



# Parent Handbook

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## **PARENT HANDBOOK ACKNOWLEDGEMENT**

Lisa's Little Angels parent handbook is used to outline the expectations, policies and procedure of the school that all families must understand and comply with. You have received this handbook as a partner in your child's development at Lisa's little angels. After reviewing this document, the consent form on the last page must be completed and handed back to administration. This consent form states that you understand and adhere to all expectations, policies and procedures of this learning environment. This handbook will be updated from time to time, and the most up to date copy will be made available to you. Thank you for being a part of the Lisa's Little Angels Family.

## **WHO ARE WE?!**

### **MISSION STATEMENT AND PHILOSOPHY OF EDUCATION**

Lisa's Little Angels Learning center provides a secure, nurturing and educational environment for children; a place for children to bloom into responsible, considerate and contributing members of society. Lisa's Little angels learning center wants all children to have the opportunity to grow physically, emotionally, socially and intellectually by playing, exploring and learning with others in fun and safe and healthy environment.

### **OUR VALUES**

Lisa's Little angels Learning center welcomes positive family involvement and encourages a parent-- teacher approach where the needs of every child comes first to obtain successful early childhood education and school age care.

### **OUR GOALS**

Some of our goals include but are not subject to:

- To provide a wide variety of age- appropriate activities within routine, that draws from the curriculum areas of: art, math, science, cooking, music and movement, large muscle, practical life, social studies , dramatic play, language arts and manipulative ( small muscle ) activities

## **A LOOK INTO OUR PROGRAM**

### **WHAT WE DO AND WHAT WE BELIEVE**

At Lisa's little angels we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with both the student and the family, we as a school are able to create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences and hands-on learning activities, our student's development and growth occurs every second of every day. We strive to have the upmost respect and love for all children who walks through our school's doors. We are a family!

## **DESCRIPTION OF AGE GROUPS**

### **INFANTS**

**This age group begins at 6 weeks to 18 months old.**

In the infant classroom, we follow a wonderful daily flow. No matter what your baby's individual sleeping and eating schedule is, we always come together to make wonderful memories. We enjoy story time together, outside walks, learning circle, sensory exploration and creative art. We also enjoy our days learning lots of songs, reading wonderful stories and interacting with our friends and teachers. We love discovering different textures, size of items, and shapes. We love learning about our weekly themes like shapes, colors, animals and people. Our little ones are always nurtured, cuddled, loved and adored and whenever they need something, we are there!

### **TODDLERS**

**This age group begins at 18 months to 24 months old.**

In the toddler classroom, we explore anything and everything we possible can. Our little one's love wondering around the classroom learning through their senses. Our toddlers have a wonderful daily schedule of group time, outdoor play, meals and snacks, naptime and the most important and fun time of the day, PLAYTIME! During our group time we read books about transportation, family and kindness. We talk about our day, how we feel and what it means to be together in our bright and warm classroom. We enjoy our outdoor playtime and seeing the beautiful nature outside. Our weekly themes consist of exploring our homes, families, pets and animals. Singing and playing our days away is what makes our room so special!

### **OLDER TODDLER**

**This age group begins at 2 years old to 3 years old.**

Our older toddlers love to dance, sing and play. We inspire them to explore the world around them and learn something from everything. Socialization is very important to our older toddlers as the begin to share, use their manners and learn to take turns. In this age group we begin to count numbers and have letter recognition. We enjoy singing our daily songs to teach us about the day of the week, the month and the year. We love diving into our art projects and seeing what we can create with an abundance of materials. We enjoy watching our teachers do exciting science projects and love to watch the students guess what will happen and see their eyes full of surprise! Getting outside and playing on the playground is a part of our everyday schedule. We also enjoy walks around the neighborhood and putting a smile on our neighbors faces!

### **PRESCHOOL AND PRE-K**

**This age group starts at 3 years old and prepares the students for Kindergarten.**

In this age group we focus on our social emotional growth and explore who we are as beautiful, unique individuals. We learn how to work together and how to conquer objectives by ourselves. We enjoy writing our names, learning to read and exploring phonics. We enjoy extreme science projects that make us say "WOW!" and we dive into our sensory bin which helps enhance the learning theme we are studying that week. We often have guest speakers and love exploring the community to supplement our learning. We get outside often to move our bodies and strengthen our fine and gross motor muscles. This age group helps to prepare our students for the next grade

which is Kindergarten. Our little ones are well on their way to a successful journey into the older ages!

## **OUR CURRICULUM**

### **DEVELOPMENTALLY APPROPRIATE CURRICULUM**

At Lisa's little angels we provide our students with a developmentally appropriate curriculum that is based on Texas standards. NAEYC, which is the National Association for the Education of Young Children, defines developmentally appropriate curriculum as, "NAEYC defines "developmentally appropriate practice" as methods that promote each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning." We believe this to be the heart of our curriculum. Our weekly lesson plans are developed through our students interests and what grabs their attention. We love to study themes that get them excited, interested and progresses their natural cognitive development. We try our best to meet every child's individual cognitive and development level and encourage and inspire them to continue to progress this growth.

### **LANGUAGE DEVELOPMENT**

Language development is an important part of children's development. It supports your child's ability to communicate, develop and maintain healthy relationships.

### **COGNITIVE DEVELOPMENT: SCIENCE, MATH AND SOCIAL STUDIES**

Children's cognitive development is support when adults use a variety of experiences, activities, and materials to keep children interested

### **SOCIAL EMOTIONAL**

Some of the ways that we implement social and emotional development here at Lisa's little angels include

- Teaching students to empathize and cope with their emotions
- Teaching students how to communicate
- Teaching students how to work as team

### **PHYSICAL DEVELOPMENT: FINE AND GROSS MOTOR**

Some of the ways we implement physical development include outside activities, dancing, indoor sport activities

**SENSORY EXPLORATION**

Some of the things we use at Lisa’s little angels for sensory exploration include: Sensory buckets, hands on activities, finger painting, gardening and more.

**ART, MUSIC, DANCE AND CREATIVE EXPRESSION**

At Lisa’s little angels we implement art, music, dance, and creative expression in our daily routines.

**ADMISSIONS**

**ENROLLMENT REQUIRMENTS**

To enroll your child at Lisa’s little angels your child must be between ages of 6 weeks-12 years.

**REGISTRATION DOCUMENTS**

The following forms must be completed to reserve your child’s spot at Lisa’s little angels

- ☐ Enrollment Application
- ☐ 1<sup>st</sup> week pay
- ☐ Child’s Medical Information and Form
- ☐ Parent Contact Information Form

**ENROLLMENT FEES**

**Infants 0-17m**

Full Time \$250.00  
Part Time \$ 230.00

**Pre-School 3y-5y**

Full Time \$ 210.00  
Part Time \$ 180.00  
After School Care \$ 100.00

Registration Fee \$ 75.00  
Additional Child \$20.00

**Toddlers 18m-24m**

Full Time \$ 215.00  
Part Time \$ 235.00

**After-school care 6y-13y**

Full Time \$125.00  
Part Time \$ 100.00

### **SPECIAL DISCOUNTS**

- 10% off sibling discount
- 10% off military discount
- 10% off if you pay 1 full year of tuition

### **SIBLING ENROLLMENT PROGRAM**

Lisa's little angels requires advance notice of 3 months for the placement of a sibling into our program. Siblings are given priority into the school but are not guaranteed a spot. Families receive a 10% discount off of the lowest sibling's monthly tuition.

### **WAITLIST INFORMATION**

To join Lisa's little angel's waitlist, parents/guardians must complete a waitlist application. A fee of \$50 is due at the top the waitlist is completed, and this amount is taken off the child's first month tuition when a spot becomes available

### **CLASSROOM PLAY DATE AND SCHOOL VISITATION**

Lisa's little angels allows a one hour scheduled play date onsite, one month prior to the child's start date. This must be confirmed and scheduled with administration. It is the parent's responsibility to schedule the play date so that the administer can confirm the proper day and time.

### **ITEMS TO BRING ON THE FIRST DAY OF SCHOOL**

Your child must have the following on their first day of school

- ☐ Pair of closed toed indoor shoes
- ☐ Extra set of clothes brought in a Ziploc bag
- ☐ A blanket for nap time
- ☐ A soft toy if desired for nap time
- ☐ Proper outdoor wear
- ☐ Diaper and wipes if required
- ☐ Pacifier if needed



## **UPDATING FORMS FOR YOUR CHILD'S FILE**

Lisa's little angels requires all parents/guardians of enrolled students to keep their child's forms up to date with their current medical and emergency forms. It is the parent's responsibility to ensure all school forms are current and updated. Administration has the right to not allow the student into the school if any forms are missing from their file after 2 notices from administration.

## **ABSENCE FEE**

PARENTS ARE STILL RESPONSIBLE FOR PAYMENTS EVEN IF THE CHILD DID NOT ATTEND THAT WEEK

Lisa's little angels does not offer tuition refunds or make up days.

## **VACATIONS**

Families who choose to remove their child from the school for more than 3 weeks, must pay 60% of the child's tuition to reserve their current spot.

## **LATE PICK-UP CHARGE**

To pay an overtime fee of \$1 PER MINUTE when the child/ren is picked up late. NOTE: late fees may be waived if prior notice is given to provider by the parent.

## **HOLIDAYS**

Lisa's little angels closes when fwisd closes

## **WEATHER POLICY**

Lisa's little angels may close due to harsh weather conditions.. The owner/director of the school will monitor local news to address when the school must close early or cancel operations for that day and the parents will be notified through email or a direct phone call.

## **WITHDRAWAL AND DISCHARGE POLICY**

### **WITHDRAWING FROM THE CENTER**

If you wish to withdraw your child from Lisa's little angels, a 30-day written notice is required. If you fail to provide a 30-day notice, this will result in not receiving the tuition deposit made upon enrolling your child.

### **DISCHARGE POLICY**

Lisa's little angels has the right to terminate a child's enrollment under specific circumstances. These include any child who after many attempts does not progress in their behavior and whose behavior is affecting the large group as a whole. This also includes any child whose needs cannot be met by the school's philosophies. Many attempts will be made prior to help the child thrive in our environment. These include observation notes, therapy referrals and tactics to be used at home and onsite at the school.

The following measures will occur prior to dismissal of a student from the school:

1. The teacher will document the student's behavior by providing detailed notes, with dates and other insights into why the situation occurred and what happened.
2. The director, parents/guardians, and teachers will meet to discuss any behavior concerns.
3. A Behavior Plan for the Individual is created and agreed on by all parties including staff, parents and administration. Behavior therapist and consultants may be used to support the staff when working with the child.
4. Staff and parents/guardians will have frequent communication to evaluate the success of the behavior plan.

When the efforts to bring about change have been exhausted, parents/guardians and the director and owner will meet to determine the next course of action. The school and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

## **ARRIVAL AND DEPARTURE**

### **ARRIVAL PROCEDURE**

Upon arriving to the school, parents must pull up in the designated pick up and drop off spot in the front of the building. Parent's must walk their child up to the front door. The teacher will be ready to sign the child in and assist the child with putting their belongings away. Drop off time is between 6am- 9am

### **DEPARTURE PROCEDURE**

The allocated pick-up time is from 4pm to 6 pm daily. If you plan to pick up your child earlier, please notify administration 2 hours prior through email. Upon picking up your child, you are responsible to grab their belongings. This includes nap time items, artwork and other personal items.

### **PICK UP AUTHORIZATION**

For safety of the child, the only people authorized to pick up a child are those designated by the parent/guardian on the child's approved pick-up list. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick up must be received prior to pick-up time.

#### **Pick Up Authorization Process:**

- Parents/guardians must inform Lisa's little angels (call, leave a note at drop off) of the

name of the person who is picking up their child on any day when they themselves are not.

- The “Authorized Pick-Up Person” *must be at least 18 years old* and may be asked to provide a photo ID to the staff.
- This authorization shall remain in force until edited or rescinded in writing by the signers of this authorization.

## GENERAL EMPLOYEE INFORMATION

### STAFFING AT Lisa’s Little Angels

Lisa’s little angels always provides sufficient number of staff, for the capacity of each classroom. This means that student to teacher ratios is always followed. A detailed staffing plan is maintained and kept in the office.

### WHAT MAKES OUR STAFF SPECIAL?

Our staff are able to demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment of this standard include:

- ☐ Emotional maturity when working with children.
- ☐ Cooperation with the purposes and services of the program.
- ☐ Respect for children and adults.
- ☐ Flexibility, understanding and patience.
- ☐ Physical and mental health that do not interfere with childcare responsibilities.
- ☐ Good personal hygiene.
- ☐ Frequent interaction with children.
- ☐ Listening skills, availability and responsiveness to children.
- ☐ Sensitivity to children's socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities.
- ☐ Use of positive discipline and guidance techniques; and

- ☐ Ability to provide an environment in which children can feel comfortable, relaxed, happy and involved in play, recreation and other activities.

## GENERAL EMPLOYEE CLASSIFICATIONS

Lisa's little angels has the following employees on staff to ensure proper supervision and learning environment.

- ☐ **Owner:** The owner is in charge of and oversees all elements of the program. The owner handles all business in regard to the city and state. The owner oversees the business finances and the business as a whole.
- ☐ **Director:** The childcare director shall be responsible for the planning and supervision of the program and activities of the children; orientation to newly employed staff; on-site supervision of all staff; and in-service training.
- ☐ **Lead Teacher:** A lead teacher is responsible for the academic, social-emotional growth and development of children in their care who are in their care. The main focus for our lead teachers is to work with parents, administrators and other teachers to improve students' experience and meet teaching goals. Additionally, lead teachers plan, evaluate and improve the physical environment of the classroom to create opportunities that meet the changing needs of their students.
- ☐ **Assistant Teacher:** The assistant teacher will support the lead teacher in general supervision of the class, and the overall classroom management. The assistant teachers' duties are the following but not limited to, assist in planning and implementing activities to meet the physical, emotional, intellectual and social need of students, assist in teaching social emotional management and independence, assist in the creation and planning of activities, class project, field trips, and other program activities, staying on task and following the daily schedule, and helping to communicate to parents.
- ☐ **Floater and Substitutes:** The floater/substitute position act as a support for all teachers in the classroom. This person is required to have all of the same qualifications as an assistant teacher and have the correct paperwork on file.

**YUMMY, IT IS TIME TO EAT!**

## **PREPARATION OF FOOD**

Food Service is supervised by Ariana Badillo This person holds a valid food handler certificate as required by the state.

## **MEALTIMES**

Breakfast 6:45am- 8:45am  
Lunch 10:45am-11:45am  
Pm snack 2:15pm-3:15pm  
Supper 5:00pm-6:00pm

## **MENUS**

All food menus are posted in the kitchen, walkway entry, classrooms, office and are available in bright wheel

## **WATER AND MEALTIME FLUIDS**

Drinking water is freely available to all children at Lisa's little angels at all times. The water is supplied from ready refresh

Lisa's little angels will provide milk to the students for breakfast and lunch. Water or juice will be served with snack.

## **CHILDREN WITH SPECIAL DIETS**

If a student has allergy or dietary restrictions, please inform the school immediately.

Parents/guardians must notify administration in writing and this is kept in the child's file. This information is also posted in Lisa's little angels classroom for all to be aware.

Depending on the seriousness of the allergy and form of ramification used, parents may be asked to complete a Food Allergy Information form.

## **FOOD FROM HOME**

Lisa's little angels is unable to provide the food needed for a special diet, meals or portions may be provided by the parent. This must be agreed upon by the parent and administration. Potentially hazardous and perishable food will be refrigerated upon arrival. Special foods provided by parents must be clearly labeled with the child's name, date, and identity of the food and will not be shared with other children. These special meals will not be shared with other students, and it is the parent's responsibility to ensure the student has food at the school every day.

## **SCHOOL CELEBRATIONS**

Lisa's little angels loves to celebrate your little one during the school day! Parents/guardians must confirm this with administration one week prior to the celebration to go over any allergy restrictions the school has, and the amount needed to satisfy the classrooms capacity.

## **STATE REGULATIONS AND LICENSING**

All Lisa's little angel's employees must be knowledgeable in the states childcare licensing rules and regulations. A copy of the state and local guidelines is kept in the school at all times, and each employee receives their own copy upon hire.

## **SMOKING POLICY**

Marijuana, cigarettes, and other smokeless tobacco products are not allowed at Lisa's little angels, Parents/guardians who smoke are strongly encouraged to not do so prior to picking up their child from school, as smoke stays on clothing and hair for some time. All parents and guardians must wash their hands after smoking prior to arriving to school.

## **ALCHOHOL POLICY**

Any use of Alcohol is not allowed at Lisa's little angels.

## **EQUAL EMPLOYMENT**

Lisa's little angels provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### **NON-DISCRIMINATION POLICY**

At Lisa's little angels, we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If you feel that you have been discriminated against, please let administration know immediately. Every complaint will be appropriately investigated.

**\* SHRM Better Workplace Better World**

### **SEXUAL HARRASSMENT**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.



Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Lisa's little angels encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman. See the complaint procedure described below.

**\* SHRM Better Workplace Better World**

### **CHILD NEGLECT AND ABUSE**

All Lisa's little angels employees will be screened by the appropriate law enforcement agency using the Texas state background system. Adults will never be alone with children on premises unless they can be observed by others. All staff or volunteers ARE NOT EVER physically, verbally, or emotionally abuse or punish children.

At the first reasonable cause to believe that child abuse exists, the reporting adult will immediately inform the Director who will determine the action to take. An immediate phone call to the local law enforcement will be made by the reporting adult. A written report, as a backup to the phone report, will be completed and filed with the director or owner.

### **SOCIAL MEDIA**

Social media includes online electronic tools to help students, parents, teachers, and staff communicates effectively. Specific examples of popular social media tools include Instagram, Facebook, and other Communication Apps.

Upon enrolling a child into the center, all parents are guardians must complete the social media consent form. This form is used as an approval on allowing a parent or guardians child to be seen on our social media platforms.

### **CONFIDENTIALITY**

Childcare programs maintain **confidentiality** on a “need to know” basis. This information is shared only when it is necessary. This is important especially when there are specific health and safety concerns. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent, guardian or individual.

### **HAZARDOUS ITEMS**

Lisa’s little angels has clear guidelines on the identification, use and storage of dangerous products, plants and objects. This policy aims to protect the employee, children, families and visitors from the risks associated with chemical products, medicines, other dangerous substances and dangerous equipment used in the school’s outdoor and indoor environments.

### **BITING**

Biting is unfortunately not unexpected behavior for the younger aged. Some children communicate through this behavior. However, biting can be harmful to other children and to staff. As a school, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

If the biting becomes excessive and the daycares skills have been exhausted, the school has the right to discharge the student. Please note, many measures will be taken prior to help the student prior to it getting to this.

## **POTTY TRAINING**

Lisa's little angels believes there are two steps to potty training or toilet learning. These stages are:

1. Toilet trained: This is the first stage towards becoming toilet learned or potty trained. The child is capable of using the toilet BUT it is the adult who gets the child to the bathroom on time by putting the child on the toilet at certain times or on a schedule. At this stage, the child often needs assistance with the whole toileting process, and this includes pulling pants up and down. Accidents occur frequently in this stage.
2. Toilet learned (learning) or potty training: The child is not only capable of using the toilet BUT has the developmental ability to express the need to go (both urine and bowel movement). In this stage, the child will demonstrate all or most of the readiness signs as listed below. Accidents occur, but very infrequently in this stage.

### **Verbal Stages of Potty-Training Readiness:**

1. Basic verbal skills – the child is able to speak in three-to-four-word sentences.
2. The child tells you when he or she has wet his/her diaper (recognizes he or she is wet).
3. The child tells you when he or she is wetting his/her diaper (recognizes the sensation of wetting a diaper).
4. The child tells you that he or she needs to go to the bathroom (can control self and go to use the toilet).

### **Physical and Psychological Signs of Potty-Training Readiness:**

1. Child stays dry for a long time – able to hold their urines or bowel movements.
2. Has bowel movements at regular times. The child chooses when to have a bowel movement.
3. Adult can recognize when the child is having a bowel movement.
4. The child can undress and pull up their own clothing/pants.
5. Child initiates using the toilet and asks to wear underwear. This is also a sign of wanting to be independent, which is very important.
6. Emotionally ready and open to learning.
7. Can follow three to four step instructions. This is critical to learning to pee, wipe, flush, and wash hands.

Potty training should be a positive experience for everyone involved. It should only take a short period of time when your child is truly ready. Problems arise when adults (parents and caregivers) do not pay attention to the child's lack of readiness. There is no right or wrong age to potty train a child. It should only be determined on an individual basis, much like learning to walk. No two children will potty train in exactly the same time frame or even in the same manner.

It is the belief of Lisa's little angels that potty training or toilet learning should begin at home with the child's parents or caregivers and at a time when there are not a lot of changes in the child's life. Life must be fairly stress free during this time for the child. We will assist your child in becoming potty trained once the signs of readiness found in the potty-training readiness information page, have been observed by the parents, as well as the classroom teacher.

**We request that the following guidelines are followed when children are potty training or wearing underwear at school:**

1. Your child **MUST** wear loose fitting clothing that are easy for the child to pull up or down.
2. **NO** overalls, pants that require the use of a belt, t-shirts with snaps between the legs, or pants with snaps and zippers that the child cannot get in and out of.

3. A change of clothing, underwear, and socks that are kept in your child's locker in case of accidents. Please be sure to change out the clothes when the weather changes.
4. Bring an extra pair of shoes if available. These can get wet too,
5. Training pants (the thick 5-layer underwear) if available.
6. If your child is male, inform the caregiver if your son will be sitting or standing. This really should be determined right from the beginning of the potty-training process. It is recommended that boys first learn to sit and pee in the potty and once they are consistent then can be taught to stand and go. This will also lessen problems with learning to put BM's in the toilet and will also avoid constipation issues.
7. Keep a small supply of Pull-Ups available at school until the child has shown naptime dryness for a week. Your child will be in a Pull-Up during naptime until he or she has shown that they can stay dry for that time.
8. We do not rinse out or wash soiled clothing so any clothing that becomes soiled during the day will need to go home that afternoon. Your child's teacher will place them in a plastic bag and will put them on your child's locker.

If your child is of age to enroll in the Preschool Class, please note that they must be potty trained before being enrolled in this classroom.

### **TRANSITIONING A STUDENT TO THE NEXT AGE GROUP**

Students will transition to the next age group when they are age appropriate, there is space available and all parties including parents, teachers and administration agree it is the right time for the child. We transition our students to the next age group in chronological age to make it fair for everyone.

Most transitions occur at the start of the new school year, which is in September, but some may be able to occur during the school year if a space becomes open.

Lisa's little angels transitioning schedule is based off of how the students reacts to the new environment. On the first day, one of the student's current teachers will walk the student over to explore their new classroom, see their new friends and meet their new teachers. The second day, the student will be walked to the next classroom by the same teacher but will have more time to explore on their own. If the child does well, the teacher will observe and allow for more time in their new classroom. If we see the child is having a hard time, they will be taken back to their current classroom and discuss how exciting it was in their new classroom. The next day the teacher will walk the student over again to see any progress. This will continue until the child is in a place where their current teacher is no longer needed by their side in their new classroom, and they feel comfortable and positive!

Parents will be notified with detailed messages through the school's app on the students' progress. We believe that slow and steady wins this race, and positive energy by both the new and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

### **SCREENS AND MEDIA**

The use of visual media, such as television, films, and videotapes, shall be limited to developmentally appropriate programming. Media may be used as a special event, or to achieve a specific goal, but not be used as a regular daily routine. TV, video, internet, or DVD viewing shall not be allowed during meal or snack time.

The director must approve all videos, and all screen time must be related to educational programming developed by the center

### **ATTIRE FOR CHILDREN**

Uniforms are required: Monday- Thursday Khaki bottoms and collared shirts  
Fridays: Lisa's little angels shirts and appropriate jeans.

### **SPECIAL EVENTS**

Lisa's little angels hosts special events throughout the school year as an opportunity for our families to get together with our staff and have a wonderful time. You will be notified through email, 3 weeks prior to the event. Please note, alcohol and smoking are prohibited.

Your participation in these events bring a feeling of consecutiveness and collaboration at our school!



## **ASSESSMENTS, OBSERVATIONS, EVALUATUTIONS**

### **ASSESSMENTS AT LISA'S LITTLE ANGELS**

Lisa's little angels reserves the right to conduct developmental assessments of children's growth and progress, to determine appropriate placements and programming.

### **PROFESSIONAL EVALUATIONS**

Lisa's little angels may ask parents to share professional evaluations when necessary to determine how best to meet the needs of their child. This information helps us to provide the best care possible for your child's unique growth and development.

### **PARENT AND TEACHER CONFERENCES**

Parent-Teacher conferences occur multiple times during the year. These meetings provide parents with insight into their child's growth and development while enrolled at the school, and insight into what parents can do at home to support what is occurring at school. PTC's also provide a chance for the teacher and the parents to form a more personal relationship to ensure the school is meeting the family's standards and so that the teacher can understand the family setting the child has outside of the school's doors.

Parents will be aware of their schedule Parent Teacher Conference Time one month prior to the scheduled meeting.

## **EMERGENCY PREPARDNESS**

### **EMERGENCY CONSENT FORMS**

Emergency consent forms are completed by the parents or guardians upon enrolling their child(ren) at the center. A copy of these forms is located in every classroom, and always available on the school app.

### **EMERGENCY HANDBOOK ONSITE**

has an emergency procedure handbook created to define policies and protocols in emergency situations. This handbook is reviewed often, and all staff upon hire will be trained

## **EMERGENCY PROCEDURES**

### **IMMEDIATE MEDICAL ATTENTION**

If a child or a staff member receives an injury while at school, an accident report is completed. The report includes information regarding the time and date of the injury, what happened, how it was treated, and a signature of the witnessing teacher. This report is provided to parents before the child leaves the center and is also recorded in the center's medical logbook.

### **FIRE**



Infants will be placed in cribs and wheeled out of the school  
Toddlers will be walked out of the building using a walking rope with 1 teacher on each end  
Pre-schoolers will be walked out of the school  
Afterschoolers will be walked out of the school  
All staff and students will meet at New GAILEE Missionary Baptist church 2728 Stalcup Rd,  
Fort Worth Tx, 76119

**TORNADO**

All students will meet in designated meeting spot in accordance to their evacuation plan

- We \_\_\_\_\_ the parents of \_\_\_\_\_ have received a copy of the Lisa's Little Angels Parent Handbook.
- I agree and understand the policies and procedures listed in this handbook and will comply with the school's rule and regulations.
- I understand that this policies and procedures listed in this handbook are subject to change to reflect the needs of the program.
- I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to handbook.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**