



2019-2020

Student Handbook

Our Mission:

Here at Little Lights Preschool, we strive to offer a safe and welcoming environment for children to learn and grow in a classroom setting that is first and foremost a Christ-centered family. We offer a variety of academic activities, stimulating play-time, opportunities for valuable social interaction, practice refining fine and gross motor-skills, and a wide-array of additional curriculum activities to help prepare students for the future without the stress of an overly-long day. At the heart of it all, the staff at Little Lights weaves the gospel of Christ into everyday lessons and interactions, teaching students God's great love for us and the gift of salvation through Jesus Christ our Savior. Our goal is for students to leave Little Lights with this knowledge in addition to being exceptionally prepared to enter kindergarten.

Our Staff:

Little Lights Director/Classroom Teacher

Mary Falvey is a graduate of Saint Mary's College, Notre Dame, and has her degree in Elementary Education with an endorsement in reading. She and her husband, Scott have been attending Suburban Bible Church for 15 years and have three children, 11, 8, and 3 years old.

Mrs. Falvey taught in the School City of Hammond for seven years before taking time off to start a family. From 2013-2015, she was a full time teacher at Little Lights, before having her third child and becoming a homeschool mom. She considers it a blessing to assume the role of the Little Lights Director, and looks forward to the opportunity to return to this special program.

On behalf of our staff at Little Lights, we thank you for giving us the opportunity to learn alongside your child(ren). Our staff includes Katie Cartagena, Lois Kizer, Mary Beth Lubarski,

Sara Bishop, Anita Rose and Vanna Shaw who are all members/attenders of Suburban Bible Church and have backgrounds in education, homeschooling, occupational therapy and business.

Please feel free to speak with any of us about any thoughts or concerns you may have.

We also would like to welcome you to our church family where we would love to have you join us if you feel so inclined.

Please check out our website at www.littlelights.rocks, or follow us on Facebook at www.facebook.com/littlelightssbc for more information, weekly posts, and updates. Feel free to email the director at mkfalvey.littlelights@gmail.com if you have any questions.

Classes and Tuition:

Classes meet three times a week on Monday, Wednesday, and Friday from 9am to 12pm. Students are expected to arrive on time, as learning begins as soon as they walk in the door. Each semester is 17 weeks, and roughly corresponds with the Town of Highland public school schedule.

The cost for the 2019- 2020 school year is \$950.00, with each semester's payment being \$475.00. Tuition for the first semester must be paid upon enrollment. Tuition for the spring semester must be paid before the last day of the fall semester (December 13, 2019).

Program Refund Policy:

Like many preschool programs, our tuition is paid in advance to ensure your child's position in the program. We have limited spaces for our class due to the Indiana State Student/Teacher ratio requirements. Please note that this is a non-for-profit, ministry-run preschool. In order to run our school to the best of our ability and ensure that our employees are compensated for their time, we cannot offer any refunds for our program. If you need to remove your child from the program for any reason we will be unable to refund tuition unless extenuating circumstances occur that call for alternative action. Please make sure to discuss any payment alternatives with the director.

Snacks and Class Treats:

Please bring a healthy snack and a drink for your child each day. Due to the amount of serious allergies many children may have, we ask that you please refrain from bringing anything homemade for birthday snacks. A list of known allergies is kept on file. Staff is not responsible for allergic reactions due to exposure to any food products or other substances not listed on the allergy portion of the student registration form.

Daily Schedule:

9:00-9:05: Arrival and Welcome

Please walk your child to the classroom for the first week and then to the locked door for the remainder of the year. Doors will be locked at 9:15 daily for safety. Admittance thereafter, will be by buzzer only.

9:00-9:15: Guided Play

Various stations, activities, and manipulatives are available for children to interact collaboratively or individually.

9:20-9:35: Carpet Time

Carpet time includes a time of prayer for our children and families, the Pledge of Allegiance, calendar activities, and the distribution of classroom jobs.

9:35-9:55: Bible Lesson/Sign Language

Students will participate in whole group Bible or Sign Language lessons.

9:55-10:05: Bathroom Break

10:05-10:45: Individualized Learning Time

Students will be divided into two groups for age-appropriate learning. During this time students will receive one-on-one assistance from teachers as well as participate in whole group and small group lessons. Students will also partake in snack time and clean-up.

10:45-11:00: Recess/gym

Structured play time with a group game either in the gym or outside, weather permitting.

11:00-11:10: Bathroom Break

11:10-11:30: Individualized Learning Time Continued

Small group and individual activities continued.

11:30-11:50: Read Aloud/Whole group activity

11:50-12:00: Clean up and Dismissal

Students are dismissed from Door B with parent present.

Supply List:

Boys:

- 1 box of Clorox wipes
- 1 box kleenex
- 1 package of small, disposable dixie cups
- 1 box sandwich size Ziplock baggies

Girls:

- 1 box baby wipes
- 1 paper towel roll
- 1 box gallon sized Ziplock baggies
- 1 box/bag of individually wrapped, shelf-sustainable snacks

All students:

- 1 standard sized backpack (Needs to easily fit a pocket folder.)
- 1 pocket folder labeled with child's name
- 4 small/standard sized Elmer's glue sticks
- 2 black, fine point Expo brand dry erase markers
- Please label an extra pair of long pants, underwear, shirt, and a pair of socks with your child's name and place in a gallon sized ziplock bag.
- 1 inch, monochromatic/(plain colored) three ring view binder with clear plastic pocket front
- 1 wide-ruled notebook (4/5 year olds only)