



PARENT HANDBOOK

2026/27

Preschool License #198020277

Table of Contents:

EARLY CHILDHOOD EDUCATION	4-6
Philosophy	
Affirmative Action	
Licensing/Accreditation	
Hours	
Ages Served/ Licensed Capacity	
Admission/Demission	
 GENERAL	
POLICIES	6-11
Birthday Celebrations	
Parent Permission	
Digital Sign In/Out	
Behavior Guidance	
Vacation Policy	
Grievance Procedure	
Data Privacy	
Withdrawal/Refunds	
 LOGISTICS	11-15
Security Codes	
Escorts of Children	
Drop Off/ Pick Up	
Parent Teacher Communication	
Child Assessment	
Conferences	
Program Evaluation	
Visitation	

Naps/Rest	
Bringing Toys	
Field Trips	
Outdoor Temperatures	
Clothing	
Potty Training	
Additional Fees	
HEALTH AND ACCIDENT	15-18
Physical Exam	
Immunization	
Sick Children	
Accident Policy	
Medication Policy	
Allergy/Special Medical Conditions	
Suspected Child Abuse/Neglect	
OPERATIONS	18-19
Parking	
Fire/Earthquake Drills/Lock Down	
Hazardous Conditions	
Building Emergency	
Insurance	
Food Services	
ABOUT LLEA	20
Mission Statement	
Statement of Faith	
Vision	
Philosophy	

EARLY CHILDHOOD EDUCATION

Philosophy

Students at Little Learner’s Exploration Academy embark on a “Journey of Learning” by physically moving through various learning spaces throughout the day, designed to foster meaningful connections and whole-child learning through play. We are guided by the basic principles of child development and seek to meet the cognitive, social/emotional, physical, spiritual, and expressive domains of learning in each unique child. Our students leave nurtured, challenged, and engaged to take on the world with confidence, passion, and success.

We believe in the importance of family and the vital role that parents take in their child’s education. Therefore, we strive to equip and engage family learning through parenting support, monthly family activities, and daily communication between the classroom and home.

Our educated and loving teachers safely guide children through well-cultivated learning opportunities that challenge and help their students succeed. Each child is seen as a unique and beautiful creation, entitled to individualized instruction, time, and love to ‘bloom’.

Affirmative Action

LLEA maintains an open enrollment policy that does not deny enrollment to any child on the basis of religion, ethnic background, color, disability, lifestyle, income, or other factors. Consideration for enrollment includes the following factors: date of application for the upcoming program, percentage of reserved spots for Biola University faculty, children of formally enrolled families, children who have been on the waiting list, children with special needs, and availability of slots in each age grouping.

Licensing/Accreditation

LLEA follows many rules set by the National Association of the Education of Young Children (NAEYC) and is licensed by the California Department of Social Services to operate an early childhood education program.

Hours

Monday – Friday

6:30 am- 6:00 pm

School program runs from mid-August to the end of May (approx. 40 weeks)

Week-long summer camps begin the first week of June and run approximately 10 weeks

The following are federal Holidays in which LLEA will be closed:

Independence Day

Labor Day

Veteran’s Day

Thanksgiving Break (two-day break)
Christmas Day
New Year's Day
Presidents Day
Memorial Day

In addition, the school will be closed:

- 3 days prior to its August commencement date for staff development and sanitization purposes
- The week between Christmas and New Year's Day (subject to individual yearly calendars)
- 3 days prior to the commencement of Summer Camp

Ages Served/Licensed Capacity

Current Daily Capacity: 78

Toddler Trekkers component 18-36 months (6:1 ratio)

Discoverers 24-36 months (12:1 ratio)

Explorers: 30-48 months (12:1 ratio)

Travelers: 48-60 months (includes a TK component) 12:1 ratio

Admission/Demission

LLEA is committed to providing appropriate placement for each program participant.

LLEA reserves the right not to admit a potential participant to the program or to demit a current participant from the program if it is determined that the individual cannot be adequately served through the organization's program.

Tuition is due the first business day of each month. Tuition is based on the terms of the signed contract and is due in full regardless of the child's attendance.

The criteria for demission or denial of admission are as follows:

Inappropriate Placement:

An inappropriate placement may occur when a placement has needs or behaviors that require additional resources beyond those normally available within the limitations of space, staffing, and funding. Lower staff/participant ratios that require extensive specialized intervention may make an individual participant's program prohibitively expensive or unfeasible.

Lack of Program Participation/Cooperation/Chronic Absenteeism:

There is a consistent or chronic lack of cooperation and participation in program services, or there is a constant or chronic lack of attendance in center-based programs (for other than medical or emergency reasons) on the part of the participant.

Financial Reasons:

There is consistent or chronic nonpayment of fees on the part of the family. Demission may result when one or more of the following occur:

- An account is more than 14 days past due
- No contact has been made with the family to set up a payment plan

If these conditions are present, admission for the next program year may not be confirmed until an account is paid in full or arrangements have been made to clear the balance due. These arrangements should be made through the Director's Office

Absent Medical forms/Immunizations

All medical forms need to be present at time of admittance unless stated otherwise by Title 22. Lack of proof of immunizations and physicians report will put both child and the center at risk and must be kept updated and correct.

GENERAL POLICIES

Celebrations

LLEA believes in the value of celebrating and experiencing people, places and events. With this in mind, we invite parent support to plan holiday celebrations along with the teacher that encourage opportunities to learn and experience new cultures and people groups.

All children's birthdays are celebrated by the classroom teacher and preschool Admin Staff. This typically involves singing, a small treat and a special time of sharing and encouraging the birthday child. As a class we will pray for your child and thank God for making them and granting them another year of life!

There is no obligation for parents to provide snacks, drinks or treats for the class. If parents choose to do this, please consult with the child's teacher PRIOR to their birthday to schedule an appropriate time. Due to time and safety restraints, we ask that no birthday cakes or candles be sent to school. Rather, recommended items such as: mini donuts, popsicles, and small cookies (NO cupcakes with an exorbitant amount of frosting, please). Parents are welcome to attend birthday celebrations but are asked to sign in the front office before entering the classroom.

Please be aware of all food allergies.

Parent Notification/Permission

Occasionally, groups of students from Biola University may be involved in observation or study. Written parent notification will be sent home prior to observations. Parents will be informed of any such activity. Children will not be involved in any research projects without written parental permission.

Digital Sign In/Out

LLEA uses the Brightwheel digital system to assist with the signing-in and out process. Parents MUST sign their children in and out EVERY DAY. These rosters ensure the child's safety. They are used for attendance, fire drills, transitions, and whenever the child enters or leaves a new room or area. A full

digital signature is required each time your child is brought to school and before leaving the campus. Please do not allow children to sign the iPad on your behalf. Your legal signature is required.

Children will not be dismissed to any adult who is not listed on their contact sheet and who does not hold a valid photo ID. Failure to sign your child in or out of the preschool could result in a significant penalty from our licensing agency; therefore, parents will be assessed a \$5.00 fee every time a missing signature is found. We truly appreciate your help in following this procedure in order to ensure your child's safety.

Behavior Guidance Policy

3 Rules

1. **Be HEALTHY** - *Will this harm myself or others?*
2. **Be RESPECTFUL** - *Am I treating others and things with love?*
3. **Be RESPONSIBLE** - *Am I doing what is expected of me?*

Adapted from Why Guidance Matters Cengage 2013

Class rules are based on the same principles behind laws, the Christian worldview, and social expectations found in the adult world. These principles help children begin to notice, think, and evaluate the consequences of their behavior. They are intentionally broad to encompass many specific rules that teachers may encounter throughout the day and are easy to adapt across different classes and developmental levels.

Teachers use these rules to offer praise and encouragement by noticing children when they are following them: "Tad hung up his jacket all by himself. Thank you for being so responsible, Tad." In addition, they are also used to redirect possible misbehavior, e.g., "Remember—be healthy—sand is for digging, not for throwing. Sand hurts if it gets in your eyes." Children commonly model those around them. By hearing actions categorized under healthy, respectful, and/or responsible, they will begin using the same verbiage in their own conversations with others.

Song:

Healthy, Respectful, and Responsible

Healthy, Respectful, and Responsible

I make a choice to be (I make a choice to be)

Healthy, Respectful, and Responsible

I am in charge of me (I am in charge of me)

I'll try my best to be (I'll try my best to be)

Healthy, Respectful, and Responsible

Healthy, Respectful, and Responsible! (shout)

We believe that well-designed learning areas and developmentally appropriate activities, routines, and equipment create a healthy context where the opportunities for misbehavior are diminished, and the chance for teachers to assist children in appropriate conflict resolution strategies is enhanced.

Our goal is not simply to avoid misbehavior, but to help students:

1. **Identify and process underlying feelings and emotions**
2. **Recognize consequences,**
3. **Explore alternative outcomes**
4. **Develop self-control.**

These strategies are not only beneficial for preschool children but also useful throughout social and emotional development into adulthood.

The primary way we guide students is through the use of the **Positive Discipline Approach**. This means focusing on positive behavior and redirecting unacceptable behavior to an acceptable alternative. This is accomplished through:

1. **Verbal Praise**
2. **Having Class Rules clearly displayed and commonly addressed**
3. **Reward Systems**
4. **Positive Verbal Rewards**
5. **Encouraging Students to stop and think about their behavior and its possible consequences**
6. **Helping the child identify the emotion behind the action**
7. **Training staff well on positive discipline strategies**

For students in need of further guidance, the following procedure is implemented:

1. **Verbal Reminder** to the child that their behavior is unacceptable and then encouraged to problem solve to find a better alternative (as aided by the teacher)
2. **Redirection** from the children or objects that are a part of the problem into a different space of their choosing

If the behavior persists, then the student will lose the option of choosing a space and will be placed in one by the teacher

3. The implementation of the **“Thinking Spot”** will take place if/when the teacher decides that, for the safety of the class and the individual student, the child needs time to calm their emotions in a quiet, independent space, which is defined by a colored circle rug or chair in the classroom. At no time will a student ever be left unattended or isolated.
4. **The Student/Teacher Debrief occurs after students’ emotions have calmed and** the teacher is available to address the child independently. During this time, the teacher helps the child identify the emotions they were feeling and the choices they made, and evaluates them in light of the school rules. They will then brainstorm more appropriate alternatives and make amends with any parties involved in the incident.

- a. **Making Amends** involves the following process:

Child 1: I felt _____ when _____. A better choice would have been _____. I am sorry. Will you please forgive me?

Teachers will complete a *Behavior Incident Report* any time a student is sent to the thinking spot, which will be kept in the child’s portfolio, as well as send to the parents discussing the event.

If acceptable behavior is still not being achieved, the teacher will meet with the director and the student to discuss additional strategies. Parents will be notified.

If any additional guidance is needed, parents will be required to participate in an SSTM (Student Success Team Meeting) where the teacher, director, and parent will work cohesively to determine appropriate home/school strategies for the child. If parents are unwilling or unable to participate in the SSTM process, they may be asked to find an alternative center that better meets their expectations.

In the event of any physical violence/biting, teachers will take the child's development into consideration. We believe that consequences for a child's unacceptable behavior must be immediate and appropriate. Parents will be notified, and the event will be documented.

If multiple infractions occur during the same day, the student may be sent home.

At no time during the guidance procedures will a teacher yell, demean, shame, or embarrass a student. Rather, teachers will model self-control, empathy, and love towards every student. LLEA does not believe in corporal punishment and/or the use of physical touch to discipline. We believe that conflicts are a part of the social and emotional developmental process and are therefore not to be punished, but guided through.

Our ultimate goal in student guidance is to provide loving scaffolding and modeling of appropriate techniques to students in a positive, beneficial way that will help them become more aware of their emotions and choices as they grow into adulthood.

Vacation Policy

Due to the progression of our developmental curriculum and strict adherence to Title 22 staffing ratios, no discounts or refunds will be given for vacations taken throughout the program year. All holiday closures (including Christmas break) are factored into the regular tuition

Due to state ratios and staffing, days absent may not be made up on other calendar days, nor are tuition credits issued.

Grievance Procedure

In the event that a conflict situation occurs, the following procedure is recommended: Initially, talk to the person who is directly involved (i.e. the teacher in your child's classroom). If the program is still not resolved to your satisfaction, you may request a meeting with the Program Director and/or the Administrator.

Withdrawals and Refunds

If a family wishes to withdraw from LLEA, a minimum of one month's written notice must be given to the administration.

Initial program yearly registration is non-refundable

There will be a \$50.00 fee for any returned checks. This fee is subject to change based on the current fees charged by the financial institution.

Data Privacy

LLEA obtains and uses information about each child to assist in the planning of our educational program, and in accordance with the requirements of the Department of Human Services Childcare Licensing Division. Access to such information by third parties is limited and controlled in accordance with Data Privacy laws. Federal and state law allow parents and legal guardians to inspect and review official records, files, and data related to their child. This includes all material that is incorporated in the cumulative record. Access to records is limited to the following:

- Parents or legal guardians of children
- Authorized Center personnel such as directors, supervisors, teachers, assistant teachers and aides.
- State and Federal agencies, as required by law
- Accrediting and licensing organizations
- Individuals in compliance with a court order or subpoena
- Other third parties, such as school district special education staff, with written permission from the parents or legal guardian.

Parents and guardians have a right to ask what records are kept on their child

LOGISTICS

Security Codes

Our main lobby door and the outdoor security gate will be locked during business hours. Parents will need to enter a security code. Please do not give this code to your child or any other unauthorized persons. If you forget your code, please bring your ID.

Escorts of Children

Parents or adult substitutes are required to escort their children to and from the classroom, rather than just to the school entrance. Be sure your child is in the teacher's care before leaving, and let the teacher know you are dropping off or picking up your child.

Drop Off/ Pick Up

Children may be dropped off as early as 6:30 a.m. Our curricular program begins at 8:30 am, and we highly recommend that your child be present by then to take full advantage of the learning opportunities.

The preschool closes at 6:00 p.m. Parents are encouraged to pick up their children any time between 4:30 – 6:00 pm. Parents who do not pick up their child before 6:00 pm will be charged a \$1.00 per-minute late fee for the first 5 minutes, and then a \$3 late fee for every minute thereafter until the child is signed out.

Students who are participating in the half-day program should be picked up at 1:00 p.m. Parents who do not pick up their child before 1:00 pm will be charged a \$1.00 per-minute late fee for the first 5 minutes, and then a \$3 late fee for every minute thereafter until the child is signed out.

Please contact the office if you will be picking up your child at an earlier or later time than normal so we can adjust your child's day and be prepared for the new time.

Please help us love and support your child by giving a brief, yet intentional, goodbye and hug before they exit the classroom during drop-off and pick-up. Our staff have been lovingly coached on how to best handle separation anxiety and will work with you to develop the best plan for your child.

Parent Teacher Communication

LLEA believes in having a Developmentally Appropriate Plan (DAP) of education. Part of this plan recognizes the value and importance of children's parents, family, and culture. Our goal is to keep parents well-informed about their child's day at LLEA, and we encourage you to share any pertinent information about your child upon arrival or departure.

Teachers will use the Brightwheel system to connect with parents daily about the child's health, development, behavior, and day-to-day procedures (eating, sleeping, and toileting). These reports will be digitally sent to you each day and will be accompanied by a photo or video of your child experiencing the day. Teachers will also communicate any needs or meetings they would like to schedule via this app.

In the event that your child's teacher is not available when you are dropping off or picking up your child, you are encouraged to use the Brightwheel app to address any questions, comments, or concerns. You are welcome to contact the school at any time, but please be aware that teachers will need to call you back when they are no longer responsible for their class.

LLEA continues the family home connection by providing weekly newsletters that show you what your child will be learning, as well as ways to connect and continue that learning at home.

At the close of each 4-week theme, we invite families to join the preschool for our Family Nights. These are afternoon/early evening times for sharing, eating, playing, connecting, and experiencing the highlights of the theme. These are wonderful opportunities for parents to connect with other LLEA families and learn tips and techniques for communicating and enjoying their child.

Child Assessment

Observation and assessment are continuous processes that guide what and how we teach. We believe in focusing on 4 key areas of development.

1. Cognitive (language arts, math, science, social studies)
2. Physical (fine and large muscle strengthening)
3. Social/Emotional (regulation and adaptation)
4. Language Expression (listening and speaking)

Each of these domains, although separate, influences the others and must be given ample time and opportunities to develop. Therefore, students are assessed in each area using domain-specific assessments to achieve the most accurate results.

Students are formally assessed twice a year (January & May), and teachers hold a conference with parents to review the assessment results and set new student goals.

Our Travelers students also take a Kinder Readiness Test at the end of the year to facilitate a smoother transition into TK or Kindergarten.

Conferences

Conferences should be a time for parents and teachers to communicate expectations, goals, and concerns. We invite parents to be part of the goal setting process. There are 2 days set aside in the fall and spring for conferences; however, teachers may set aside conference times outside these days and outside their regular classroom time if they choose to do so. A signup sheet with available conference times will be posted outside of each classroom. Additional conferences can be set up at any time deemed necessary by the parent or teacher. Our conferences are currently held over Zoom.

Program Evaluation

Each Spring, we ask our families to provide feedback on the program and services we offer by completing a Family Questionnaire. This information gives us the opportunity to respond to the emerging needs of parents and improve services for our children and families.

Once a year, staff are asked to evaluate the program structure, leadership, training, and overall environment. The information gathered helps identify needed changes and improve support for staff and the families they serve.

Visitation

Parents are welcome to visit their child's classroom at any time. To protect the health and safety of all children, parents must check in at the office upon arrival and receive a visitor's badge to be worn the entire time on campus.

Families who are still deciding whether LLEA is the best place for their child may bring them for a free "preview day," where both parent and child will be invited to participate in all the day's activities and be served a nutritious lunch. Please call the office to make these appointments.

Nap/Rest

Students are encouraged to nap/rest each day, as per state licensing requirements. Each student is provided with their own cot, sanitized and kept at school, along with a cot sheet. Parents are asked to provide a small blanket for their child in a pillowcase sack. At the end of the week, bedding will be sent home for laundering and should be returned the following Monday for weekly use. Students are lovingly supervised throughout their napping time.

Bringing Toys

Security items that may be brought for use during resting time (blanket, lovey); however, we prefer that children do not bring toys or other objects to school unless requested (i.e., show-and-tell). At times, these items disrupt the classroom routine and often interfere with the child's ability to play in a group.

Field Trips

All field trips will be brought to the LLEA campus for students to interact in a safer, more comfortable environment. Parents are welcome to join us on these days to have fun!

Students will not use any forms of transportation (including cars, buses, vans)

Outdoor Temperatures

Part of our curriculum involves children experiencing the outdoors to learn and develop. However, for safety reasons, we will not bring children out in extreme weather conditions. These include rain, poor air quality, heat (over 90 degrees), and cold. In the event of this, children will be given alternate opportunities to stretch and move their bodies indoors.

We encourage children to come to school with appropriate and labeled outerwear, including a jacket and hat. Please be advised that, per licensing, we may not apply sunscreen to children; therefore, we encourage parents to apply it before coming to school and to send a large-brimmed hat.

Clothing

1. Children should be dressed in comfortable, washable clothing that allows participation in active, messy play (sand and water play, painting, cooking, etc.).
2. Please mark all sweaters and jackets with the child's name
3. We require an extra set of clothing to be kept at school. The clothing must be placed in a large gallon-sized, labeled Ziploc bag and traded in and out throughout the year to fit the season.
4. For safety reasons, we recommend that children wear rubber-soled, closed-toed shoes. Please avoid flip-flops and Crocs. Students may also bring an additional "inside" pair of shoes when wearing boots to school.

LLEA Potty Training Preparation

Potty training can be an exciting and sometimes challenging time for parents and toddlers. We at LLEA look forward to supporting and encouraging you in this process. Potty training should happen simultaneously at school and home. It requires parents and preschool to be on the same page. Please start and continue a dialogue with your child's teacher during this time. Parents are encouraged to read our "Potty Training 101" packet for ideas and suggestions to help in this process.

Steps to Potty Training at Preschool

1. Children become familiar with the potty and are encouraged to touch it and flush it in order to feel less afraid of it and its sounds.
2. Students practice at home and school to use their thumbs to push down their pants and pull ups independently. This is a vital step for learning independence in the pottying process. This is a requirement for a student to be considered "fully potty trained" at LLEA.
3. Students are encouraged to sit on the potty during scheduled potty times for the duration of the "ABC song", in order to "try", NOT until they have gone potty.
4. Children should be taught at home how to use toilet paper and wipe themselves (The teacher at school will check to make sure that they are clean)
5. Students are rewarded with a sticker on their potty training chart for the following milestones:

1. Sitting on the potty to try
2. Actually going potty and wiping
6. Parents will be updated via Brightwheel regarding potty attempts
7. A student is considered to be fully potty trained when they can independently use the potty throughout the day or when prompted by the teachers. In addition, there are fewer than 2 accidents a week. Potty training fees will be reinstated if a student has accidents for 3 consecutive days in a row.

Food- Service Provisions

LLEA seeks to serve not only the developmental, health, and safety of each of its students, but also the nutrition of each little tummy. This is why we provide healthy, delicious, and inventive meals every day. All food is prepared on-site and uses fresh ingredients.

Food includes 2 snacks daily, as well as an optional purchase of a nutritious homemade lunch, accompanied by water or milk.

Food will be prepared by a part-time chef with experience serving large groups, who also holds a food handler's license.

All food will be purchased, stored, and made in accordance with Title 22 nutrition and health and safety guidelines.

All meals will meet the nutrition and quantity requirements set forth in Title 22.

Children with allergies or food restrictions are welcome to bring their own individual meals or snacks that meet their health requirements. All food allergies are posted in the kitchen and classrooms so that all staff will be aware of them.

LLEA will operate as a nut-free campus.

The chef will work with the classroom teachers to ensure that food is delivered at the appropriate times throughout the day. Please note that morning snack time is approximately 9:15-9:30 am and can not be served to students who arrive later. If your child has pre-purchased lunch but will not be attending school that day, you may receive a lunch credit if you call the school before 8:00 a.m. to let them know.

1% milk will be provided, but students with allergies may bring non-dairy milk that we will serve and store.

Snack and lunch menus will be sent home monthly, and daily postings on the class info boards.

Additional Fees

Absence of sign-in/out signature	\$5
New Cot Sheet	\$12.00
Borrowed Cot Sheet.....	\$2.00 per day
Emergency Underwear.....	\$2.00
Late Tuition	\$35.00

Late pick up \$1.00 per minute
for the first 5 minutes, \$3 per minute for every minute after that

All fees must be paid before the next tuition payment.

HEALTH AND ACCIDENT

Physical Exam

Parents are required to submit a "Physician's Report" to be completed by the child's physician. This form must be submitted within 30 days of admission to the program.

Parents are also required to complete a "Child's Pre-Admission Health History- Parents' Report" prior to school admission.

Immunizations

The following immunizations are required prior to entering the center:

Polio
TDAP
MMR
Hep B
Varicella

Sick Children

Daily Health Screening

- Per licensing, every child will be assessed daily by the morning teacher upon arrival for any signs of illness. If illness is suspected or confirmed, parents will be asked to take the child home and/or to a doctor for clearance to return to school.
- All communicable diseases must be seen by a doctor who must provide a fax or note of clearance to the preschool before re-admittance is accepted.
- Please notify the school promptly if your child has been exposed to a communicable disease.

Guidelines for excluding a child from school for medical reasons

Certain symptoms may suggest the presence of a communicable disease. Children who have the following symptoms should be kept home for 24 hours:

- Fever- axillary or oral temperature of 100.4 or higher.
- Respiratory Symptoms: difficult or rapid breathing, severe coughing, or a high-pitched croupy or whooping sound after coughing. The child is unable to lie down comfortably due to a continuous cough.
- Diarrhea- an increased number of abnormally loose stools in the previous 24 hours. Please observe the child for other symptoms such as fever, abdominal pain, and/or vomiting.
- Vomiting- if the child has been vomiting within the past 24 hours.

- Eye/Nose- Child appears to have pink eye or swelling in the eyes. Thick mucus or pus draining from the eye or nose.
- Sore Throat- sore throat, especially when accompanied by swollen glands, fevers, or signs of Hand, Foot, and Mouth disease.
- Skin Problems Rash/Scabies- Skin rashes undiagnosed or contagious. Infected sores with crusty or yellow drainage. Signs of Hand, Foot, and Mouth disease.
- Itching- Persistent itching or scratching of the body or scalp.
- Lice- Any and all signs.
- Pain- Persistent pain in any area of the body.
- Appearance/Behavior/Unusual Color- The child looks or acts differently: unusually tired, pale, flushed, lacking appetite, confused, irritable, and/or difficult to awaken. Yellowed eyes or skin, stool (gray or white), and dark or tea-colored urine are symptoms commonly found in Hepatitis and should be evaluated by a physician.

If illness is suspected or confirmed, the child will be separated from the other children and placed in an isolation area with a sleeping area and access to a bathroom. The child will be supervised at all times by permitted personnel.

LLEA will inform parents immediately via phone. If LLEA is unable to reach the primary parent, they will begin calling the emergency contacts listed on the child's admittance records. Arrangements should be made for the child to be picked up no later than one hour after the parent is contacted. In most cases, the child will need to remain at home for 24 hours to ensure the illness is not contagious, and may be asked to bring a note of clearance from their doctor.

Please note that tuition credits are not issued for days that a student does not attend school due to illness.

Accident Policy

Minor Injuries: Will be treated by staff with normal first aid procedures. All staff are trained to administer basic first aid. Parents will be informed of all injuries through an *Ouch Report*

Serious Injuries/Emergency Medical Aid: If a serious injury/illness occurs that requires emergency medical aid, the following procedures will be followed:

1. Every attempt will be made to notify the parent at once. 9-1-1 will be called to administer additional first aid and to possibly transport the injured child to the closest Hospital or other health facility as deemed appropriate.
2. In the event of a serious emergency, it is possible that a child may need to be taken to a hospital for emergency care before a parent can be reached.
3. If a child is transported to a hospital, a staff person will accompany the child and stay with them until the parents arrive.

Ouch Reports: Parents will receive a written accident report and a phone call for any accident. A copy of the report will be kept in LLEA's files. If the accident requires a trip to see your child's doctor, dentist, or hospital, you must notify your classroom teacher within 24 hours so that we can notify Community Care Licensing.

Medication Policy

Administration of Medication Policy and Procedure/Plan to Perform IMS

We at LLEA are committed to ensuring the best possible atmosphere for your child to learn and grow. This includes maintaining a clean, sanitized space free of illness or contaminants. With that in mind, the following guidelines have been established for administering medication.

Medication will not be administered in any circumstances unless the following procedures are undertaken:

- A management plan is developed and signed by the treating doctor
- Parent or guardian approval is given via the signed medication form
- The prescription sticker must be on the medication, even if it is an “over-the-counter medication.”

Overriding Principles

- Wherever possible, medication should be administered by a parent. If not, the medication must be administered by the preschool staff in accordance with the information provided on the medication form.
- It is the responsibility of the parents to advise the preschool staff of any change to the child's dosage/medication by providing a doctor's letter or a management plan signed by the treating doctor.
- All medication must be in the correctly named and labeled container.
- All medication will be kept in the office's locked cabinet or, if required, in the preschool fridge.
- Records are kept in a secure area and remain confidential.
- Written emergency plans will be accessible to all staff in the first aid folder in the office. Any child who has asthma, epilepsy, diabetes, or has an EPIPen will be included here.
- An emergency medication backpack will be brought and kept outside for emergency medical use. It will be located between Little Land and the outdoor bike area. The backpack contains standard first-aid supplies.
- Staff will ensure that any medication to be administered to a child has the appropriate instructions, is prescribed for that child, has a current use-by date, and is accompanied by written permission to administer from the parent or a letter from the doctor.
- All health forms should be accompanied by an original stamp from the doctor's office.

Administration of Medication Procedure:

- Staff keep all medication in its original container, properly labeled and stored in the locked filing cabinet.
- Check that the following forms are completed and signed by the parent/caregiver before medication is administered: Centrally Stored Medication and Destruction record (LIC 622), Nebulizer Care Consent/Verification (LIC 9166), Parent Consent for Administration of Medication Chart (LIC 9221).
- Record the date, time, and dosage of medication administered and signed by the staff member administering the medication.

- Other Medications: Epi Pens, Inhalers, Nebulizers, Diabetic testing and medications will be given with a prescription and according to doctor's instructions, require written parental consent and an individual plan.
- Epi Pens require an allergy list to be kept in a child's file, along with a list of reactions to look for. If an Epi Pen is administered, parents will be called.

Parent/Guardian Responsibilities

- Inform staff via the enrollment process of any medical needs of the child. Provide written authorization for emergency medical, hospital, and ambulance services before the child commences preschool. If a child suffers from Asthma, Epilepsy, Diabetes, or an Allergic reaction, an emergency plan will need to be provided by the family's doctor before commencement of preschool.
- Ensure all medication is kept in its original container, properly labeled, has appropriate instructions, and has a current use-by date.
- Complete and sign the appropriate form for their child.
- Notify staff of a child's new medical condition.

Allergy/Special Medical Conditions

It is the parents' responsibility to notify LLEA of any allergies, other medical conditions, and the child's needs. The staff will attempt to accommodate these needs whenever possible. We will work with parents to create an IMS.

Suspected Child Abuse/Neglect

As required by the law, all staff will notify Child Protective Services in the event of suspected child abuse or neglect. All staff have been trained as Mandated Reporters.

OPERATIONS

Parking

Parking is available in front of the building. Parent drop-off parking is limited to 20 minutes. Please drive slowly. In all circumstances, parents should not leave children unattended in cars or in the parking lot. Please hold your child's hand and accompany them across the parking area to the center lobby. Please do not leave your car idling while dropping off your child, as this creates a possible safety hazard.

Fire/Earthquake Drills/Lockdown

LLEA conducts monthly fire and earthquake drills as well as periodic lockdown drills. All rooms will be checked by a designated staff person during each drill to ensure that no children are left alone in any rooms. Children will be instructed, comforted, and supported throughout the entire process.

Hazardous Conditions

If parents notice hazardous or dangerous conditions in the building or on the grounds, please notify the director. LLEA will inform all families of the use of pesticides through their IPM plan.

Building Emergency

LLEA has thorough emergency procedures. Our emergency plan articulates our response to emergency situations, anticipates constituents' needs, and outlines agency responses. The plan addresses evacuation of the building, evacuation of the area, and situations requiring sheltering in a building. If an emergency situation occurs (e.g., extended power outage or major water pipe breakage causing severe damage) and it is determined that conditions in the building would be hazardous for children and staff, attempts will be made to contact all parents through phone calls and emails using the number found on the child's emergency contact form. It is important that this information be kept up to date at all times. Your cooperation in situations like this is vital to the health and well-being of children and staff.

Earthquake Kits:

Each student is required to supply the preschool with an Earthquake kit for their student. Each kit should be brought in a gallon zip-lock bag with the child's first and last name written on the front.

Insurance

LLEA holds liability insurance for the center

LUNCHES & SNACKS

LLEA is committed to providing healthy food to all its students. All food is prepared on-site by a certified food handler and meets California state licensing requirements. Two snacks are prepared and served daily (one in the a.m. & one in the afternoon), and parents have the option of purchasing lunch for \$4. Meal calendars will be sent home monthly, and parents can mark the days they would like to purchase lunch at the beginning of each month. All lunch orders will be billed via Brightwheel.

In the event that your child is absent due to illness, please call the school before 8:00 a.m., and a lunch credit will be added to your next month's ordering

Students who fail to bring a lunch will be provided with an emergency one, and parents will be billed \$6

Families who choose to bring lunch from home are asked to include healthy options that omit candy. There is no microwave available to heat up lunches.

Students are to bring their own water bottles from home to be refilled throughout the day. An emergency water bottle will be provided if a child does not have one.

Please be aware that LLEA is a NUT-FREE campus when sending any food or treats to school.

ABOUT LLEA

Mission Statement

Loving and encouraging little bodies to develop and grow into whole people

Statement of Faith

1. We believe in God the Father, God the Son, God the Holy Spirit and that they are distinct personalities with distinct roles, but one God. And that One God is the Creator of the universe. (Genesis 1:1; Matthew 28:19; John 10:30).
2. We believe the Bible is the divinely inspired Word of God in its entirety and that it does not contradict itself. It is our guide. (2 Timothy 3:15; 2 Peter 1:21).
3. We Believe Jesus Christ is the Messiah, the Savior, the Son of God (John 10:33), who was born of a virgin (Isaiah 7:14), lived a sinless life (Hebrews 4:15, 7:26), died on a cross (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), and was raised from the grave (John 11:25; 1 Corinthians 15:4). He will return to reign in victory (Acts 1:11; Revelation 19:11).
4. We believe our salvation comes only through Jesus Christ and cannot be earned. It is a gift of God. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:9-10; Titus 3:5).
5. We believe faith in Jesus requires repentance, confession of that faith before witnesses, and obedience to His Word (Acts 2:38).
6. We believe man was created in the image of God and that He gives gifts to both men and women through the Holy Spirit in order to fulfill His purposes on earth. (Genesis 2:26-27; Ephesians 4:7-16; Colossians 1:18-20).
7. We believe everyone who accepts Christ has the indwelling presence of the Holy Spirit, who acts as a Comforter, Guide, and Advocate. (Romans 8:12-14).

Website

www.LLEApreschool.com