



# **Little Angel Preschool**

**2023-2024**

## **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 your family has chosen our school for the start of your child's academic journey. We look forward to getting to know you and your child in the school year ahead.

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 a loving, safe environment in which children can develop socially, be challenged academically, and are encouraged to express themselves creatively.

Little Angel Preschool holds tightly to our Christian beliefs and is committed to incorporating the love of Jesus into our curriculum. We do not emphasize doctrine, but rather teach lessons and practical life applications in which Biblical principles and morals are used. 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.

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

Sincerely,

Julia Ferrara

Director

## General Information

Little Angel Preschool is a part of Life Center Academy, a private school for students in Preschool through 12<sup>th</sup> Grade. We are a ministry of the Fountain of Life Center. We hold our beliefs very closely. Below you will find our Mission and Vision Statement and our Core Values.

### **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.

### **Core Values**

**Faith:** We live out our faith by practicing the ways of Jesus.

**Community:** Building community within our walls and engaging the community outside our walls.

**Servanthood:** Developing a lifestyle of service in our homes, communities, and the world.

**Excellence:** Continually giving our best in everything we do.

**Generosity:** Blessing others by giving of our time, resources, and talents.

## 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 enrollment forms and submit them in person or via email to Deanna (dbookholdt@lcmail.org) or Julia at (julia.ferrara@lcmail.org).
- You will be invoiced a **\$175 Registration Fee and a \$75 Activity Fee**. Once this is paid, your child's spot is secured at Little Angel Preschool.
- Submit your **child's immunization records, birth certificate, and any other requested forms** to complete their file.
- Sign and submit your Financial Agreement/Promissory Note. This is to ensure that you will pay your tuition each month.
- 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.

## Little Angel Preschool

### 2023-2024 School Calendar (TENTATIVE)

Date:	Event:
August 28 <sup>th</sup>	Back to School Night @ 6 PM
August 30 <sup>th</sup>	First Day of School
September 4 <sup>th</sup>	Labor Day (No School)
October 3 <sup>rd</sup> -4 <sup>th</sup>	Picture Day (more information to come)
October 9 <sup>th</sup>	Indigenous Peoples Day (No School)
October 10 <sup>th</sup> – 13 <sup>th</sup>	Fire Prevention Week
October 27 <sup>th</sup>	Harvest Party
November 10 <sup>th</sup>	Veterans Day Visitor
November 20 <sup>th</sup> – 22 <sup>nd</sup>	Thanksgiving Festivities
November 22 <sup>nd</sup>	Feast & Early Dismissal 12:30 PM
November 23 <sup>rd</sup> – November 24 <sup>th</sup>	Thanksgiving Break (No School)
December 8 <sup>th</sup>	LCA & LAP Christmas Concert @ 6:30 PM Early Dismissal @ 5 PM
December 22 <sup>nd</sup>	Party & Early Dismissal 12:30 PM
December 25 <sup>th</sup> – January 1 <sup>st</sup>	Christmas Break (No School)
January 2 <sup>nd</sup>	Return to School
January 8 <sup>th</sup> – 12 <sup>th</sup>	Community Helper Week
January 15 <sup>th</sup>	Martin Luther King Jr. Day (No School)
February TBD	Kindergarten Visits
February 1 <sup>st</sup>	100 <sup>th</sup> Day of School (Tentative)
February 9 <sup>th</sup>	Professional Development (No School)
February 14 <sup>th</sup>	Valentine's Party
February 19 <sup>th</sup>	President's Day (No School)
February 20 <sup>th</sup> – 23 <sup>rd</sup>	Dental Health Week
March 1 <sup>st</sup>	Read Across America Day
March 4 <sup>th</sup> – March 8 <sup>th</sup>	School Spirit Week
March 18 <sup>th</sup>	Grandparents Day
March 28 <sup>th</sup>	Easter Activities
March 29 <sup>th</sup>	Good Friday (No School)
March 29 <sup>th</sup> – April 1 <sup>nd</sup>	Easter Break (No School)
April 2 <sup>nd</sup>	Return to School
April 15 <sup>th</sup> – 19 <sup>th</sup>	Health and Fitness Week
May 27 <sup>th</sup>	Memorial Day (No School)
June 12 <sup>th</sup>	Last Day of School
June 13 <sup>th</sup>	Awards Celebration (No School)
June 14 <sup>th</sup>	Professional Development (No School)
June 17 <sup>th</sup>	Camp Rock Junior Begins

**Please refer to our monthly school newsletter for details, special visitors, and fun activities!**

## 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>
11:30	Lunch for Preschool classes
12:00	Lunch for PreK classes
12:00-1:00	After lunch play
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 all of the paperwork before beginning to enroll into our payment program. Enrollment in this portal is mandatory for each family. Tuition must be kept current for your child to attend. Tuition invoices are sent 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.

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 calendar year 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, an online form completed and submitted, and then adjustments will be made accordingly for the following month. Please speak with a director to receive your online form to allow for your vacation credit to be processed.

### *Tuition Discounts*

We offer a variety of discounts for your family to help ease the burden of tuition. Please speak to the director when enrolling if you believe your family is eligible to receive a discount. The maximum total discount given is 20%. Proof of employment/eligibility needs to be presented prior to receiving the discount and will need to be resubmitted each academic year. We allow changes to your discount twice throughout the calendar year – once during enrollment and once in January. Please make sure all of your paperwork and proofs are submitted during your registration and enrollment process. If you are updating your discount for January, please provide the appropriate paperwork and proofs by December 10<sup>th</sup> to allow the Business Office time to process them before your tuition invoices are sent out.

<b>20%</b>
LCA Sibling Discount
Military
Alumni of LCA
Ministers
FOLC Members
First Responders (Fire, Police, EMS)

## Fees

Our fees for the school year are as follows:

Registration - \$175

School Year Activity Fee - \$75

Camp Rock Junior Registration Fee - \$50

Camp Rock Junior Activity Fee - \$75

There is a Registration Fee for each school year and an Activity Fee for both the school year and our summer camp 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.

## 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 –

1-20 minutes late	\$20.00
21-40 minutes late	\$40.00
41-60+ minutes late	Starts at \$60.00

## 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 to help us keep track of attendance and illnesses throughout the school.



## Additional Days

Additional days can be added to your child's schedule if 24 hour notice is given, an online form is completed, *and if* there is room in the classroom that day. 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 are only available if space in the classroom allows and may not always be available to you. If you request a permanent change in your child's schedule then two weeks notice is required and is subject to availability.

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.

## Discipline Policy

As a school, we practice positive reinforcement, 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 has a different spin on a behavior modification system. 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 teacher selected systems 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 and 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 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.

## 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. Easy macaroni and cheese or other foods that require "cooking" in the microwave need to be cooked at home and packed in a microwavable container or a thermos.**

Purchased Lunches: Our entrees for purchased lunches are chicken nuggets, hot dogs, or an Uncrustable. We offer pizza on Tuesdays and Fridays. Please sign your child up for lunch in the morning on the clipboard right next to the sign in station. All lunches are invoiced via Striven along with your tuition. You may add funds to your child's lunch account by selecting "Lunch Account Invoice Request" on the provided form.

Lunch costs:

Entrée Only - \$2

Full Meal - \$4 (entrée with juice and fruit)

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.

## 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.

## 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.**

## 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. Lost key fobs will be charged to your invoice for **\$25 a fob.** 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.

## 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 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.

## 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 Contact list
- Child Pick Up list
- Resubmission of any necessary documents for discounts
- Signed handbook agreement

## 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.

## Emergency Closings

In the event of a school closing or delay, our main method to contact families will be directly through Tadpoles. You can 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.

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.*

## 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 filled out 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 filled out 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 immediately give you a call 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.

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 medical release form and waiver are filled out and on file.

## 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.

## 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 to other children or staff
- Refusal to comply with guidelines set by staff

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.





## 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 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, 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.

## 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**

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: \_\_\_\_\_