



2022-2023

Parent Handbook

Little Angel Preschool
2035 Columbus Road
Burlington, NJ 08016
(609) 499-0808
www.lcanj.org

Little Angel Preschool

Welcome! We are so glad your family has chosen Little Angel Preschool. We look forward to getting to know you and your child in the school year ahead.

At Little Angel we offer both full-time care and a quality preschool program for your child's overall growth. Our beautiful facility is designed to foster children's love of learning and play. We are a loving, safe environment in which children can develop socially, be challenged academically and are encouraged to express themselves creatively.

At Little Angel we welcome children from all walks of life and backgrounds. We admit students of any race, color, national or ethnic origin. Our commitment in Christian education is to instill that God loves them and they are important to Him. We do not emphasize doctrine, but rather teach lessons and practical life applications in which Biblical principles and morals are used.

We believe that children deserve the best start in life and we are committed and privileged to be a part of their development.

Preschool Hours

We offer full or half day schedules with the option of two through five days per week. (The two day program is not available to children in the PreK-4 class because it does not provide adequate time to prepare for kindergarten.) Our full day schedule is between the hours of 7:00 am to 6:00 pm. The half-day schedule is between the hours of 7:00 am and 12:30 pm.

Children must be in school no later than 9:00 am.

Daily Schedule

7:00am – 8:30/9:00am **ALL students** / Social Time (indoor/outdoor play)

PREK – 3 Class

8:30am Check-in, Bathroom Time and Morning Snack
9:00am Circle Time and Centers
9:45am Learning Groups
11:00am Bible Time, Music & Movement
11:30 Lunch Time
12:00pm Recess and Play Time

PREK – 4 Class

9:00am Morning Meeting and Circle Time
9:30am Snack and Music & Movement
10:00am Individualized Seat Work & Group Center Stations
11:30am Bible Time, Stickers and Behavior Chart
12:00pm Lunch Time
12:30pm Recess and Play Time

12:30pm **Half day students are dismissed**

1:00pm – 2:30pm **ALL students** / Nap time

2:30pm **ALL students** / Wake up, Bathroom Time and Snack

3:00pm - 6:00pm **ALL students** / Music & Movement, Outdoor or Indoor Play

General Information

Tuition Payment

Tuition is paid monthly through our online portal. Enrollment in this portal is mandatory for each family. Tuition must be kept current for your child to attend. Tuition is due by the 1st of each month. After the 5th, a late fee will be assessed. If payment is not received by the end of the current month, children will not be permitted to return to the preschool until amount is paid in full and their account is brought current. We are open all year, closing only for the days listed on our preschool calendar. Holidays and In-Service days are built into the tuition and are non-refundable. You are permitted one-week vacation time in which you are not required to pay. One-month prior notice must be given, and tuition adjustments will be made accordingly for the following month.

Enrollment in this portal is ***mandatory*** for each family.

Communication

Any comments, questions, or concerns may be communicated to the Director, Dawn Kalapuch through email at dkalapuch@lcmail.org. You may also call the office during preschool hours (609) 499-0808.

You may also communicate with your child's teacher through email, Bright Wheel (toddler and PreK -3) and the Remind App (PreK-4). **It is extremely important that you sign up for Bright Wheel or Remind App to receive updated and clear communication for your child's class!** We ask that, if possible, you try to avoid calling during class time so that the teachers can devote their full attention to the children. You may call and leave a message in the office and the teacher will call you back as soon as they are able.

Children receive progress reports in January and in May. You may schedule a conference anytime during the year to discuss your child's growth and progress.

All important information will be sent home via backpacks and email. We also have a monthly newsletter that highlights birthdays, events and a letter from the teachers on what to expect academically that month.

Follow us on social media for pictures, videos and updates!

Instagram: **little_angel_preschool** and Facebook: **Little Angel Preschool**

Sickness/Medicine

Please do not send your child to school with a fever, dark nasal discharge, contagious infection, stomach virus, rashes, etc. We will call you if your child becomes sick and must go home due to diarrhea, vomiting, fever, rash, pink eye, extreme congestion, cough & cold, etc. If a child is sent home due to any illness, they must remain out for a period of 24 hours. If a fever is present, the child must remain out until they have been fever free for 24 hours. This is necessary to prevent the spread of infection and to insure the wellness of the child.

**Please make sure that we have accurate and updated phone numbers where you can be reached.*

Medicines that need to be administered during school hours must have a doctor's note, and must be labeled with the child's name, the dosage, and time to be given. This includes prescription and over-the-counter medications. Medications cannot be given to any child without a doctor's note. Unless absolutely necessary, medication will be administered during lunch time only.

****All children will play outside as long as the temperature is 36 degrees or above. In order to be excused, children would need a doctor's note stating that it is in their best health interest to remain indoors.**

Breakfast, Lunch and Snacks

BREAKFAST: We do not serve breakfast at preschool. However, if your child has not eaten their breakfast at home or has not finished it entirely before arriving to school, they may eat at school as long as it is before 7:45am. All items must be 100% disposable.

LUNCH: You may provide a lunch from home or purchase a school lunch. Our entrée options are chicken nuggets, hot dog, or uncrustable, juice and a fruit cup or applesauce. Fridays we will have a pizza option!

PURCHASED LUNCHEs: You must sign up each morning if you are ordering a lunch for that day. You can pay when ordering or keep a running lunch account for your child. Payment can be made in person or through the school's website.

Entrée only: **\$1.75** - nuggets, hot dog, uncrustable or slice of pizza (Fridays only)

Full Lunch: **\$3.00** - entrée with juice and fruit cup or applesauce

LUNCH FROM HOME: *Please adhere to the following guidelines:*

If there is something in your child's lunch box that requires refrigeration, please pack an "icy" in your child's lunchbox to keep the contents cool. We do not store lunch boxes in the refrigerator.

Please make sure that your child's lunch box is clearly labeled on the outside. We do our best to encourage children to eat. Since children stop eating when they are full, please pack only the amount that your child would normally eat.

SNACKS: Full-day students will be provided with a morning and afternoon snack. Half-day students will be provided with a morning snack. We offer a variety of snacks such as pretzels, fruit, mini bagels, muffins, graham crackers, goldfish, dry cereal, and other foods that children enjoy. If you wish to send in your own snack (gluten free/allergy restrictions) you may do that also.

In – House Field Trips and Activity Fee

All of our Field Trips remain on campus. Traveling educators and entertainers visit so that the children enjoy these programs in the safety and security of their school setting. You will be given the details of any planned 'trip'. We welcome parents to attend if your schedule allows. Please inform the office ahead of time. **A \$25 Activity Fee** must be paid at the beginning of the school year which covers the cost of these special 'trips'.

Student of the Month

Each month we spotlight several children as "Students of the Month." We display pictures of them and their family members, fun facts and handprints. We will inform you of the month your child will be featured.

Nap Time

Each full-day student will be given an afternoon rest time in which children will settle down with music. While they are not required to sleep, they must rest quietly during this time. The preschool provides a nap mat. Each child is required to provide a small blanket, a small pillow, and a standard sized crib sheet. Bedding is sent home at the end of each week to be washed.

Clothing

Children are required to wear the LAP uniform to preschool each day. The uniform consists of a LAP t-shirt or sweatshirt and can be worn with elastic waisted (or easily removable) pants, skirts or shorts. Children may NOT wear shoes with laces. Shoes must have rubber soles with Velcro closing. We do not allow open toes or heels. Socks must always be worn.

Please bring a full change of clothing for your child's cubby in case there is an accident. This must include a shirt, elastic waist pants, underwear, and socks. If possible, please also send in an extra pair of shoes. Please check your child's cubby occasionally to make sure that these items are weather appropriate. ***PLEASE label everything with your child's name.***

Toys and Personal Items

Please make sure your child's toys and other play items are left at home. We have a great variety of activities for the children, and personal items cause distractions and often lead to disagreements. We are not responsible for lost items. If your child likes to sleep with a special stuffed animal, it must be small enough to fit in the nap time bin.

Birthdays

Please adhere to these guidelines when planning a school celebration:

Let your child's teacher know at least a few days prior to the celebration day so we can let you know the student count and inform you of any allergies and/or restrictions in your child's class.

You may send in finger snacks (mini cupcakes, cookies, doughnut holes, etc.). Please do not send in a cake. If you would like to send in juice, please make sure that it juice boxes ONLY (and 100% juice).

Goodies must be dropped off no later than 9:00 am.

Delayed Openings, Emergency Closings and Snow Days

In the event of a school closing or delay, our main method of contacting our families will be directly through Brightwheel and Remind App. Also check our social media pages and LCA website, lcanj.org, as well as email. Please make sure you are following all channels of communication.

If we are operating on a two-hour delay, the preschool will open at 9:00am instead of 7am.

Family Events

We have two major events in which family and friends join us to celebrate:

Christmas: We join with Life Center Academy Elementary classes for a special Christmas Concert.

Awards Celebration: This is our end of the year celebration! The children perform songs and recitations of what they have learned throughout the year. This is followed by an awards ceremony honoring the children for their hard work all year!

* Parents are always invited to attend any of our smaller in-school functions throughout the year.

Discipline

We practice positive reinforcement, praise for trying hard, and rewards for good behavior. At times, when discipline is necessary, we use short 'think about it' periods and discuss appropriate behavior with the child.

Our PreK-3 class uses a clip chart system to encourage students to make good choices. Clips will be moved up for positive behaviors and attitudes. Students can earn a sticker each day for trying their best. We use positive reinforcement and redirection to help students stay safe and on task.

The behavior modification system in the PreK-4 classes is also a clip chart. Your child's clip starts each day in the middle of the chart. The clip is moved up for great behavior and down if there is misbehavior. Each child has a 'good behavior' sticker chart. If their clip stays where it began or if it goes up, they get a sticker for their chart. If their clip goes down, they do not get a sticker that day. When a child's sticker paper is filled, they receive a special prize. Please make sure you check the clip chart every day and encourage your child to always try their best.

Any child exhibiting violent, disruptive, or uncontrolled behavior will be taken to the office to sit with the director for a time to calm down. If there is a second incident a phone call will be made to the parent. If there is a third incident involving such behavior the child will be dismissed for the day and only allowed to return once a time is set for the parent, teacher, and director to meet. If the situation impedes the learning climate of the classroom or if the child's actions are causing harm to himself and/or others, the child will be subject to dismissal.

Academic Program

September – Mid-June

Little Angel Preschool's academic year is from September through the first half of June. We use ABeka, a phonics based curriculum as well as other resource materials to instruct the children in basic reading readiness and phonics. Some concepts are introduced on a weekly basis while other units may be reviewed over a few weeks. Alphabet, phonics, and number instruction are reviewed daily. There are also lessons and activities reviewing science and social studies concepts. Bible stories are taught daily. The children enjoy activities with art, literature, and music. Children benefit greatly from being in the program from beginning to end, but you can enroll your child at any time during the year.

Summer Fun Program

Mid-June – August

The Summer Fun Program extends to include Kindergarten age children. Each week there is a theme and the children enjoy weekly in school field trips, special events, weekly water play days, and terrific summer art projects. Teachers also review concepts learned during the academic year as well as new weekly theme-based units. The older children have an afternoon class while the younger ones have nap time.

*Hours are the same as the academic year.

*LAP is closed for the last week of August to prepare for the new school year.