



Little
Learner's
Exploration
Academy

PARENT HANDBOOK

2023/24

Preschool License #198020277

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EARLY CHILDHOOD EDUCATION

Philosophy

Students at Little Learner’s Exploration Academy enter into a “Journey of Learning” by physically moving throughout various learning spaces throughout the day that are designed to create meaningful connection 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 seek to challenge and bring success to their students. Each child is seen as a unique and beautiful creation that is entitled to individualized instruction, time and love in order 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, etc. Consideration for enrollment includes the following factors: date of application for 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 mid-August to end of May (approx. 40 weeks)

Week long summer camps begin the first week of June and running approx. 10 weeks

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

Independence Day

Labor Day

Veterans Day

Thanksgiving Break (two-day break)

Christmas Day

New Year’s Day

Martin Luther King Jr. Day
Presidents Day
Good Friday
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

Discoverers: 24-36 months

Explorers: 30-48 months

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

Admission/Demission

LLEA is committed to the provision of 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 agreement signed in the contract and is expected 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 requiring additional resources beyond those that normally can be provided 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 consistent or chronic lack of cooperation and participation in program services, or there is 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 such a special child.

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 may be involved in observation or study by the students of Biola University. 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 utilizes the Brightwheel digital system to aid in 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 leaves and enters 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 that is not listed on their contact sheet and holds a valid photo ID as well. 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 principals 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 come upon throughout the day and are easy to adapt across the 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 are 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 a benefit to preschool children, but are 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 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. **Student/Teacher Debrief** occurs after students’ emotions have calmed down and the teacher is available to address the child independently. During this time the teacher helps the child to identify the emotions they were feeling, the choices they made, and evaluate them in the 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.

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

If any additional guidance is needed, parents will be required to participate in a SSTM (Student Success Team Meeting) where 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 alternate center that will better meet 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 documented.

IF multiple infractions occur during the same day, 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 and beneficial manner that will help them become more aware of their emotions and choices 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). In the event that the program is still not resolved to your satisfaction, you may request a meeting with the Program Director and/or Administrator.

Withdrawals and Refunds

In the event that a family would like to withdraw from LLEA, a minimum of one month's notice must be given in writing to the administration.

Initial program yearly registration is non-refundable

There will be a \$25.00 fee for any returned checks

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 legal rights of Data Privacy. Federal and state law allows 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:

- Parent 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 inside main lobby door will be locked during our business hours, as well as the outdoor security gate, parents will need to enter a security code. Each family will be issued a code on or before the first day of school. If you do not receive this code by the first day of the program, please contact the Director. Please do not give this code to your child or any other unauthorized persons. If you forget your code, please bring your ID to the Admin Assistant to request a new code.

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 teachers care before leaving, and make sure the teacher is aware that 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 regular program begins at 8:30 am and we highly recommend that your child be present by this time in order to receive the most learning opportunities.

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

Students who are participating in the half day program should be picked up at 1:00pm. Parents who do not pick up their child before 1:00pm will be charged a will be charged a \$1.00 per minute late fee for the first 5 minutes and then a \$3 late fee for every minute after that 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 through any attachment or anxiety they may feel during drop off and pick up time by giving a brief, yet intentional goodbye and hug to your child before exiting the classroom. 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 utilize the Brightwheel system to connect with parents daily regarding the health, development, behavior and day to day procedures (eating, sleeping and toiletry). 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 they may have or meetings that 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 family home connection by providing weekly newsletters that allow you to see what your child will be learning as well as providing ways for you to connect and carry on 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 for a time of 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 your child.

Child Assessment

Observation and assessment are a continuous process that guides how and what 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, influence each other and must be given ample time and opportunities in order to develop. Therefore, students are assessed in each area using domain specific assessment to achieve the most accurate results.

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

Our Travelers students are also given a kinder readiness test at the end of the year in order 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 to conduct conferences, however teachers may set aside conference times outside of these days and outside of 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 give us feedback about the program and the services we offer by completing a Family Questionnaire. This information gives us the opportunity to respond to emerging needs of parents and improve services for our children and families.

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

Visitation

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

Families who are still deciding if 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 as well as 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. Each student is provided with their own individual cot that is sanitized and kept at school along with a cot sheet. Parents are asked to provide a small blanket and pillow for their child in a pillow case sack. At the end of the week, bedding will be sent home to be laundered and should be brought back the following Monday for weekly use. Students are lovingly supervised throughout their napping time.

Bringing Toys

Security items which may be brought to use during resting time (blanket, lovey) however, we prefer that children do not bring toys and other objects to school unless requested (i.e. show and tell). At times, these items are disruptive to the classroom routine and they 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 with in a safer and more comfortable environment. Parents are welcome to join us on these days to join in the fun!

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

Outdoor Temperatures

Part of our curriculum involves children experiencing the outdoors as a means to learn and develop. However, due to safety, 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 put sunscreen on children, therefore we encourage parents to apply it prior to coming to school and to send a large brimmed hat.

Clothing

1. Children should be dressed in comfortable, washable clothing that will allow participation in active and messy play activities (sand and water play, painting, cooking, etc.)
2. Please mark all sweater and jackets with child's name
3. We require an extra set of clothing be kept at school. The clothing must be placed in a large gallon labeled zip lock bag and should be 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.

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 utilizes fresh ingredients.

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

Food will be prepared by a part time chef with experience in serving large groups as well as holding a food handlers license.

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

All meals will meet the nutrition and quantity guidelines laid out 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 make sure that food is being delivered at its appropriated times throughout the day.

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 “Physicians Report” that is to be filled out 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- Parent’s Report” prior to school admission.

Immunizations

The following immunizations are required prior to entering into 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 discovered, parents will be asked to take the child home and/or to a doctor to receive 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 99.7 or higher.
- Respiratory Symptoms- difficult or rapid breathing, severe coughing, child makes a high pitched croupy or whooping sound after he/she coughs. The child is unable to lie down comfortably due to 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 with 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 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 (grey or white), dark or tea colored urine are symptoms commonly found in Hepatitis and should be evaluated by a physician.

In the event that illness is suspected or found, the child will be separated from the other children and placed in an isolation area equipped 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 get a hold of the primary parent, they will begin calling the emergency contacts found 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 contamination of illness, 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 conceivable that a child may have to be sent 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 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 and sanitized space, free of illness or contaminants. With that in mind, the following guidelines have been established for the administration of 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
- A parent or guardian approval is given via the signed medication form
- Prescription sticker must be on the medication, even if it is "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 following 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 via a doctor's letter or management plan signed by the treating doctor.
- All medication must be in the correctly named and labelled container.
- All medication will be kept in the locked cabinet in the office, or if required, in the preschool fridge.
- Records are kept in a safe and secure area, and will 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 epi pen will be included here.
- There will be an emergency medication backpack that 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 regular first aid materials.
- Staff will ensure 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 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 instructions, require written parental consent and an individual plan.
- Epi Pens require an allergy list that is to be kept in a child's file with a list of reactions to look for. If an Epi Pen is administered, parents will be called.

Parent/Guardian Responsibilities

- Inform staff via 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 parent's responsibility to notify LLEA of any allergies or other medical conditions and needs of the child. 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 the 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/Lock Down

LLEA conducts monthly fire and earthquake drills as well as periodic lock down 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 see hazardous or dangerous conditions in the building or grounds, we ask that they 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 these types of situations 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 the requirements of California state licensing. 2 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 choosing to bring lunch from home are asked to bring healthy options that omit candy. There is no microwave available to heat up lunches.

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, 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

LLEApreschool.com