

FAITH LUTHERAN BRETHREN CHURCH  
THE LITTLE SCHOOL  
PARENT HANDBOOK AND DIRECTORY

2018-2019



# The Little School

## *Faith Lutheran Brethren Church*

P.O. Box 710  
480 Pleasantville Road  
Briarcliff Manor, N.Y. 10510



## **THE LITTLE SCHOOL**

**Phone (914) 769-4255**

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Pastor: Reverend Anthony Karlik

Church Secretary: Ms. Tami Sunwall

The Little School Director: Mrs. Heidi Roth

**Tax ID # 13-2792600**

## **ABOUT THE LITTLE SCHOOL**

The Little School is a non-profit organization, a ministry of Faith Lutheran Brethren Church, Briarcliff Manor, New York.

We believe that children are a gift from God and that He has a plan for each of their lives. We believe it is a privilege to be given the opportunity to help shape and mold the lives of these young children.

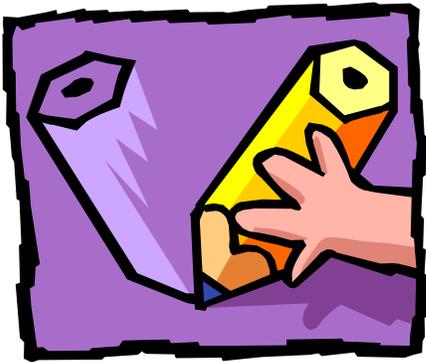
We realize the tremendous responsibility that is ours to be the best examples possible and we are thankful for this challenge. Along with teaching many wonderful academic and social lessons, the staff of The Little School desire to teach your children how great God's love is for all of us.

This handbook is designed to introduce The Little School experience to you, the parents of preschool children.

The Little School is in session from September to June. Generally, we follow the holiday schedule of the Briarcliff Manor Union Free School District.

The program at The Little School is carried out in a warm, friendly yet structured atmosphere. Our teachers plan a widely varied program, which includes a learning time, handcrafts, music, stories, art, and indoor and outdoor play. Developmentally appropriate academics are taught in a "child friendly" manner to encourage a love of learning.

The activities encourage group participation and individual creativity. Our goal is to help the child develop greater independence, social competence, and self-esteem. Our curriculum include bible stories and songs in order to teach children that God loves them and is concerned about them and that He puts them into a family unit for love, care, and protection. We believe the Bible is God's Word and is the foundation upon which we build our lives.



We offer a two-day program for two-year olds. A three-day or four-day option for three-year- olds. Four- to Five year olds are five-days per week. All classes are in session from 9:00 am until 12 noon.

The Little School is housed in a beautiful Church building. We have the use of the lower level, which includes visually stimulating classrooms, and a large playroom that is bright and cheerful. Our outdoor playground is age appropriate. It is well equipped for our two to five year olds. We continue to update our furniture and purchase new art equipment, gym equipment, books, and puzzles, toys, games and much more.

Our staff is well qualified and skilled in interactions with young children. They possess the qualities that are essential when relating to two, three, four and five year olds. Our staff members have patience, a sense of humor; compassion, sensitivity and most importantly they love your children!

The magical ages of TWO, THREE, FOUR and FIVE are times of wonder and questions, times of endless curiosity. They possess boundless energy. They are growing and learning each day and it is a time of quick sorrows and much laughter.

We teach the whole child; that means we provide activities that will develop the mind, body and spirit. We understand that unless people feel good about themselves, they cannot feel good about others and cannot learn and develop to their greatest potential. It is our task to help each child feel good about himself.

We know that a child has to become involved to learn. He has to see and feel, taste and smell. Being involved

almost always means getting messy or dirty or perhaps wet and rumped. It means some noise and much activity.

Remember, in addition to food, shelter and clothing we all need love. So laugh with your child every day! Tell him or her you like something they've done and tell them you love them!

## THE LITTLE SCHOOL PROCEDURES AND SUGGESTIONS

We recommend the following:

1. Send your child to school in clothes for **learning and playing**; wash-n-wear items are best.
2. Print names on all clothing that your child might take off at school (sweaters, coats, hats, mittens, boots, and raincoats, etc.) Also, your child's name should be on ANY personal items he or she brings to the school (books, toys and show-n-tell.)
3. Please send in 2 *small photos*. One to identify his coat hook. This helps your child develop independence in finding his own coat and backpack. The *second* picture is for their class album, which they will be bringing home to share with you.
4. FOR THE SAFETY OF YOUR CHILD we request that you park in a marked space only. Also please do not park on the side closest to the church building. This is reserved for staff parking.
5. The Little School begins at 9:00am. The Little School staff is busy preparing for the day ahead and respectfully asks you and your child to wait until 9:00am before entering the school. At that time the teachers will be waiting to greet your child and you. In the event that you may need to drop off your child before 9:00am, we request that ANY EARLY ARRIVALS BE PRE-ARRANGED with your child's teacher.
6. Dismissal at 12:00pm for your child will be from an assigned area, where he or she will be released from the building to the person responsible for picking him

or her up. If there is a need for an early pick up, please notify the teacher. Conversely, if you are detained please call the school and let the Director know so she may inform your child's teacher. Please make sure that everyone who you allow to pick up your child from school is included on the **Authorized Escort Form**. It's a good idea to include a parent with a child at The Little School in case you are detained and cannot be at school at dismissal. We will not release children to anyone other than those people listed.

7. On a day when your child will be going home with someone else at The Little School (playdate etc.) please let us know by sending in a written note **TO YOUR CHILD'S TEACHER**.
8. School closings, delays or early dismissal due to inclement weather will be communicated through email.
9. Your child will be encouraged to bring in objects from home for show-n-tell time. This activity develops poise, good self-concept and language skills. **Please do not forget to put your child's name on all items.**
10. Please discourage your child from bringing any sharp objects, toy guns, candy, gum and money to The Little School. Also, we have found it is better to **leave toys at home** unless they are brought in for show-n-tell time.
11. Occasionally, your child will bring home notes about special class activities. Please read them together with your child to reinforce classroom activities. At times they will need your signature and should be returned to THE DIRECTOR.
12. Birthdays at The Little School are special times. At the discretion of the teacher they may be celebrated individually or together with others in the class who share the same birthday month.
13. We plan one morning and two Friday evening programs a year for family and friends of Little Schoolers. The morning program is a Thanksgiving

feast. At Christmas time in December and at Graduation time in June, we hold our evening programs. These are exciting and happy times for the children and their families. Please consult the calendar for the dates.

14. For class trips we will ask parents to sign a permission slip and to return it promptly with the appropriate fee. Certain trips will require parent volunteers. We ask that you volunteer for one trip only so that all parents may have a chance.
15. Tuition for the 2018-2019 school year is \$3,300 (\$330/month) for a 2-day class, \$4200 (\$420/month) for a 3-day class, \$4500 (\$450/month) for a 4-day class and \$5,000 (\$500 /month) for a 5-day class. Tuition is divided into 10 equal payments payable monthly on the **FIRST DAY OF THE MONTH**. If you prefer to pay more of your tuition at one time, or must make other arrangements for your payment, please see the Director. Please inform the Director if you need a receipt for your tuition payments. Remember for tax or flexible spending account purposes our **Tax id # is 13-2792600**.
16. Conferences may be called at the request of the parent or the teacher any time during the school year. Specific days and times will be set aside in February for you to visit and meet with your child's teacher to discuss his or her progress. Please call the Director or your child's teacher anytime you have a question or concern, or to schedule a meeting. If you have something on your mind please feel free to share it with the teacher. If it's important to you we want to hear about it!
17. Illnesses are the unpleasant thing we often "share" at The Little School. **PLEASE KEEP SICK CHILDREN AT HOME**. Be sure to call The Little School between 8:30 and 9:00am to notify us of your child's absence. Please leave a message if no one is available to take your call.

**SAMPLE DAILY CLASS SCHEDULE**

**NOTES**

9:00 to 9:30 Arrival and Free Play 

9:30 to 9:40 Circle/Sharing Time

9:40 to 9:50 Opening and Learning Time  
-Attendance  
-Calendar  
-Weather  
-Pledge of allegiance

9:50 to 10:05 Bible Story



10:10 to 10:30 Bathroom and Snack



10:30 – 11:00 Craft/Lesson Time



-Crafts  
-Learning centers  
-Stories

11:00 – 11:30 Music Class  
Gym on Wheels



11:30 to 11:50 Playtime

11:50 to 12:00 Preparation for Dismissal

