



Parent Handbook

2023

Welcome to the family!

Little Oaks Early Learning Academy is thrilled you have chosen us to care for your student. We truly consider it an honor!

This Parent Handbook is designed to provide information that parents need when selecting an early learning program for their student. Parents who desire a high-quality, healthy, loving, and engaging environment for children to grow and learn will rest easy here. The dedicated, caring staff at Little Oaks Early Learning Academy desires that your student has the very best educational experience.

Please take the time to read the following information to help you better understand our school. If you have any questions, please feel free to contact your Campus Director.

TABLE OF CONTENTS

GENERAL COMPANY INFORMATION

MISSION
HOURS OF OPERATION
AGES OF STUDENTS
OPEN DOOR POLICY
NON-DISCRIMINATION POLICY
FACILITY ENTRANCE
HOLIDAYS

ENROLLMENT AND PARENT ORIENTATION

GENERAL ADMISSIONS REQUIREMENT
ENROLLMENT PROCESS
DELAYING THE START/RETURN DATE
TERMINATION OF ENROLLMENT
ENROLLMENT BREAK

BILLING AND FEES

TUITION PAYMENTS
FEES
METHODS OF PAYMENT
VACATION DAYS
SCHOOL CLOSINGS
DISCOUNTS

STUDENT ATTENDANCE

ATTENDANCE
REPORTING STUDENT'S ABSENCE
ARRIVAL AND DEPARTURE
LATE PICKUP
SIGN IN AND OUT
RELEASE OF STUDENTS
IMPAIRMENT

CAR SEAT

COMMUNICATION

DAILY COMMUNICATION

INFANT DAILY SHEETS

CONVERSATION

WEBSITE

FACEBOOK

PARENT/TEACHER CONFERENCE

PARENT SURVEY

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

GANG FREE ZONE

NOTIFICATION OF COMMUNICABLE DISEASES

ALLERGIES

CLASSROOM AND AREAS OF DEVELOPMENT

CURRICULUM

CONSTANT SUPERVISION OF STUDENTS

POSITIVE GUIDANCE

CELEBRATING HOLIDAYS

CELEBRATING BIRTHDAYS

PERSONAL BELONGINGS

CLOTHING

SPECIAL ACCOMODATIONS

TRANSITIONS

OUTDOOR ACTIVITY

AWAY FIELD TRIPS

TRANSPORTATION

CAMPUS PERSONNEL

CAMPUS STAFF

VOLUNTEERS

SAFE SLEEP PRACTICES

CHILDCARE OFF PREMISE

HEALTH, SAFETY AND NUTRITION

RISK MANAGEMENT
EMERGENCIES AND DISASTER PREPAREDNESS
MEDICAL EMERGENCY PLAN
EMERGENCY CONTACTS
EMERGENCY SUPPLIES
SHOE POLICY FOR SAFETY
EMERGENCY DRILLS
PARKING
ILLNESS
COVID-19
INFORMATION FOR PARENTS REGARDING FEVERS
INFORMATION FOR PARENTS REGARDING MEDICATION
HEALTH AND MEDICAL FORM
STUDENTS WITH SPECIAL ABILITIES
FIRST AID
INJURIES AND ACCIDENTS
INFANT FORMULA/BREAST MILK
PEANUT POLICY
TOILET TRAINING
DIAPERING
REST/NAP TIME
REPORTING CHILD ABUSE AND NEGLECT
SMOKING

CONFIDENTIALITY

CONFIDENTIALITY

CHANGING POLICIES AND PROCEDURES

ADDITIONAL PARENT RESOURCES

PARENT INVOLVEMENT
WHAT SUPPLIES ARE NEEDED?
POTTY TRAINING POLICY

BITING

CLASSROOM RATIOS

STAFF QUALIFICATIONS

RECEIPT OF HANDBOOK

GENERAL SCHOOL INFORMATION

MISSION

Little Oaks Early Learning Academy seeks to build in our students an early spiritual foundation in Christ and equip them academically and socially to be effective in their world. We desire our students to develop a love for learning and academics through discovery, imaginative play, language instruction, music, and art. Our students will develop a foundation of Biblical truth in a joyful environment where seeds of faith are planted by teachers who love the Lord.

HOURS OF OPERATION

All campuses are open Monday through Friday. Hours vary:

Facility Location	Hours of Operation
Covenant Methodist Church – The Woodlands	6:30am – 6:00pm
Fresh Impact Church – Pearland	6:30am – 6:00pm

AGES OF STUDENTS

Little Oaks Learning Academies are licensed to care for students aged six weeks through Pre-Kindergarten. The school recommends registration of a new baby as soon as possible by completing the enrollment packet and returning it to the Campus Director. Upon receipt of completed forms, Little Oaks Early Learning Academy will contact you regarding the student's enrollment or their place on the waiting list.

OPEN DOOR POLICY LITTLE OAKS EARLY LEARNING ACADEMIES HAS AN OPEN-DOOR POLICY FOR PARENTS/GUARDIANS. PARENTS/GUARDIANS ARE ABLE TO VISIT THEIR STUDENTS AT ANY TIME. THE SCHOOL IS REQUIRED TO ABIDE BY COURT ORDERS FOR PARENTS/GUARDIANS THAT RESTRICT OR PROHIBIT VISITATION.

NON-DISCRIMINATION POLICY

Little Oaks Early Learning Academy does not discriminate against anyone (adult or child, staff or parent) on the basis of sex, age, religion, national origin, race, marital status, physical or mental disability, or veteran status.

The student population may include students with special needs and the school will make accommodations as required by the Americans with Disabilities Act.

FACILITY ENTRANCE

Parents/guardians will enter through the main entrance of the facility using the secured system.

HOLIDAYS/SCHOOL CLOSED DATES

Little Oaks Early Learning Academy is closed for New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day, Good Friday.

Campuses are also closed on Parent/Teacher Conference days which are typically Columbus Day and President's Day.

Little Oaks Early Learning Academy also closes the week between Christmas and New Year, as well as the Wednesday and Friday around Thanksgiving. In the event that the campus's host church provides a Vacation Bible School in the summer months, the school will be closed for the week VBS is in session. The school also closes for one (1) week prior to the beginning of the fall session for staff development.

Holiday closures are shown on the school's annual calendar, which is provided upon enrollment. Reminders of upcoming holidays are provided a few weeks prior to the holiday closure. School closures have been factored into a student's monthly tuition rate.

ENROLLMENT AND PARENT ORIENTATION

GENERAL ADMISSIONS REQUIREMENTS

- Students must be of age for the class they are entering by September 1, which aligns with the requirements of most public schools.
- Students may be retained in their current grade for the following year, with parent's request, at the discretion of the Campus Director..
- Students must be fully potty-trained (excluding special needs and/or disabilities) to enter the three or four-year-old program. Students who are "in-process" have two (2) weeks to complete potty training.
- Registration for the new school year begins in February prior to the following fall.
- Pre-school classes are filled as openings are available, following this order of preference: current students and siblings register first, followed by the current waitlist.
- Students not placed in a class will form the waiting list and fill vacancies as they occur.
- Parent requests for specific class days (other than our regular schedule) will be considered.
- Specific teacher requests cannot be guaranteed.
- Students registered after February are placed according to the above procedures, as openings become available.

Upon registration, the Family Enrollment Packet must be complete and a current record of immunization signed by the pediatrician and physicals must be provided.

ENROLLMENT PROCESS

Little Oaks Early Learning Academy admissions process is:

1. Schedule a tour. The Campus Director will show you the school, answer questions, explain our unique features, classroom availability and tuition. Little Oaks Early Learning Academy's philosophy, along with tuition information, will be addressed on the tour. To enroll your student, the enrollment packet must be fully completed and returned to the Campus Director.
2. If necessary, a student orientation visit may be scheduled prior to your students' first day of attendance. Specific information related to routine care items, feeding, sleeping, and toileting must be provided at this time.
3. Prior to the student's first day of school, Parents/legal guardians will complete forms which are kept in the student's file. These forms are:
 - Admission form
 - Immunization record signed by the student's pediatrician
 - Allergy Action Plan (if needed)

- Photo Release
- Parent Acknowledgement of Policies and Procedures
- Discipline and Guidance Policy (Form 1099)
- Vision & hearing screening results (this applies only to students who are 4-years-old by September 1st as of the year they turn 4)

DELAYING THE START/RETURN DATE

If necessary, parents may delay the start/return date two (2) times. After that the student's spot will be forfeited and registration fees will not be refunded.

TERMINATION OF ENROLLMENT

If it becomes necessary for the Campus Director to discontinue a student's attendance that decision is

- Disruptive or dangerous behavior
- The school's inability to meet the student's needs
- Abuse of other students, staff or property

If a parent/or legal guardian decides to terminate enrollment for any reason, **written notice two weeks prior to the** last day of enrollment is required. If written notification is not given **two weeks prior to termination, two weeks of full tuition** will be billed and due on the final day of enrollment. Little Oaks Early Learning Academy reserves the right to terminate a students' enrollment at any time, for any reason, without notice.

BILLING AND FEES

TUITION PAYMENTS

Monthly tuition is based on the student's schedule and includes the number of days per week the student attends school, and whether the schedule is full time (more than seven (7) hours/day) or part-time (7 hours/day from 9-4).

A tuition payment reserves a student's enrollment at Little Oaks Early Learning Academy. Monthly tuition is consistent whether the student is present or absent. Monthly tuition amounts are consistent regardless of holidays, or a campus closure (planned or unplanned).

Tuition payments are due the first of the month. Payments are paid via electronic payment. A \$25 return fee is assessed for any returned payments.

FEES

- An annual fall registration fee is due upon enrollment. The registration fee is non-refundable and is applied to insurance and non-consumable goods.
- A separate registration fee is charged for summer months (June and July).

- A late pick-up: A fee of \$1.00 per minute, per student, will be applied for students picked up after their scheduled departure time.
- Late tuition fee: a fee of \$10 will be assessed the Monday following the date payment was due. This charge continues, weekly, until payment is received in full. If a student's account is delinquent longer than 30 consecutive days, the student may be withdrawn from school and the account referred to a collection agency. Accounts in collection or a court of law, are charged late fees to the full extent of the law, are responsible for all legal fees that Little Oaks Early Learning Academy incurs.
- INSUFFICIENT FUNDS FEES (NSF): A \$25 fee is charged for NSF payments. If two consecutive payments are returned, student(s) may not return to school until complete payment, including the NSF fee, is made. Families will be charged for the time the student was not in attendance.

METHODS OF PAYMENT

Families pay tuition via electronic payments. Please complete the Tuition Express Authorization form at the time of enrollment. Automatic payment may be withdrawn from a Checking or Savings account. Credit card payments will incur a 3% processing fee for each transaction. A revision of your payment method requires a written notice, ten (10) days in advance.

VACATION DAYS

Student(s) enrolled a minimum of one (1) year, at full-time status, are allotted five (5) Vacation Days to use each year based on their enrollment date. Vacation Day requests must be made one (1) month prior to the time off. Vacation Days MAY NOT carry over year-to-year. Vacation days are forfeited if an enrollment break is taken.

Student(s) may not attend school on a campus while using a vacation day. Vacation Day requests must be submitted to the Campus Director. The request to use vacation days must be made prior to the tuition payment. If the tuition payment has been made for the end of each session, vacation days are not redeemable.

Students who attend school on a Part-Time schedule do not earn Vacation Days.

SCHOOL CLOSINGS

Any day the campus is closed, tuition will not be refunded. Monthly tuition rates are consistent regardless of an emergency closure. In the case of inclement weather, campuses will stay open as long as the safety of the staff, students and parents can be maintained.

RATES

Rates related to tuition and fees will increase on a yearly basis. New tuition rates will be published in the spring, concurrent with enrollment commitments for the fall.

DISCOUNTS

A 10% sibling discount for multiple students enrolled is offered. Discount is applied to the student with the lower tuition rate.

STUDENT ATTENDANCE

CAMPUS PROGRAM SCHEDULES

Core Program is defined as 9:00 AM to 4:00 PM.

Full-Time Program is defined as any hours beyond the Core 9-4:00 PM.

DROP-IN POLICY

Drop-in days are SOLELY at the Campus Director's discretion. Drop-in days, if available, are charged at \$75 per day.

ATTENDANCE

Parents are asked to provide the school with a schedule of their student's approximate drop-off and pick-up times. Changes in your student's schedule, whether for one day or more, should be communicated to the Campus Director and classroom teacher.

REPORTING STUDENT'S ABSENCES

Parents/legal guardians are required to notify the school when students are ill, arriving late, not attending, or leaving early. Please alert the school if a student(s) is diagnosed with a contagious illness, as the school is required to post notice of the illness to inform other parents.

ARRIVAL AND DEPARTURE

Little Oaks Early Learning Academy recommends a quick goodbye. Develop a routine, such as a kiss and a hug, and leave the room.

Little Oaks Early Learning Academy offers a coffee bar, in the lobby, where parents/guardians are invited to wait, if necessary, while staff checks on students having difficulty separating. Once parents/guardians leave the campus, our staff is happy to answer calls letting you know how your student is doing. At the end of the day students may become upset, as they are not ready to go home. The school recommends reminding students it is time to go and that they will be back tomorrow.

Students must arrive on campus no later than 9:30am.

To ensure effective communication between staff, children, and families we ask that parents please limit the use of electronic devices when dropping off or picking up your student.

LATE PICKUP

Campuses close at 6:00 PM. Core Program students are required to be picked-up by 4:00 PM. Chronic parent/guardian tardiness will be assessed for appropriateness for the school. Late fees will be applied as follows:

- The first fifteen minutes are charged at \$15.00 and increase \$1.00 per minute thereafter.

- After 15 minutes, if a parent/guardian has not arrived to pick-up the student, attempts will be made to contact the parent(s). Next, attempts will be made to contact someone on the Emergency Contact List. If those efforts are unsuccessful, the school will contact the nearest police station.

The Campus Director will follow police instructions and remain with the student until the situation is resolved (parent arrives or law enforcement officials take responsibility for the student).

- ALL LATE FEES MUST BE PAID BEFORE THE STUDENT IS ALLOWED TO RETURN TO SCHOOL.

SIGN IN AND OUT

Little Oaks Early Learning Academy uses a secured system to enter the campus. Each family has a unique ID and Password that is exclusive to their family. The campus must have authorization for anyone picking up your student, and they must be at least 18 years of age. Any first-time authorized pick-up person will be required to show a photo ID.

Teachers use the school's software to know the number of students in the classroom at all times and to know which students are in their care. Never remove a student from a classroom, lunchroom, or from the playground without talking to the student's teacher to ensure the teacher is aware of the student's departure.

RELEASE OF STUDENTS

Students are to be released to parents/legal guardians. If someone other than parents/legal guardians is picking-up the student, please:

- Provide written notice or call to give permission, from the parent/legal guardian, stating who will be picking up the student.
- The person picking up the student must have a valid photo ID.
- Little Oaks Early Learning Academy abides by all legal decisions regarding custody of students. Copies of any legal decisions are required and will remain confidential.

If necessary, the campus may call to confirm the pick-up person. If there is any question, the student will be NOT released. In an emergency, a verbal confirmation may suffice for a different pick-up person, if all listed persons are unavailable.

IMPAIRMENT

If an authorized pick-up person arrives at the school and appears to be impaired, the Campus Director will attempt to keep the individual at the school and away from the student. If the person who appears to be impaired takes the student, the Campus Director will contact the Police Department.

CAR SEAT

Parents, guardians, or designated representatives shall have the appropriate car seat for the student when removing them from the school. Little Oaks Early Learning Academy staff will call the police if the student is not restrained properly.

COMMUNICATION

DAILY COMMUNICATION

Daily communication is of primary importance between parents/legal guardians and teachers. If concerns or problems arise, parents/legal guardians will address the situation, while on campus, or as soon as possible. Parents/legal guardians are asked to address the concern with their student's primary teacher; however, if the situation remains unresolved, please contact the Campus Director.

Parents may talk with staff daily during arrival or pick up. Parents may also message staff via the parent communication app or contact the school directly by phone. The ProCare app is the school's primary communication tool, where parents can see photos, videos, newsletters, and other important information. Families will receive an invitation to join the application email prior to your student's first day.

Parents/Legal Guardians are encouraged to email any time, with questions or concerns. The Campus Director or Assistant Director will email families concerns, praises, schedule changes, changes in policy, or other important information.

INFANT DAILY SHEETS

Each day, upon arrival, parents will communicate to their student's teacher (1) the last time the student ate and (2) the most recent diaper change.

Little Oaks Early Learning Academy updates this information throughout the day, on the parent communication app, to ensure parents/guardians have correct and necessary information at pick-up time.

CONVERSATION

Little Oaks Early Learning Academy prays parents/guardians develop a special bond with your student's teacher and talk with them on a regular basis. As the teacher's priority is the daily care of students, it may be necessary to arrange a conference time, if you desire a longer, more-focused conversation.

The school desires to create an environment where parents/guardians feel they may discuss problems your student(s) may be experiencing. Parent input is the most important avenue the school has to ensure we are meeting your needs. Accommodations can be made for a confidential meeting with either the student's teacher or the Campus Director.

WEBSITE

Little Oaks Early Learning Academy offers an informative website, www.littleoaksela.com, for current and prospective parents. Our website provides information about the school, academic programs, and contact information. Enrolled families may access the parent portal at www.littleoaksela.com/parentportal.

FACEBOOK

Little Oaks Early Learning Academy posts regularly to Facebook. Families may access information on upcoming news, events, and even see fun pictures shared throughout the day.

PARENT/TEACHER CONFERENCE

Parent/Teacher conferences are held twice per/year. Typically conferences are held on Columbus Day and President's Day. Parents/Guardians and teachers create a plan for each student to progress in acquiring key skills and reaching milestones.

PARENT SURVEY

Little Oaks Early Learning Academy conducts a bi-annual parent survey, in December and May, as part of a continual improvement process.

A summary of the results is shared with Parents/Guardians. Highlights from areas of strength, as well as opportunities for improvement, and the school's plan for change are released to parents.

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Little Oaks Early Learning Academy and staff members are required, by law, to report any witnessed or suspected child abuse or neglect to the Department of Social Services or law enforcement. If an incident should involve a staff member, Little Oaks Learning Academy will take the necessary steps to assure that the suspected incident should not happen again. Possibility of suspension may occur pending the outcome of an investigation.

An evaluation of the employee's continued employability will be conducted after such investigation. The school will notify the Department of Social Services within 24 hours of any changes that may occur in the facility regarding your student.

GANG FREE ZONE

Under the Texas Penal Code any area within 1000 feet of a childcare center is a gang-free zone, criminal offenses related to organized criminal activity are subject to harsher penalties.

NOTIFICATION OF COMMUNICABLE DISEASES

If a student is diagnosed with a communicable disease, a notice will be posted. The name of the students involved will be kept confidential. Contagious illnesses require a doctor's note stating when the student was seen and when they can return back to the school.

ALLERGIES

During the enrollment process, parents will provide the Allergy Action Plan, which is provided by their student's pediatrician. Any pediatrician prescribed medication or life-saving treatments will be stored. Medications and treatments will be administered in accordance with the pediatrician's instructions. In addition, parents need to explain to teachers about the student's allergies in detail and together agree on steps to be taken to ensure the student's allergies are understood and all precautions are taken.

All student's names and allergies are listed in their file, the Campus Director's file, in each classroom and also kept within the ProCare app. Medications for allergies are kept in the office and travel with the student if they leave the campus for field trips.

All student's allergies are posted. Should allergies change, please notify the Campus Director and teachers immediately. Paperwork will also need to be updated.

CLASSROOM AND AREAS OF DEVELOPMENT

CURRICULUM

Students learn through experiences, and through this, construct knowledge and understanding of the world. It is important to be conscious of the entire learning environment such as classroom space), resources, and ideas. Pre-school is an invaluable time to learn and develop life skills. Students are learning to be individuals, as well as part of a group, by obtaining the necessary social skills to be successful. Diverse curriculum encourages experiences that equip students to gain an appreciation of themselves and our society.

The foundation of Little Oaks Early Learning Academy curriculum is teaching students values such as respect for themselves and others, resolving conflict, decision making, and maintaining healthy relationships. The school employs several major components to the curriculum.

Goals of the Curriculum:

- To develop the student as a whole
- To provide a positive sense of identity and emotional well-being
- To develop age-appropriate social, physical, language and literacy skills
- To encourage thinking, reasoning, questioning and experimentation
- To provide exposure to the arts and encourage creative expression
- To demonstrate proper health, safety and nutritional practices
- To respect gender, age and cultural diversity.

Core Curriculum Beliefs:

- Students learn best by a “hands-on” approach that is diverse in activity and purpose
- Students benefit from exposure to the beauty of the natural world in order to understand their place in the world
- Students benefit from exposure to gardening, the arts, and music
- Each family is unique, and we celebrate differences
- Learning takes place in many different forms and in different settings
- Students benefit from sensory-rich environments that include plants, sand, paints and water

Areas of Development:

- Physical Development: Preschool students are constantly moving to develop their large and small motor skills
- Emotional Development: Preschool students become aware of their feelings towards others and other's feelings towards them. They are developing a sense of belonging to family, friends and community.
- Cognitive Development: Preschool students are active learners who learn best through play and firsthand experiences. They are curious about their world, language and problem-solving skills.
- Social Development: Preschool students begin to understand the concept that peers have feelings and are capable of showing compassion. They learn how to share and take turns, developing friendships.
- Spiritual Development: Preschool student's spirituality is the ability to sense a relationship with God and connect that with self, others, and the world as nurtured by a sense of wonder and connection to a believing community.

Areas of emphasis:

- Language: During early childhood students begin to speak and understand language. They start participating in conversations and forming sentences. Questions become more apparent in their quest of earning language. Students will be able to follow instructions, convey thoughts, tell stories, sing songs and begin to understand the concept of the alphabet and writing. To grasp language, it is important to develop listening skills, introduce vocabulary, letter recognition, rhymes, songs, letter sounds (phonics), whole language (labeled classrooms), and most importantly social interaction.
- Creating a love for reading: Reading opens the doors to all areas of development. It is imperative that students are led by example and that parents/guardians demonstrate a love for reading. Reading to students is one of the most important ways to encourage students to read. It is an opportunity to teach different aspects of our world. A variety of books in the classroom provides students with options to choose from which helps maintain their interest. Let students choose books that they are interested in and allow them to read their favorites repeatedly. Reading is one of the most important parts of the Little Oaks Early Learning Academy and students are read to several times a day.
- Writing: Writing is acquired primarily through small motor activities. Classrooms equipped with crayons, markers, pencils, paintbrushes, playdough, tearing, scissors, puzzles, tweezers are developing fine motor abilities.
- Mathematics: Math is taught through play and learning centers. Activities consist of classifying, sorting, comparing, graphing, differences, measuring, building, shapes, tracing, large, small, number recognition and meaning, same and opposite, patterns, constructing, counting, and time concept.

- Science: Students wonder, explore and question their environment even though they do not think abstractly; therefore, students need hands-on experiences to grasp the concept of science. When students are taught science through the five senses, they begin to ask questions, observe, develop critical thinking skills, make predictions and experiment.
- Gardening: Gardening with students is a fun way to have them try foods that they may not be interested in. Gardening helps develop essential skills such as math, language, measuring, counting, following directions, vocabulary, sequence, problem-solving and science.
- Arts and Crafts: Art encourages students to use their imagination. The process of creation is more important than the creation.
- KinderMusik: Music develops a student's physical, cognitive and emotional well-being. The curriculum is a research-based program using music and movement for all Little Oaks Early Learning Academy students.
- Spanish: Spanish language instruction is completed almost exclusively in Spanish. The curriculum is a completely developed, age appropriate oral language program for students 18 months through Pre-Kindergarten. The curriculum includes songs, activities and games.
- Dramatics: A student's family, school, and home life are a very important part of their life, making it natural for a student to imitate what they know. Students act out the world around them and explore people by acting out their work, feelings and their words. By playing dramatically students are able to encounter situations that they may not understand and are able to develop their problem-solving skills and gain new knowledge.
- Large and Fine Motor: Motor skills are the physical abilities students develop that help them control the movements of their bodies. Both skills are encouraged inside the classroom and outdoors at the school. There are many opportunities for students to develop their large muscles such as reaching, crawling, walking, climbing, throwing, running, skipping, galloping, etc.... There are many opportunities for students to develop fine motor skills as well, such as eye-hand coordination, self-feeding, buttoning, zipping, manipulative toys, etc....
- Learning Centers: Learning centers are for students to use as free-choice time or for teacher-directed activities. The centers consist of blocks, dramatics, quiet area, science, and math. The centers are changed periodically to bring in new elements to the classroom. By giving the student free choice time they are developing cognitive and motor skills they are also practicing planning, time management, decision making and problem-solving.

The importance of play:

Play enhances language development, social behavior, creativity, imagination and thinking skills. During play, students have the chance to practice what they already know and the time to develop new skills.

Curriculum planning:

The curriculum includes the student-initiated and teacher-directed activities and experiences offered to support and enrich students' development physically, emotionally, socially, and cognitively.

Each classroom has weekly lesson plans, posted in the classroom. These plans contain a number of activities, designed to foster each student's development and the development of the group as a whole.

Each classroom is arranged in centers, which include blocks, dramatic play, books, gross motor, fine motor, and art. Outdoor play is important to a student's physical development and must be included in both the morning and afternoon schedule. Self-selection or "free-play" is a daily part of the curriculum and means a student has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and the development of important social skills.

Frog Street Early Learning

Our primary educational curriculum, Frog Street is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. It is aligned to state and national standards.

The cornerstones of the curriculum include:

- Integrated lessons with a defined scope and sequence of instruction
- Social-emotional development using Conscious Discipline® strategies
- Differentiated instruction to meet the needs of all learners
- A joyful approach to learning

Love in a Big World (LBW)

LBW curriculum provides daily Bible lessons and age appropriate activities for spiritual growth. Students are encouraged to learn about God by exploring His character and how to show His love in their world.

Free play:

"Free-play" is incorporated in the morning and afternoon schedule. Teachers will actively participate with students during free-play activities, asking open-ended questions about the student's activities, participating in their pretend play, reading books and encouraging students to try new activities or toys, etc.

Daily schedule and activities:

The Lead Teacher and Full-Time Assistant Teacher work cooperatively to create a daily schedule and plan activities that meet each student's developmental abilities and needs.

The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor playtimes; as well as times for self-selection and teacher-directed activities.

Sample daily schedule:

Time	Activity
6:15-8:30 am	Morning Drop-Off, Hand Washing, Breakfast, Free Play
6:15-8:30 am	Clean-Up

6:15-8:30 am	Circle Time
9:30-10:00 am	Wash Hands + Morning Snack + Wash Hands
10:00-11:00 am	Fine Motor Skills (Art or Centers)
11:00-11:45 am	Large Motor Skills (Playground)
11:45-12:30 pm	Wash Hands + Lunch + Wash Hands
12:30-2:30 pm	Nap Time
2:30-3:00 pm	Wash Hands + Afternoon Snack + Wash Hands
3:00-3:30 pm	Story Time & Music-n-Movement
3:30-3:45 pm	Bathroom + Wash Hands
4:00-4:30 pm	Large Motor Skills (Playground)
4:30-4:45 pm	Bathroom + Wash Hands
4:45-5:45 pm	Free Play & Pick-up

SCREEN TIME POLICY

Little Oaks Early Learning Academy understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Screen time is limited to interactive song and dance videos during our morning worship gatherings (approximately 15 minutes per day). Students over the age of 2 years old may occasionally participate in screen time as part of a special event or holiday celebration.

CONSTANT SUPERVISION OF STUDENTS

Teachers must supervise infants and toddlers by sight and sound at all times, including when students are asleep. This includes all ages of students, from infants to Pre-K. Students must be supervised both indoors and outdoors.

Students must be able to be seen and heard at all times by the teacher. If the teacher is working with a student, but is able to see all students by shifting their position, this standard is met.

POSITIVE GUIDANCE

The teacher's role is to help students grow and learn about acceptable behavior in the classroom. During the early childhood years, students are learning to own their behavior. Little Oaks Early Learning Academy will establish consistent and understandable limits for students. Adults will respond to inappropriate behavior with insight, sensitivity and skill. Teachers will look beyond the behavior to understand the student.

Little Oaks Early Learning Academy works to prevent behavior problems by working in small groups with students having a choice of activities. A range of activities gives students freedom to experience success in decision-making thereby becoming self-directed. Teachers establish predictable limits and routines which enable students to understand the consequences of their actions. Students are encouraged to verbalize their feelings and learn to work through strong emotions. Teachers serve as role models and encourage student's appropriate behaviors. Students will never be humiliated, physically or verbally abused, threatened, or deprived of eating snacks/lunches.

Younger students will be redirected and their behavior explained to them in simple terms. Older students may be removed from an activity and offered another choice (after talking about the behavior). If necessary, teachers will ask for help from the office. The Campus Director will remove the student from the classroom and will call the parent/guardian.

Students will be treated with respect at all times. If a student's needs are unable to be met, parents and staff will work together to resolve any discipline issues. If necessary, Little Oaks Early Learning Academy may refer parents/guardians to outside resources to accommodate any special discipline needs.

CELEBRATING HOLIDAYS

Holidays are special times that provide opportunities to teach students about other family's values and traditions. It is a great time to talk about differences, inclusion and how the world consists of many different kinds of people and families. Little Oaks Early Learning Academy hosts a Christmas Program in which Toddlers and Preschoolers participate each year.

CELEBRATING BIRTHDAYS

Student's birthdays will be celebrated in their classroom and Parents/Guardians are welcome to participate. If birthday treats contain sugar (a birthday cupcake), please provide a "mini" version if possible. The items must be purchased and not homemade, in a sealed container, clearly indicating the student's name and its contents. Contents will be reviewed by the teacher, prior to distribution to the students (for students with allergies or special accommodations).

PERSONAL BELONGINGS

There are designated days throughout the year when students are allowed to bring an item from home such as "Show and Tell". Outside of these designated days, students are asked to leave toys and food at home.

CLOTHING

Students must be dressed according to the varying seasonal weather. Jackets, hats, mittens/gloves, snow pants and boots should be provided during winter/colder months.

All walking students must wear socks and shoes while attending school. No flip-flops or open-toed sandals are allowed. Sturdy shoes, especially tennis shoes, will protect students from injury.

All items must be labeled with the student's name or initials to prevent loss. Little Oaks Early Learning Academy is not responsible for lost articles.

Students are not permitted to wear any jewelry or articles that tie around the neck. It is the parent's responsibility to ensure compliance with the policy by sending students appropriately dressed. Necklaces, locket, keys or any other article that hangs around the neck, in addition to bracelets, are not allowed.

SPECIAL ACCOMMODATIONS

Little Oaks Early Learning Academy will make every effort to accommodate students with differing abilities and needs. Teachers will be informed of a student's special health care needs including any physical, emotional, social, or cognitive abilities with confidentiality and sensitivity. Little Oaks Learning Academy accepts students with differing abilities as long as we can ensure the student's needs, and the needs of other students, will be met with reasonable accommodation. The student must be able to participate and substantially benefit from the Academies program without risk to him/her or to other students. If a student requires one-on-one attention full time, the school may not be able to accommodate these needs.

TRANSITIONS

Transitions typically occur at the beginning of each school year, with the exception of the infant class. Parents will be informed of a transition to a new classroom via email, followed by a letter sent home. The student's current teachers will work with your student to make the student's transition smooth. It is the sole discretion of the Campus Director when a student is ready to transition.

OUTDOOR ACTIVITY

Many new and exciting learning experiences happen outdoors. Students will typically go outside twice daily, both morning and afternoon, weather permitting.

Little Oaks Early Learning Academy takes special consideration when going outside with students under 12 months-of-age. No students will remain indoors when others are outdoors, except infants. Parents and legal/guardians are responsible for providing their students with appropriate clothing for all seasons.

AWAY FIELD TRIPS

Little Oaks Early Academy will not take field trips as a group. As opportunities are made available to do activities as a group, each student's parent will arrange their own transportation.

TRANSPORTATION

Little Oaks Early Learning Academy does not provide any transportation.

CAMPUS PERSONNEL

CAMPUS STAFF

Little Oaks Early Learning seeks to employ staff above the State requirements. Rooms will generally be staffed by the same teachers in order to establish consistency. Teachers are trained and dedicated Early Childhood Professionals. Every staff member is also required to maintain certification in Infant and Child CPR, AED and First Aid.

Staff will be trained in Child Abuse and Neglect and complete updated training every year. Little Oaks Early Learning Academy staff attend monthly staff meetings and training. We provide training in Team Building, Culture, Communication, Curriculum, Cleaning, Professionalism, Managing Difficult Behaviors, Positive Reinforcement and many other topics.

While vaccinations are not required to be eligible for employment, Little Oaks Early Learning Academy strongly encourages employees receive vaccinations for:

- Influenza
- D-TAP
- Hepatitis A

TB Testing requirements are set by the local health department. While not required at this time, it could be required in the future.

See the “Additional Parent Resources” section for qualification requirements of our teachers.

VOLUNTEERS

The State requires that volunteers and student teachers must be at least 18 years of age and participate in an orientation session. Little Oaks Early Learning Academy requires volunteers and student teachers to pass a criminal background check. Volunteers are not included in staff-to-child ratios.

Student teachers working towards a child-care degree and not employed by the school are ineligible to be counted in staff-to-child ratios.

SAFE SLEEP PRACTICES

Little Oaks Early Learning Academy staff receive training in Safe Sleep Practices.

Infant & Toddler Bedding

- Sheets shall be tucked tightly under the mattress.
- Sleep sacks are permitted as long as the infant can freely move their arms.
- Per state regulations, infants are not allowed to be swaddled.

Soft Materials in Cribs

- Children under 12 months-of-age may not sleep in a crib that contains soft materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
- Fluffy blankets such as quilts and comforters are not allowed with a sleeping child under 12 months-of-age in a crib or playpen.

Individual Sleep Patterns

- Each infant and toddler is allowed to form and follow their individual sleep and waking pattern.
- There shall be no specifically scheduled nap time for infants (under 12 months-of-age) as a group.
- A student's schedule will change to slowly eliminate the a.m. nap and integrate the student into the school's schedule. Priority is given to the eating and sleep needs of the student.

Sleep Position

- Each child under 12-months-of-age shall be placed to sleep on their back, unless otherwise specified in writing, by the child's physician. The child shall be allowed to assume the position most comfortable to him or her when able to roll over unassisted.
- If a child falls asleep in a swing or bouncy seat, the child must be removed from the swing or bouncy seat and placed to sleep on his or her back.

CHILDCARE OFF PREMISES

Little Oaks Early Learning Academy teachers are allowed to provide care for students, outside their scheduled work hours at the Academy, as long as it does not interfere with their regularly scheduled hours. All arrangements are the responsibility of the family and child-care provider. Little Oaks Early Learning Academy bears no responsibility.

HEALTH, SAFETY AND NUTRITION

RISK MANAGEMENT

Little Oaks Early Learning Academy facilities have a central fire alarm and emergency evacuation plans, which are posted in every room, and by every door in the facility, in case of an emergency. All staff members are certified in CPR and First Aid procedures.

EMERGENCIES AND DISASTER PREPAREDNESS

To prepare for emergencies, Little Oaks Early Learning Academy has a developed Emergency Plan. Staff is trained during the new hire orientation and annually to ensure the safety of students. Staff members are First Aid and CPR certified and prepared to handle an emergency.

Standard procedures include safety drills, teaching students to listen and to follow their teachers. At all times, emergency supplies are maintained. These include food, water, battery, radio, cell phones, flashlights and first aid supplies.

General Power Outage: In a general power outage, parents/guardians will be contacted to pick up students

Severe Weather: In a thunderstorm warning, students will remain indoors. If a tornado warning is issued, the school will take appropriate coverage (see evacuation plans near classroom doors).

Complete Evacuation: If the school is required to evacuate the building, students and teachers will be in the parking lot.

Building Service Loss: In the event a facility loses power to items such as heat, air conditioning, water, electricity, telephone, or any plumbing problems, the Owner will be contacted immediately. If a facility's main power is not restored within two (2) hours, staff members will contact parents/guardians to pick-up students promptly. In the event the school's forms of communication are inactive (phone and internet service), parents/guardians will be contacted through ProCare app or phone calls from the Campus Director's personal cell phone.

Fire Evacuation: Take a Class Tablet containing student's emergency contact information and follow the emergency route map located in the classroom. Students will remain in the parking lot area furthest from the building. Parents/guardians will be contacted by the administration to pick up their students.

Tornado / Hurricane Alert: Gather students as close to the interior wall as possible. Students will lay face-down, flat. Cover students with rugs and nap mats. Provide soft toys (dolls, stuffed animals, etc....) to soothe students. Read a book or sing songs to keep students calm. If evacuation is required, follow the same process as in the Fire Evacuation.s

Lockdown: Terrorism / Intruder: Entry into the school is controlled by a locked door. If the school is notified about a suspicious person in the area, teachers will be notified to keep the doors locked and students in the classroom.

For evacuation-specific locations, request a copy of the disaster plan from the Campus Director.

MEDICAL EMERGENCY PLAN

Staff will follow the 3 C's prescribed by the American Heart Association:

- Check (Assess vital signs)
- Call (Director, Asst. Dir. OR qualified staff member, call 911)
- Care (Qualified person administer CPR or First Aid as necessary)

EMERGENCY CONTACTS

Phone numbers for persons authorized to pick-up students from school must be provided. In case of injury, emergency medical care will be given. In the event a parent/guardians cannot be reached immediately, parent/guardians will be responsible for any medical bills incurred.

Parents may update emergency contact information by visiting the parent portal at littleoaksela.com.

In case of emergency, the school is authorized to seek medical treatment, and physicians are authorized to provide all necessary emergency medical treatment.

If the school is required to evacuate or close, parents/guardians will be notified by phone, text message or ProCare message.

EMERGENCY SUPPLIES

Each classroom is equipped with a flashlight and first aid kit.

SHOE POLICY FOR SAFETY

Students in toddler and preschool classrooms are required to wear shoes at all times. Students will keep shoes on while napping. No flip-flops or open-toed sandals are allowed. Sturdy shoes, especially tennis shoes, will protect students from injury.

EMERGENCY DRILLS

Emergency Disaster drills are practiced as required in the Disaster Recovery Plan, with and without warning. These drills will be recorded by the Campus Director.

PARKING

Parents MAY NOT leave automobiles running while picking-up their student(s).

ILLNESS

Little Oaks Early Learning Academy has developed revised guidelines, relying on recommendations adapted from the Department of Health, the American Academy of Pediatrics, the American Public Health Association, and the National Association for the Education of Young Children. Students who are ill should not attend school. The following symptoms are reasons for students to remain home:

- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chickenpox, strep throat, or pink eye
- An unidentified rash or sore
- Severe upper respiratory infection (congested cough that is persistent and uncontrolled)
- Constant, thick colored nasal discharge (yellow or green), along with deep chest cough.
- A temperature of 100° F. or higher
- The student does not feel well enough to participate in the regular, daily routine and activities
- Fever (100 degrees) accompanied by behavior change and other symptoms of illness
- Signs or symptoms of possibly severe illness: persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing or lethargy

IF YOUR STUDENT BECOMES SICK AT SCHOOL, PARENTS/GUARDIANS WILL BE CALLED TO PICK HIM/HER UP. SICK STUDENTS MUST BE PICKED UP WITHIN 1 HOUR.

POLICIES ON COMMON COMMUNICABLE DISEASES

“Pink Eye” Conjunctivitis

Incubation Period:	24 - 72 hours
Communicability:	While signs/symptoms are present
Signs/Symptoms:	Tearing, irritation, puffy eyelids, mucus and pus-like drainage, and intolerance to light
Policy:	Student is to stay home until drainage stops and three doses of medication have been administered

Vomiting	
Incubation Period:	24 - 72 hours
Communicability:	While signs/symptoms are present
Signs/Symptoms:	Tummy aches, shivers, vomiting, pale skin
Policy:	Student is to stay home for 24 hours after the last time they vomited

Impetigo	
Incubation Period:	4 - 10 days
Communicability:	As long as lesions continue to drain. Self-infection may continue for a period of nasal colonization or the duration of active lesions.

Signs/Symptoms:	Superficial - vesicular pustular and encrusted stages
Policy:	Medication is required and student must be absent for 24 hours after onset of medication

Strep Throat	
Incubation Period:	2 - 5 days
Communicability:	During the acute phase of respiratory illness
Signs/Symptoms:	Sore throat, difficulty swallowing, swollen glands, fever, rash
Policy:	Student may return to care after receiving antibiotic therapy for at least 24 hours and have been fever-free for 24 hours without the aid of medication such as Tylenol or Ibuprofen

Pediculosis (Head Lice)	
Incubation Period:	24 hours - 7 days
Communicability:	As long as lice or eggs remain alive on the infested person or in clothing
Signs/Symptoms:	Severe itching and excoriation of scalp or body. Adult lice and nymph are very small, 1-2mm long, gray-tan color. Eggs are about ½ the size and attach firmly to the hair shaft.

Policy:	It is recommended that the student be treated via his/her family physician. The student may return to care after being treated and there is no evidence of live lice or nits.
---------	---

Hand, Foot, Mouth Virus	
Incubation Period:	4 - 6 days
Communicability:	As long as lesions/sores are still visible on extremities and in the mouth. As long as the student still has a temperature of 100 degrees or higher.
Signs/Symptoms:	High fever followed by sores in the mouth. Later a rash will probably develop on the hands and feet.
Policy:	It is required that the student no longer have any visible open lesions/sores on extremities and in the mouth. The student must be eating and drinking well. The student must be fever free for 24 hours, without the aid of medication, such as Tylenol or Ibuprofen.

COVID-19

Little Oaks Early Learning Academy adheres to CDC (Center for Disease Control) Guidelines. At a minimum, the school will:

- Clean and sanitizing toys and frequently used objects. All surfaces will be cleaned and sanitized after every use
- Use soap and water or an approved sanitizer
- Follow all label instructions
- When cleaning non-absorbent toys such as blocks or plastic toys, wash them with soap and water

- Wash hands often with soap and water, for 20 seconds, especially after blowing your nose, coughing, or sneezing
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover the surfaces of hands and rub together until they feel dry
- Avoid touching eyes, nose, and mouth with unwashed hands
- The school will adhere to special governance placed by local and federal agencies in terms of remaining open, shortening hours, or closing of facilities for a short term.

The school will closely observe students for signs of illness.

- Observe closely all infants and students for symptoms of illness
- Notify parents if a student develops a fever, chills, cough, sore throat, headache, or muscle aches
- Send students home and advise parents to contact the student's doctor
- Remind parents to keep students home when students are sick
- Remind teachers to stay home when they are sick
- School employees will practice good hygiene and proper handwashing, before and after every meal, after using the restroom, and when returning from outside.

Communication with families and staff:

Little Oaks Early Learning Academy will engage with families to determine a student's individual care plan and determine if the school can accommodate their needs.

Tuition payments during a stay-at-home order or closure due to pandemic/outbreak:

If Little Oaks Early Learning Academy is required by the Department of Public Health to close for longer than four (4) days, tuition payments are as follows: for a first closure, families would receive a 20% reduction on tuition. Any subsequent closure, families are required to pay full tuition. Other discounts may be given during a pandemic at Little Oaks Early Learning Academies discretion.

Families required to quarantine will pay their full tuition as teachers will continue to be paid during this time.

INFORMATION FOR PARENTS REGARDING FEVERS

According to the American Academy of Pediatrics, fever is a well-known symptom that parents/guardians or child-care workers use to identify a student who may be ill. Fevers (a rise in the body temperature above normal) are common in young children and are rarely harmful. There are many causes of fever other than illness. Exercise, environmental conditions, individual variation and teething may raise the body temperature.

Fevers may be a symptom of a contagious or serious illness. Some students with fevers should not attend school until the student is checked by a health professional. Students registering an oral temperature of

101 degrees or higher, an auxiliary (armpit) temperature of 100 degrees or higher, and also has behavior changes or other signs/symptoms of illness, should not attend school.

Any child younger than 4 months of age should be checked immediately by their Pediatrician if they have a temperature of 101 degrees auxiliary or higher. Students, regardless of age, should be checked immediately by their pediatrician with a temperature of 105 degrees auxiliary or higher.

Student's response to fever-reducing medicines are not helpful in deciding how sick the student is. Regardless of the presence or height of a fever, how sick a student acts or looks is what is important. Fever-reducing medications may mask signs and symptoms of more severe illnesses. Doctors should check any student with symptoms or signs of a possibly serious illness (usually drowsiness, fussiness, persistent or excessive crying, wheezing, uncontrolled coughing, difficulty breathing) or who refuses to play or complains of severe pain.

INFORMATION FOR PARENTS REGARDING MEDICATION

Medication will NOT be administered by Little Oaks Early Learning Academy. Please plan to administer medications before and after school hours. Parents are welcome on campus to administer medications.

The exception to this policy will be for medications required for severe allergic reactions.

Allergy medication must be kept on file for emergency situations. A signed physician's list of allergies and medications is required to be maintained on campus. Allergy medication must be in the original container, with the original label. The label for prescription medications must contain legible directions for use, the expiration date, the student's and physician's name.

HEALTH AND MEDICAL FORM

Each student must have a completed medical form signed by his/her doctor prior to attendance at the school - should be dated no later than six (6) months from the time of enrollment. Public Health mandates that your student must have:

- Up-to-date student's vaccine record must have a physician's signature and date.
- Health Statement stating that the student is in good health and may attend school
- Student's Allergy Action Plan, from the student's physician, with physician's signature and date

CHILDREN WITH SPECIAL ABILITIES

When a student enrolls with special abilities or health care needs, information will only be shared with staff directly involved with the care of the student. If specialized equipment is needed, the parent/guardian will train staff in proper procedures. If a student requires one-on-one attention full time, the school may not be able to accommodate these needs. Students who require special accommodations to facilitate professional therapies will be provided the necessary space by Little Oaks Early Learning Academy.

FIRST AID

Teachers are trained in First Aid, AED and CPR (Infant, Child and Adult). According to State licensing standards, teachers are able to wash the wound with soap and water, apply an ice pack (if necessary), or place a Band-Aid/bandage (if necessary). Teachers are not able to remove a sliver or stinger. Parents will

be called if additional medical attention is needed or if the injury is severe enough that the student needs to be taken to a physician.

INJURIES AND ACCIDENTS

Accident/Incident reports will be completed when students are injured on campus. Teachers who witness the accident or injury will fill out the injury report; parents/legal guardians should then sign the form upon notification of accident/incident. These forms are kept in the student's file for six (6) months.

Parents/legal guardians will be notified immediately of any head injuries or injuries that require professional medical attention. Any injury that might leave a possible bruise will also be reported. If parents/legal guardians cannot be reached in an emergency, the school will contact another person on the student's emergency contact information. In critical emergencies, 911 may be called before a parent/guardian is notified.

In case of a medical emergency, staff will:

- Attempt to call the parents/guardians
- Attempt to contact the emergency contacts if parents/guardians aren't available
- Call the student's physician
- Administer First Aid or CPR
- Call 911 for medical assistance

INFANT FORMULA/BREAST MILK

Little Oaks Early Learning Academy follows all CDC Guidelines regarding the preparation and storage of breast milk.

Parents will provide bottles pre-filled with water. Powdered formula is provided by parents in pre-measured formula dispenser. Teachers will mix powdered formula with the pre-filled water bottles. Any formula left in the bottle will be discarded after two (2) hours after the feeding begins.

If a student requires a specialized formula, or if their formula needs to be mixed differently than the labels directions, the school requires a doctor's note on file with the Campus Director. If no doctor's note is on file, the school will mix the formula according to the label.

BREASTFEEDING POLICY

Little Oaks Early Learning Academy will provide a comfortable place for all nursing mothers to breastfeed.

STUDENT MEALS

Parents will provide meals for their students.

PEANUT POLICY

Little Oaks Early Learning Academy is a peanut-free facility. This includes all nuts: peanuts, tree nuts, etc. Please avoid feeding your student peanut products before entering the campus.

TOILET TRAINING

Potty-training begins at a minimum age of two (2) years old. Each diaper time, the child is invited to either sit on a training potty or the training seat on the toilet. If the child does not want to sit then their diaper or pull-up is changed. There is no pressure from the staff for the child to sit and the child does not have to sit and try.

DIAPERING

Teachers are required to change diapers for children that wear diapers, a minimum of every two hours, or more frequently, if needed. Parents/legal guardians will provide wipes, diapers and ointment (if necessary). Teachers will notify parents when their child's supply is low, but it is ultimately the parent's responsibility to ensure their child has an adequate supply of diapers and wipes.

REST/NAP TIME

Nap times are scheduled in every classroom (other than our infant classrooms). Nap times range from Pre-K Classroom scheduled for one (1) hour to two (2) hours in length. Nap and quiet times are regularly scheduled during the day. One sleep lovie is allowed from home. Sleep toys may be removed if they become a distraction and must remain in the child's cubby until the designated nap time. Sleeping items will be returned home to be laundered at the end of the week, or more frequently if soiled in between.

Little Oaks Early Learning Academy provides the following sleeping items for the specific age group / classrooms:

- Infants: A select number of cribs are provided for infants to sleep in. Infants are not allowed to be covered with a blanket, swaddled, or have any loose materials in the crib while they are sleeping.

INFANT PARENTS NEED TO SUPPLY A MINI CRIB SHEET TO BE COMPLIANT WITH OUR SAFE SLEEP POLICY. CRIB SHEETS WILL BE AVAILABLE FOR A FEE THAT WILL BE CHARGED WITH YOUR MONTHLY TUITION IF NEEDED.

REPORTING CHILD ABUSE AND NEGLECT

Little Oaks Early Academy is required by law to report any witnessed or suspected child abuse or neglect to the Department of Social Services or law enforcement. Staff members are to report any witnessed or suspected incidents to the Department of Social Services or law enforcement. If an incident should involve a staff member, the Leadership Team will take the necessary steps to assure that the suspected incident should not happen again. Possibility of suspension may occur pending the outcome of an investigation. The Campus Director will notify the department of Social Services within 24 hours of any changes that may occur in the school regarding your student.

SMOKING

Smoking is NOT permitted in the building or parking lot.

CONFIDENTIALITY

CONFIDENTIALITY

Little Oaks Early Learning Academy respects the privacy of families and students and holds all information in confidence. The school follows all mandatory reporting requirements.

CHANGING POLICIES AND PROCEDURES

Little Oaks Learning Academy reserves the right to change and or edit any policy/procedure, at any time.

ADDITIONAL PARENT RESOURCES

PARENT INVOLVEMENT

Partnering with parents is a priority at Little Oaks Learning Academy. Parents are offered numerous opportunities to be involved throughout the school year. This includes, but is not limited to:

- Classroom weekly readers
- Holiday events (Easter egg hunt, Trunk-or-Treat, etc.)
- Charitable fundraisers (St. Jude Trike-a-Thon)

Health and Safety Practices/Resources and Links

Parents may access more information regarding student health and safety at the Little Oaks Early Learning Academy's website, through their parent portal.

WHAT SUPPLIES ARE NEEDED?

INFANTS:

- Adequate supply of diapers, wipes and ointment
- One pre-measured bottle/per/feeding/per day, labeled with the student's name
- Three sets of extra clothes (please make sure they are season appropriate)
- One mini-crib sheet
- Breast Milk - either fresh or frozen in individual bags. Please label with student's name and date expressed
- Unopened baby food
- Pacifier if applicable - pacifiers with clips or attachments are not permitted
- Sunscreen

One - Two-Year Old's:

- Adequate supply of disposable diapers or pull-ups, wipes and ointment
- Three sets of clothes including socks, pants, shirts and underwear (if applicable)
- 1" Nap mat, pillow and blanket
- Sunscreen
- Winter Gear - jacket, hat, mittens/gloves, boots and snow pants - during winter months
- Lunch and water bottle

Three - Five Year Old's:

- Adequate supply of disposable diapers or pull-ups, wipes and ointment
- Three sets of clothes including socks, pants, shirts and underwear
- 1" Nap mat, small pillow and blanket
- Sunscreen
- Winter Gear - jacket, hat, mitten/gloves, boots and snow pants - during winter months
- Lunch and water bottle

ALL ITEMS MUST BE LABELED WITH STUDENT'S NAME - RUBBER BOTTLE LABELS ARE PREFERRED

POTTY-TRAINING POLICY

Toileting is a developmental skill that requires a combination of language skills, muscle control, forming connections between the brain, the nerves and the muscles, and interest from the student. Some signs include:

1. Indicating dislike of having a wet or soiled diaper
2. Lets you know before or after peeing or pooping
3. Curious about others using the bathroom
4. Understands the purpose of the potty chair or toilet
5. Stays dry for a few hours between diaper changes, or wakes up dry from nap
6. Asks to use the potty chair or toilet
7. "Tidies up" the environment

A student need not exhibit all the above to begin potty-training, but will need to exhibit these signs to begin wearing underwear.

Punishment

Students will never be punished for having an accident. Accidents may occur and that is ok.

Time Frame

A schedule for training is set for each student, with reasonable time frames marked in which to see progress. At the end of the schedule, if no progress is observed, training will be suspended for a month. This is not failure, but an acknowledgement that the student may not be ready.

Supplies

Parents are required to provide and maintain the following, daily, until potty-training is completed:

- five (5) pairs of underwear
- five (5) pairs of pants/shorts
- five (5) pairs of socks
- one (1) pair of shoes

Consistency

Consistency must be maintained at home and at school. If a student is in underwear at school, the student is expected to wear underwear at home. If this does not occur, Little Oaks Early Learning Academy requires parents provide either diapers or pull-ups, until consistency is maintained. Students may wear a diaper or pull up at naptime. If a student arrives at school in underwear, the student must wear underwear throughout the day to maintain consistency.

Accidents

Deal with accidents matter-of-factly; never use shaming or punishment. Be prepared for curiosity and for regression.

Documentation

Documentation will be made via ProCare if your child's diaper was wet, if they attempted to go, and if they went potty in the potty. Please document via the app when your child last went potty at home or if they attempted in the morning.

BITING

General guidelines for biting include:

- Helping the bitten student feel better and providing appropriate first aid, if warranted
- Completing an incident/accident report for the parents of the biter and the student bitten
- Discussing the situation with the biter's parent(s)

Depending on the ages of the students and the circumstances involved, additional actions might include:

- Discussing a better solution for all students involved
- Separation of the students
- Showing/giving the biter something appropriate on which to bite

- Maintaining a log to track when the behavior occurs
- Conferences with parents to discuss the student’s actions at home, parental discipline techniques, search for outside resources, etc....

The name of a student that has bitten another student is confidential. The Campus Director will keep parents/guardians informed as to what actions are taken for future prevention, and if bites are from the same or a different student.

CLASSROOM RATIOS

Little Oaks Early Learning Academy classrooms are supervised by qualified preschool leaders, with ratios as follows:

Birth through 12 months	1 staff to 4 children
12 through 23 months	1 staff to 5 children
24 through 35 months	1 staff to 7 children
3 year-old class	1 staff to 10 children
4 year-old class	1 staff to 12 children

STAFF QUALIFICATIONS

Employees are screened for reports of child abuse or neglect. NO staff member or volunteer’s name may be on the Sex Offender Registry.

Required for all employees:

- Child Abuse and Neglect (mandated reporting training will be completed within the ninety days of orientation) and:
- Continuing Education requirements as follows:
 - Full-time staff (over 36 hours) is required to have 30 hours per year
 - Part-time staff (36 hours or fewer) is required to have 30 hours per year

Within 90 days of hire:

- A current certificate of completion for Infant, Child and Adult CPR/First Aid/AED

- Completion of Orientation in the following topics: Prevention and Control of Infectious Diseases, Administration of Medications, Safe Sleep Practices and Reducing the Risk of SIDS, Building and Physical Premises Safety, Prevention and Response to Food Emergencies, Emergency Preparedness, Prevention of Shaken Baby Syndrome, Appropriate Precautions in Transporting Children, Safe Handling and Storage of Hazardous Materials, Child Development.

Little Oaks Early Learning Academy Campus Director

- Bachelor's degree in Early Childhood Education and at least two years of experience in a child care setting if the school cares for preschool-aged children; or be certified as a child development associate
- Ongoing training required

Lead Teacher

- Must be at least 18 years of age
- CDA/Associates degree/two (2) years minimum experience teaching
- Ongoing staff training required by the state and by the director of the program

Assistant Teacher

- Must be at least 18 years of age
- Ongoing staff training required by the state and by the director of the program

RECEIPT OF HANDBOOK

The handbook may be accessed by visiting littleoaksela.com/parentportal

Confirmation of understanding and compliance with Little Oaks Early Learning Academy Parent/Legal Guardian Guidelines and Procedures/Policies. Policies are reviewed annually and updated as needed.

I confirm that I have read and understand Little Oaks Early Learning Academy Parent/Legal Guardian Guidelines and Procedures and Policies. By signing this confirmation, I am agreeing to comply with all procedures and policies. I also am aware that if at any time, I have questions or concerns regarding guidelines, procedures or policies I will address them with the Campus Director.

Parent/Legal Guardian Name (Printed):

Parent/Legal Guardian Signature:

Date Signed: _____

If you have any questions about our Licensing Minimum Standards please contact the local Licensing office Texas Department of Human Services (936-539-1161), Child abuse hotline (800-252-5400) or website <https://www.hhs.texas.gov> please see our information board located in the entry hallway or see our Director. A copy of the Licensing Minimum Standards is located in the office, or can be accessed online. You may also find our most recent licensing inspection posted for review there as well.