



Parent Handbook 2026

Welcome to the Little Oaks family!

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

This Parent Handbook (the “Handbook”) is designed to provide information that parents need when selecting our early learning program for their student(s). The last page of this document contains a signature requirement for each family who wishes to enroll their child at a Little Oaks campus. The handbook is reviewed for updates at least annually with any updated versions requiring fresh signatures.

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 LOELA desires that your student has the very best educational experience.

Please take the time to read the Handbook carefully to help you better understand our school and the role we all play in making this experience a special one in the life of your child. If you have any questions, please feel free to contact your Campus Director.

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MISSION

Little Oaks Early Learning Academy (Little Oaks or LOELA) seeks to build in our students an early spiritual foundation in Christ and equip them academically and socially to be effective in their world. Our desire for our students is 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 their teachers who love the Lord.

HOURS OF OPERATION

All Campuses are open Monday through Friday. Hours may vary; current hours of operation are as follows:

Campus Location	Hours of Operation
The Woodlands, TX 8555 Creekside Green Drive; Spring, TX 77389 Church Partner: Covenant Church at Creekside	6:30am – 6:00pm
Pearland / Manvel, TX 11800 Magnolia Pkwy; Suite 128; Manvle, TX 77578 Church Partner: Fresh Impact Church	6:30am – 6:00pm
Clear Lake, TX 15700 Space Center Blvd; Houston, TX 77062 Church Partner: Clear Lake Baptist Church	6:30am – 6:00pm
Waller, TX 2027 Main St; Waller, TX 77484 Church Partner: TBD	6:30am - 5:30pm

AGES OF STUDENTS

LOELA campuses are generally licensed to care for students aged eight weeks through Pre-Kindergarten. On a case by case basis, a campus may be licensed for Kindergarten and/or older students for the summer or before/after school activities.

OPEN DOOR POLICY

LOELA has an open-door policy for parents/guardians. Parents/guardians are able to visit their students at any time. Parents desiring an extended visit will need to check their student out in consideration of the privacy of all students and check in again once they return to the campus. The school is required to abide by court orders for parents/guardians that restrict or prohibit visitation.

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and

(11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

NON-DISCRIMINATION POLICY

LOELA 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. Enrollment shall be open to any child in the aforementioned age demographics we serve so long as Little Oaks can meet the needs of that child and all family members are in compliance with the entirety of this Handbook.

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 applicable to each Campus..

HOLIDAYS/SCHOOL CLOSED DATES

LOELA is closed for New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. Additional holidays may be added on a campus specific basis in conjunction with the release of a new school year calendar.

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

LOELA also closes:

- The week between Christmas and New Year's Day
- The Wednesday and Friday around Thanksgiving
- In the event that a Campus is located in a church and 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.
- One week prior to the beginning of the fall session for staff development.

Planned closures are shown on the school's annual calendar, which is provided upon enrollment, or when newly published for the forthcoming school year for existing families. **The above school closures have been factored into the tuition rates published by each campus.**

ENROLLMENT AND PARENT ORIENTATION

GENERAL ADMISSIONS REQUIREMENTS

- With the exception of infant and toddler classes, students must be of age for the class they are entering by September 1, which aligns with the requirements of most public schools. Any exceptions to this policy must be approved by 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. Any exceptions to this policy must be approved by the Campus Director.
- Registration for the new school year begins in February prior to the following fall.
- 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 (waitlist fees may apply).
- Specific teacher requests cannot be guaranteed.

Upon registration, the Family Enrollment Packet must be complete on LineLeader and a current record of immunization, or a notarized affidavit of Immunization Exemption, including the pediatrician’s signature, and physicals must be provided.

ENROLLMENT PROCESS

LOELA admissions process is:

1. Campus tour.

The Campus Director or Assistant Director will answer questions, explain our unique features, classroom availability and tuition. LOELA’s philosophy, along with school policies, will be addressed on the tour. To enroll your student, the enrollment packet must be fully completed and returned to the Campus Director through LineLeader (see step 3).

2. 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 (Form 2935)
 - Infant care Form (as applicable)

- Immunization record, signed by the student's pediatrician, or a Notarized Affidavit of Vaccine Exemption
- Allergy Action Plan (if needed)
- Photography Consent Form
- Parent's Rights Form (Form 2987)
- Parent Handbook Signature (i.e. this document)
- Discipline and Guidance Policy (Form 1099)

DELAYING THE START/RETURN DATE

If necessary, parents may delay their start/return date two (2) consecutive times, not to exceed one month beyond the original start/return date. After that, the student's spot will be forfeited and registration fees will not be refunded. Any request to delay start/return date requires written notice one month prior to the scheduled start/return date. If this written notification is not provided in time, the amount of tuition necessary to equate to one month's full tuition from the date of notification will be billed and due upon receipt of invoice.

Tuition for the month of August will not be prorated under any circumstances.

CHANGING SCHEDULE

Families wishing to change their child's schedule - either to/from Half Day, to/from Core Program, or to/from Full Time or the number of days per week in attendance **must provide 2 weeks written notice.**

WITHDRAWALS / HOLDING FEE / RE-ENROLLMENT

Families wishing to withdraw with intent to return will incur a monthly "holding fee" under the following circumstances:

- Withdrawing in May, June, and/or July with intent to return by August
- Withdrawing in any other month with intent to return $\leq$ 1 month

The holding fee will be determined annually and will be included in the campus tuition rate sheet.

Families withdrawing in May, June, and/or July with intention to return after August, or families withdrawing for > 1 month in any other month of the year, will be treated the same as a permanently withdrawing student with the potential of forfeiting the child's spot. Reenrollment will only be allowed within 1 month of return if space is available and new registration fees are paid.

TERMINATION OF ENROLLMENT

If it becomes necessary for the Campus Director to discontinue a student's attendance, that decision is based upon the following potential circumstances:

- Disruptive or dangerous behavior, including repetitive biting (details in Biting section).
- The school's inability to meet the student's needs
- Abuse of other students, staff or property, including verbal or physical harassment and/or abuse of LOELA staff by parents
- Non-payment of tuition (details in Billing and Fees)

If a parent or legal guardian decides to terminate enrollment for any reason, **written notice one month prior to the last day of enrollment is required.** If this written notification is not provided in time, the amount of tuition necessary to equate to one month's full tuition from the date of notification will be billed and due upon receipt of invoice.

Any exceptions must be approved in writing by the Campus Director. **LOELA reserves the right to terminate a student's enrollment at any time, for any reason, with or without notice.**

BILLING AND FEES

TUITION PAYMENTS

Tuition is based on the number of days per week the student is enrolled and whether the schedule is Half Day (3 hours), Core Program (9AM-4PM only) or Full Time (any hours outside of 9AM-4PM). It should be noted that some Little Oaks campuses do not offer Half Day or Core Program options.

Tuition is consistent whether the student is present or absent. Tuition amounts are consistent regardless of holidays or a campus closure (planned or unplanned) as the tuition that LOELA charges already contemplates these closures. **TUITION PAYMENTS ARE DUE BEFORE CARE IS PROVIDED.** This tuition payment is usually paid monthly by the first of the month. In limited cases, tuition may be paid weekly or semi-monthly subject to the full discretion of the Campus Director. Any weekly payment must be made by the Friday preceding the week of care. Payments are paid via electronic payment through the LineLeader portal or via arrangement with the Campus Director, through money order. No cash or checks are accepted.

DELINQUENCIES / AUTHORIZATION TO CHARGE ACCOUNT

If a student's account is delinquent longer than 1 week, parent access to the campus building may be discontinued, and the student may be withdrawn from school until such time as payment is made to bring the account current. **Furthermore, Little Oaks reserves the right to charge the family's bank account and/or credit card on file.** Any exceptions to this provision can only be approved by LOELA Ownership.

If payment is not made and/or a LOELA initiated charge is unsuccessful, the account may be referred to a collection agency and/or legal counsel may be engaged. Interest may accrue on any past-due amount at a rate of eighteen percent (18%) annually, or the maximum amount permitted by law, whichever is lower. All late fees and interest charges shall comply with applicable state and federal regulations.

FEES

- A registration fee is due upon enrollment to hold the student's place in a classroom. The registration fee is non-refundable.
- A supply fee is billed with the first tuition remittance for new students and at the beginning of the school year (typically August) for returning students. This fee supports consumable classroom materials.
- Summer activity fee is charged for summer months (June, July, and sometimes portions of August).
- Holding fees for withdrawals will be charged as described above.
- Late pick-up: see Late Pick-Up section below.
- Processing Fees: see Methods of Payment below.
- Late tuition fee: a fee of \$25 will be assessed on the third business day after the tuition due date if payment has not been made by that time. An additional \$25 charge will be assessed each week thereafter, until payment is received in full. These fees will be assessed on each late invoice.
- Chargebacks: LOELA is charged by LineLeader (payment processor) with each returned payment (chargeback / insufficient funds). All fees of this nature will be passed on to the student's account. As of the writing of this Handbook, that fee is \$20 per returned payment.

ALL FEES RELATED TO LATE PICK-UP, LATE TUITION, AND/OR CHARGEBACKS MUST BE PAID IMMEDIATELY UPON RECEIPT OF INVOICE.

METHODS OF PAYMENT

Families pay tuition via electronic payments within LineLeader. Automatic payment may be withdrawn from a checking account or credit card within the LineLeader portal. As of the publication date of this Handbook, checking account deductions (ACH) are assessed an \$0.80 Processing Fee and credit card payments incur a 2.95% Processing Fee for each transaction. Any revision of your payment method must be completed by the parent via LineLeader prior to the first of each month.

SCHOOL CLOSINGS

Any day the campus is closed, tuition will not be refunded. 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 may increase on a yearly basis, or more frequently in some situations. New tuition rates will typically be published in the spring, concurrent with enrollment commitments for the fall.

DISCOUNTS

A 10% sibling discount for multiple students enrolled is offered. The discount is applied to the student(s) with the lower tuition rate. Sibling discounts may not be combined with any other discounts.

Other discounts may be offered from time to time by LOELA in its sole discretion.

STUDENT ATTENDANCE

CAMPUS PROGRAM SCHEDULES

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

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

Half Day (also known as Mother's Day Out) options may be offered on a Campus by Campus basis. This offering is usually in 3 hour increments from 9:00AM - 12:00 PM or 2:30PM - 5:30 PM.

DROP-IN POLICY

Drop-in days are SOLELY at the Campus Director's discretion. Drop-in days, if available, are usually charged at \$75 per day, but the rate may vary between Campuses. Drop-in days may only be available for currently enrolled students.

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, via the LineLeader app or via phone, 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 may be required to post notice of the illness to inform other parents.

ARRIVAL AND DEPARTURE

LOELA recommends a quick goodbye. Develop a routine, such as a kiss and a hug, and leave the room.

LOELA offers a waiting area 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 may not be ready to go home. The school recommends reminding students it is time to go and that they will be back tomorrow.

Students must typically arrive on campus no later than 9:30am unless otherwise approved in writing. Individual campuses may set a different arrival time limit but no later than 10am. Students who have mid-day appointments may not return during naptime hours unless otherwise approved by the Director.

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 5:30PM or 6:00 PM. Half-Day Program students are required to be picked up at 12:00PM or 5:30PM as the case may be. Core Program students are required to be picked-up by 4:00 PM.

Check out time is measured from the clock-out time within LineLeader. Chronic parent/guardian tardiness will be assessed for appropriateness for the school. Late fees will be applied as follows:

- A \$25 fee for the first fifteen minutes will be charged, increasing \$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 or Assistant 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).

SIGN IN AND OUT

Each adult who is authorized to pick-up has a password or PIN that is exclusive to them. The campus must have authorization for anyone picking up a 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 LineLeader 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 and checking out at the front desk 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.
- LOELA 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 NOT be released and the local police department may be called. 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. LOELA staff may 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 or Assistant Director.

Parents may talk with staff daily during arrival or pick up. Parents may also message staff via LineLeader or contact the school directly by phone. Staff will respond to parent messages when possible, likely during

naptime. The LineLeader app is the school's primary communication tool where parents can see photos, newsletters, and other important information. Families will receive an invitation to join the application by email prior to your student's first day.

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

INFANT DAILY SHEETS

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

LOELA updates this information throughout the day on LineLeader, to ensure parents/guardians have correct and necessary information at pick-up time.

CONVERSATION

LOELA 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

LOELA 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 their campus specific parent portal via the link provided by the Campus Director.

FACEBOOK/INSTAGRAM

LOELA posts regularly to Facebook and/or Instagram. Families may access information on upcoming news, events, and even see fun pictures shared throughout the day, although the primary venue for these items will be through Line Leader.

PARENT/TEACHER CONFERENCE AND ASSESSMENTS

Parent/Teacher conferences are held twice per/year. Typically conferences are held in October on Columbus Day and in February on President's Day. Assessments are conducted twice per year using the Frogstreet Developmental Checklists and will be shared with parents/guardians during conference days. Parents/Guardians and teachers create a plan for each student to progress in acquiring key skills and

reaching milestones. LOELA also provides an opportunity each fall, for a fee, for students to receive developmental screening by an occupational therapist.

PARENT SURVEY

LOELA may conduct a bi-annual parent survey, typically in December and May, as part of a continual improvement process.

A summary of the results is shared with Parents/Guardians in the campus newsletter. Highlights are 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

LOELA and staff members are required, by law, to report any witnessed or suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement.

LOELA staff will perform visual health checks of students when they arrive to check appearance (bumps, scrapes, illness, etc.)

If an incident should involve a staff member, LOELA 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 Family and Protective 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. Please refer to the Policies of Common Communicable Diseases in the Health, Safety and Nutrition section.

ALLERGIES

During the enrollment process, if necessary, parents will provide an Allergy Action Plan, which is provided by the student's pediatrician. Any pediatrician prescribed 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 students' names and allergies are listed in their file, the Campus Director's file, in each classroom and also kept within the LineLeader app. Medications for allergies are kept in the office.

LOELA will not administer unassigned epinephrine auto injectors, also known as epipens.

All students' 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. Preschool 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 LOELA 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 learning 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. We 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 LOELA's approach 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 LOELA 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 i
- A joyful approach to learning

Newspring Bible Curriculum

Newspring 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
6:30-8:30 am	Morning Drop-Off, Hand Washing, Breakfast, Free Play

6:30-8:30 am	Clean-Up
6:30-8:30 am	Circle Time
9:00 - 9:30 am	Morning worship and prayer 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

LOELA understands that television 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 may occasionally participate in screen time as part of a special event or holiday celebration.

POSITIVE GUIDANCE / DISCIPLINE POLICY / CHALLENGING BEHAVIOR

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. LOELA 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.

LOELA 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 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). Teachers will ask for help from the Campus Director for Challenging Behavior as necessary. The Campus Director will remove the student from the classroom and will call the parent/guardian to notify them and describe what actions have been taken thus far. The Director may require that the parent pick the child up and look to schedule a future meeting to collaborate on strategies to best support the child's behavior and resolve discipline issues going forward.

Students will be treated with respect at all times. If a student's needs are unable to be met, LOELA 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 families' 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. LOELA 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, should be provided during winter/colder months.

Students should come to school dressed in clothing that is appropriate for active play, including activities that may involve dirt, paint, or other materials that can stain. Please avoid sending children in clothing that is delicate or requires special care. We recommend comfortable, washable clothes and closed-toe shoes for safety and ease. 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. If parents do not label items, our staff will label them for proper identification. LOELA 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, lockets, keys or any other article that hangs around the neck, in addition to bracelets, are not allowed.

SPECIAL ACCOMMODATIONS

LOELA 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. LOELA 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 LOELA's 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. We also may have an indoor playground for physical activity. If weather conditions such as extreme heat or cold temperatures, hurricane, tornado, thunder and or lightning storms, prevent outdoor activities, students can use the indoor playground.

LOELA takes special consideration when going outside with students under 12 months-of-age. No student will remain indoors when others in his/her class are outdoors, except infants. Parents and legal/guardians are responsible for providing their students with appropriate clothing for all seasons.

Infants are allowed outside for as long as tolerated from birth-12 months. A minimum of 60 minutes for students 13 months - Pre-K is required by the State of Texas.

AWAY FIELD TRIPS

LOELA 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

Some LOELA campuses provide transportation for elementary aged children via private vans to and from designated local elementary schools when these schools are in session. Vans are operated by caregivers with valid drivers licenses who have been trained in bus safety procedures.

Parents must complete all required transportation authorization forms before a child may ride in the school van. Transportation is limited to schools and routes approved by the program.

Parents understand that transportation involves the ordinary risks associated with motor vehicle travel. Parents are responsible for notifying the program in writing of any transportation changes. Same-day transportation changes may not be accommodated unless confirmed by the Campus Director or Assistant Director.

Vehicle Safety

Children will be transported in accordance with all applicable Texas Child Care Licensing standards and Texas transportation laws. All children must:

- Remain seated at all times while the vehicle is in motion
- Wear seat belts at all times
- Follow driver and staff instructions
- Use appropriate behavior to ensure the safety of all passengers

Children who repeatedly engage in unsafe behavior while being transported may temporarily or permanently lose transportation privileges.

Texas law requires that passenger capacity not be exceeded and that each passenger be secured by a safety belt. The current vans operated by Little Oaks are 14-passenger vans, plus one driver.

Supervision and Accountability

A current roster of transported children and emergency contact information will be maintained in the vehicle during transportation. Staff will conduct attendance checks when children enter and exit the vehicle.

Texas Child Care Licensing requires transportation vehicles to carry emergency contact information, medical authorization information, a first-aid kit, and a fire extinguisher.

Communication and Delays

Transportation vehicles will have access to communication devices or operate on established routes and schedules monitored by the Campus leadership.

Parents will be notified as soon as reasonably possible regarding significant transportation delays, emergencies, or route changes.

Release of Children

Children will only be released at approved locations and according to the child's enrollment and transportation authorization forms.

If a child is absent from school, parents must notify the campus as early as possible to assist with transportation accountability.

CAMPUS PERSONNEL

CAMPUS STAFF

LOELA 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 prevention and complete updated training every year. LOELA staff attend regularly scheduled 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, LOELA encourages employees to receive vaccinations for:

- 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. LOELA 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

LOELA 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.
- Sleep sacks may not be weighted.
- 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

LOELA teachers are allowed to provide care for students outside their scheduled work hours at Little Oaks Early Learning 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. LOELA bears no responsibility.

HEALTH, SAFETY AND NUTRITION

RISK MANAGEMENT

LOELA facilities have central fire alarm and emergency evacuation plans, 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, LOELA 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 or if unsafe, at Campus Evacuation Locations as described below.

Building Service Loss: In the event a facility loses power to items such as heat, air conditioning, water, electricity, telephone, or any plumbing problems, LOELA Ownership will be contacted immediately. If a facility's main power is not restored within one (1) hour, 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 the Lineleader app or phone calls from the Campus Director's personal cell phone.

Fire Evacuation: 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 Evacuations.

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. Current locations are as follows

The Woodlands Campus Evacuation Location:

Timber Creek Elementary School
8455 Creekside Green Drive; 77389

Pearland Campus
Shepherd of the Heart

12005 Magnolia Parkway; 77578

Clear Lake Campus

The Art of Coffee

1849 El Dorado Boulevard; 77062

Waller Campus

Melanie Smith Memorial Library

1018 Saunders St; 77484

Parents will be contacted by phone, email and parent management app for pick up information

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 Lineleader 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 close-toed 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

LOELA 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 that students will be sent home / remain home:

- Vomiting or diarrhea has occurred more than once in the past 24 hours
- Development of 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
- An axillary (underarm) temperature of 100.4° F (38° C) or higher
- The student does not feel well enough to participate in the regular, daily routine and activities
- 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 OR THE STUDENT'S EMERGENCY CONTACT WILL BE CALLED.

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 an axillary (armpit) temperature of 100.4 degrees F 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 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

LOELA adheres to CDC (Center for Disease Control) Guidelines. At a minimum, the school will:

- Clean and sanitize 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: 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.

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 axillary (armpit) temperature of 100.4 degrees F or higher should not attend school and will be sent home until the child is fever free for ≥ 24 hours. Children with temperatures under 100.4 degrees F may still be sent home at the Campus Director's discretion.

Any child younger than four (4) months of age should be checked immediately by their pediatrician if they have a temperature of 100.4 degrees auxiliary or higher. Students, regardless of age, should be checked immediately by their pediatrician with a temperature of 105 degrees auxiliary or higher.

A student's response to fever-reducing medicines is 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 will be evaluated. 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 LOELA. 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 LOELA. Private rooms are available. Contact the Campus Director for more information.

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. Other more minor injuries will be reported no later than end-of-day at pick up. 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 (not necessarily in this order):

- 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

LOELA 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 a 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

LOELA will provide a comfortable place for all nursing mothers to breastfeed. Private rooms are available to parents. Contact the Campus Director for more information.

STUDENT MEALS

All campuses provide lunch to students each day. All meals are well-balanced, and include fruits and vegetables.

Parents, if desired, may send an alternative meal for their student.

PEANUT POLICY

LOELA 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 sit 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. Students who wear pull-ups must be provided with a side-snap variety.

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 one (1) hour to two (2) hours in length. Students who do not fall asleep within the first hour of nap time will be given a quiet activity to do until nap time ends. LOELA staff will not force students to stay awake. Students who fall asleep will be allowed to continue sleeping and will not be awoken by teachers until nap time is over.

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. A select number of cribs are provided for infants to sleep in.

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

REPORTING CHILD ABUSE AND NEGLECT

Little Oaks Early Learning Academy is required by law to report any witnessed or suspected child abuse or neglect to the Department of Family and Protective Services or law enforcement. Staff members are to report any witnessed or suspected incidents to the Department of Family and Protective 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 Family and Protective 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

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LOELA 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 LOELA. 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 LOELA'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)
- Two mini-crib sheets
- Breast Milk - either fresh or frozen in individual bags. Please label with student's name and date expressed.
- Unopened baby food labeled with the student's name.
- Pacifier if applicable - pacifiers with clips or attachments are not permitted, and must be labeled with the student's name.
- Sunscreen/ insect repellent. If needed, please apply prior to arrival to school.

One - TwoYear Old's:

- Adequate supply of disposable diapers or pull-ups (side-snap variety), wipes and ointment
- Three sets of clothes including socks, pants, shirts and underwear (if applicable)
- Roll-up nap mat
- Sunscreen / insect repellent. If needed, please apply prior to arrival to school.
- Winter Gear - jacket, hat, mittens/gloves
- Water bottle labeled with student's name

Three - Five Year Old's:

- Three sets of clothes including socks, pants, shirts and underwear
- Roll-up nap mat

- Sunscreen / insect repellent. If needed, please apply prior to arrival to school.
- Winter Gear - jacket, hat, mitten/gloves
- Water bottle labeled with student's name

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.

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, LOELA requires parents provide either diapers or side-snap 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 Lineleader 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

Prevention Strategies:

1. Supervision: Maintain vigilant supervision to identify potential triggers and intervene before biting occurs.
2. Communication: Foster open communication with parents and caregivers to share insights into a child's behavior and address concerns collaboratively.
3. Education: Educate children on alternative ways to express themselves, emphasizing the importance of words and positive interactions.
4. Structured Routine: Implement a consistent daily routine to minimize stressors that may contribute to biting incidents.

Incident Response:

1. Immediate Action: In the event of a biting incident, caregivers will promptly intervene to ensure the safety of all children involved.
2. Communication and Collaboration with Parents: Inform parents in writing of both the child who bit and the child who was bitten about the incident, providing details and any necessary medical attention.
3. Documentation: Maintain detailed records of biting incidents, including dates, times, circumstances, and the actions taken to address the situation.
4. Behavioral Guidance: Work with parents to develop a consistent approach to understand, address, and modify the biting behavior, including increased supervision, positive reinforcement, redirection and separation from the bitten student. This may include moving the biting student to a different classroom where this can be accommodated within state licensing requirements for age differences and student/teacher ratios.
5. Enrollment Termination: In unusual circumstances, where all options have been exhausted and the behavior persists and/or escalates, enrollment termination may be considered as a last resort for the safety of all students. This is obviously a distressing course of action for the parents of the

biting student, but there are cases where the school is unable to meet the biting child's need for supervision in a classroom setting.

Review and Revision:

Little Oaks will regularly review and update this policy in collaboration with parents, caregivers, and staff to ensure its effectiveness in creating a safe and supportive environment for all children. By adhering to this policy, we aim to create an environment where children can thrive emotionally, socially, and developmentally while addressing and preventing biting incidents responsibly.

CLASSROOM RATIOS

LOELA classrooms are supervised by qualified preschool leaders, with targeted maximum ratios as follows:

Birth through 12 months	1 staff to 4 children; 2 staff to 10 children
12 through 23 months	1 staff to 5 children; 2 staff to 12 children
24 through 35 months	1 staff to 7 children; 2 staff to 14 children
3 year-old class	1 staff to 10 children; 2 staff to 18 children
4 year-old class	1 staff to 12 children; 2 staff to 24 children

Teacher student ratios may **briefly** exceed these levels at the beginning and end of school days, during nap time, and in other brief staff transitional periods; however, ratios will at all times be within Texas Childcare Licensing Requirements.

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.

LOELA 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

Parents are entitled to see the following information. You may ask the director to show you the most recent copy of:

- The minimum standards for this licensed center (also available at <https://www.hhs.texas.gov/providers/protective-services-providers/child-careregulation/minimum-standards>)
- Parent's Rights
- The investigation or inspection report from Texas Department of Family and Protective Services or Health and Human Services (also available at <https://www.txchildcaresearch.org>)
- Documentation Of Liability insurance that complies with Human Resources Code, Section 42.049
- The fire marshal inspection report
- The health department sanitation inspection report
- The gas pipe inspection report (if applicable)
- The licensed center operational policies

RECEIPT OF HANDBOOK

This Handbook may be accessed by visiting the parent portal for your campus. This page is confirmation of understanding and compliance with all LOELA Parent/Legal Guardian Guidelines and Procedures/Policies as outlined in this Handbook, in its entirety. Policies are reviewed at least annually and updated as needed.

I confirm that I have read the entirety of this Handbook and understand LOELA 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 boards centrally located near the Director's desk, or see our Director directly. 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.