



# **Little Angel Preschool**

**2025-2026**

## **Parent Handbook**

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

## **Welcome to Little Angel Preschool!**

We are so excited that you have chosen Little Angel Preschool for the start of your child's academic journey! Little Angel Preschool is a part of Life Center Academy, a private Christian school for students in Preschool through 12<sup>th</sup> Grade. We are a ministry of the Fountain of Life Center. At LAP, we are committed to providing quality care, not only for your child, but for your entire family. We are intentional about building relationships with parents, supporting development, and nurturing children.

At Little Angel Preschool, we offer a quality program that fosters little learners as they explore, inquire, and grow. We believe that the early childhood years are pivotal in the development of children and we recognize the amount of growth that occurs in the first five years of life. We are dedicated to partnering with you as we educate and support your entire family. We look forward to the relationships we build as we know that raising a child, "takes a village."

Little Angel Preschool holds tightly to our Christian beliefs and is committed to incorporating the love of Jesus into our curriculum. When your child concludes their time with us, it is our goal that they walk away with the knowledge that God loves them, that they are important and special to Him, and that God has a plan for their life. As you see Christian themes taught and encouraged throughout the year, please do not hesitate to reach out and inquire if you have any questions.

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

In Christ,

Julia Ferrara

### **Mission Statement**

Little Angel Preschool at Life Center Academy is a Christian school committed to preparing students for life.

### **Vision Statement**

Little Angel Preschool desires that each child experience the love of Jesus in a safe and nurturing environment. It is our goal to meet their academic, spiritual, emotional, and physical needs while instilling excellence, kindness, and respect for all.

## Enrollment Checklist

Thank you for choosing Little Angel Preschool, where your child can learn and grow! Below you will find information about our enrollment process to help you understand the steps to enrolling your child in our school.

- Complete your application and submit it.
- You will be invoiced a **\$250 Registration Fee**. Once this is paid, your child's spot is secured at Little Angel Preschool.
- A follow up email will be sent with a link to additional paperwork that must be completed.
- Submit your **child's immunization records, birth certificate, and any other requested forms** to complete their file.
- Sign and submit your Financial Agreement. This is to ensure that you will pay your tuition each month.
- In the weeks leading up to your child's start date, you will receive a welcome email from Little Angel Preschool. This will give you tips and information for your child's first day.
- When your child is ready to begin, we will invoice you for the month. Tuition is due on the 1<sup>st</sup> of the following calendar month and is considered late after the 5<sup>th</sup>. A \$40 late fee is applied to the invoice after the 5<sup>th</sup> of the month.
- An **\$80 Activity Fee** will be applied to your first months' tuition.

## Withdrawal Policy

A minimum of two-week notice must be given prior to withdrawing your child/children from Little Angel Preschool. Failure to do so will result in a billing for the subsequent month's tuition. Tuition is not refunded if you give two weeks' notice in the middle of the month. Please plan accordingly before withdrawing your child.

## Student Files

All student files must be updated each academic year. Below is a list of things we will be asking from you to keep your child's file completed:

- Enrollment or re-enrollment forms (completed yearly)
- Financial Agreement/Promissory Note (completed yearly)
- Immunizations (updated with new immunizations)
- Birth Certificate
- Emergency Permission Form

- Resubmission of any necessary documents for discounts
- Signed handbook agreement
- Signed job agreement
- Any medical forms (allergy/inhaler)

## Student Confidentiality

It is our highest priority to keep your child safe. In an effort to do so, Little Angel Preschool will follow strict guidelines for confidentiality. In our enrollment paperwork, parents are asked to complete "Consent to Photograph" paperwork to let us know which children are allowed to appear on the school's social media accounts. Staff are not permitted to post pictures of your child to any social media portals or share them with anyone outside of the staff setting. Teachers will send pictures throughout the day/month to allow you to see what is happening inside the classroom throughout the day. If you do not want any pictures taken of your child to be sent to you on the parent app then please inform a teacher or the director. Under no circumstances will a staff member discuss your child's behavior, illness, or incidents with any other parent or family except your own.

## Sample Daily Schedule

7:00 AM	Preschool Opens, Indoor and Outdoor Activities
9:00 – 11:30/12	Morning Activities <ul style="list-style-type: none"><li>- Snack Time</li><li>- Potty Time</li><li>- Morning Meeting</li><li>- Learning Centers</li><li>- Bible</li><li>- Music and Movement</li></ul>
11:20	Lunch for Preschool classes
12:00	Lunch for PreK classes
12:00-1:00	After lunch play
12:15-12:45	Half Day Pick Up
12:30/1-2:30	Rest Time
3-6 PM	Afternoon Activities <ul style="list-style-type: none"><li>- Art Time</li><li>- Indoor Learning Centers</li><li>- Free Play</li><li>- Outdoor Play</li></ul>

## Tuition Payments

Tuition is paid monthly through our online payment portal, Striven. You will receive an email prior to enrollment with a link to register for Striven. Enrollment in this portal is mandatory for each family. Tuition must be kept current for your child to attend. Tuition invoices are sent the third week of the month for the following month's tuition. Tuition is due the 1<sup>st</sup> of the month and is considered late after the 5<sup>th</sup> and will be assessed a \$40 late fee. If tuition is not paid by the end of the month, then your child will not be permitted to return to the preschool until the amount is paid in full and their account is brought current. Families with delinquent accounts cannot re-enroll for the following school year until all financial obligations have been met.

There is no refund or discounted tuition rate for holidays, inclement weather, sickness, natural disasters, medically or government directed quarantines and closures, or other events outside the control of Little Angel Preschool.

You are permitted a one-week vacation credit during the course of the school calendar year (September-August) in which you are not required to pay. Families will be considered eligible for a vacation credit after 3 months of continuous enrollment. One-month prior notice must be given and then adjustments will be made accordingly for the following month. Please speak with a director to receive your vacation credit.

For all changes to your child's schedule and/or tuition invoicing (adding a single day, decreasing days, adding more days to their schedule, updating discount information, vacation credits... etc.) please submit these items no later than the 15<sup>th</sup> of each month. Any updates made after the 15<sup>th</sup> of the month will not be noted on the upcoming months tuition but will wait until the following month. For example, if it is July 11<sup>th</sup> and you want to decrease your child's days in August, your request must be submitted by the 15<sup>th</sup> to see this reflected on your August invoice. If you wait until July 17<sup>th</sup>, you will be required to pay in full for August and will be credited the overage for the month of September.

## Fees

Our fees for the school year are as follows:

Registration - \$250

School Year Activity Fee - \$80

Summer Camp Registration Fee - \$100 (waived for year-round students)

Summer Camp Activity Fee - \$80

There is a Registration Fee and Activity Fee for both our school year program and our summer program. You may choose to only enroll for Summer Camp but this program is not available until the end of June and runs through the second to last week in August.

# Tuition Discounts

We offer a variety of discounts that your family may be eligible for. Proof of employment must be submitted to [proofofdiscount25.26@task.striven.com](mailto:proofofdiscount25.26@task.striven.com) before receiving your discount and discounts are not stackable. Discounts are not guaranteed year after year. **In the body of your email, please include your name, along with your child(ren)'s name(s) and age(s).**

Please see below for our specific discounts, eligibility, and submission requirements.

<b>Discount:</b>	<b>Amount:</b>	<b>Eligibility and Submission Requirements:</b>
Sibling	15%	<ul style="list-style-type: none"> <li>Sibling discounts are not reflected on the oldest child but are given to each additional child in our program.</li> </ul>
LCA Alumni	10%	<ul style="list-style-type: none"> <li>If a parent or legal guardian is an alumni of Life Center Academy, your children are eligible for this discount.</li> <li>Include your year of graduation along with the other requirements in the body of your email.</li> </ul>
FLC Membership*	20%	<ul style="list-style-type: none"> <li>If you are an active, giving and serving member at the Fountain of Life Center, that has completed our Growth Track program, your children are eligible for this discount.</li> <li>For the FLC Membership discount, please note the name of the ministry in which you are serving, and our team will confirm.</li> </ul>
Minister *	10%	<ul style="list-style-type: none"> <li>If you are an employed minister, serving in a local church, your child may be eligible for this discount.</li> <li>Include the name of the church where you serve as a minister and include your ministry license or credentialing paperwork in the email.</li> </ul>
Military *	10%	<ul style="list-style-type: none"> <li>If you are active or honorably discharged veteran, your children may be eligible for this discount.</li> <li>Include a copy of your most recent LES or your DD-214 for confirmation. If you are retired, you are only required to submit once.</li> </ul>
First Responder*	10%	<ul style="list-style-type: none"> <li>If you are currently active duty law enforcement or an active duty first responder (Fire or EMS), you may be eligible for this discount.</li> <li>Include a letter from your company on a company letterhead, stating your name and job title.</li> <li>Alternatively, you can submit a most recent copy of your pay stub, <i>as long as the pay stub states your place of employment.</i></li> </ul>

\*Indicates discounts that must be resubmitted each year to receive your discount.

**Additional Considerations:**

- Tuition paid in full by August 15<sup>th</sup> will receive a 5% discount in total. You must mention this upon enrollment if you would like this option.
- An additional 2% discount will be applied to all auto-pay families, as long as payments do not incur any insufficient funds/returned checks.

## Additional Days

Additional days can be added to your child's schedule if there is room in the classroom that day *and* if 24-hour notice is given. The fee for an additional half day is \$45 and the fee for an additional full day is \$65. This additional fee will be reflected on your next month's invoice.

Switching of scheduled days is not permitted unless you speak with the director at least 24 hours in advance. Please keep in mind that additional days and schedule changes are only available if space in the classroom allows and may not always be available to you. Make-up days are only available if there is room in the classroom and if the days are made up within the same week of your child being out. If you request a permanent change in your child's schedule then two weeks' notice is required and is subject to availability. All additional days or schedule requests must be submitted by the 15<sup>th</sup> in order for your invoice to be correct for the following month (see Tuition Payments for more information).

In regards to holiday parties, all children are welcome to come on these special occasions. You may choose to switch a day that week or pay the additional fee to add a day to your child's schedule. We make sure we have extra hands in the classrooms on party days that allow for us to accommodate more children in the room for these special occasions.

## Late Pick Ups

Child care services are provided until 12:30 PM for Half Day students and 6 PM for Full Day students. If you are unable to pick up your child by those times, the following charges apply –

1-15 minutes late	\$25.00
16-30 minutes late	\$50.00
30-45 minutes late	Starts at \$75.00

## Emergency Closings

In the event of a school closing or delay, our main method to contact families will be directly through our parent communication app, Tadpoles. An email will also be sent. Please make sure you are following all channels of communication.

There is no refund for emergency closings as it is already factored into the monthly tuition. *If we are opening on a two-hour delay, the preschool will open at 9 AM instead of 7 AM, a three-hour delay will be 10 AM.*

## Attendance

Please do your best to have your child in school no later than 8:45 AM on your child's scheduled day. The teachers begin their formal day of teaching at 9 and it makes a smoother transition for your child if they are settled into the classroom by this time. Please notify the preschool before 9 AM if your child will be absent during their scheduled day. If your child is ill, please notify the director or go onto the school app and mark your child sick. This will help us keep track of attendance and illnesses throughout the school.

## Discipline Policy

As a school, we practice positive reinforcement, offering choices, praise for trying hard, and rewards for good behavior. In both our preschool and PreK classes we utilize redirection to help point kids in the right direction. We believe in the art of modeling correct behavior for children and making sure our actions towards the children and ourselves reflect kindness and respect.

Each classroom teacher utilizes a behavior modification system that is specific to their students and their classroom. Our Preschool and PreK classes focus heavily on dealing with emotions. As adults, many of us have learned how to navigate big emotions but it is our job to patiently teach our students how to work through their big emotions and feelings. Our preschool and PreK classes use Tadpoles to inform parents how their individual children did each day. We do use incentives and rewards at different times to help encourage appropriate behavior during class times. At times, when discipline is necessary, we use short "think about it" periods or small, logical consequences (i.e they spilled their juice on purpose, they can use a rag to clean up their spill) and then discuss appropriate behavior with the child.

If anything of significance occurs throughout the day, our teachers will contact you via the Tadpoles app or a phone call. We love to have open lines of communication with you so that we can establish a plan that benefits your family, your child, and the classroom setting.

Any child exhibiting violent, disruptive, or uncontrolled behavior may 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 may be made to the parent. If there is a third incident involving such

behavior, the child may 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.

## Expulsion of a Child

Little Angel Preschool teachers and staff will do everything they can to protect your child and help them to learn and grow. We will do everything in our power to prevent expulsion from happening through communication, action plans, and modifications. Unfortunately, there are times where we must ask that a child is removed from our school. These might be due to several reasons involving parents and/or children. Some of these are listed below:

### Parent Reasons:

- Failure to pay tuition or repeated late payments
- Refusal to complete forms for the file
- Continual tardiness picking up child
- Verbal or physical abuse to staff
- Threats of physical abuse or intimidating actions towards staff

### Child Reasons:

- Failure to adjust after a reasonable amount of time
- Uncontrollable tantrums or angry outbursts
- Abuse towards staff or other children
- Threatening words or behaviors to other children or staff
- Refusal to comply with guidelines set by staff
- Social, Behavioral, or Emotional delays beyond what LAP is equipped to assist

If it is decided that our program does not meet the needs of your individual child, after working with them to prevent such measures, then they may need to find additional care beyond what our program offers.

## Parent/Teacher Communication and Assessments

Throughout the school year, teachers will observe, assess, and document student progress. These evaluations are based on New Jersey State Early Learning Standards as well as Little Angel Preschool program requirements. You will receive a Progress

Report regarding your child twice per year – once in January and once in June before the end of the year.

Parents are free to request a conference with teachers at any point throughout the year if they have questions regarding their child's progress. Teachers may reach out from time to time to update you or to sit down and discuss some observations that they are seeing. These conferences are not to cause stress to families but are to solidify the importance of the parent/teacher relationship in the education of the child and help the teachers to assist in meeting each student's individual needs.

For communication needs which do not solicit a parent/teacher conference, teachers will speak with parents at drop off or pick up, ask for a good time to talk on the phone, or will send an email to the parent.

For communication needs that go beyond a meeting with the teacher, parents are asked to reach out to administration. Please contact the director or assistant director with any concerns. If your concerns are not resolved while speaking with the directors, you may choose to contact Life Center Academy's Principal or Headmaster.

## Uniforms

Children are required to wear the LAP uniform to school 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. We **highly recommend and strongly encourage** shoes without laces to protect against tripping and to promote independence in putting their shoes on and off when necessary. We do not allow open toes or heels.

Please bring a full change of clothes for your child's cubby in case there is an accident. If your child is potty training, additional changes of clothing may be necessary. This should include a shirt, pants, underwear, and socks. If possible, it is helpful to supply an extra pair of shoes as well. The extra shirt does not have to be a uniform shirt but can be if you have extras. Please label everything with your child's name.

Uniforms may be purchased online, through Flynn O'Hara. Please select "Life Center Academy" as the school and "PK" as the grade.

## Lunch and Snack Time

**Breakfast** – We do not serve breakfast at school. However, if your child has not eaten their breakfast at home or has not finished it in its entirety before arriving to school, they

may eat at school. We politely ask that if you are bringing breakfast to school, that you arrive **before 7:45 AM**.

**Lunch** – You may provide a lunch from home or purchase a lunch at school. If you bring a lunch from home and need refrigeration, please provide an ice pack inside the lunch box. We do not have room to store containers in the refrigerator. Your child's name should be clearly visible on their lunch box and all of their containers/water bottle should be labeled with their name as well. Please do not pack any glass in your child's lunch box.

**Heat ups should be sent in microwavable containers. Food needs to be cooked at home. Any items that require cooking, such as easy macaroni and cheese, should be cooked at home and packed in a microwavable container or a thermos.**

**Purchased Lunches:** There will be a monthly lunch calendar that is sent out from Life Center Academy's kitchen. These meals are only available as a "full lunch" and will be served as stated on the menu. Our daily entrees for purchase are chicken nuggets, pizza bites, or a pb&j. Our in-house entrees can be ordered as a single entrée only or as a full meal. The full meal comes with juice and a healthy side. Please sign your child up for lunch in the morning on the clipboard right next to the sign in station. Lunch from Life Center Academy's menu needs to be purchased by 9am each day.

**Lunch costs:**

Entrée Only - \$3

Full Meal - \$5.50 (entrée with juice and fruit)

**Adding Lunch Account Funds** - To pay for your lunch, you may add money to your child's Lunchtime Software account. Information for this will be given to you when you enroll or at Back to School Night.

**Snacks** – Snacks are included in the price of your child's tuition and all of our snacks are peanut free. Full day students are provided with two snacks a day and half day students receive a morning snack. We politely ask that you do not send additional snack or replacement snacks for your child unless there is an allergy or a dietary restriction. This allows us to monitor for allergies, encourage all children to try new foods, and to keep the day moving along without stopping to swap snacks. A snack calendar will be sent out by the 1<sup>st</sup> of the month.

## Arrival and Departure Times

Please make sure that when you drop off and pick up your child that you sign them in on the iPad at the front counter. This allows us to check for attendance and numbers

throughout the day. An adult over 18 must drop off and pick up your child. No student will be permitted to leave with an older sibling unless they are over 18 years of age. Please drop your child off to their teacher by walking them fully into their classroom or over to the correct side of the playground. If a teacher is busy with another family or child, please make sure you get their attention so that they know your child is being left in their care or is being picked up at the end of their school day. **Your child must be awake and alert at drop off.**

## Release of Children

Little Angel Preschool requires that parents and guardians fill out an emergency contact card for all children in our care. The individuals listed on this card may pick up your child on a regular or emergency basis.

If a non-custodial parent or guardian is picking up your child, please email or call the director to inform them. If we have not yet met this person, we will require identification before we release the child to them. Please inform your pick-up persons of this request before they pick up. Even if they have picked up previously, a director or teacher maintains the right to ask for identification if they have never met your child's pick-up person.

If a custody order denies or limits access to a child in our care, we must have a copy of the order on file and will only share this information with pertinent staff.

If a parent is calling to inform that someone not on the authorized pick up list will be picking up, they must provide that person's name, address, phone number, and a physical description of that person. The director will then hang up the phone and call the parent back on the number on file to verify this authorization has come directly from a parent or guardian. Once this person arrives at the school, a photo ID will be required for pick up.

If an unauthorized individual arrives to pick up a child, the child will not be released to them until a parent is notified and gives confirmation that we are allowed to release the child to them.

Little Angel Preschool reserves the right to not release a child to any individual who seems impaired physically or emotionally or who is suspected to be under the influence of drugs or alcohol.

## Health and Medication Policies

There are a lot of germs that make their way into preschool centers! Please do not send your child if there are signs of sickness. Any child or staff member who is sick should

not attend school. Help us keep all of the children in our center healthy by monitoring for these signs of illness in your child.

- 2 or more episodes of diarrhea or vomiting in a 24-hour period
- Severe sore throat
- Coughing
- Temperature of 100.4 or higher
- Red eyes with discharge
- Signs of chicken pox, lice, strep throat, or Covid-19.
- Any signs of skin rashes or open sores
- Swollen or sore joints
- Enlarged lymph nodes
- Unexplained bleeding

If a child becomes ill during the course of the day, a parent will be called. If we are unable to get in touch with a parent within 30 minutes, the emergency contacts will be called. We ask that you make arrangements to have your child picked up within one hour of receiving a phone call. Failure to pick up your child within one hour may result in a call to emergency services in addition to a late fee being applied for each 20-minute increment that you are delayed. Additionally, if your child has had a hospital stay, a doctor's note is required for their return to school.

If your child is sent home due to illness please ensure that they are symptom free for 24 hours and fever free without medication for 24 hours before returning to school.

### **Medications**

*Over the Counter:* Little Angel Preschool does not accept any over the counter medications without a doctor's note detailing the name of child, dosage, and times to be given. Little Angel Preschool will not administer fever reducing medications if your child shows signs of a fever.

*Prescription:* Little Angel Preschool will happily administer prescription medications (not fever reducers) to your child with the provided items –

- Medication in its original container
- Instructions from the doctor or practitioner who prescribed the medication (instructions that are attached to the original container from the pharmacy are acceptable)
- Medication must have the child's first and last name clearly labeled on the container and the package
- A completed copy of the "Medication Administration Log" -available in the office or via email

*Asthma:* Little Angel Preschool can hold onto your child's inhaler in the event that your child has an asthma attack. The following is needed to administer the inhaler to your child:

- The inhaler must be in its original container
- Instructions from the doctor or practitioner who prescribed the medication
- Medication must have the child's first and last name clearly labeled on the container and the package
- A completed copy of the "Medication Administration Log" detailing the medication and instructions

If we need to give your child their inhaler during the course of the day at a time that is not planned, we will contact you via Tadpoles or phone to let you know and have you sign at pick up time that you were notified that we administered medicine.

*Epi-Pens or emergency allergy medications:* For children that require special medications for allergies, the following plan will be followed:

- A FARE allergy plan must be filled out by the child's pediatrician (available in the office or via email)
- The epinephrine must be in its original container
- Instructions from the doctor or practitioner who prescribed the medication must be accompanied with the medication

Teachers will carry the emergency allergy medication and inhalers in a labeled medical pouch if they leave the classroom.

## Accidents and Injuries

All injuries that happen at school will be documented on an "Accident Injury Report." Each Accident Injury Report will be signed by the staff member and the director and then you will be asked to sign the form at pick up time.

Any injuries that involve the child's head will be reported to the parent within 1-hour of incident via the Tadpoles app.

In the event that we need to transport your child via ambulance to the nearest emergency room, a parent will be contacted to meet an accompanying staff member at the hospital. Please ensure that your Emergency Permission Form is completed and on file.

# Outdoor Policy

Allowing children adequate time to play outside is of the utmost importance at Little Angel Preschool. There is so much learning and life outside the doors of the classroom. Children will be outside throughout the day unless the temperatures reach too low or too high, the weather is inclement, or there are other dangers present. We will follow the Childcare Weather Watch chart to determine the amount of time children should be outside if uncomfortable temperatures are present.

No child will be permitted to stay inside while their class is outside without a doctor's note stating that they need to be excluded from outdoor play.

Please see the attached weather chart that the school utilizes to determine the safety of outdoor play.

## Understand the Weather

### Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -20° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

### Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

## Child Care Weather Watch

		Wind-Speed Factor Chart (in Fahrenheit)								
		Wind Speed in mph								
Air Temperature		Calm	5	10	15	20	25	30	35	40
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	

Comfortable for outdoor play
  Caution
  Danger

		Heat Index Chart (in Fahrenheit %)												
		Relative Humidity (Percent)												
Air Temperature (F)		40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
104	119	124	131	137										

## Items to Bring to School

Please provide the following items for your child each day:

- A change of clothes (shirt, pants, socks, and shoes if possible)
  - This may be left at school
- A refillable water bottle
- A lunch box (if applicable)
- A book bag or other type of bag to carry their personal items
- Nap mat or crib sheet and blanket for full day students
- Pull ups/diapers/wipes if your child is not yet potty trained

## Toys from Home

In an effort to protect your personal belongings from being lost, damaged, or stolen please leave all toys from home **at home**. Little Angel Preschool is not responsible for personal belongings that are lost or damaged while at school.

## Rest Time

All children must lay down for a period of rest time throughout the school day. Our preschool classes rest from 12:45-2:30 and our PreK classes rest from 1:00-2:30. Children are not forced to sleep; however, they are asked to rest their bodies and lay quietly to allow their friends to sleep. If a child is not asleep after 45 minutes, quiet toys or books may be provided to the child per parent and teacher discretion.

## Fundraising and Community Service

Little Angel Preschool utilizes Claire's Gourmet each fall to raise additional funds for our school. Parents are encouraged to sell **10 items** to try and meet our fundraising goals for the year. In addition, there may be other fundraising events that vary from year to year. We encourage families to participate, when possible!

In addition, Life Center Academy (K-12) has a program entitled "Warriors in Action" that they use during the course of the school year to allow students to learn how to give to different organizations that are benefiting our community. Not only are we interested in meeting a student's academic needs but we want to encourage kindness, respect, and thoughtfulness in our students. We give students opportunity to be the hands and feet of Jesus by donating to different organizations around our area. You may see this in effect at Little Angel Preschool throughout the year but you are under no obligation to participate.

## Building and Parking Lot Guidelines

Parent parking is located at the main doors of the Fountain of Life Center building. Please be aware that other people use this parking lot throughout the course of the day and to keep a close eye on children as they cross the road. No parking is permitted in the fire lanes to ensure that emergency vehicles have access to the building at all times. Children will enter and exit through the main doors of the building unless instructed otherwise. No entry is permitted through the gates of the preschool.

## Life Center Access

For the safety of the children in our care and for the students of Life Center Academy, Fountain of Life Center remains locked at all times. Each family is given 2 key fobs to allow them to access the building between the hours of 7 AM and 6 PM. Additional fobs may be requested, but these are an additional \$25. Please do not share these fobs with anyone but designated and recurring pick up guardians.

Anyone who does not have a fob and is coming to pick up your child, may ring the bell outside the building or call the preschool at 609-499-0808 when they arrive and a staff member will gladly check their ID.

After your time at Little Angel Preschool is complete, key fobs must be returned. Failure to return key fobs will result in a \$25 fine per fob that will be invoiced to your account.

## Additional Safety Policies

Little Angel Preschool is a smoke and vape free campus. Parents, staff, and all visitors are expected to comply to this standard.

Little Angel Preschool is a non-violent environment. Weapons of any kind are prohibited on our campus. This includes but is not limited to knives and firearms.

Little Angel Preschool reserves the right to change any of our policies with or without notification if considered in the best interest of the school. If there are any questions or concerns after viewing this handbook, please address them with the director.



## **Formal Agreement and Acknowledgement of Little Angel Preschool's Parent Handbook 2025-2026**

This parent handbook is a guide to help throughout the school year. Please recognize that it is imperative that we work as a community to follow these instructions so that the school year runs efficiently and smoothly. If you have any questions or concerns, please speak to the director as soon as possible.

I have read the parent handbook, acknowledge the instructions within, and will follow the protocols that are in place.

Child(ren)'s Name (please print): \_\_\_\_\_

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