

# Little Lights Preschool Handbook 2024-2025

Little Lights Preschool.....402-281-3133  
Trinity Church.....402-339-3788  
Fax.....402-339-3742  
Preschool Email..... [littlelights@trinitylife.org](mailto:littlelights@trinitylife.org)  
Trinity Lutheran Church website.....[trinitylife.org](http://trinitylife.org)  
Little Lights Preschool Address...848 Gold Coast Rd. Papillion, NE 68046

## Staff

Mrs. Stacy Denne	Director and 4/5s Assistant	<a href="mailto:littlelights@trinitylife.org">littlelights@trinitylife.org</a>
Mrs. Jennifer Carlson	4/5s Teacher	<a href="mailto:carlsoncj1@gmail.com">carlsoncj1@gmail.com</a>
Mrs. Robyn Marshall	3s Teacher	<a href="mailto:robrunner4@aol.com">robrunner4@aol.com</a>
Mrs. Chris Mayfield	3s Assistant	<a href="mailto:chrisamayfield@hotmail.com">chrisamayfield@hotmail.com</a>

## Hours of Operation

The preschool hours are 8:15- 3:00 on Monday, Wednesday & Friday and 8:15-12:00 on Tuesday & Thursday during the regular school year (August-May). During the summer and holidays the preschool office is open at the discretion of the director. Messages may be left at 402-281-3133 or [littlelights@trinitylife.org](mailto:littlelights@trinitylife.org) and will be returned as soon as possible.

## Commitment

Little Lights Preschool is a ministry of Trinity Lutheran Church. We are committed to providing a loving, secure, Christian environment for growing children to develop solid foundations for life.

## Goal

Our goal is to provide a Christ-centered preschool for children ages 3, 4 and 5 where they will grow academically, socially, and spiritually.

## Licensed Preschool

Little Lights is a state licensed preschool. We also hold a special use permit with the city of Papillion.

## Ages of children served

Little Lights Preschool serves children three to five years of age. Students are eligible to attend preschool if they turn three on or before July 31 of the calendar year in which the child is seeking admission.

**Assisting Children**

The staff will make every effort to assist your child and family with education this year. Do not hesitate to ask the teacher how your child is doing in class. If there are speech, behavior, or academic difficulties we will inform parents and work together for your child's benefit. If Little Lights is not the best setting for your child, we reserve the right to recommend a more appropriate setting.

**Open Door Policy**

To ensure the safety of the children at Little Lights Preschool, classroom doors will remain locked during the school day. However, parents are welcome to observe the preschool class anytime.

**Absence**

Please call or email the preschool before the start of our school day.

**Arrival Time**

Please drop your child off at the north doors near the playground between 8:50 am and 9:00 am for the morning session and between 12:05 pm and 12:15 pm for the afternoon. The teachers will greet the children and take them down to the classroom. Classes begin at 9:00 am and 12:15 pm.

**Departure**

Dismissal is 11:30 am for the morning sessions and 2:45 pm for the afternoon session. For the 3 year old classes, the teacher will open the playground door for you to enter and dismiss your child to you there. For the 4 year old classes, use the front door to enter and your child will be dismissed to you from there. Children will only be released to parents/guardians or other authorized persons listed on the child's enrollment form. Please inform the staff if someone other than those listed on the enrollment form will pick up your child. Identification will be checked if the staff has any concerns.

**Payment Schedule**

Tuition is prorated for a nine-month period. You will pay an equal amount of tuition per month, regardless of the number of class periods. Monthly payment is due by the 1<sup>st</sup> of the month (Sept.-May). There will be a 5% discount if you pay the entire year of tuition by Sept. 1<sup>st</sup>. On Planning Center use the discount code PAY IN FULL. Once you have used this code it cannot be undone so only use the code if you intend to pay the annual tuition in full. If your payment is made past the 1<sup>st</sup> of the month, you will be charged a \$35 late fee. This can be paid in the form of cash or check made out to Trinity Church. If payment is not received by the 1<sup>st</sup>, or payment plus late fee by the 2<sup>nd</sup>, your child will not be able to attend class until tuition has been received. We appreciate your attention to paying on time. Please use the tuition reminder email provided by the director to pay your tuition online.

Three-year-old class	\$150.00 monthly
Four-year-old class	\$175.00 monthly

Once you have a profile in Planning Center you can make tuition payments at:

<https://trinitylifepapio.churchcenter.com/home>

You can also download the Church Center app to pay tuition. If you prefer to pay by check, please make checks payable to **TRINITY LUTHERAN CHURCH**.

### **Withdrawal Policy**

If your child is no longer able to attend Little Lights for any reason you must submit in writing your change in plans at least one month in advance. If this standard is not met, you will be responsible for tuition for the following month.

### **Suspension or Termination of Enrollment**

Students will be suspended or terminated at the discretion of the director for the following reasons but not limited to:

- Failure to pay tuition.
- It has been determined that Little Lights is not a good fit for the student.
- Student or family members pose a threat to students, staff, or residents.

### **Backpack**

Please have your child bring a backpack daily to take home projects and notes. Please select a backpack that is large enough for 8 1/2" x 11" papers. **Please include a change of clothes in your child's backpack in case of an accident (change the clothes for each season).** It is helpful to label the backpack with your child's name.

### **Clothing**

Your child should be dressed in comfortable clothing that allows for easy movement, art projects and independence in the restroom. Items not recommended for preschool: flip flops and jewelry.

### **Child Guidance**

When disciplinary action is needed, the 3-year-old class will implement a green, yellow and red-light system. In the 4/5-year-old class Little Lights will align behavior management to that used by Papillion La Vista Community Schools using a color chart. Little Lights will make every effort to encourage good choices with positive reinforcement. Both discipline plans work in a similar way, with positive results. More details about our discipline will be covered during Sneak Peek.

### **Birthdays**

Children are invited to celebrate their birthday by bringing a class-time snack. Easy to serve snacks are wonderful! Great snacks are cookies, fruit snacks, and ice cream or pudding cups. Please do not bring cake or cupcakes.

**Snacks**

A snack with 100% juice will be served each day. Snacks will be donated by parents or provided by the preschool.

**Preschool Calendar**

Little Lights will follow a calendar similar to Papillion La Vista Community Schools. A preschool calendar will be sent home at the beginning of the year.

**Communications**

Please check your email regularly for notes from [littlelights@trinitylife.org](mailto:littlelights@trinitylife.org), subject line: "Little Lights Preschool". To help our environment Little Lights will use email communications to contact you with important information, and to send a weekly newsletter. Please be sure to update your email address as needed. If you have a grandparent or childcare provider you would like added to our contact list please provide their information to the director.

**Parent Grievances**

If you have any questions or concerns, please contact the director as your earliest convenience.

**Parent Involvement**

Parents will have the opportunity to help with field trips, parties, and special events. Check your email and the hall bulletin board for details. Sign-up sheets for class parties will be posted in the hallway. You may sign up in person or by calling the preschool.

**Transportation**

Transportation for field trips will not be provided by Little Lights. A parent/guardian must attend field trips for their child/children to attend.

**Cancellation**

If Papillion La Vista Community Schools cancel due to inclement weather Little Lights will also close. Inclement weather days will be made up at the discretion of the director.

**Environment**

Trinity Lutheran Church is a smoke-free environment. The use of tobacco, alcohol and illegal drugs is prohibited on our grounds.

**Safety**

Children will always be in the company of a staff member. Staff members are certified in CPR and basic first aid.

**Fire and tornado evacuation plans**

Fire drills will be practiced monthly along with fall and spring tornado drills to comply with our Nebraska Preschool License.

**Emergency Evacuation Plan:** In the event of a fire, tornado, flood or other natural or man-made disaster your child and all other students will be moved to Walnut Creek Elementary located at 720 Fenwick St., Papillion 68046. All students and staff will travel to this location by foot. All parents will be contacted via email or phone once students are in a safe location. Picking up children will take place at 720 Fenwick St., Papillion 68046. Only people listed on your child's enrollment form will be allowed to pick up your child. If you are not able to pick up your child, please be sure that your emergency pick up person has proper identification. No child will be released to anyone without proper identification. Any student with special needs will remain in direct contact with a staff member until parents or emergency contact person is on sight. Emergency contact information will be kept on record at the Walnut Creek Elementary location in the event of an emergency.

### **Illness**

Children may not attend preschool if they have any illness with a fever, or communicable conditions such as COVID-19, Chicken pox, Fifth's disease, measles, mumps, strep infections, diarrhea, head lice, pink eye, or skin diseases. Please report any communicable diseases to the preschool director so other families can be informed. Children must be **fever free for 24 hours** and no longer contagious before returning to preschool. Please use your best judgment so other are not exposed to sickness.

### **Medication**

Little Lights will only dispense rescue medications. Parents of children with severe allergies may want to supply an EpiPen, Benadryl or a rescue inhaler. Little Lights will not dispense medication given daily.

### **Immunizations Records**

In accordance with our state license, we require an immunization record to be on file at the preschool. All families are encouraged to have all immunizations up to date. All records will be evaluated in the fall; the director will contact parents about any missing immunizations.

### **Animals**

No animals of any kind are allowed at Little Lights Preschool.

### **Photos**

During the year many pictures will be taken of your child. Pictures of your child may be used for our end of year slice show or advertisement. Advertisements may include but not limited to Trinity Lutheran Church website or brochures placed in public access areas. **If you do not want your child's picture used, please contact Little Lights director in writing.**

## **Curriculum**

Christian Education: Basic Bible principles through stories, songs, crafts and prayer will be incorporated into each session.

Social Skills: Activities are designed to promote social interaction, curiosity, persistence, reasoning, problem solving, communication and listening skills.

Creative Arts: Children are allowed to express their creativity in a variety of areas including art, music and dramatic play.

Intellectual Growth: Children are encouraged to develop language, math and science skills in a variety of fun ways.

Health/Physical Development: Children will practice large motor skills in a playful way.

Cooperation with peers and safety are major components.

Handwriting: Handwriting Without Tears will be taught at Little Lights.

Little Lights Preschool is licensed through the Nebraska Department of Health and Human Services. For any questions or concerns regarding our licensing, please contact:

Leon Merrell  
Child Care Inspection Specialist  
Division of Public Health  
(402) 616-0048  
Leon.merrell@nebraska.gov

### **Notice of Nondiscriminatory Policy as to Students:**

**Little Lights Preschool admits students of any race, color and national or ethnic origin.**