

Bethel Lutheran Church

**Little Lamb
Preschool**



Jesus said, "Let the little children come to me..."

Parent Handbook

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LITTLE LAMB PRESCHOOL

Preschool Policies

Admission

Program Purpose

The curriculum of Bethel Little Lamb Preschool is Christian, features developmental and individualized learning activities, and offers parental involvement. The central goal of Bethel Little Lamb Preschool is to share with young children and their families the healing and saving Gospel of Jesus Christ. All subjects and activities will center on God's Word. The program is operated by Bethel Evangelical Lutheran Church in Galesville, Wisconsin. The preschool is licensed by the state of Wisconsin. A bulletin board near the classroom door displays the license, rules and any violations plus parent information and brochures.

Non-Discrimination Policy

Bethel Little Lamb Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded to and made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and other school-administered programs.

Terms of License

The preschool is licensed by the state of Wisconsin for 3-year-olds and 4-year-olds. We operate from 8:30 a.m. to 11:30 a.m. on Mondays and Wednesdays from September through May. We are additionally licensed for Tuesdays and Thursdays should the need arise. A bulletin board near the classroom door displays the license, rules and any violations plus parent information and brochures.

Arrival and Dismissal

The entrance door nearest the classroom should be used upon arrival. Children should not arrive before 8:15 a.m., and parents should have their child picked up **promptly** at 11:30 a.m. An adult is asked to accompany the child to the classroom and sign-in the child. A binder will be placed outside the classroom door for signing in and out. The child will be signed in and out in the fashion indicated.

If a child is to be picked up by another adult, the teacher must be informed **prior** to dismissal time. The teacher is to be notified by a phone call if the child is not feeling well and will be absent from class. If a child does not arrive as scheduled and the center has not been notified of the absence, the parents will be contacted within 15 minutes of the starting time. If the student will be gone for a vacation, doctor or dentist appointment, the teacher is to be notified.

Child Pick Up

Parents are to list on the enrollment form which persons have authorization to pick up their child. Parents may leave a written note or tell the teacher verbally if a new person is to be added on a permanent or short-term basis. If a person comes who has not been authorized, the parents will be called.

If the person transporting a child seems to be under the influence of drugs or alcohol, they will be reported to the Galesville Police Department.

Sharing Information

Parents are required to fill out an immunization form and have a health form signed by a physician. ALL FORMS MUST BE COMPLETED AND HANDED IN BY THE 1ST WEEK OF SCHOOL. Any special needs, fears and allergies are to be listed along with recommendations for care of that child.

Confidentiality of Information

Bethel Little Lamb Preschool respects each individual's right to confidentiality in communications and records concerning the care of children or their employment. Prior to enrollment, parents are asked to fill out several forms for admission. These forms will be in the child's file and are confidential. They will only be seen by the preschool staff and the state licensure person.

Forms and Timelines for Submission

Children must be three years old by September 1st to enroll in Bethel Little Lamb Preschool program. Children will be accepted on a first come, first served basis as long as space is available. The child must be toilet trained to be enrolled.

A child is not considered registered until the enrollment application is received and registration fee is paid. All necessary forms including emergency contact, health history and physical must be returned, at the latest, within 30 days after the child begins attending.

Child Abuse/Neglect

As a mandated reporter our teacher is required to report suspected abuse and neglect of any child she encounters while in the course of professional duties. A report is made by contacting appropriate county officials and should include a specific description of the nature of abuse or neglect.

School Supplies:

The preschool provides most of the supplies for the school year. A list of the items that parents need to supply will be given to the students at the beginning of the year or as needed. This may include, but is not limited to disposable cups, napkins, baby wipes, sanitizing wipes, and hand sanitizer.

All preschool students are expected to have a change of clothing to be kept at the center.

Parents are asked to bring on a rotational basis nutritional, ready-to-serve snacks and beverages. Any juice drinks must be 100% fruit juice.

Schedule

The preschool will operate in accordance with the schedule of the G-E-T Public School calendar unless otherwise informed. The preschool will operate the months of September thru May. Updated 08/05/17

Daily Schedule

8:15-8:30a.m.	Arrive/ Fine Motor Play
8:30-8:45	Calendar, Weather, ABCs
8:45-9:45	Free Play/ Art Activity/ Clean up
9:45-10:10	Jesus Time Story, Activity & Music
10:10-10:20	Bathroom Break
10:20-10:30	Snack
10:30-10:45	Outside-Large Muscle Activity*
10:45-11:15	Themed Activity
11:15-11:30	End of Day- Game/Song/Story
11:30a.m.	Prayer- Dismissal

* During the winter season, we go out at the end of the school day.

In times of transition between activities, the use of songs, little games, rhymes or other activities will be done by the teacher to minimize the time a child has to stand in line or wait for the next activity to begin.

Parent Access

Parents are encouraged to observe a class at any time. Parents are also welcome to share their talents, hobbies, and occupations with the class.

If a parent has a question or concern about his/her child, the parent may contact the teacher at home or school. A formal consultation will be scheduled with the classroom teacher to share the child's progress and development. At this confidential consultation written evaluations and anecdotal notes will be shared with the parent(s). These consultations are held February-April at the teacher's discretion.

Guests

Student visitors of similar age are welcome to attend a class session with a child but must be accompanied by a parent. The teacher should be notified in advance.

Transportation

Attendance records will be taken on field trips to ensure that no child is left unattended in a vehicle. Each child will be accounted for both when loading vehicles and upon arrival at the destination. Booster seats will be used in accordance with Wisconsin state law.

Fees

An initial non-refundable registration fee shall accompany the registration form to hold a spot for a child in the preschool.

Fees are to be paid by the 15th of each month. If payment is not received on time, parents will receive a written reminder. If the payment is not received by the 20th of the month, a late fee of \$5 is assessed. If a NSF check is returned, there will be an additional \$20 fee plus any additional costs which the parent will be expected to pay.

If a child is withdrawn from the program, any fees already paid will not be refunded. One month advance notice of a child withdrawing from preschool would be appreciated. If a child is unable to adjust to the preschool, the parents will be notified to discuss alternative solutions. If the parents and the teacher decide the environment does not fit the needs of the child, a child may be withdrawn without notice.

Items from Home

When items are brought from home, problems with sharing and breakage may occur. Items that especially pertain to the unit emphasis are welcome as are an occasional book or music. Because of health and safety concerns, pets may not be brought to school.

Number and Types of Pets

Bethel Little Lamb Preschool has no pets at this time.

Staff Continuing Education

Documentation/Requirements

All staff members of Little Lamb Preschool will have education qualifications and credentials on file. The continuing education and in services with regard to the teaching staff will be monitored by the preschool committee and funded by the church. In

keeping with state regulations, the staff is required to attend 15 hours/year of in-service training.

CPR Training

The teacher will be CPR and First Aid certified and is to receive training in child abuse and neglect. This training will be renewed as necessary.

Staff Meetings

The Education committee delegated by Bethel Lutheran Church will hold meetings monthly or as necessary to address issues that cannot be taken care of by e-mail or phone.

Child Guidance

Comfort for Crying Child

Children who are crying or distraught will receive comforting words from the teacher and appropriate reassuring touch, such as a gentle pat on the shoulder or back. No child will ever be shaken.

Whereabouts of Children

The name of each child in attendance is recorded with a mark on the daily attendance sheet in addition to the parent sign-in sheet.

Guidance Techniques/Time-Outs

The use of positive praise will be used most often when the teacher sees a desirable behavior. However, when a disagreement happens between the students, the teacher will model for the class or the student how to use words to work out a problem. The teacher will model how to use social skills and listening skills. If a child has offended or hurt another child, he/she will be encouraged to listen to what the other child has to say. He/she will be asked to say, "Sorry," and the other child is to say, "I forgive you".

If the teacher sees an undesirable behavior, such as throwing blocks, the teacher will first go to the child and explain the consequence of the action – the block could hurt someone. Then the child will be taught how to use the toy properly - to build a block tower. If the behavior persists, then the child may be redirected to another activity - playing with the cars, a learning game, or playing with other children. If this does not work and the behavior is still present, a time-out may be used. The amount of time-out will not exceed the age in number of minutes (example: 3 year old – 3 minutes or 4 year old – 4 minutes-- the timeout will never exceed five minutes). If a time-out is used , parents will be notified either in person, by phone call, or a written note. If an

undesirable behavior persists, the teacher will contact the parents and a plan will be adopted that both parent and teacher can work on together.

Prohibited Punishment

Punishment that is humiliating or frightening to a child such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food, punishment for lapses in toilet training and other forms of physical punishment are prohibited. These forms of punishment will never be used, even at the request of a parent.

Child Education

Religious Training

The curriculum is based on Christian truths, values and principles. We have daily Bible lessons, songs, and prayers. We do this because of our concern for the spiritual development as well as the mental, physical, emotional and social growth of the children in our care.

Outdoor Activities

Children are expected to come prepared for outdoor play unless it is raining, the wind chill is below zero or the actual temperature is above 90 degrees. Parents are to label caps, boots, mittens, sweaters, etc. Due to the nature of some of the activities, parents are encouraged to send children in play clothes. If your child wishes to wear sandals, for safety reasons, we ask that the sandals have a strap on the back and that extra shoes are brought along for outdoor play. Each child should also have a change of clothes kept at school in case of an accident, spill or emergency.

Programming/Opportunities

Little Lamb Preschool exists to teach children that God made everyone special and unique. Everyone has similarities and differences that are appreciated. The preschool exists to develop the following skills:

1. Gross motor developmental skills will be taught through running, jumping, hopping, throwing, and catching. The children will also be introduced to a sensory motor program that helps brain development as well as gross motor skills. The children will develop fine motor control through coloring, cutting, painting, and writing activities. The children will learn to bead and to pick up a small manipulative to encourage fine motor skills.
2. Visual skills will be developed by looking at pictures in a book, engaging in academic games that involve matching and sorting, and working with puzzles.

3. Auditory skills will be taught by listening to a set of directions and carrying them out. The students will also listen to songs that give instructions. Listening skills will be practiced through peer interaction.
4. Building the child's vocabulary is done through unit studies, literature, and social communication with one another.
5. Social adjustment to the peer group is done through free play time as the teacher models how to play with one another and how to use words to work out any differences that may come up. This is also emphasized in Bible time as the students are taught how God wants them to treat others. This includes instruction of how our Lord Jesus wants us to love and reach out to people of all nations, cultures, and languages with the good news of forgiveness of sins and eternal life in Jesus' name (Mt 28:19, Mk 16:15).
6. The children will discover and learn the elements necessary for a successful school experience. The student will learn how to recognize his/her name, find his/her coat hook and realize there is a schedule of activities. The class will learn how to line up and clean up after themselves and find out just how fun school can be!

Communication with Parents

Parents are encouraged to talk to their child's teacher regularly. A conference may be requested by either parent or teacher for any reason, at any time. The answering machine is available 24 hours a day so parents can leave messages for the teacher at any time.

A monthly calendar will be sent home in the child's folder the last week before the new month begins. The calendar will include a list of events and a brief overview of the themes for each week. Additional notes will be sent home as necessary.

Cultural Diversity

Galesville is a predominately Caucasian community; however the ethnic blend is continually changing. We would like all children to see the individual first, regardless of color or disability. We believe that preschool children are not ready to fully understand the history of different cultures, but we teach acceptance of all people as dearly loved by God.

Emergency Procedures

Emergency Medical Source

The preschool will use the hospital or clinic chosen by each family on the enrollment form.

Emergency Evacuation

In case of a fire during preschool hours, the children will be directed to the exit out of the side door in the preschool room toward the parking lot. The teacher will be trained on how to use a fire extinguisher. A fire extinguisher is located near the kitchen. The light pole in the parking lot shall be designated as the central location site so that all children may be counted. If the door located in the room is blocked, an alternate door shall be used as an exit. Monthly fire drills will be carried out. In inclement weather, the fire drill will be talked through by the teacher, asking children what to do next.

In the event of a tornado warning, the children will be directed to the girl's bathroom where they will stay until an all-clear signal is given. . At that time all children will be counted. Tornado drills will be held during the tornado season. Please refer to the diagram of the facility.

Building Temperature/Services

The building temperature will be maintained at 67-80 degrees. In the event of building service loss including, but not limited to, no heat, no air conditioning, no water, no electricity, or plumbing problems, school will be cancelled. In these situations the teacher will call and inform the parents of the problem.

Contact Person

Emergency numbers are listed by the telephone in the preschool classroom. There will be a contact person within 5 minutes driving distance of the school each day that the preschool is in session.

Weather

In case of inclement, very cold or extremely hot, weather, the preschool is closed if the G-E-T School District schools are closed. If the G-E-T School District has a two hour late start due to inclement weather, there will be no class. If at any time parents feel that the weather conditions are not conducive for their child to attend class, please excuse the child by calling the teacher.

Injury Procedures/First Aid

Parents are asked to fill out an emergency contact card. These cards will be punched and hung in a cupboard in the classroom and will be used on a field trip. In the case of injury where the child needs medical care but it is not life threatening, attempts will be made to reach the parent(s) and the emergency contact person. If contacts cannot be reached and more advanced care is needed, the First Responders will be called. In the case of a life threatening emergency, 911 will be called and, if they deem it necessary, they will transport the child to the nearest hospital (either Gundersen Lutheran or Franciscan Skemp—both located in La Crosse). In this case, the teacher

will accompany the child to the hospital and the Pastor or the school emergency contact person will stay with the other students until school is dismissed. Parents will be expected to assume all responsibility for any resulting medical expense. Parents are asked to keep the school up-to-date on personal and emergency phone numbers, hours of work, and other pertinent information.

If a child falls, trips or has a minor injury like a paper cut, the child or teacher will wash the area with soap and water. A first aid kit is kept in the upper cupboard of the preschool room. These items may be used if a minor injury occurs. Ice will also be kept on site for any incident requiring a reduction of swelling. The teacher will wear gloves when treating any injury where there is blood or bodily fluids. If first aid is given, the parent will be informed when picking up the child or through a note or a personal phone call. A notebook recording any major instances of first aid will be kept.

Health Care

Communicable Diseases

If a child has a communicable disease (i.e. chicken pox or pink eye) or has a fever, the teacher should be informed as soon as possible so that other parents may be notified. **Please do not send the child to preschool.** If a child has been sick, he/she may return only after being free of fever for 24 hours.

Bethel Little Lamb Preschool is not licensed to care for ill children. The preschool cannot be responsible for administering medication. Children who become ill during a preschool session will be kept separate from the rest of the class and monitored until a parent is able to come and pick the child up from preschool.

Medical Log

A notebook recording any major instances of first aid will be kept in the file cabinet.

Universal Precautions/Staff Health

The teacher receives training on how to handle bodily fluids, glove usage and disposal as a universal precaution. The teacher will be certified in first-aid and CPR with a certificate card on file. When the teacher accepts the call, he or she will have a medical examination within 30 days of beginning school, unless he/she has had an examination with the past 12 months.

Cleanliness/Hand Washing

Good hand washing will be taught to the students. This will be modeled and encouraged by the teacher. The children will be reminded to wash their hands after they use the bathroom and before a snack is eaten.

The preschool room and building will be kept free of litter and remain sanitary and in good repair. The bathrooms will be kept clean, free from litter and sanitized. Garbage containers will be rigid, covered, watertight and emptied daily or more frequently as needed. Garbage is stored outside of the designated preschool area in watertight containers. Toys and equipment will be washed, cleaned, and sanitized when soiled. Eating surfaces will be sanitized. The preschool room and building is cleaned weekly and additional cleaning and sanitization will take place as necessary.

Toileting

Children whose clothes are wet from toileting accident or spill will change into spare clothing provided by parents and kept at school. The teacher will glove as necessary to offer assistance and send wet or soiled items home in a plastic bag.

Nutrition/Snacks

The children are offered a mid-morning or a mid-afternoon snack. This is a time of great learning for the children. The children learn one to one correspondence as they pass out the cups and napkins. Names will be placed to the table so the children will have to find his/her name and learn to sit by all their classmates. Good table manners are modeled and encouraged along with social communication with one another. Students will also learn how to be responsible and clean up their own cup and napkin.

Children will be asked to take turns bringing a snack. This is a good time for parents to talk with their children and make decisions about healthy and nutritious snacks. Some nutritious snacks may be muffins, crackers, cheese, fruit, etc. The snack may be store bought or homemade. A fruit juice is provided. Parents are encouraged to have another food group represented when bringing snacks. Children are encouraged to try a snack but will never be forced to finish it. Students will be taught to say "Yes, please" or "No, thank-you" when the snack is offered.

Parents will be asked to list any food allergies on their child's application so that those foods may be avoided. These allergies will be listed in the weekly note and may be posted on the bulletin board near the classroom. If a child has severe allergies, the family may elect to send a snack for that child. It will be explained to the class why the child can't eat the snack. This helps teach the children tolerance for our many differences.

Staff

Substitute Teacher

The teacher is to find a certified teacher for the day or time of absence. However, if a teacher cannot be found, school will be cancelled.

The Called Worker: Definitions, Qualifications, Termination

Our preschool teacher is not hired, but called. At times in the history of the visible church God has immediately (directly) called people into the full time public ministry of God's Word. Such examples include Moses at the Burning Bush (Exodus 3) and the Apostle Paul on the road to Damascus (Acts 9). The Lord has also provided workers for his church through a mediate (indirect) call through human beings. The Apostles met in prayer to choose Matthias to replace Judas (Acts 1) and Titus appointed elders to direct the affairs of the church in each town on Crete (Titus 1). Even in the cases of a mediate call, we are assured that God the Holy Spirit has called this person to do God's work on behalf of the members of the visible church. It is not merely a human appointment, but a divine call into the public ministry. God's Word in Acts 20:28 makes this clear when we hear Paul's charge to men who were appointed as called workers over God's visible church at Ephesus: "Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood." Though these men were called through the church, it is clear God the Holy Spirit was the one who had called them.

A divine call issued through the visible church is necessary for anyone who would serve in the public representative ministry in our church body. The un-altered Augsburg Confession (which faithfully proclaims the truth of God's Word) sums up these Scriptural teachings in the following manner: Article XIV: "Of Ecclesiastical Order they teach that no one should publicly teach in the Church or administer the Sacraments unless he be regularly called." (Even our Lord Jesus, God the Son, did not take on himself the office of Messiah and high priest, but was called by God the Father—Hebrews 5:4-6). Yet this is a divine call, because as Article V states: "the ministry of Teaching the Gospel and administering the Sacraments was instituted. For through the Word and Sacraments, as through instruments, the Holy Spirit is given, who works faith, where and when it pleases God, in them that hear the Gospel, to wit, that God, not for our own merits, but for Christ's sake, justifies those who believe that they are received into grace for Christ's sake."

Our congregation does not hire and fire its called workers or make a contractual agreement with them as people in business do. However, the teacher will hold a teaching degree and is qualified to serve as a called servant of the gospel in the Wisconsin Evangelical Lutheran Synod. Since the call comes from God through the church, no worker should be dismissed without cause. If a person persistently adheres to false doctrine, or is guilty of scandalous life or is unable or refuses to carry out the duties of the office, that person may be asked to resign from the ministry. If the person refuses, his or her call may be terminated. Our Wisconsin Evangelical Lutheran Synod assists the congregation in such matters. If there is complaint against a called worker, the district president who is in charge of the supervision of doctrine and practice will

send a visiting teacher and the circuit pastor to investigate the matter. The synod also has a Board of Appeal for workers that feel they have been dealt with unjustly.

God himself has given the qualifications for a called worker (1 Timothy 3 and Titus 1). In keeping with God's command that we obey and honor the government he has placed over us (Romans 13), when it does not contradict God's clear Word and will (Acts 5:29), Bethel Evangelical Lutheran church will also seek that its workers follow all state and federal requirements for teaching and licensing. In keeping with this background checks are required and will be submitted by a designated education committee member per state guidelines and forms.

The Congregation's Responsibility to the Called Worker

The congregation is also responsible for caring for the physical needs of the called worker as they are able so that the worker may devote their full time and energy to the ministry of God's Word. 1 Corinthians 9:14 states: "In the same way, the Lord has commanded that those who preach the gospel should receive their living from the gospel." The congregation in line with the command of God is also to honor and love their public ministers of the gospel and support their work with their prayers and personal assistance. Bethel Evangelical Lutheran Church provides for the maintenance of our preschool teacher's physical needs in the following:

Salary is based on the Wisconsin Evangelical Lutheran Synod code for called workers. The congregation will use this guide as a starting point and adjust accordingly.

Continuing education requirements and training costs (such as CPR, First Aid, medical physical, etc.) will be paid for or reimbursed by the congregation.

The teacher holds a salary position. In addition to the scheduled hours of operation, preparation time will also be included in the salaried position. Sick leave and leave of absence will be addressed as necessary by the church council. Holidays and vacations are ordinarily structured around the operating schedule of the preschool. Unusual circumstances that require an exception to this policy will be addressed by the education committee and the church council.

A formal annual evaluation to maintain employment does not fit the description of a called worker. However, if a complaint is lodged against the teacher, if the teacher is adhering to false doctrine or a scandalous lifestyle, the education committee and church council will investigate and address the issue as outlined above under the policy entitled: "The Called Worker: Definitions, Qualifications, Termination." The same procedure will be used for any grievance or disciplinary process. Similarly, due to the respect of the office of a called worker outlined in God's Word, there is no probationary period.

Bethel Evangelical Lutheran Congregation out of Christian love and out of respect for God instituted government is concerned with providing a safe workplace and working conditions. The buildings and grounds committee will arrange to address any

dangerous conditions with the building. In addition OSHA contact information is posted in the church office workroom per U.S. Department of Labor should the congregation fail in their duty to provide a safe workplace. Other Federal and state of Wisconsin required postings for the workplace (Fair Employment Law, notice for applying for unemployment benefits, the employee polygraph protection act, OSHA safe workplace posting, and the USERRA posting) are found posted in the church office.

Orientation and Training

Prior to employment, the staff shall be oriented on childcare abuse detecting and procedures on reporting any suspected child abuse. The teacher is required to report any suspicions of child abuse or child neglect to the proper authorities. The staff shall be aware of evacuation and emergency procedures. The staff shall be directed in the use of fire extinguishers. The staff shall know their responsibilities as reported in their job description. The staff shall be able to recognize childhood illness and the isolation procedure. The staff will have knowledge of the preschool policies.

At the time of acceptance of a call, the committee will take the teacher through this policy book and offer explanations and guidance regarding the center policies, licensing rules, confidentiality guidelines; child abuse and neglect recognition and reporting; health observation, precautions and recognition of communicable diseases; emergency medical and evacuation policies; arrival and dismissal and maintaining whereabouts of all children at all times; discipline and child management techniques; job responsibilities and descriptions; and the schedule of activities and operation of the preschool.

The teacher will be CPR and First Aid certified. This training will be renewed as necessary. The cost of classes will be covered by the congregation.

The education committee consists of the preschool teacher, the congregation's pastor, the chairman of the education committee (an elected and appointed church council member), and volunteer members who have a desire to assist in our Lord's command to feed his lambs (John 21:15) through Christian Education.

The Education committee delegated by Bethel congregation will hold staff training and monthly meetings including review of the policy handbook. Little Lamb preschool does not have a separate person occupying the position of preschool director. The position and its responsibilities are "split" between the preschool teacher and the preschool committee. The teacher is responsible for preschool curriculum and supervision and is required to meet the education and experience requirements laid out by the state of Wisconsin along with necessary continuing education paid for by the congregation. The committee will support the teacher and provide assistance to the preschool teacher with clerical and office manager aspects of the preschool. At times the committee may enlist the help of volunteer secretaries to assist with maintaining licensing paperwork. All such volunteers are required to show training and/or work experience in office tasks.

The teacher organizes and reviews the curriculum per his/her training and ongoing education requirements by the state. The education committee does not directly oversee the curriculum. However, a primary function of the committee is to assist the pastor and the church council in overseeing the doctrine and practice (for faith in the heart spoken from the lips also results in actions, fruits of faith—cf. James 2:16-17) of the preschool, to follow the one true guide for faith and life, God’s Holy Word.

Written Delegation of Authority

