the medication
- The number of refills
- The quantity
- The manufacturer
- The expiration dates
- Instructions for administration and dose
- Storage instructions
- Potentially harmful side effects

(ALL OF THE ABOVE WOULD BE ON A NORMAL PRESCRIPTION BOX/BOTTLE)

Lamb's will under no circumstances administer medication outside the guidelines of the prescription (i.e. cannot give a child their siblings medication, give more/less than the prescribed amount, or give medication that has passed its expiration date). We ask that children be on an antibiotic for a minimum of 48 hours before returning to school.

OVER THE COUNTER MEDICATION

Lamb's will ask for similar parental consent for any over the counter medication. We will also need the medicine in its ORIGINAL container with the box.

Lamb's will:

- Verify that the strength of the medication is appropriate for child's age
- Check the label for instructions/precautions
- Check the expiration date

Lamb's will return any expired or unused medication to parents.

Parents please be prepared to answer the following questions when dropping off medication to be administered at school

- When was the last time the medication was taken?
- How do you give the child the medication? (successful techniques)
- What kind of side effects may be caused by the medication?
- How should the medication be stored

Guidelines for Managing

Students with Special Dietary Needs and/or Food Intolerances

The Lamb's Workshop

The Lamb's Workshop recognizes there are an increasing number of children who have special dietary needs due to food intolerances. These food intolerances are not to be confused with life-threatening food allergies causing an anaphylactic reaction but, nonetheless, require precautions for the affected child's health and safety. Trigger foods might be (for example) dairy, gluten, rice, and/or eggs. Eating a trigger food might cause severe tummy cramps for some or, for another child who has been diagnosed with Celiac Disease or FPIES, the consequences are greater – but in any case, none causes an allergic reaction requiring Epinephrine. The goal of Lamb's Workshop is to reduce the risk of a child's potential ingestion of a trigger food during his/her attendance here. It is important to note that it is not possible for Lamb's to eliminate this risk, however, the administration and faculty here at Lamb's Workshop will do all we can to keep your child safe all the while feeling accepted and loved.

Responsibility of Parents

1. Do not wait until the last minute. Please inform the office of new allergies or food intolerances as soon as possible.
2. A record of a physical examination (within the year) and current immunizations must be on file at the school before your child will be allowed to attend classes.
3. Notify Lamb's of your child's dietary needs and/or food intolerances and ensure the information in your child's file is kept up to date.
4. If applicable, provide written list of your child's medications and instructions as directed by your child's physician. As appropriate, provide properly-labeled medications that are in their original containers. We must have the list and medication(s) prior to the first day of school.
5. Parents should keep a log of expiration dates of these medications and are responsible for replacing medications when expired.
6. Prior to the start of school, meet with the school's Educational Director and your child's teacher to provide important information specific to your child's reaction if he/she ingests a trigger food. Use the school's form (*Individual Food Intolerance Care Plan*) and information provided by your child's doctor as a guide, create a management and treatment plan customized for your child's specific needs.
7. If you will be carpooling with other families, notify the parent(s) who will be transporting your child to or from school.
8. Discuss field trips with the school to determine appropriate strategies for managing your child's dietary needs.
9. Provide alternate snacks from home as necessary.
10. Start working with your child, in an age-appropriate way, teaching what he/she is responsible for in areas such as:
 - a. What foods they need to avoid eating
 - b. Strategies for avoiding these foods (i.e. do not trade food, ask the teacher)
 - c. What symptoms occur if intolerant foods are ingested (tummy cramps, diarrhea, etc.)

- d. How and when to tell an adult they may have eaten a trigger food

Student's Responsibility (age appropriate)

1. Should not trade food with other children.
2. Should not eat anything with unknown ingredients or known to contain a trigger ingredient.
3. Should be proactive in the care and management of their food sensitivities and reactions based on their developmental level.
4. Should notify an adult immediately if they eat something, they believe could be a restricted food.
5. Wash hands on a regular basis – especially before and after eating.

The Responsibility of The Lamb's Workshop

1. Review the health records submitted by parents and physicians.
2. Lamb's will not knowingly serve your child any foods listed on their Registration Form regardless of the severity of his/her intolerance.
3. Our staff will always show sensitivity to students with special dietary needs and/or food intolerances. We will be sensitive to their feelings and how they are perceived by their classmates.
4. Review the *Individual Food Intolerance Care Plan* before a reaction occurs to assure the efficiency/effectiveness of the plan.
5. Ensure that any prescribed medications are appropriately stored and kept in an easily accessible secure location central to designated school personnel.
6. Train our staff on a full range of dietary issues including life-threatening anaphylactic reactions to non-life-threatening food intolerance side effects.
7. Be prepared to handle health and safety issues during the school day regardless of time or location.
8. Review policies and the child's care plan with the parents in the event a reaction has occurred

APPENDIX B: SNACK MENU

<div style="border: 1px solid black; padding: 5px; text-align: center; background-color: yellow;">Example of Snack Menu</div> CARBOHYDRATE Pick 1	PLUS +	FRUIT OR VEGGIE Pick 1	OPTIONAL ADD ONS (If desired)
Cheerios/Kix Baggies (original flavor)		Any fresh fruit washed and prepared. Fruit examples: halved grapes, banana, apple or pear slices, berries, watermelon cubes.	Hummus (nut-free variety)
<i>Aldi/Honey Maid</i> Graham Crackers (any shape)			Pepperoni (any brand)
<i>Pepperidge Farm</i> Goldfish (<i>any flavor or pretzel thins</i>)			Sunbutter
<i>Aldi/Tostitos</i> brand tortilla chips (<i>not flavored</i>)			Salsa (any brand)
Nabisco Triscuit/Wheat Thin Crackers (any flavor)		Any fresh vegetable washed and prepared. Veggie examples: baby carrots, cucumber slices, sugar snap peas.	Cream Cheese (any brand)
<i>Nabisco</i> Ritz Crackers (<u>not</u> Ritz Bitz)			Cheese (any brand)
<i>Keebler Brand</i> Town House Pretzel Thins		Raisins or Craisins (any brand)	

ACKNOWLEDGEMENT PAGE

I/We, _____ the parents of _____, have received, read, had the opportunity to ask questions about, understand and agree to abide by the policies set forth in **The Lamb’s Workshop Parent Handbook**.

Furthermore, I/We understand that the policies described in the **Parent Handbook** are not conditions of enrollment, and the language does not create a contract between **The Lamb’s Workshop** and the parents. **TLW** reserves the right to alter, amend, or otherwise modify these guidelines, at its sole discretion, without prior notice. I/We also understand that future questions regarding policies in the **Parent Handbook** may be directed to the Educational Director or The Lamb’s Workshop Board of Directors.

Parent Signature:

Date:

Parent Signature:

Date:

Revision History

Version number	Date	Originator	Section(s)	Reason for Change
1.1	2-18	Lamb's Board	Direct Sales	Added section because it was not clear in original version
2.0	7/11	Melissa Gannon	Late fee	Adding a form for clarity
	7/11	Melissa Gannon	Parking lot	Safety of drivers and students
	7/11	Melissa Gannon	Discipline	Clarity and alignment to state requirements
	7/11	Lamb's Board	Mailboxes	Clarity
	7/11	Melissa Gannon	Health information	Addition of a lice policy
	7/11	Melissa Gannon	Prescription Medication	Change from 24 to 48 hours