

LIVING PRAISE



# Parent Handbook

## **Program**

Living Praise Early Learning Academy will offer children a structured traditional program, set in a relaxed, warm and nurturing educational environment.

Children at LPELA will learn through play, exploration and experimental exercise. Our teachers will provide a variety of “hands-on” and open ended activities that are designed to foster creative and academic thinking in your children. Students will participate in a curriculum that includes reading readiness, writing, social studies, number recognition and math, science and nature activities, computers, creative art activities and music. Conservation times, stories and songs are used as a part of language development and listening skills. Reading, writing and grammar are taught using a combination of whole language and phonetic methods. We will use developmentally appropriate teaching method to maximize each child’s potential. Computers and technology will be taught in an age appropriate way. In our computer lab students will learn mouse control, key board use and various software navigation skills.

Our field trips will expand on and reinforce concepts that are taught in our classrooms. Students will have field trips to area museums, parks and other areas of interest.

Learning will take place in a culturally diverse environment with culturally competent teachers. Social development will include sharing with others, self-respect, use of school materials, manners and self-control.

## **Staff**

All staff members are experienced early childhood educators. All participate in a continual program of in service educational studies for professional advancement. This ensures the staff members alert to the ever changing needs of today’s families and to the finds of current research. All of our teachers are credentialed and have First Aid and CPR certification.

## **Hours and Holidays**

The program operates year round Monday through Friday, from 6:00 a.m. to 6:00 p.m. Our academic program begins at 9:00 a.m. Your child should arrive to school before 9:00 a.m. Living Praise Early Learning Academy will be closed in observance of the following holidays:

New Year’s Day  
Martin Luther King Jr.  
Memorial Day  
Independence Day

Labor Day  
Veteran's Day  
Thanksgiving Day & Day after Thanksgiving  
Christmas Eve & Christmas Day  
New Year's Eve

*There will be no adjustments in tuition for federal holidays.*

### **Orientation**

Each parent is asked to complete a developmental and environmental form on your child. These forms will enable the staff to gain a better understanding of your child, thus providing a successful and rewarding experience.

During your first meeting with the school's director or enrollment coordinator, you will have the opportunity to ask questions and meet with your child's teacher. Tuition, menus, hours, conferences, curriculum, holiday's, vacations, withdrawals progress reports, parent's and school's responsibilities, trips, transportation, children's clothing, medicines, accident reports and rules and regulations are discussed at this time.

### **Admissions**

Living Praise Early Learning Academy is open to all children, regardless of race, nationality, or creed, all shall benefit from our program.

Living Praise Early Learning Academy accepts children ages 2 years - 5 years.

The following items must be received upon enrollment:

1. Completed enrollment forms
2. Health statement that includes a record of up-to-date immunization and signature of the child's source of medical care
3. Identification and emergency information
4. Parent's Rights Notice
5. Personal Rights
6. Consent for Medical Treatment
7. Annual registration fee and tuition payment
8. Permission to participate in school activities and to receive emergency medical care
9. Signature of Parent Agreement Forms
10. Medical authorization
11. Earthquake kit

### Arrival and Pick-Up Procedures

All parents and other authorized persons must bring the child inside the building, escort them to their classroom, and sign the child in on the Sign-In/Out Sheet. The child must also be signed out on Sign-In/Out Sheet in the afternoon by an authorized person. Only individuals listed on the Identification Forms are allowed to pick the child up from the Academy. Individuals without Identification and those who aren't on the authorization card will not be allowed to remove the child from the Academy.

### Registration & Tuition Fees

Enrollment in Living Praise Early Learning Academy is on a “first come first serve” basis. Please note that the enrollment fee must be paid in full before your child is admitted into the Academy. A non-refundable registration fee of \$100.00 must be paid in full upon enrollment. Re-admittance to the Academy is on a space available basis only and will require payment of account balance in full plus an additional \$55.00 registration fee. Each year after the initial enrollment is paid the re-enrollment fee is \$55.00 per year.

**Full Day Program**      6:00 AM – 6:00 PM      Includes breakfast, 2 snacks (lunch is not provided)

**Half Day Program**      8:00 AM – 1:00 PM      Includes breakfast, 1 snack (lunch not provided)

TUITION SCHEDULE	5 DAYS	3 DAYS	2 DAYS
	2 - 5 years	2 - 5 years	2 - 5 years
<b>FULL DAY</b> 6:00AM – 6:00PM	\$165.00/ week	\$110.00/ week	\$105.00/ week
<b>FULL DAY SIBLING</b> 6:00AM – 6:00PM	\$145.00/ Week	\$110.00/ week	\$105.00/ week
<b>HALF DAY</b> 8:00AM – 1:00PM	\$125.00/ week	\$95.00/ week	\$75.00/ week

Tuition charges include holidays when the school is not in session. Tuition payment may be payable on a weekly, bi-monthly or monthly basis in advance. Tuition is due on the first day of enrollment week. No reduction in tuition fees will be given for days missed or listed holidays. Tuition is a flat weekly fee. Accounts are considered delinquent when not paid in full by the third day of enrollment. A \$35.00 late fee will be added to all delinquent accounts. Delinquent accounts not paid in full by the first day of the following enrollment week will result in termination of child care services.

Cash, checks, and money orders are acceptable means of payment. Checks should be made payable to: Living Praise Early Learning Academy. Returned checks for non-sufficient funds must be paid by cash or money order. A \$25.00 fee will be assessed for all returned checks. After two returned checks, tuition payments are cash or money order only, we will not accept personal checks.

### **Credit and Refund Policy**

Tuition is based on enrollment and not on attendance. Tuition will not be prorated for missed days, hours, vacations or holidays. Please refer to “Hours and Holidays” section of this handbook for a list of holidays that the Academy observes. Make-up days are not permitted for absences because we would go over our licensed capacity for that day. To change the weekly schedule and tuition, one week’s advance written notice must be provided to the Director. Extended absences without payment constitute termination of this agreement and removal of child from the program.

### **Late Pick-Up Fee**

It is imperative that all parents pick up their children on time. All children must be picked up by end of program selected. Any child left thereafter will be charged \$1.00 per minute. These charges are due the next payment period.

### **Withdrawal from the Program**

If a child needs to be withdrawn from the program, two weeks written notice must be submitted to the Director.

### **Parent's Rights**

Parents or guardians have the right to enter and inspect the child care facility in which their child is receiving care with prior written approval from the Academy.

The law authorizes the person in charge of the child care facility to deny access to a parent/guardian under the following circumstances:

- a) The parent/guardian is behaving one way which poses a risk to children in the facility, or
- b) It has been required in writing that a parent not be allowed to visit the child or take the child from the center provided that the custodial parent has shown a certified copy of a court order stating the aforementioned.

### **Rights of the Licensing Agency**

The Department or Licensing Agency shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interview with any children or staff member and for the examination of all records relating to the operation of the child care center. The department has the authority to observe the physical condition of the children including conditions that could indicate abuse, neglect or inappropriate placement.

### **Termination of Agreement**

Living Praise Early Learning Academy has the right to terminate this agreement and ask a parent to withdraw enrollment. Grounds for dismissal include, but are not limited to, the following:

- The child presents a health or safety threat
- Repeated discipline problems
- Lack of parental supervision
- On-going late pick up
- Inappropriate parental behavior to children, teachers or staff
- Chronic lack of payment
- Change in enrollment schedule without proper notice
- Failure to adhere to the terms and conditions of this agreement

### **Confidentiality of Records**

Children's records are open to the child care staff, the director, an authorized employee of the licensing agency, or the children's parent or legal guardian. Delinquent accounts may not have access to their child's file until the balance has been paid in full.

### **Communication with Parents**

Parents are informed of the activities of the Academy through newsletters and the parent information board. The newsletter will include activities, field trips and suggestions for parents. The parent information board will also be posted with current events and other vital information.

Parent-Teacher conferences will be scheduled quarterly and more frequently if needed. Parents are encouraged to observe their child at school and at home prior to the conference. Conferences will be set up in advance. Parents are welcome at any time to discuss any special concerns with the director.

It is important to communicate to the director or staff any changes in your marital status, the child's routine, the child's living arrangements or death of a family or a beloved pet. These events many times have a direct effect on your child and may affect their behavior and emotional well-being. If we are aware of those events we are better able to address any issues that may arise or give your child additional attention while they are making difficult transition.

LPELA is protecting the confidentiality of all the families who choose to use our service. We want you to know that we will not discuss the affairs of families in casual conversation within the center or in an inappropriate way at any time.

### **Progress Report**

A progress report will be completed for each child. This report is given on a 12-week basis. It is designed to inform and aid the parent and school to help your child to be successful as an individual. Each child is encouraged to progress at his own rate of speed toward enriched experiences, self-discipline and the ability to make choices.

Parents are encouraged to visit the preschool at any time. If the staff is not available, please understand that the child comes first. The staff will be happy to talk with you at a time that is convenient for both you and the staff member.

## **Parent-School Involvement**

Parent meetings will be held, periodically throughout the year. Parents are encouraged to participate. Parent meetings will cover a variety of topics for curriculum development, age appropriate behavior, assessing child's development to handling stress as a parent. Guest speakers such as psychologists, doctors and professors will lead topics of discussion. Please see parent boards and calendars for featured topics. Suggestions for guest speakers and topics are welcome.

## **Morning Inspection**

The staff at LPELA must make adequate provision for the protection of the health of all children coming into our care. Parents, please check your child for illness symptoms before leaving home in the morning. We hope that such an inspection will save you time and expense in going to work and having to return to pick up your ill child.

All minor scratches and accidents during the course of the normal day will not be deemed as negligence or willfulness of the school, teacher or student.

“Ouch Reports” are given to the parent any time an accident occurs, however minor. Illness Reports are given to parents when called to pick up a child.

## **Health**

Prior to admission, children must be immunized against diseases as required by the California Code of Regulations, Title 17. Prior to, or within 30 calendar days following the enrollment of a child, the parent must submit a written medical assessment of the child – the Physician's Report. Should a parent fail to bring the required document, a reminder notice with the last date to submit the form will be issued to the parent. Should the parent fail to submit the physical and updated immunization record until the deadline, the child will be withdrawn from the program.

Only children who are in good health may be brought to the Academy. All children will play outdoors daily, if weather permits. Please do not ask us to keep a child inside because of cold or other illness. Parents are responsible for sending suitable clothing and footwear to maintain good health during outdoor play in all weather conditions.

Children entering a new child care setting will sometimes seem to catch every illness that goes around for several months. This is because with each new social experience, children encounter a new variety of exposures for the first time.

## 1. Health Information

Each child must have on file a health statement, and a record of up-to-date immunizations signed by the child's source of medical care.

## 2. Exclusions of Sick Child

No child who arrived at the Academy with noticeable illness, with a rash or with a fever will be admitted for that day. Should a child become ill during the day, the parent will be notified immediately to take the child home.

In the event that a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. An ill child will not be allowed to return to the Academy until the period of contagion has passed. When a child has been out due to illness for five days or more a re-admission statement form a physician or Health Department is required.

Whenever your child has experienced any of the following symptoms within the previous 24-hour period, you are expected to make other child care arrangements for the comfort of your child and the welfare of the other families who use the Academy:

- Fever
- Diarrhea – two or more instances within a half-day may be assumed to be contagious unless determined by doctor not to be so
- Vomiting
- A contagious condition of any kind, including but not limited to, strep throat, flu, conjunctivitis, infectious rash, measles, mumps, chicken pox, scabies, etc.
- Pronounced or persistent coughing or sore throat
- Unusual or excessive mucous discharge
- Inflammation of the eye
- Rash of an unidentified source

Please remember that all symptoms must have disappeared at least 24 hours before your child returns to the Academy. It is not acceptable for parents to give a child medicine with the intent of masking symptoms so that the child may enter the center. Parents are expected to exercise good judgment by keeping children home while ill and seeking medical attention as necessary.

### 3. Emergency Authorization

Each child must have on file a single Permission for Health Care authorizing emergency care and transfer of medical records to the local hospital. Emergency numbers for reaching the parent or guardian and or another authorized person will also be on file.

### 4. Emergency Procedures

The child's parent or guardian shall be notified immediately in the event of a serious accident or illness requiring emergency medical care. First aid shall be administered by a qualified staff member.

Our emergency numbers are posted by the telephone. The local rescue squad or ambulance service shall provide emergency transportation; the local hospital shall provide emergency care.

In the event that a child is transported to the hospital, their health summary and signed permission for health care shall be sent along. A staff member shall accompany the child until arrival of the parent, guardian or authorized person.

An accident report shall be completed for each accident except minor scratches and abrasions. The report shall be made as soon as possible following the accident and no later than the same day. The original report shall be filed in the child's file, a copy shall be filed with the appropriate licensing agency and a copy shall be given to the parent.

## **Medication**

We will administer prescription medication from your child's physician. Parents must sign a form daily granting us permission to administer your child any medication.

1. All prescription and nonprescription medications shall be centrally stored in accordance with the requirements specified below:
  - a. Medications shall be kept in a safe place inaccessible to children.
  - b. Each container shall have an unaltered label.
  - c. A refrigerator shall be used to store any medication that requires refrigeration.

2. All prescription and nonprescription medications shall be maintained with the child's name and shall be dated.
3. Prescription medications may be administered if all of the following conditions are met:
  - a. Prescription medications may be administered in accordance with the label directions as prescribed by the child's physician.
  - b. For each prescription medication, the licensee shall obtain, in writing, approval and instructions from the child's authorized representative for the administration of the medication of the child.
    - i. This documentation shall be kept in the child's record.
    - ii. The instructions from the child's authorized representative shall not conflict with the label directions as prescribed by the child's physician.
4. Nonprescription medications may be administered without approval or instructions from the child's physician if all the following conditions are met:
  - a. Nonprescription medications shall be administered with the product label directions on the nonprescription medication container(s).
  - b. For each nonprescription medication, the licensee shall obtain, in writing, approval and instructions from the child's authorized representative for the administration of the medication to the child.
  - c. A medication ledger is documented every-time a medication is administered.

### **Child Abuse**

The protection of the welfare of children is LPELA's first job. Whenever circumstances suggest a reasonable suspicion of child abuse or neglect, these circumstances will be reported immediately to the proper agency, as determined by the lining regulations within the applicable jurisdiction. The legal requirement for reporting does not usually include prior notification of parent by the center. We are willing to work with parents to help prevent child abuse and neglect.

### **Birthdays**

We celebrate birthdays during the afternoon snack period. You are welcome to send a cake or cupcakes as well as ice cream, themed party plates, spoons, etc. The staff will add songs and games to make this a special time for your child.

### **Nutrition**

Children at LPELA are fed breakfast consisting of at least two of the four basic food groups. We stop serving breakfast at 8:30 a.m. We also serve a nutritious evening snack. Dietary and allergy restrictions will be followed if noted in the child's file. Menus are posted weekly on the bulletin board in the reception area.

### **Rest Time**

The children will be provided with an opportunity to nap on a mat provided by the Academy. Each child must have a sheet and a small blanket that will be sent home weekly for laundering.

### **What to Wear to School**

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Think of the messy art materials and other messy activities and provide clothing that is washable. Think of our playground and provide clothing that is sturdy.

Finally, think of our collection of unlabeled, unclaimed clothing – and put labels on all outer garments, including hats and boots. If you do not have commercial labels, use adhesive tape. Sandals are not allowed, only closed toe shoes are allowed.

### **Extra Clothing**

An extra set of clothing is required, including socks and underwear at the Academy. All clothing must be labeled with children's name. These garments should be kept at school at all times. We are not responsible for garments not properly labeled.

### **School T-Shirts**

School T-Shirts are available for parents to purchase for their child, which are required for all field trips.

### **Field Trips**

An important part of LPELA curriculum is exposing the child to many varied experiences within the community; therefore a number of field trips are built into the program. Parents are invited to accompany us on all trips. During the summer most trips are planned for the school as a whole. Transportation is usually by bus. Fees for field trips generally consist of bus expenses and admission to an event or venue. Parents wishing to go by car on trips must remember that we will not be held liable. Children will not be allowed on trips without consent of parent, and emergency treatment form and a field trip form. These forms will be taken on all trips. "LPELA" T-Shirts are required attire for children and parents attending.

### **Pictures**

Once a year, individual and group pictures are taken of your child by a professional photographer. Photos are priced at a discount to the parents and purchase is optional.

### **Fund Raiser**

The Academy will hold two fundraisers per year. Every parent is required to participate in selling or buying the dollar amount of the fundraiser product. The specific dollar amount will be set by the Academy, based upon the particular fundraising event.

### **Discipline**

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

For a child not cooperating in a group listening situation, the child is seated by a teacher and reminded of acceptable behavior.

Removal from the group for a period of time is the next tactic used for a child who continually demonstrated unacceptable behavior. His time is not punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him or herself when he/she is ready to rejoin the group with appropriate behavior.

Corporal punishment is not an accepted method of dealing with young children's behavior. Children will not be hit, slapped, or spanked while attending LPELA.

If behavior problems persist, the parent must attend a conference to discuss what may be helpful in motivating the child to behave in an acceptable way. It may be suggested that their child be involved in a behavior modification program, with the parent having the option of being involved in the process as well.

### **Emergency Preparedness**

In the event of a natural disaster or a similar emergency, a written disaster and emergency preparedness plan is maintained at the center which specifically outlines a course of action for the following areas:

1. Designation of administrative authorities and staff assignments
2. Contingency plans for fires, floods and earthquakes:
  - Means of emergency exit
  - Emergency transportation arrangements
  - Means of contacting local agencies, including fire department, law enforcement civil defense and other disaster authorities
  - Means of contacting parents or other designated adults

### **Earthquake Kit**

As you are undoubtedly aware, living in Southern California brings with it the possibility of an earthquake. We need to be prepared for your child's comfort and safety in the event of a major earthquake. We will need food and emergency records that are current. Our intentions are to be as prepared as possible if this should occur.

In order to enable us to provide emergency care, please read and follow the directions below:

1. Make sure emergency records are current, consider carefully the list of authorized persons. We will not release your child to an unauthorized person.
2. Please place the following in a zip-lock bag and write your child's name on it with a permanent marker.

- Plastic spoons
- Food that your child WILL EAT. Remember, nothing will be heated, and all items should be capable of being opened without a can opener.
- Some suggestions: (non-perishable items only) fruit juice in cans, Vienna sausages, small manufacture sealed containers or cans of fruit or pudding, fruit cocktail.

DO NOT send fruit rolls, cheese and crackers or dried fruit.

In the event of an earthquake, all of us will do the best we can to comfort your child until you arrive.

### **Commendation**

A great form of recognition for employees is to receive a compliment from someone whose life they have touched. To this end LPELA encourages parents to write commendations for teachers who perform their duties admirably. Commendations can consist of an appreciative phone call to the administrator or a simple note recognizing a teacher's outstanding performance. A copy of the recognition will be placed in the employee's personnel file.

### **Complaints**

LPELA is committed to providing a high standard of quality care for all children with our care. If you have any concerns with any aspect of your child's care, please speak to your child's teacher; or if you feel this is inappropriate, please speak to the director/administrator.

If you have a complaint regarding a staff member, please report it directly to the director. Each complaint will be responded to in a timely manner, as your concerns are important to us.

You may contact us by phone at (661) 273-0701.

### **Modification Clause**

These policies and agreements may be modified whenever any of the policies and agreements change. Such modifications may only be in writing and signed and dated by the parties involved in order to be effective.

Living Praise Early Learning Academy  
**Daily Schedule**  
**Exploration Station Program (2-5 Years)**

<b>EXPLORATION STATION PROGRAM</b>	
6:00 – 7:45 AM	Arrival/ Quiet Activities
7:45 – 8:00 AM	Clean-Up/ Hygiene and Toileting
8:00 – 8:30 AM	Breakfast
8:30 – 9:00 AM	Bible Study
9:00 – 9:20 AM	Circle Time/ Cognitive
9:20 – 10:20 AM	In-Door Activities
10:20 – 10:50 AM	Snack Time
10:50 – 11:00 AM	Clean-Up
11:00 – 11:15 AM	Music
11:15 – 11:30 AM	Clean-Up/ Hygiene and Toileting
11:30 – 12:00 PM	Outdoor Activities
12:00 – 12:30 PM	Lunch Time
12:30 – 2:30 PM	Nap Time
2:30 – 2:45 PM	Hygiene/ Toileting
2:45 – 3:15 PM	Snack Time
3:15 – 3:30 PM	Story Time
3:30 – 4:30 PM	Large Group
4:30 – 5:00 PM	Outdoor Activities
5:00 – 6:00 PM	In-Door Activities
6:00 PM	Departure