



# LITTLE LIFE ACADEMY

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Dear Family,

Welcome to Little Life Academy! We are a Christian preschool program for children with full-time and part-time positions available. Little Life Academy is designed with the vision of developing oaks of righteousness in our children. Our heart is to minister to young children in their earliest, formative years through early childhood education while nurturing Christian principles. LLA values children and comes alongside parents to help equip children spiritually, academically, socially, and physically. Offering a loving, structured, and safe atmosphere, we encourage and empower families through faith, academics and child centered learning.

Throughout a child's time with us they will experience spiritual prompting through the intentionality of our team focusing on spiritual, physical, social emotional and academic growth. We will aid in the development of their spiritual growth by building a biblical foundation via Bible stories, scripture reading and lessons with activities. We are sowing the seeds of the Spirit by modeling reliance on God through the teachings of Jesus and by promoting a spirit of thankfulness through prayer and acts of appreciation.

Little Life Academy invests in children academically and strives to lay the building blocks of learning that will prepare them to be confident and successful in kindergarten and beyond. LLA will encourage academic growth by creating a consistent, safe, loving and edifying environment. We integrate age-appropriate concepts and skills through developmentally appropriate practices and introducing problem-solving skills.

The following handbook contains various information we hope you will find helpful regarding our policies and procedures as well as give you more information on what takes place during the week. Little Life Academy requests you read the handbook to familiarize yourself with our policies and procedures.

We are honored you have chosen to entrust Little Life with your precious child. We embrace the fact that children are God's gift to us. Our prayer is that you as well as your child will know how much you are loved by the Lord Jesus Christ and that you have a great preschool experience with many fond memories.

We are here for you, so please contact Little Life Academy Staff at any time with questions and concerns. We look forward to serving your family this school year.

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## Philosophy

Little Life Academy is designed to minister to young children through quality early childhood education while nurturing Christian values and equipping children spiritually, academically, socially, and physically. Offering a loving, structured and safe atmosphere, Little Life Academy will encourage and empower families through faith, academics and child-centered learning.

Little Life Academy will promote spiritual development by:

- Integrating Fruits of the Spirit (Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self-Control)
- Building a foundation of Biblical stories and scriptures through activities and lessons
- Teaching children a spirit of thankfulness through prayer and worship
- Displaying love and affection

Little Life Academy will promote physical development skills by:

- Integrating developmentally appropriate fine and gross motor skills
- Protecting their health and safety
- Planning rest and relaxation
- Providing one full hour of opportunity for the children to engage in physical & gross motor activity per day.

Little Life Academy will promote social development skills by:

- Group participation and creative play activities
- Interacting with adults and peers
- Encouraging self-control, self-expression, & self-concept skills
- Encouraging safe and appropriate use of materials
- Displaying love and affection
- Encouraging independence

Little Life Academy will promote academic development by:

- Integrating age-appropriate concepts and skills through developmentally appropriate practices
- Encouraging and supporting children in problem-solving
- Supporting new and emerging skills
- Strategically teaching children according to the state benchmarks to ensure each child receives a well-rounded and complete early childhood education using a curriculum developed by Little Life Academy as well as supplementary curriculum to enhance learning

## Policies, Practices, & Procedures

### Child Enrollment

Little Life Academy accepts all children. Matthew 19:14 says, "Let HIS children come!" We value children as individuals, just as Christ values each individual, showing no discrimination. All children enrolled in the program attend on a regular basis. Drop in care is only offered for currently enrolled students when space is available and an additional daily fee will apply. In order to hold a position for your child, parents are asked to pay the registration fee up front. Grouping of children is determined by the administrative staff according to your child's age and level of development. Children will be assigned to classes according to age, but may be transferred to other groups for their individual needs.

### Non-Discrimination Policy

No person shall, on the basis of discrimination, be denied the benefits of or the activities of Little Life Academy. The facility cannot and will not discriminate for reasons of race, color, national origin, sex, or disability. There is to be no discrimination in admission policy, meal service, or use of facility.

### Special Needs

Little Life Academy will accept any child whose needs can be met in the childcare setting, provided that space is available in the program. In all cases, the child must be able to participate to some degree and substantially benefit from the program without risk to him/her or to the other children. This must be accomplished without fundamentally altering the nature of the program or resulting in an undue financial and administrative burden on LLA.

### Arrival Policies

During the first week of school, Little Life Academy welcomes parents to walk-in their child. Parents are to sign their children in and walk their child to his or her designated class. After the first week of school, Little Life Academy encourages parents to "Drop Off." "Drop Off" is our "optional" arrival system where you will bring your child to the LLA doors and a staff member will assist in bringing your child from the doors to their classroom. This system is offered from open – 8:30am. You will still be responsible for checking your child in. Should you choose to walk your child into class every day, you are welcome to do so. Parents are asked to notify the school if their child will arrive after 9:00 a.m.

### Departure Policies

Parents are expected to arrive in time to gather all of their child's possessions that will be going home with them and leave the school by your child's designated check-out time. If parents wish to stay and observe, talk to other parents, etc., they should allow extra time before closing time. This policy allows teachers to prepare the room for the next day and leave the school on time. Any arrangements other than those stated above must be authorized by the Little Life Academy Director, with only emergencies and extreme hardship taken into consideration. All children must be picked up directly from their classroom, by the parent or authorized person. Children will only be released to individuals listed in their Brightwheel account under the approved pick up list and each authorized person must also provide their own Brightwheel security code. Their driver's license must be presented to a Little Life Academy staff member upon request.

### Sign-In and Out

You are required by the Arkansas State Licensing Department to sign your child in and out each day. Little Life Academy uses the Brightwheel application to keep track of child attendance. Each day upon drop off, you are required to enter your individual code with any special instructions, such as a health check, and then add your signature. When picking your child up, you are required to enter your individual code and then provide your signature in order to check your child out. Please be prepared to present your ID to staff each day upon pick up if requested. Each parent and authorized pick up

person must download the Brightwheel application and set up their own account in order to receive their specific security code. Code sharing is not permitted.

### Absences

Any time a child will be absent, parents are asked to notify the school as soon as possible. If your child has a contagious illness, please notify the Director, so that other parents can be notified if necessary. Advance notice when your child is absent allows the staff to better plan for the day. The full amount of monthly fees will be charged regardless of absences. We also reserve the right to consolidate classrooms at times during the year when attendance is low.

### School Closings

Little Life Academy bases our calendar off of the local public school calendar . There are no refunds or credits for absences, sickness, mishaps, inclement weather or holidays. Each LLA campus will make and distribute their specific calendar with closings listed and the calendars will also be posted on our website: [www.littlelifeacademy.com](http://www.littlelifeacademy.com). We will let you know in advance of any additional closings when possible.

### Weather Related Closings

Little Life Academy will announce via Brightwheel should we deem it necessary to close early or close for the day for inclement weather. If we close early, parents are requested to pick up their child immediately.

### Parental Involvement and Volunteer Policies

Parental involvement is a major component of Little Life Academy. Little Life Academy encourages parental participation to ensure the best possible educational experiences for your child. If you are interested in participating in the classroom as a volunteer or helping Little Life Academy during special events, please let us know. Volunteers are encouraged to participate in classroom activities throughout the year. We cannot discount monthly tuition for your child in exchange for these volunteer opportunities. We will have opportunities for you to come in and do story time, to provide classroom snacks and other enrichment activities. A volunteer will be defined as a person who helps with classroom activities and projects but is not considered as staff or counted in staff/child ratio. They are not given disciplinary control over children. A volunteer must be 18 years or older. We will run a state-issued background check for each consistent volunteer, and they must provide personal references. An exception shall be given to parents who volunteer to assist in special events, or on an occasional basis.

### Communication between Parents and the School

All communication with parents will go through the app LLA utilizes called Brightwheel. Upon enrollment it is imperative that all parents and authorized pickup individuals download and sign up for Brightwheel. We will keep you updated on your child's day in real time as well as individual communication through the messaging portion of the app. The weekly newsletter will be uploaded on Brightwheel. Please keep the profile section for your child up to date throughout the year as that is how we will reach you in case of an emergency.

### Staff and Child Ratios per Arkansas DHS Minimum Licensing Requirements

0 – 12 months:	1 teacher per 4 children
12 – 18 months:	1 teacher per 5 children
18 – 36 months:	1 teacher per 8 children
3 – 4 years:	1 teacher per 12 children
4 – 5 years:	1 teacher per 15 children
School age (summer only):	1 teacher per 18 children

### Staff

The Little Life Academy Director is responsible for overall management of the program and will hire staff. The LLA Administration works closely with parents, teachers, and church staff to ensure the needs of children and families we serve are met. The LLA Administration also coordinates with appropriate agencies in meeting licensing and accreditation requirements. In addition, Little Life Academy staff plans and coordinates the daily enrichment activities and is responsible for in-service training and on-the-job staff development. All staff will undergo Criminal Record, Child Maltreatment and FBI background checks per DHS Minimum Licensing Requirements. Little Life Academy also requires all staff to complete Mandated Reporter training and MinistrySafe training, which is a sexual abuse awareness program.

### Suspected Child Abuse and Neglect

Every employee is mandated by the state statute to report any cases of suspected child abuse or neglect. Such a report is not a statement of blame; it is simply a statement that will result in an investigation by the proper authorities. In the event that the Department of Human Services carries out an investigation of child abuse, Little Life Academy and its staff will cooperate fully with investigators. All workers must be and are screened by the State of Arkansas for abuse and criminal records. The Child Maltreatment Hotline number is 1-800-482-5964. Children may be subject to interviews by licensing staff, child maltreatment investigators or law enforcement officials to determine licensing compliance or for investigative purposes without parental notice or consent.

## LLA Emergency Preparedness Plan

In an effort to keep our children safe at all times we have developed an emergency plan for our center. This plan will be placed in all classroom emergency backpacks, as well as the office. This manual will be used to train staff during their employee orientation. The type of disasters that could happen in this area are:

- Earthquake
- Windstorm
- Tornados
- Loss of Utilities
- Chemical Release
- Flooding
- Fire
- Natural Gas Leak
- Missing Child
- Intruder
- COVID

Little Life Academy has an action plan for each of these listed emergencies. Two evacuation locations have been established and each staff member will be trained on these procedures.

### Evacuation to Unknown Locations

If LLA needs to close, you will be made aware via Brightwheel. If evacuation to an offsite shelter is necessary, the following procedures are in place:

1. Get the children to safety and have them all accounted for
2. Post a sign on the front door of the facility

3. Send out an alert message using Brightwheel application

Should children have to be evacuated to a location that cannot be reached on foot; they will be transported with a Little Life Academy staff member in one of the following ways:

1. New Life Church and/or Little Life Academy personal vehicles
2. Police/Fire department vehicles

### Earthquake

All persons including adults will be instructed to DROP, COVER, AND HOLD as soon as the shaking starts. As soon as the shaking stops, we will evacuate and conduct a basic damage assessment of the facility. Evacuation will be done in an orderly fashion. If the building is found to be unstable, we will evacuate to our designated off-site evacuation location. If that facility is not safe, we will then follow the procedure listed under Evacuation to an unknown location.

Injuries will be dealt with by an LLA/NLC employee. If the injuries are severe and the decision is made not to move the victim, a staff person will be assigned to monitor the child until professional help can arrive.

The Director will make an assessment for the next step. This decision will be based on present danger, weather, as well as any other factors.

LLA issued emergency backpacks will be brought out by each classroom teacher. The Director as well as other staff members will take their cell phones outside which will enable them to contact parents, provided cell towers are functioning. Sample Brightwheel messages and/or door signs like these may be sent out and posted for parents:

"We are all safe; no one is hurt. We have evacuated the building to check for structural damage. Please pick up your child at (specific time), (as soon as you are able) (immediately)."

OR

"We are all safe; no one is hurt. We have checked the building for safety. We are now spending time reassuring the children that everything is ok. Please pick up your child at (time and location)."

### Windstorm/Winter Storm

This type of disaster is usually forecasted and not a surprise.

The children will be brought inside and taken to our designated emergency areas. These rooms are the safest place in the facility because they have no windows or a direct wall to the outside.

If the power goes out refer to the power outage section of the plan.

Should evacuation of the preschool be indicated, a staff member will go out and make sure the evacuation route and meeting point is safe.

We will monitor radio and weather forecasts as often as possible. If the phones go out, we will check our cellular phones to see if they are operational.

Parents have been informed that if Little Life Academy needs to close due to inclement weather, then they will receive a message via Brightwheel.



During a snowstorm, if snow accumulations increase rapidly, parents will be informed of road conditions in our area and will be asked to pick their children up.

### Tornado Watch or Warning

- The facility director or designee will advise all staff of the weather conditions that are approaching.
- The facility director or designee will monitor online radars and/or weather radio. Outdoor activities will cease to ensure they are positioned to access our designated tornado room as quickly as possible.
- The children will be brought inside and taken to the designated emergency areas. These rooms are the safest place in the facility because they have no windows or a direct wall to the outside.
- The facility Director or designee will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call 911 to report it.

Should our facility be struck or damaged during a tornado, the following procedures will be followed:

- If threats of severe weather are still a risk, the Director will examine the damage done to the building and search the facility for the safest area. The Director would then cut off the building's gas and power source.
- The Director would then return to where the children are and lead them to the safest part of the building.
- If our cell phones are working, parents will be called to come and pick up their children. If not, we will stay in the safest location until help arrives or parents arrive to pick up their children.

### Loss of Utilities

Loss of electricity is likely in many disaster situations. We have planned ahead and are prepared to minimize disruption to the school. There are emergency lights that come on when the power goes out. We are also equipped with flashlights and extra batteries inside of the Emergency backpacks located in each classroom.

If the loss of power is due to inclement weather, the children will be taken to the designated emergency areas. Emergency lights are located in this classroom so they will not be in complete darkness.

If the power outage is caused by non-weather-related reasons the children may be taken to the Little Life Academy hallway or a classroom with windows in order to provide more adequate lighting.

If a power outage is predicted to be out for more than 45 minutes, a mass message will be sent out via Brightwheel. One teacher in each classroom will need to take their classroom parent contact sheet and notify each parent that there is a power outage. Parents will be instructed to come and pick up their child immediately.

It is also possible that cell phones could be inoperable for a period of time. Should this occur we will stay in our designated area until parents can be reached. Snacks and drinks will be provided, as well as activities to help entertain the children.

### Chemical Release

Hazardous chemicals can be released from industrial plants or transportation vehicles such as tanker trucks or cargo train cars. If our facility is threatened by a hazardous chemical release, we may be told by law enforcement or fire officials to evacuate or shelter-in-place. If we need shelter-in-place, we will

notify parents via Brightwheel that we will not be able to open our doors to allow their children out of the facility. We will tell parents that we will contact them once the shelter-in-place order is all clear and it is safe for parents to pick-up their children.

If we are unable to reach our parents, a note will be placed on the front door or window explaining that we were ordered to shelter-in-place. The note will also include that the parents are to get in their car and leave the area. We will contact parents as soon as it is safe for them to pick up their children.

### Shelter-in-Place Procedures

- Move quickly and calmly to the designated inside evacuation area. These rooms are the safest places in the facility because they have no windows nor do they have a direct wall to the outside.
- Stay inside.
- Close all windows and outside doors.
- Turn off ventilation systems including fans, heating and air conditioners.
- Bring your Emergency Backpacks into the room with you.
- If there is danger of explosion, close the window shades, blinds, or curtains. Stay away from windows and other outside openings.
- Seal room so contaminants cannot enter. Roll a towel or sheet and place it in cracks in the doors.
- When the all clear is given, open all doors and windows; go outside until the building is well ventilated.

If Law Enforcement officials require us to evacuate the premises and we must go further than our designated meeting spot we will then follow the procedures listed under Evacuation to Unknown Location.

### Flooding

Heavy rains can cause flooding. If our facility is threatened by flooding, we may be ordered by law enforcement or fire officials to evacuate.

If the evacuation location is different from that of our designated location, the procedures listed under Evacuations to Unknown Location will be followed.

### Fire

Upon first sign of a fire, 911 will be called. Evacuation is the highest priority. Only after everyone is safely out of the childcare facility, should extinguishing small fires be considered.

Everyone will follow the Emergency exit plan that is located on the emergency exit doors and follow the procedures that are practiced on a monthly basis. Emergency backpacks will be taken with the teacher upon evacuation of the building.

The Director or Administrator will go through the building checking all classrooms and bathrooms to ensure that no child has been left behind or is hiding. Attendance will be taken at the meeting point to ensure all children and staff are safely evacuated. All staff members have been oriented to the fire extinguishers locations and how to use them.

If there is danger of a wildland fire, we may be ordered to evacuate to a safer location. If the evacuation location given by emergency officials is different from that of our designated location, the procedures listed under Evacuations to Unknown Location will be followed. Before leaving the facility, attendance will be taken to ensure that no one is left behind.

### Natural Gas Leak

Upon first sign of a natural gas leak, 911 will be called. Evacuation is the highest priority.

Everyone will follow the Emergency exit plan that is located on the emergency exit doors and follow the procedures that are practiced on a monthly basis. Emergency backpacks will be taken with the teacher upon evacuation of the building.

The Director or Administrator will go through the building checking all classrooms and bathrooms to ensure that no child has been left behind or is hiding. Attendance will be taken at the meeting point to ensure all children and staff are safely evacuated.

### Missing Child

If a child is not accounted for at any time, the staff member responsible for the child should:

- Search the premises for them. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the facility.
- As one staff member is searching potential hiding spots and immediate outdoor areas for the missing child, another teacher will go get the facility director.
- The staff member will also double-check our Brightwheel attendance record to see if the child has been picked up by their parent or guardian.
- Begin Lock Down procedure. All exits will be monitored by employees letting no one in or out of the facility.
- The staff member responsible for the child will call 911, since he/she will have the best knowledge of what the child was wearing that day. The following information will be needed to give to the authorities:
  - Child's name, age, height, weight, date of birth, and hair color.
  - Child's clothing that he/she was wearing that day, along with any other identifying features.
  - The time at which the child was noticed missing.
  - If child abduction is suspected, were there any suspicious vehicles or persons located around the Child Care facility? If so, what was the appearance of the person or vehicle?
  - The facility director will notify the child's guardians that the child is missing from the facility.
- While the police are en route to the facility, the staff of the Child Care facility will continue to search for the missing child. The staff should look in every cabinet, closet, cubby, and every other location where a child may hide.
- The facility Director will stay on the facility premises at all times, to be the contact person for the police department, as well as the missing child's guardians.
- The facility Director will request that the police activate an Amber alert.

### Intruder

#### EMERGENCY LOCKDOWN PROCEDURES

If it is determined that the safety and health of children and staff are in jeopardy, an announcement will be made to alert the staff of potential danger. The announcement will be made as either "Intruder" OR "lockdown".

In the event of an armed intruder the staff is trained in Intruder/Active Shooter protocol. Specific details about our procedure will not be disclosed to the general public. It will only be known by staff and the Office of Emergency Management.

## Tuition and Other Fees

### Payments and Billing

Tuition payments will be made via the Brightwheel Billing system. Monthly tuition statements will be

available via Brightwheel for review on the 1st of each month and will be automatically drafted on the 15th of each month. We encourage parents to review the statements prior to the 15th to ensure the information is correct. Please report any billing discrepancies to the facility Director as soon as possible to prevent billing errors.

Tuition payments can be set up to draft from either a bank account or a credit card through Brightwheel. Billing fees are as follows: 2.9% for credit card drafts and .60 for bank account drafts and will apply to each individual transaction.

Tuition payments can be made at any time throughout the month as needed, but any outstanding balances on your account will be automatically drafted on the 15th. Billing fees will apply to each individual transaction.

A non-refundable registration fee must be paid at the time the child is enrolled or re-enrolled into the program. All ages must pay a registration fee, once per school year, upon registration and re-registration. (This includes pre-registration and it is the ONLY way we can secure your child's placement in LLA.) All fees will be invoiced via Brightwheel and will reflect on your following month's statement.

Please visit our website at [www.littlelifeacademy.com](http://www.littlelifeacademy.com) for campus specific information on tuition and fees.

#### Sibling Discounts

LLA will continue to offer sibling discounts to parents who have multiple children enrolled in preschool. We will deduct 10% off each sibling's tuition excluding extended care where applicable.

#### Fees and Returned Payments

Should a payment be returned due to insufficient funds a \$25.00 fee will be added to your account. Should this happen you will receive an email via Brightwheel letting you know your account was insufficient. At that time, please update your payment information and resubmit. If the payment declines a second time, you will be charged a \$50.00 fee and the same process will follow. If your payment is declined a third time, dismissal from LLA will be considered. LLA has a "no pay, no stay" policy and there are no refunds or credits for absences, sicknesses, mishaps, weather related closings or holidays.

#### Late Pick Up Fees

A \$2.00 late fee is charged for every minute that a child is picked up after the designated departure time that applies to your enrollment status. The center clock is the time that is logged at arrival and departure time and all fees will be invoiced via Brightwheel and will reflect on your following month's statement.

#### Drop In Care

Little Life Academy provides drop in care for currently enrolled students during normal school hours strictly based on availability. The daily rate will be invoiced to your Brightwheel account and will reflect on your following month's statement.

#### Drop In Extended Care (where available)

Arrangements may be made for your child to stay as a "drop in" for extended care on a reservation basis only and subject to availability. The cost for drop in extended care is \$25.00 per day in addition to regular tuition costs. This will be invoiced via Brightwheel and will reflect on your following month's statement.

### Dismissals

Little Life Academy reserves the right to terminate a child's enrollment if the Director decides it is not in the best interest of the child and/or Little Life Academy to continue enrollment. Childcare may be terminated when the following occurs:

- Parent gives false or incomplete information about enrollment requirements.
- Continued enrollment of the child becomes hazardous to the health or safety of the teachers or the other children.
- Parent fails to pay tuition.
- Parent fails to have child immunized according to Little Life Academy regulations and does not have a waiver.
- Parental abuse of the policies and procedures.
- Parents using offensive language or harassing staff.
- Parental abuse of the late pick-up policy.
- Reasons of non-cooperation
- Inability to adjust to program guidelines
- Other situations where the Director deems it necessary

### Withdrawals

Should a parent decide to withdraw a child voluntarily, a two-week written notice is required. The account must be current and paid in full at the time of withdrawal. In the event that a two-week notice is not given, parents will still be charged and required to pay for 2 weeks of tuition. If a child is voluntarily withdrawn and the parents decide to re-enroll the child, the child will be put at the bottom of the waiting list, and a new registration fee must be paid. Spaces will not be held for children who are dropped for the last month of school in May and wish to re-enroll in the fall. You must be enrolled for the entire spring semester to be eligible to have first choice of positions for Fall enrollment. If you have withdrawn your child or your child has been dropped from the program, all prior balances must be paid in full before you can again be re-enrolled. This includes balances due to bankruptcy.

## Health and Safety

### Food Allergies

Little Life Academy is not an "allergy-free" environment; however, we take precautions to protect those within our program with nut and other allergies. Please inform Little Life Academy Administration and staff regarding allergies and concerns. Parents are asked to provide food substitutions for all allergies related to food. Food allergies are taken on a case by case basis. Cases that are severe and/or require medical attention will require parents to provide documentation and training on how to handle the situation. Exclusion of certain food items from a classroom/program will only be enforced with medical documentation provided by the child's health care provider.

### Immunizations

State licensing requires that all children upon their fourth birthday receive their kindergarten immunizations. Up-to-date immunizations are required by Arkansas Law and by the Arkansas Department of Health for all children who attend a childcare facility. Immunizations not only protect your child, but also protect younger children in the school (who are not old enough for certain immunizations) from being exposed to a disease that your child could carry. A child will not be allowed to enter Little Life Academy without an immunization record, showing the child to be up-to-date or to be currently in the process of receiving immunizations due, or an exemption letter from their doctor. After enrollment, when a child receives an immunization, the parent must bring the immunization record to the Director so that a copy can be made. Failure to obtain required immunizations as they are due is grounds for dismissal from the program.

### Recommended Immunization Schedule

A subcommittee of the American Academy of Pediatrics and the American Academy of Family Physicians, called the Advisory Committee on Immunization Practices, has established the Recommended Childhood Immunization Schedule for the United States for 2002:

- Hepatitis B #1 – 3 to 4 months
- Hepatitis B #2 – 5 to 6 months
- Hepatitis B #3 – 6 to 18 months
- Diphtheria, Tetanus, acellular Pertussis (DTaP) #1 – 3 to 4 months
- DTaP #2 – 5 to 6 months
- DTaP #3 – 7 to 18 months
- DTaP #4 – 19 to 48 months
- DTaP #5 – 4 to 6 years
- H. influenza type b (Hib) #1 – 3 to 4 months
- Hib #2 – 5 to 6 months
- Hib #3 – 7 to 15 months
- Hib #4 – 16 months to 6 years
- Inactivated Polio #1 – 3 to 4 months
- Inactivated Polio #2 – 5 to 18 months
- Inactivated Polio #3 – 19 to 48 months
- Inactivated Polio #4 – 4 to 6 years
- Measles , mumps, and rubella (MMR) #1 – 13 to 48 months
- MMR #2 -- 4 to 6 years
- Varicella Zoster Virus Vaccine (chickenpox) – 13 months to 6 years
- Pneumococcal conjugate vaccine #1 – 3 to 4 months
- Pneumococcal conjugate vaccine #2 – 5 to 6 months
- Pneumococcal conjugate vaccine #3 – 7 to 15 months
- Pneumococcal conjugate vaccine #4 – 16 months to 6 years
- Hepatitis A #1 – 2 years or older (in selected areas/situations)
- Hepatitis A #2 – 6 to 12 months after Hepatitis A #1 (in selected areas/situations)
- Influenza – Annually for children older than 6 months with certain risk factors.
  - May also be given to all others wishing immunity. Children under 9 receiving influenza immunization for the first time require 2 doses, 4 weeks apart.
- Meningococcal vaccine – 2 or older in high risk groups.

Other vaccines may be prescribed by your pediatrician based on risk factors. If you will be traveling outside the country, contact your physician regarding special vaccines that are recommended for the area in which you will be traveling. Any dose not given at the recommended age should be given as a "catch-up" immunization at any subsequent visit when indicated and feasible.

### Daily Health Check

Each morning upon drop-off, you are required to sign in via Brightwheel, as mentioned in the Sign In-Out section previously. As you sign in, you are presented with the opportunity to add comments. Under this comment section is where any pertinent health information about your child should be documented. This information should include but is not limited to such things as colds, bumps, bruises, scrapes, etc.. If they are healthy, you may write, "good" or "healthy". Health related observations will be made throughout the day by the child's teachers. Questions may be asked of the parent concerning any unusual observations of the child in general. If unusual or unexplained bruises or injuries are present, it may be documented by the staff. The child will not be allowed to stay if fever, diarrhea or a possible contagious rash is present. When an antibiotic is prescribed for infection, doctors recommend that the child take the antibiotic for 24 hours before returning to the center. Little Life Academy will follow that guideline unless the parent brings a statement from the physician

stating that the child can return sooner. Such a statement will be accepted only when no signs of illness exist. If an antibiotic is needed less than three times per day, all doses should be administered at home. Allergies should be noted on the medical form by the physician. Teachers will be alert throughout the day for possible signs of illness.

### Medication

Parents are required to supply the requested information each day that the child is to receive any medication while at the center. Prescription medicine will be given only with written permission from the parent on the medication request form. All instructions for medications must be written on the medicine request form in order to be administered. If someone other than the parent brings medicine for a child, the medicine has to be accompanied by signed documentation from the parent, authorizing the medication to be used and include all information required on the medication chart. The Medicine Request form must also be signed by the person bringing the medication. Medicine will remain in a locked area at all times. When medication is given to the child, the date, time, dosage, and the staff member's signature are recorded on the medication form. All medication must remain in the original container indicating the child's name, type, date of prescribed medication, amount and times of dosage. Over the counter medication may not be given unless it is in its original container accompanied by a signed Medicine Request form. The only exception to this rule is if the child's life is in immediate danger. Tylenol will be given if your child's temperature is over 104 degrees Fahrenheit. Benadryl will be given if a child is having some type of severe allergic reaction that could be life threatening. Please do not leave any medication in a child's cubby or backpack. You must physically give it to your child's teacher or administrative staff. Advance arrangements should be made for the care of a child when the child is sick if the parent will be unable to stay home with the child.

### Sick Policy

If uncertain about bringing your child, parents should call the Director early in the day to report an absence or to ask about symptoms of illness if uncertain about bringing the child. A call may prevent an unnecessary trip to Little Life Academy, because sick children will not be allowed to stay. If a parent is contacted to pick up an ill child, promptness is expected. The child's data sheet must always have up-to-date information so that the staff will be able to find the parent in the event that the child becomes ill. Please keep us informed of any changes including: class schedules, employment information, change of address, change of phone number, etc. Parents should keep a child home if any of the following conditions exist:

1. Fever: (at present or within the last 24/48 hours) A child cannot be at Little Life Academy while taking Tylenol or another fever reducing medication in order to maintain a normal temperature. A child will be sent home if the temperature is at or above 100 degrees/auxillary and they are exhibiting symptoms of an illness, have behavioral changes or are in pain. If other symptoms exist, a child may be sent home with a lower temperature than those stated above. If fever is suspected at the time of arrival, the parent will be asked to wait for a thermometer reading before leaving the child. Please understand these policies are in place to protect your child, rather than to create a hardship on anyone. A child sent home with any illness will not be able to return to the center for 24 to 48 hours depending on the type of illness. This means that if a child is sent home during the day, he/she may not return the next morning. They must wait until the 24/48 hour period has passed or provide a doctor's note stating that the child may return to school and is not contagious.
2. Diarrhea: Three (3) or more watery stools in a 24-hour period.
3. Vomiting: Vomiting on two or more occasions within the past 24-hour period
4. Difficult or Rapid Breathing
5. Severe Coughing
6. Skin Conditions: which have not been diagnosed as non-contagious by a physician, including but not limited to:
  - A. Yellow (jaundiced) eyes or skin

- B. Contagious stages of chickenpox, measles, mumps, or rubella
  - C. Untreated scabies or head lice
  - D. Untreated impetigo
7. Red Swollen Eye(s): w/ white or yellow discharge (until on antibiotics for at least 24 hours or until physician releases)
  8. Severe Coughing: episodes of coughing which may lead to gagging, vomiting, or difficulty breathing
  9. Multiple Sores: inside mouth with drooling: Student must bring a physician's note indicating they are non-infectious.
  10. Ring Worm: a fungal infection of scalp or skin; may return after evaluation and under physician's care and treatment.

A child should be kept at home if he/she is ill enough for any reason to need one-to-one care or too ill to go outside (See Outdoor Play Policy).

#### Head Lice Policy

We have a "no nit" policy. If head lice or nits are found on your child, you will be called to pick up your child. The child will be checked upon their return to Little Life Academy and may stay if "nit free".

#### Emergency Medical Care

Little Life Academy Administration will determine if a child requires emergency medical care. The child's parents will be called for instructions. If the parent is unavailable, the next person on your child's application will be called until we speak to someone. When necessary, Little Life Academy Staff will call 9-1-1.

#### First Aid

All Little Life Academy staff are required to participate in CPR and First Aid training. Close supervision is required at all times. In the event of an accident, the appropriate first aid measures will be taken. An incident/accident report will be completed by the teacher who witnessed the injury. Parents may be called or notified during departure procedures. They will also receive a copy of the incident report. All names are kept confidential.

#### Cleaning Policies

All of the classrooms are cleaned thoroughly each day. Cleaning procedures include sanitizing toys and furniture throughout the day and at the end of the day. Sweeping and mopping as well as cleaning/ sanitizing the bathrooms will occur during nap time and at the end of each day. All toys are sprayed with a grade of disinfectant that has been approved by the Health Department, to kill most common viral germs throughout the day. Some classes may seem "messy", with toys on the floor, but this is evidence that children are learning through enriched play activities and a minimum amount of "mess" is okay. All children are encouraged to help clean up toys at the appropriate times during the day.

#### Hand washing

We do our best to prevent viral germs and illnesses from spreading by being proactive with our health and sickness policies, as well as frequent hand washing and disinfecting. Each child, parent and teachers must wash their hands upon entering or reentering the classroom, before and after eating or toileting/diaper changes, touching the trash can/ floor and other times as needed.

#### Daily Curriculum and Special Activities

Each family will receive a copy of a classroom schedule. The schedule includes large group, small group, Bible, outdoor play, bathroom/diapering, 30 minutes of vigorous activity, and meal times to



promote developmentally appropriate practices. Little Life Academy uses Creative Curriculum for all ages supplemented with Bible and Bible related activities as well as a specialized handwriting curriculum for preschool age children. All children enrolled in Little Life Academy have the option to participate in program enrichment activities.

### Rest time

Little Life Academy will have a rest time for children of all ages for a one hour minimum/two hour maximum as mandated by DHS MLR. Children will sleep on child nap mats or appropriate infant cribs during our scheduled rest time. Due to DHS standards we must have a specific type of mat. Therefore, LLA will order and have in stock a mat for each student. Each campus will determine the method of payment for the provided mat. Mats will only be charged once per enrollment period.

All parents are to bring a small blanket and/or child size washable pillow. All personal linens will be sent home on Thursday/Fridays to be laundered and should be returned clean on Monday/Tuesday morning.

### Outdoor Play Policy

The children will go outside every day unless rain or extreme cold prevents them from doing so. In cold weather, the time spent outside is adjusted to the temperature; children will be taken out if at all possible. Please do not request that your child stay inside. Little Life Academy does not have extra staff available to stay in with one child. Fresh air strengthens our immune systems, and outdoor play is an important aspect of the Little Life Academy program. Please think of the child's comfort and possible daily weather changes when you dress your child. It is a licensing policy that children are outside for a total of at least one hour in suitable weather. If weather is above 90 degrees (heat index) or below 32 degrees (wind chill), the scheduled outdoor play time may be moved to a different time of day or shortened.

### Meals

All lunches are to be provided by the parent. Little Life Academy will provide a morning snack and afternoon snack at no additional charge to parents. Milk will be provided for participating campuses. If your child has a milk allergy, the parent will be required to provide their own soy milk or milk alternative.

If you arrive after 9am, you will need to serve your child breakfast or a snack prior to bringing them to class.

All our children sit at a height appropriate table and chairs during meal and snack times. A teacher eats lunch with the children to model proper eating habits. Children are never forced to eat or drink. They are required to keep food at the table. Every child who can drink milk and eat solid foods will be offered all foods on our snack menu. If there is a religious or dietary reason that a child cannot have a certain food, the matter should be discussed with the director.

### Birthdays/Special Occasions

Little Life Academy encourages that each child receive recognition on their birthday. Children are invited to celebrate! This is a very important day for a child and deserves a special time. Parents should contact the child's teacher to work out arrangements such as refreshments. All cakes, cookies and/or cupcakes must be purchased from a licensed, health approved bakery. Unfortunately, no homemade foods are allowed.

### What Items Should Be at Preschool

Little Life Academy requires the following labeled items in your child's cubby if applicable:

- Bag or a backpack

- ALL children will need an extra change of clothing (weather appropriate) kept in their bags at all times; please include a large zip lock sack for soiled garments. If your child is potty training, we ask that 4 sets of clothes be brought each day, as well as an extra pair of shoes.
- Each child will have a folder sent home as needed with your child's work and art. Please check your child's bag for this folder regularly. You may also use it to send letters to your child's Teacher or Director, however regular communication should go through the Brightwheel application.
- Labeled Diapers, sippy cups or other items needed by your child.
- Blanket and/or pillow that can be left at school. All blankets and pillows - MUST be child size.
- Comfort item if needed for rest or nap time.

Little Life Academy encourages 3-5-year olds to have a backpack for practicing and creating responsibility for school. Personal sippy cups should be sent for 1 and 2-year olds and will be sent home daily. Naptime items will be sent home weekly to be laundered. Please label all items. Little Life Academy will not be responsible for lost or stolen items. Please bring only enough items for one day at a time. (Do not bring a package of diapers or wipes, but keep enough for the day in your child's bag.)

### Toilet-Training

When age and developmentally appropriate, Little Life Academy promotes and encourages toilet training. Parents need to notify staff to address communication, routines, and dressing skills. It is very important to have consistency at home and at school. As parents and teachers, we work together with your child's toileting needs. Little Life Academy children will not be scolded or shamed should an accident occur. Extra clothing garments should be labeled and provided by parents. Little Life Academy will assist children in toilet routines and hygiene practices.

### Clothing

Little Life Academy encourages parents to dress children in washable, sturdy clothes that are appropriate for the day's weather and activities. For modesty purposes, please wear shorts or appropriate coverings underneath dresses. Creative crafts and art activities, as well as outdoor play, are planned daily. We do our best to keep clothes clean and stain free, but sometimes learning entails getting a little dirty. Please be gracious when this happens.

### Items brought from home

Little Life Academy encourages children not to bring toys or materials from home unless used in theme, activity, or naptime, and are requested by your child's teacher. Please leave all toys at home. If a toy is brought to school it will be put in your child's backpack for the day. Also, do not allow your child to bring coins or other small items to school, as they are easily swallowed by young children and can cause serious medical problems. Children are never allowed to bring Latex balloons to school. They are known to be potential choking hazards. If your child has a security item, please DO allow your child to bring it to Little Life Academy. Security items are age appropriate for toddlers. We do not force the items on the children, but we do allow the children to give us direction on their needs for security blankets, etc. If possible, please do not bring pacifiers to school for children over 2 years of age.

### Behavior Guidance Policy

Every child is a unique creation of God and no two are alike. Spiritually, emotionally, socially and physically, the children who enter Little Life Academy start at different levels of development. We believe we must work with these children where they are, challenging them to move upward in their relationship with the Lord, as well as in their learning activities.

Little Life Academy has adopted Conscious Discipline as our behavior guidance program. Conscious Discipline is a comprehensive social and emotional classroom management program that empowers both teachers and students to resolve conflict in a more effective way. Based on current brain research, child development information and developmentally appropriate practices, the goal of the program is to provide systemic changes in schools by fostering the emotional intelligence of teachers first and children second.

Conscious Discipline leads teachers through a process that promotes permanent behavioral changes in both teachers' and children. It teaches teachers skills to resolve their internal conflicts and to help them become the person we want the children to become. It teaches the teachers to be compassionate without being permissive and to be firm without being disrespectful.

The 7 basic social skills that Conscious Discipline teaches children are:

1. Anger management
2. Helpfulness, kindness and sharing
3. Assertiveness – learning to stand up for yourself without being physical
4. Impulse control
5. Cooperation
6. Empathy
7. Problem solving

Key Phrases used by staff

- "Be a S.T.A.R"  
Stop  
Take a deep breath  
And  
Relax
- "You did it! You \_\_\_\_\_ so \_\_\_\_\_. That was helpful!"
- "Did you like it when they \_\_\_\_\_? Then tell them I don't like it when you \_\_\_\_\_. Please \_\_\_\_\_."
- "You may \_\_\_\_\_ or \_\_\_\_\_ what is your choice?"
- "You wanted \_\_\_\_\_. So you \_\_\_\_\_. You didn't know what else to do. You may not \_\_\_\_\_ . \_\_\_\_\_ hurts. When you want \_\_\_\_\_, say \_\_\_\_\_."
- "You seem \_\_\_\_\_. Something must have happened."
- You have a choice. You can choose to \_\_\_\_\_ and \_\_\_\_\_, or you can choose to \_\_\_\_\_ and \_\_\_\_\_. I can see by your actions you have chosen to \_\_\_\_\_.
- "My job is to keep you safe, your job is to help keep it safe."
- "You're safe. Breathe with me. You can handle this."
- "You \_\_\_\_\_, so \_\_\_\_\_, That was helpful. Good for you! Way to go! You did it!"
- "Are you being helpful or hurtful? How can we be helpful?"
- Little Life Academy rules for children:  
 In our classroom we have...
  1. Looking Eyes
  2. Listening Ears
  3. Quiet voices
  4. Gentle Hands
  5. Walking Feet

PHYSICAL PUNISHMENT SHALL NEVER BE ADMINISTERED TO THE CHILDREN.

THE ONLY ACCEPTABLE FORM OF DISCIPLINE WITH INFANTS AND TODDLERS UNDER 24 MONTHS IS REDIRECTION.

Guidelines for ages 1 year – 2 years

During this transitional stage between infancy and toddlerhood, these one and two-year olds are simply learning and testing their boundaries. Young children may forget easily and need reminding as well as modeling appropriate behaviors. A child at this age is extremely easy to distract and divert. Time alone procedures are not acceptable for children under two years of age. A brief separation from the group is acceptable when the child's behavior places other children at risk of harm.

All staff are aware that toddlers cannot be expected to share or take turns, but it is gently encouraged. Activities requiring such social competence are used sparingly and only when alternative activities are available. We teach children to share by sharing with them. When we "catch" children sharing or taking turns, we notice the behavior.

Examples of misbehaving are hitting, kicking, pushing, or biting.

Biting Policy

Biting is a common occurrence among toddlers and typically concerns all families involved. As your child's provider, it is our responsibility to protect all of the children in the classroom from injury. If a child bites more than 2 times in 1 day, a parent will be called to pick up their child. After the 2<sup>nd</sup> bite a conference will be set up to discuss the behavior and problem solve. After the 3<sup>rd</sup> bite a 2-day suspension will occur. After the 4<sup>th</sup> bite a week-long suspension will occur and if a child bites more than 5 times in a 30-day time frame, a two-week suspension will occur and dismissal will be considered. LLA reserves the right to amend this policy based on the severity of the behavior/injury.

With biting being a common concern for parents, Little Life Academy has carefully researched its policy concerning biting. The following procedures are followed at Little Life Academy:

First, the victim receives the immediate attention and any necessary first aid. The biting child is dealt with firmly, but kindly and briefly. The child is told that biting hurts and that biting is not allowed at Little Life Academy. Further response or action would depend on the reason for the biting incident:

- A. Some children begin to bite because they imitate the kisses or playful bites of adults.
- B. Parents are warned that such "biting" play may very well encourage their child to bite in the future.
- C. If the biter is biting things, as well as people, and seems to have a need to bite, a substitute object such as a teething item is provided, and the child is told to bite the object anytime he/she wants.
- D. If the biter is verbal and communicates by biting rather than using language to get results, the biter is encouraged to use words instead. Appropriate words should be given to the child who needs them. The teacher can say, "Joe, use your words; say, 'No, that is mine.'"
- E. If a certain child seems to be chosen often as the victim, that child is encouraged to be more assertive. If the child seems to be biting for attention, teachers focus on other times during the day that this child can be given extra attention to meet that need.
- F. If the child is old enough to understand, a calm time is chosen later (such as diaper changing time) to tell the child why we do not want anyone to bite.
- G. Never will a biter be "bitten back." This only provides the child with an inappropriate role model.

The staff at Little Life Academy supervises very closely at all times. Everything possible is done to keep all of the children at Little Life Academy safe and secure. However, just as all toddler falls cannot

be prevented, all bites cannot be prevented. Accident reports are filled out on all bites that leave a mark. If the bite should break the skin, the parent will be notified. If a child is biting repeatedly, the Director will discuss the matter with the parents of the biter to assure that the child is being dealt with in a consistent way. However, the name of the biter is not given to other parents. The child must be protected from any negative reactions from others. Biting is a normal behavior for toddlers, but some people may look at a biter in a negative way. Toddler bites are not intentional. Parents who have further questions about biting are invited to discuss the matter with the Director. Specific questions can be answered and written information is available.

THE LENGTH OF TIME A CHILD IS PLACED IN TIME-OUT SHALL NOT EXCEED ONE-MINUTE PER YEAR OF THE CHILD'S AGE.

Guidelines for Ages 3-5

Discipline takes time, consistency and prayer. It builds character and teaches respect for God and inspires a child to live for Christ. We teach simple classroom rules and are consistent. We always reinforce the rules each day and know that children will mimic what they have seen or heard, so be cautious with your actions.

There are two parts to discipline: preventative and corrective.

Preventative discipline involves:

- Classroom management- all teachers should be prepared, organized, and consistent.
- Communicate effectively- all teachers inform the children what we want them to do. Teachers should give clear directives and redirect when appropriate.
- Notice obedient behavior immediately with phrases such as "You did it! You walked in the classroom. That was helpful."

Corrective discipline includes:

- Maintaining control of the classroom environment.
- Teachers should have a plan of action. This should reinforce expectations and classroom rules.
- Correct a child in a way that will not belittle or embarrass.

Bullying Policy

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by Little Life Academy. Bullying is contrary to the philosophy at Little Life Academy.

The key to promoting positive interactions among young children is teaching them to assert themselves effectively. Children who express their feelings and needs while respecting those of others will be neither victims nor aggressors. Adults must show children that they have the right to make choices -- in which toys they play with, or (within boundaries) what they wear and what they eat. The more children trust and value their own feelings, the more likely they will be to resist peer pressure, to respect warm and caring adults, and to be successful in achieving their personal goals.

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, threat or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- Physical harm to a school employee, a student or damage to the school employee's or student's property;

- Substantial interference with a student’s education or with a school employee’s role in education;
- A hostile educational environment for one (1) or more students or school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment.

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher or the building Director. The report may be made anonymously.

Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the Director. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the Director. The Director shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Please sign below only if you have read the Little Life Academy handbook and agree to abide by its content.

I \_\_\_\_\_, parent of \_\_\_\_\_

have read and agree to abide by Little Life Academy’s policies. I am fully aware that I may contact Little Life Academy’s Director should I have any questions and or concerns.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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