



**Little Angel Preschool
Parent Handbook**

**Little Angel Preschool
2045 Columbus Road
Burlington, NJ 08016
(609) 499-0808**

www.lcanj.org

Little Angel Preschool

Welcome! We are so glad you have chosen Little Angel Preschool. We look forward to partnering with you, getting to know you and your child, and teaching them in the school year ahead. We offer a loving, safe environment in which children can develop socially and be challenged academically, while being encouraged to express themselves creatively.

We have responded to the growing needs of our surrounding community by offering both full-time care and a quality preschool program for your child's overall growth.

We have a beautiful facility designed to stimulate children and make learning fun.

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 into each child that God loves them and that they are important to Him. We do not emphasize doctrine, but rather teach Biblical lessons from the many stories of the Bible. We teach practical life application lessons in which Biblical principles and morals are emphasized.

We believe that children deserve the best start in life, and we are committed and feel 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 a.m. to 6:00 p.m. The half-day schedule is between the hours of 7:00 a.m. and 12:30 p.m. Children must be in school by 9:00 a.m.

Tuition is paid monthly and must be kept current in order for your child to attend. We are open all year, closing only for the days listed on the preschool calendar. (See separate sheet.) Holidays and In-Service days are built into the tuition and are non-refundable. You are allowed one week vacation time in which you are not required to pay. We must have advanced notice, and tuition adjustments will be made accordingly.

Daily Schedule

7am – 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	Music & Movement and Circle Time
9:45am	Learning Groups
11:00am	Bible time, stickers and behavior charts
11:30	Lunch
12:00pm	Recess, 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 charts
12:00pm	Lunch
12:30pm	Recess, play time

12:30pm Half day students are dismissed

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

2:30pm ALL students - Wake up, bathroom, and snack

3:00pm - 6:00pm ALL – Music & Movement, outdoor/indoor play



Lunch and Snacks

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, popcorn, graham crackers, dry cereal, and other foods that children enjoy.

LUNCH: For those children eating lunch at preschool, you may either provide a lunch from home or purchase lunch items provided by the school. We have an entrée available each day for purchase along with juice or milk, fruit, and 2 types of ice cream treats. A menu is posted monthly, and items can be purchased each day or put on your lunch account. Lunches can be purchased when you drop off your child. The cost is determined at the start of the school year.

PURCHASED LUNCHES: If your child is going to arrive after 9:30 a.m., please pack a lunch for your child. Lunch time planning and preparation are usually underway by this time. You may call in your lunch order if your child will be arriving late. The daily featured item is listed on the back of the LAP monthly newsletter. Chicken nuggets or a hotdog are also available daily as an alternative to the featured item.

Please make sure that your child is signed up on the correct lunch list: PreK-3 class is pink, and PreK-4 classes are blue. If a child is signed up on the wrong list, he might not get what he ordered because the two classes have different lunch times. When this happens, we often have to make substitutions.

LUNCH FROM HOME: You may also send a lunch from home. We ask that you 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 have room to store lunch boxes in the refrigerator.

Please make sure that your child's lunch box is labeled and placed in the appropriate shelf in the kitchen area. Lunches for the PreK-3 class go on the shelf with the pink label; lunches for the PreK-4 classes go on the shelf with the blue label.

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. Please keep in mind that too many food choices can be overwhelming to a child.



General Information



Communication



Any comments, questions, information, or concerns may be communicated to the Director through email, dkalapuch@lcmail.org. Also feel free to speak with her personally during preschool hours, or by phone.

You may also communicate with your child's teacher through email. 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 can schedule a conference anytime during the year if you wish to discuss concerns you may have.

A newsletter with various preschool information will be sent home each month. Other important information will be in your child's cubby, posted inside their classroom, and by the Sign-In/Sign-Out station. We also have parent boards with important information posted.

Sickness/Medicine



Please do not send your child to school with a fever, dark nasal discharge, contagious infection, stomach virus, etc. We will call you if your child becomes sick and must go home. If a child is sent home due to any illness, they are to remain out for a period of 24 hours after the symptoms disappear. If a fever is present, the child must remain out until he/she has 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.

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

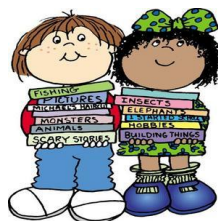
Discipline

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

The PreK-3 class is rewarded with stickers, stamps, verbal praise and prizes from the teacher. Students will try their best to be a Superstar or Rockstar each day in their classroom behavior. You will receive their Daily Report each day stating how well they did as well as any areas they are working to improve.

The behavior modification system in the PreK-4 classes is a clip chart. Your child's clip starts each day in the middle of the chart. The clip is moved up for good 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.

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.



Field Trips

All of our Field Trips are in-school trips. Traveling educators and entertainers come to us 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 in-school trip including any applicable fees prior to the scheduled time. We welcome parents to drop by and attend if your schedule allows.

Students of the Month

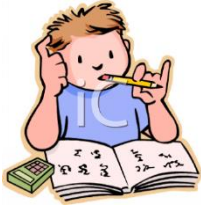


Each month we spotlight several children as “Students of the Month.” We display pictures of them and their family members along with personal information and hand prints. We will inform you of your child’s month.



Nap Time

Each full-day student will be given an afternoon rest time. Children 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 needs to provide a small blanket, a small pillow, and a standard sized crib sheet. You must take the bedding home at the end of each week to be washed.



Clothing

Children wear the LAP uniform to preschool each day. The uniform consists of our LAP T-shirt worn with sweat pants or elastic waist shorts. Shoes must have rubber soles with Velcro closing and no open toes or heels. Socks must be worn at all times.

As clothing may become soiled during the day, we ask that you leave a full change of clothing in your child's cubby. 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.

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 box.



Birthdays



We will be happy to have a birthday celebration for your child at preschool. Please follow these guidelines when planning a school celebration:

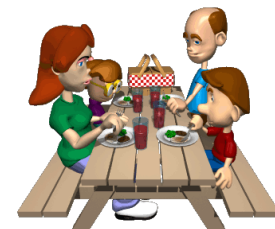
Please let us know at least a day prior to the celebration day. We can tell you how many to plan for.

You may send in finger snacks (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 is juice boxes. Please do not send in bottles or cans of juice.

Goodies must be dropped off no later than 9:00 a.m. Some classes choose to celebrate during morning snack, others choose to do this after lunch.



Family Events



We have two major occasions in which family and friends join us for celebrations:

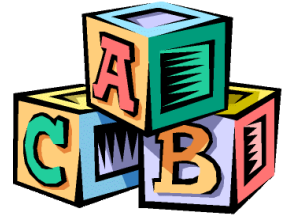
Christmas: We join with Life Center Academy Elementary classes for a special Christmas Concert in the church sanctuary. There is an early dismissal on concert day to allow for children and their families to be back in time for this special event.

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

** Parents are always invited to attend any of our smaller in-school functions **

Academic Program

September – May



Little Angel Preschool's academic year is from September through May. We use 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

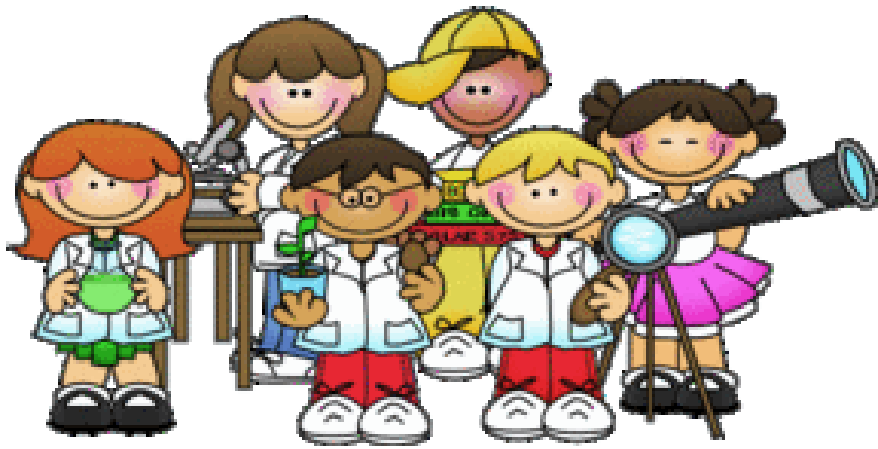
June – August



The Summer Fun Program extends to include Kindergarten age children. The morning classes consist of reviewing concepts learned during the academic year as well as new weekly theme based units. The children enjoy weekly in school field trips, or special events, as well as weekly water play days, and terrific summer art projects. The older children have an afternoon class while the younger ones have nap time.

Preschool hours are the same as during the academic year.

Please note the preschool is closed for the last week of August to prepare for the new school year.



*Little
Angel
Preschool*

