

# PARENT HANDBOOK

## Little Legends Learning Academy

A ministry of C3 Church on 78

4546 Atlanta Highway  
Loganville, GA 30052

678-580-3736

Dear Parents,

Welcome to Little Legends Learning Academy! We are beyond excited to be launching our child development center for the 2019-20 school year. Little Legends is a ministry of C3 Church on 78 in Loganville, Georgia. In our first year of operation, we will be offering programs for children ages three and four. While we follow the licensing requirements for the State of Georgia, Little Legends is not a day care facility and is not licensed by the State of Georgia.

We consider it a privilege to partner with you in the development of your child. We strongly believe that open communication between parents and school staff is essential to fully meet your child's needs. We look forward to developing a positive and trusting relationship with you.

The purpose of the handbook is to share information and ideas with parents, to promote understanding of our program and to foster a spirit of cooperation between parents and our staff. We hope you will find it useful as an orientation to our services and policies.

In order to be properly informed, please review each section carefully. The importance of abiding by the policies and procedures is vital for the effective and efficient operation of the learning academy community.

Please sign the acknowledgement form and return with your child the first day of school. This verification will be kept in your child's file. The handbook is designed as a handy reference for you. We suggest you keep it in a convenient place for easy referral throughout the year.

We have tried to anticipate the questions most frequently asked. Should you not find the answer to your question in this handbook, please feel free to call the Learning Academy Office. Your involvement is essential and warmly welcomed.

Sincerely,

Mrs. Kimberly Allen

Director

## Parent Signature Page

*After reading the handbook, please sign and return this page to the academy director. This is due when the child begins school.*

I acknowledge that I have read the parent handbook for Little Legends Learning Academy. I agree to follow all policies outlined within.

Student Printed Name \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

\_\_\_\_\_  
Signature of parent / guardian

\_\_\_\_\_  
Date

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## *Our History*

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Brian & Jessica Lenox are the Senior Pastors of C3 Church on 78.

Brian was born in the Bay area, San Francisco CA. His family relocated to St. Cloud MN at the age of 10. Brian responded to a salvation altar call at the age of 10 and felt the call of God on his life. Overcoming shyness, Brian started serving in his church's singles group during his 20s, and the rest is history! Brian is a sports enthusiast, football fan, but loves his family above all else.

Jessica was born in the Kansas City area where most of her family remain within driving distance. Jessica walked at 6 months and has been running ever since! Her early years were spent around rural Missouri. At the age of 11, her family relocated to Aneta, ND where her father became the pastor of a small community church. Being raised in the church, she has seen the greatness of it and the challenges that come along with it.

Brian & Jessica met at church in Minneapolis MN, and quickly fell in love. Their common love for the Church drew them together as well. After over 20 years of marriage, they are still madly in love with each other and passionate about the House of God. They were youth pastors up north for several years, then relocated to the south where they found their home. Their children, Grace and Kelly, were both born at Gwinnett Medical and are the joys of their lives.

Ps. Brian and Jessica attended C3 Lawrenceville for 14 years. During that time, they served in many different areas, including youth, marriage coaching, welcome and salvation teams, were connect leaders and attended their School of Ministry. Jessica even helped launch C3 Fitness in 2009 and was on staff at the church. In 2013, they became Campus Pastors. In 2016, the church became a stand-alone entity and that is how C3 on 78 is here today!

We are so grateful for the C3 movement and where we have come from. With a passion for Jesus and desire to see this world won for Christ, Phil and Chris Pringle moved to Sydney in 1980 to start a church. With just 12 people attending an Easter service, Christian Centre Northside began and the C3 Church movement as we now know was birthed. This church grew to over 400 in 4 years and soon began planting within Sydney and beyond to cities and countries outside of Australia.

Sent out from Sydney in 1996, the first C3 Church in Atlanta GA was born. Now we are just one of 3 strong C3 churches in the area. C3 on 78 began in homes in the Grayson area during the year 2013. We grew to around 50 people by eating & laughing together. In 2014, we began monthly meetings at Grayson Elementary School, and quickly moved to weekly services in May of that year. We purchased our current

building in March of 2017 and are so excited about the growth of our people and our church. We believe God has brought this group of people together for a reason.

**The VISION of C3 Church on 78 is to believe in people and equip them to fulfill their God-given purpose by empowering them to influence their community.**

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### *Our Director*

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Mrs. Kimberly Allen is the Founder and Director of Little Legends Learning Academy. She is a native of Georgia and was brought up in a Christian home. She received Jesus as her Lord and Savior when she was 11 years old and has been running after Him ever since.

She is a graduate of Georgia Southern University and completed the Charter School Financial Management Program at The University of Georgia. She served as the assistant to the Superintendent in a statewide charter school for over seven years, receiving the distinguished Visionary Award. She also served as the school State Testing Director and the Director of Federal Programs.

Kimberly has been a member of C3 Church since the year 2000. She graduated from C3 School of Ministry and has served in many leadership positions in the church including service team lead and connect group lead. She and her husband were ordained as Pastors in 2016 and are currently serving as the C3 Kids Directors.

Kimberly and her husband of 20 years, Chris, reside in Bethlehem, Georgia and are the proud parents of beautiful twin girls, Emily and Hailey and a handsome son, Levi. Kimberly loves the outdoors. Some of her favorite pastimes include jeeping, running, hiking and reading. You may also find her busting out in song and dance at any given moment. She loves Jesus and has a passion to see children find the call that God has on their lives. She firmly believes education is the one thing no one can take away.

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### *Our Mission*

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The mission of Little Legends Learning Academy is to teach, nurture and love children. We desire to do this through Christ centered, STEAM educational experiences, resulting in school readiness and a love for Jesus.

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## Our Purpose

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- To provide a loving environment where a child can grow in God's world through experience, interaction, and exploration with the guidance of Christian teachers.
- To increase the child's listening skills, self-expression, independent work and play habits, as well as decision-making abilities.
- To encourage the child's self-confidence, concern for others, cooperation in work and play, and enjoyment of sharing.
- To introduce and utilize STEAM (Science, Technology, Engineering, Arts and Math) initiatives - allowing children to experiment and discover fresh ways learning.

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## What We Believe

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- There is one God: God the Father, God the Son, and God the Holy Spirit. **1 Corinthians 8:6, 2 Corinthians 3:17**
- In the deity of our Lord Jesus Christ the Son of God; we believe in His virgin birth, in His sinless life, in His miracles, in His victorious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, His constant intercession and in His imminent return. **Matthew 1: 18-23, 1 Peter 2:22, Acts 2:22, Romans 8:34, Hebrews 7:25, Matthew 24:30-31**
- In the person and work of the Holy Spirit with His fruits and gifts available in the Church. **Galatians 5:22-23, 1 Corinthians 12:7-11**
- The bible is the living word of God – infallible, authoritative and everlasting, and the foundation of all Christian doctrine. **Hebrews 4:12**
- In the existence of an evil spiritual being – the devil. **Revelation 12:9 ESV**
- In the spiritually lost condition of all people and the essential need for the 'new birth' by faith in Jesus Christ. **John 3:6-7**
- In the baptism of the Holy Spirit as a gift available to believers subsequent to the new birth, with normal evidence of speaking in other tongues. **Matthew 3:11, Acts 19:6**
- In the sacraments of the Lord's Supper and baptism by full immersion in water for all believers. **1 Corinthians 11:26, 1 Peter 3:21**
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting separation from God. **John 5:29**
- In the church being the body of Christ, and each member being an active part of a local church, fulfilling the Great Commission. **1 Corinthians 12:12-31 ESV**

## Family Priority

As a staff, we acknowledge that we “train and educate” on behalf of the parents, not in place of them. We view ourselves as an extension of the education process of the home. We place a strong emphasis on good communication between the family and staff.

## Goals

The aim of Little Legends is to partner with parents to spiritually, socially, emotionally, physically, and cognitively to prepare children for school readiness and the plan God has for their life. We support parents in their role to raise their children as God desires. The following outcomes represent overarching goals of our Learning Academy program as it relates to children's growth.

- **Physical Well-Being, Health, and Motor Development.** This encompasses children's physical health and ability to engage in daily activities.
- **Social and Emotional Development.** This addresses the emotional competence and ability to form positive relationships that give meaning to children's experiences in the home and school.
- **Cognition and General Knowledge.** This includes children's ability to understand and think about the physical and social worlds. In particular, this domain focuses on children's knowledge of objects in the world around them. We also focus on logic and mathematical knowledge, their knowledge of numbers and colors, language and their understanding and appreciation of the arts in their lives.
- **Spiritual Development.** This encompasses children's awareness that there is a loving God who created all things and desires a personal relationship with them. It focuses on key concepts such as who God is (The Father, the Son and the Holy Spirit), the Holy Bible as God's Word to us, how to best live our lives (moral development), the gift of salvation through Jesus Christ and the promise of heaven/eternal life in Him.

## Concept Goals and Benchmarks

Following is a list of benchmarks taught at our preschool. The benchmarks were created to develop a common understanding about what children should know and be able to do at different stages in their lives. They help teachers and parents better understand what they can expect to see as their children develop to better support and enhance their children's development and learning.

For: 3 & young 4 year olds

Counts 1-20 or more
Demonstrates understanding and recognition of numbers 1-20
Can explore with materials
Alphabet and Letter recognition
Sorts objects by size, shape & color
Maintains concentration and interest despite distractions
Exhibits beginning listening skills
Demonstrates understanding of same/different
Recognizes shapes (10)
Uses large muscles to manipulate objects
Concepts big/little, short/tall
Pretends to read books
Uses scissors
Shows awareness of self and knows personal information
Recognizes name and letters in name
Begins to create patterns by extending and comparing
Beginning sequencing
Experiments with different writing tools and materials
Uses three-to-five word sentences
Attempts to communicate using scribbles
Memorizes and repeats simple rhymes, songs and Bible verses
Progresses from scribbles to using letter-like symbols
Puts together a 6 to 8 piece puzzle
Retells story parts
Begins to show fine motor dexterity and control
Engages in simple conversation
Describes action in picture

Identifies colors (10)
Understands more complex spoken language
Uses feeling words
Begins the process of zipping and snapping
Follows adult directions
Recognizes cause and effect and can predict outcomes
Participates in musical activities
Begins to understand and use expected behaviors
Uses language to satisfy personal needs
Displays confidence and independence in a school setting
Displays observation skills
Expresses feelings and is aware of how actions affect self
Recognizes and names (12) body parts
Can separate easily from parents
Follows rules and uses materials purposefully in cooperative play
Understands the function of 5 senses
Begins to function in group setting with cooperation
Shows give-and-take interactions and is able to negotiate conflict
Recognizes books read previously.
Demonstrates independence in hygiene and nutrition
Initiates conversation and makes requests
Understands basic health and safety rules

## Learning Academy Schedule

Here is an example of a typical day at Little Legends

9:00 School begins, school prayer and flag salutes

9:10 Welcoming time, music, Bible time, calendar, memory verse, circle time, wash up for snack (days of the week, weather)

9:40 Snack, helpers, attendance

9:55 Curriculum activities, language, concept goals, & learning centers

10:25 Craft (art), story time, science & motor skills

10:55 Outside time (classes take turns)

11:25 Math, pick up/clean up

12:00 Dismiss

## Admission Requirements

Little Legends exists to provide a safe, secure place for children to grow and learn during their early years by providing a loving environment and a sound, carefully supervised, balanced program of activities.

Little Legends is a church run preschool serving children ages three to four years of age. Children must be three before they can start.

Our preschool is operated on a non-discriminatory basis, according to equal treatment and access to service without regard to race, color, religion, national origin or ancestry.

Registration is held each February and as spaces become available.

A non-refundable registration fee and enrollment papers are due at the time of placement. Admission to the school is given on a first come/first serve basis.

All students must be fully toilet trained. Disposable pull-ups are not considered an acceptable substitution for "toilet trained". Children need to be able to drink from a regular cup, no bottles, and independent of pacifiers while at school.

*Immunization records must be current. Validated proof of immunization should be submitted as your child receives new immunizations.*

*We offer a "Parent Information Night" for new families inquiring about our school. We have it once a year in March. This is a great opportunity to meet the directors and staff. It's an ideal time to learn about our policies, procedures, curriculum, a typical day at our school, and to tour our learning academy and interact with our staff. New families can also register at this time.*

Parents are responsible for keeping the school informed as to changes of address and other emergency information, i.e. employment change, new cell phone number, etc.

Children with special needs, such as emotionally, developmentally or physically challenged, will be accepted if it is determined that: 1) The child will benefit from our program. 2) The staff is able to meet the individual needs of the child. 3) There will be no adverse effect on other children through direct behavior. 4) The child does not require extra staff time needed for other children.

For the 1st day of school please bring: a picture of your child for their cubby and a change of clothes in a zip-locked bag (labeled).

## Policies & Procedures

### **TUITION**

A non-refundable registration fee per child is payable each year at registration time. This registration fee covers the application process and classroom supplies.

Tuition fees are due the first school day of each month and considered delinquent after the 5th day of each month. A \$25.00 charge will be assessed to your account if not paid by that time. If payment is not received by the 15th of the month, the late fee will increase to \$50.00.

If tuition is not paid by the 20th, of the current month, the parent will be asked to withdraw their child from school. All tuition and late charges must be paid even if the child is withdrawn. A \$35.00 return check fee will be charged to your account for all insufficient funds checks.

Tuition is payable whether the child is present in school or not.

Payment options:

1. Monthly direct debit through online payment. Payments are debited on the 1st of the month.
2. Check
3. Cash

*\* There is a 10% tuition discount if you are paying the full years tuition prior to the start of school.*

We do not send bills or invoices unless you have a balance due. It is your responsibility to pay on time. *Place your tuition payment in the designated box in the office.* If you choose to pay electronically or by mail, please allow yourself plenty of time to have your payment in our office by the 1st of the month. If you would like a receipt, please indicate on your check.

When writing a check please include the student's name in the memo line.

## **HOURS OF OPERATION**

*The preschool hours are: 9:00 AM – 12:00 PM*

If you pick up your child late, you will be charged \$1.00 for each minute after 12:05 PM.

If late on a consistent basis, you may be asked to withdraw.

The preschool is open Monday through Thursday on a 9-month program. There will be no reduction in tuition for holidays.

First day of school is September 3, 2019

*Holidays – We follow the Walton county school calendar*

## **TUITION AND FEES**

Our academy exists as a non-profit organization, with tuition and fees established to help with the basic cost of operation. Tuition is as follows:

Monthly (Sept-May)

3 days a week (T, W, Th) = \$175/month

4 days a week (M, T, W, Th) = \$200/month

Discounts: 2 or more children in the learning academy– 10% off lowest tuition

Only one discount per family is permitted.

Nonrefundable Registration and Supply Fee (paid annually):

\$150.00 per child. In order to be placed on the Learning Academy enrollment list, the registration and supply fee must be paid when your enrollment paperwork is received.

## **CREDITS / REFUNDS**

No tuition credit is given for any of the days a child is absent due to illness or vacation days on regularly scheduled school days.

Registration fees and back-to-school fees are non-refundable in the event your child is withdrawn from the preschool.

## WITHDRAWAL

Our policy requires that all withdrawals, whether before the school year begins or during the year must be made in writing with at least a two week notice and shall be effective when such notice is delivered to the school office. Tuition is due for that two week period. If a child should withdraw from the program without a two week notice, tuition will be charged continuously until termination is received in writing. We ask that you provide us with as much advance notice as possible. Please include the reason for withdrawing. If a student leaves for any reason, or enters after the school year has begun the tuition fees are prorated on a weekly basis.

## TERMINATION OF ENROLLMENT

Little Legends may terminate a child from the program if the parent fails to comply with any of the school policies and procedures or if the school is unable to meet the needs of the child. Some of those policies include:

- Tuition payment has not been received by the 20th of the current month.
- Behavior causing a significant risk of harm to the health and safety of the other students or faculty.
- Consistent late pick up. We close promptly at 12:00 PM.

## PARKING

The driveways must remain clear at all times. Do not park along the red curbs. Do not leave your car engine running when you leave the car and do not leave small children unattended inside the car. Please hold your child's hand while walking to and from the school building. Do not leave your car unlocked with your purse or valuables inside, even if you are only gone for a few minutes.

Handicapped parking spaces are clearly marked and are available for use by handicapped only. If you carpool to work, please do not leave your car in our parking lot for the day. Our parking is limited and we need all spaces daily.

## CHECK IN & OUT PROCEDURES

According to state law, parents are required to check their child in and out each day. If someone other than the child's custodial parents or guardian will be picking up the child from the academy, prior authorization, in writing, must be made. The parent or guardian is the only person who can authorize the academy to release the child to another individual. The parent or guardian should provide the names of at least two other adults who have permission to pick up your child in case of an emergency. This

authorization is given on the enrollment form and should be periodically updated in writing. The alternate person will have to provide ID matching the name listed.

The Learning Academy closes promptly at 12:00 PM. If your child is not picked up by 12:30 PM we will start calling your home, work and the people listed on your registration form. If for some reason you cannot call the school and we cannot reach anyone by 1:00 PM, we will call *Children's Protective Services*. They will send a representative for your child.

Because your children are our responsibility while here at school, the staff is instructed not to release a child to anyone who appears intoxicated. In such a case, the State requires parents to make other arrangements for transporting the child. Should a problem arise, police will be contacted.

## THE FIRST FEW WEEKS

The first few weeks in any new environment can cause anxiety for your child. The director and teachers are sensitive to these feelings. Our staff is trained to be alert and aware of your child's reactions to their new environment and will make every effort to help your child adjust as easily as possible.

There are some things you can do as a parent to help ease the adjustment period:

- Take time to get to know the teachers and staff involved in the care of your child. Since your feelings may be indirectly communicated to your child, it is important that you feel confident in the staff's abilities and comfortable about bringing your child to the academy.
- If possible, plan to spend an hour or two visiting the classroom with your child before the first day of attendance.
- Talk with your child positively about the academy and the things he/she will be doing there.

If you anticipate a problem in separation, discuss this with the staff and decide on a procedure to follow in advance. We suggest that after the necessary sign-in and exchange of greetings, you say to your child, "Good-bye. I will pick you up later. I know you will have a good day," and then leave.

This method may seem abrupt, but it will minimize separation anxiety for your child. This is preferred to "sneaking out", because it's better that your child be well informed and has the opportunity to say goodbye to you.

## IF YOUR CHILD IS UPSET

If your child has an upsetting experience, such as a change in family structure, the death of a pet, or an illness in the family, please let us know. We want to help your child

work out difficulties through play, art, or sympathetic conversation. Your child's total development is important to all of us.

## PARENT TEACHER CONFERENCES

The teachers are continually making observations, collecting samples of work, and assessing the developmental growth of each child throughout the year. Parent-teacher conferences will be held twice during the year. An informal one, the day before school starts which we title: "Warm-Up Day", where you and your child can meet the teacher and get acquainted. Then, in the fall, you and the teacher will have the opportunity to discuss your child's developmental progress, ask questions or share any concerns.

## PARENT INVOLVEMENT

We always encourage parents to be involved at our school, but it is not mandatory. Parent involvement plays an important part in our school. Being involved shows your child you care. Your involvement is part of what makes our school a wonderful place for children. We provide opportunities for parents to be involved such as bringing in items for special events or parties, helping cut out items for the teacher, etc. We encourage parents to come and share their talents, careers, and culture with the children. We have a *Parent Involvement Form* available for you to fill out at registration time.

## STAFF

We are fortunate to have a professional, caring staff that is dedicated to helping each child develop to their full potential. All of our teachers have completed health and safety training and are CPR and first aid certified. They have a clear background check and have been run through the state sex offender registry. Our staff continually participates in training to remain up to date in the needs of families and young children.

Every staff member is a follower of Jesus and is active in a church. Each employee interacts well with children and embraces an attitude of service. The Director is also available to serve and assist our families in any way possible.

## EMERGENCY PROCEDURES

Little Legends Learning Academy has written policies and procedures for dealing with emergencies. Be assured that the staff will be giving your child any emergency care they may need. Our school is equipped with first aid supplies, flashlights, cell phones, walkie-talkies, and water. We periodically conduct and document emergency drills such as fire and tornado drills. The children are taught safety and exit procedures. We

have developed an emergency evacuation system designed to meet the needs of the preschool.

Those names listed on the emergency form will be allowed to pick up your child. If the adult picking up your child is unfamiliar to our staff we require a picture I.D. If at any time your emergency contact information changes, notify the office immediately.

## **INJURY REPORTING**

Non-serious accidents and injuries will be treated at school and an Accident Report Form will be completed and given to the parent/guardian.

If treatment by a doctor is needed, we will make every effort to contact you. If attempts to contact a parent or guardian are unsuccessful, we will call emergency medical services. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until you can be reached. If there is a need to transport the child, a staff member will accompany your child at all times. Any expense incurred will be the responsibility of the child's family.

All head injuries or questionable injuries will be reported to the parent/guardian by phone. The parent may be asked to pick up the child.

The authorization for emergency treatment on the Enrollment Record must be signed when you enroll. Please keep your child's file current by keeping us up to date on phone numbers, and other pertinent information. The persons who are listed on the Emergency Information Form will be called in an emergency when the parents cannot be reached, should live in the local area, be available during school sessions, and should know your wishes for your child.

## **BIRTHDAYS**

Your child's birthday is a special day! We enjoy being a part of your child's birthday celebrations and like to recognize birthdays here at the Learning Academy, if that is your preference. Parents are welcome to provide the morning snack for your child's class. Perhaps an alternative to sweets like cupcakes and cookies, we can make your child's day special by bringing healthier foods like fresh fruit, yogurt, muffins, etc. Let's be creative and healthy. Please discuss this with your child's teacher a week in advance. This is a 15-minute time slot so please keep refreshments simple. Elaborate parties should be done at home.

## **SHOW AND TELL DAYS**

Wednesdays are the days designated for show and tell. NO show and tell items or toys can be brought on any other day. Please leave them at home. The show and tell item

they bring must go home that same evening before another item can be brought. Please bring show and tell items pertaining to current curriculum study. The item must fit also in the classroom share box. Please be sure to label each item. The school is not responsible for broken or lost items.

## PETS

Due to allergies and safety precautions, pets are not allowed at preschool unless authorized by preschool administration. This also includes holding pets in arms or in carry totes while picking up your child.

## ILLNESS

We are very concerned about the health of your child as well as that of other children in our care. The State Department of Health and Welfare requires a verification of immunizations upon enrollment. Please do not bring your child if he/she seems ill. Please examine your child each day before bringing him/her to school. You know your child best. Please watch for any unusual behaviors such as lack of appetite, headaches, crankiness, overly tired, etc. This may be the beginning of an illness. If your child has been ill during the night, you will save time and stress by keeping him/her home. Do not expose other children to colds and contagious diseases. If your child is not well enough to go outside he/she is not well enough to be at school. A child who becomes ill during the day will be separated from the other children and the parents will be notified and expected to come or arrange for someone else to come immediately for their child. If a parent cannot be reached, another adult on the child's Emergency Form will be contacted. Children who do not feel well become apprehensive if they have to wait too long.

If your child is absent due to illness for more than one day, please call the office (678) 580-3736 to inform us. For one-day absences we do not require a phone call. Following any serious illness, a doctor's statement will be required. This is for the protection of all children.

The director or her designee will determine if a child is too ill to remain at the preschool. Any child experiencing the following symptoms should not come to school and if they are at school will be sent home:

- A fever of 99.7°F or higher
- Contagious skin or eye infection
- Diarrhea (at least two incidents), increase in stool water and/or form that cannot be contained
- Vomiting (one incident)
- A colored green or yellow discharge from nose indicating an infection
- Difficulty breathing

- Contagious Diseases (some listed below)

If your child is sent home with a fever, he or she must be free of the fever for at least 24 hours before returning to the preschool. There is no credit given to absences due to illness.

### **Contagious Diseases**

Children are not allowed to attend school when they show sign of a communicable disease. Parents are required to notify the office if your child has been exposed to any communicable disease or if they have been diagnosed as having one, or incubation dates can be verified, and parent can be notified of possible exposure.

State law requires that we notify parents of children who become exposed to certain contagious diseases. This will be done through a notice posted at the learning academy.

PLEASE REPORT ANY CONTAGIOUS DISEASES IMMEDIATELY TO THE OFFICE WITH A DOCTOR'S NOTE SO THE PARENTS OF OTHER CHILDREN CAN BE NOTIFIED.

The following are guidelines to be followed when sending your child back to school after an illness:

- \*Infectious Conjunctivitis (pink eye): 24-Hours after treatment has started
- \*Head Lice: 24-Hours after treatment and free of all nits
- \*Strep Throat or Scarlet Fever: 24-Hours after treatment and the child is free from fever
- \*Chicken Pox: until all sores have crusted over
- \*Ringworm : 24-Hours after sore is treated and kept covered
- \*Fifth Disease: 24-Hours after free of fever. Face can look as though it was slapped on checks. Rash is heat sensitive and may disappear and reappear
- \*Impetigo: 24-Hours after sore is treated and kept covered
- \*Scabies: 24-Hours after treatment has started
- \*Mumps: Until nine days after the onset of gland swelling
- \*Measles: 24-Hours and treatment of antibiotics is started
- \*Rubella: Until six days after onset
- \*Hand, Foot & Mouth: Until clearance from Doctor

## MEDICATION

Medication and topical sunscreen are not dispensed to children enrolled in the Little Legends Learning Academy. Please schedule your child's medication to be taken at home before and after school hours.

Please apply topical sunscreen to your child before bringing him/her to school.

## IMMUNIZATION REQUIREMENTS FOR PRESCHOOL ENTRY

By law, the state requires that your child may not be admitted to school unless all immunizations are up-to-date. A current immunization record signed by a physician or issued by the Health Department must be on file for each child in the program. This form must be updated upon expiration. Children will not be enrolled without a current immunization certificate (GA School Immunization Form 3231).

A child may be exempt from the immunization requirements when their physician recommends against the immunization based on medical grounds or the parents sign a waiver based on their religious or personal beliefs.

## CLOTHING

It is recommended that the boys and girls wear washable play clothes. Painting, clay, mud play, etc. are usually available to your child and some colors of paint just don't wash out well. Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are prevented if children can unbutton or unbuckle pants and belts without a struggle. For the younger children, don't dress them in overalls or bodysuits and don't include belts, snaps, etc. "Pull-on" type clothes with elastic waists that can be easily manipulated by the child is preferred. All children are required to keep a complete change of clothing at school in case of an accident. Label each item with your child's name and place them in a plastic zip lock bag labeled with your child's name. If these clothes are used, be sure to return them the next school day.

All clothes belonging to the students will be returned at the conclusion of the school year.

All jackets, sweaters, coats, hats and boots must be clearly marked with the child's name. Many children wear identical clothing and without a name in each garment, it is almost impossible for an aide or teacher to identify to whom it belongs.

The school will not be responsible for any lost clothing. A sweater or jacket at the school is recommended since the temperature changes from morning to late afternoon.

### **Shoes**

For the safety of your child:

- Tennis shoes are best.
- Cowboy boots are NOT allowed except on special days. (Teachers will notify you.)
- Sandals must have closed toes and a back strap.
- No flip-flops please.

If the preschool lends a change of clothing, please launder and return it to the school promptly.

## **TOTE BAGS OR BACKPACK**

A tote bag or backpack is an easy way for your child to keep track of and carry his/her belongings each day. Please mark your child's first and last name on the inside and make it one that is easy to open and close.

## **LOST AND FOUND**

If your child is missing anything, please notify the staff as soon as possible. Please remember to label everything! It is much easier to return a lost item if it is labeled with the owner's name. The school is not responsible for lost items. Unclaimed items are given to charity after a reasonable period of time.

## **BITING**

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many children are not verbal and may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around other children, and bite as a response.

When a child does bite, the following procedures will occur:

- The child receiving the bite will be comforted and the bite area cleaned to prevent infection and an accident report will be filled out.
- The biting child will be redirected to appropriate activities. His or her parent will be notified, and the accident report placed in the child's file.
- The teacher will carefully assess the classroom environment to minimize frustration for the child.
- The child will be closely supervised. The identity of the child will be kept confidential.

Most children soon stop biting after these actions have been taken. For those children who continue to bite, it may become necessary to remove them from the preschool, either for a short period or permanently.

## **FIELD TRIPS**

Field trips enrich the class learning themes. The teachers will give you prior notice regarding a field trip opportunity. Little Legends does not provide transportation. The main source of transportation will be parents transporting their own children to the destination.

Many destinations have their own rules and requirements for field trip visits and our teaching staff must abide by those rules. Watch your newsletters from your child's teacher for details.

## **PERMISSION TO PUBLISH**

As part of your child's educational experience at Little Legends, their photo might be published in conjunction with a school activity or craft, event, brochures or newsletters. In your admission packet there is form for each parent to sign that will allow us permission to publish. If you wish for us not to take your child's picture please indicate on that form.

## **PARENT NEWSLETTER**

A newsletter is available the first of each month. It gives information on curriculum, field trips, special dates and classroom activities. Please read it carefully.

## **REPORTING CHILD ABUSE**

All Learning Academy employees are mandated by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

## **CAR SEATS**

By law, every preschooler needs to be placed in a car seat when riding in a car. Please be sure that anyone who picks up your child from our facility has a car seat. Car seats cannot be dropped off and kept at the school. We do not have enough storage space to accommodate this for everyone. Only for emergencies will we let you drop off your car seat, not on a regular basis.

## CURRICULUM

"Curriculum" is a term used to describe all of the components or elements used in our early education program. Curriculum includes directed activities, play and exploration centers, outdoor physical development, thematic activities, instructional materials, and texts.

Bible is integrated throughout the day. We will use Bible stories, character building stories, music, and prayer as part of our curriculum. We want the children to know God loves us, Jesus is our friend, the Bible is God's Word, and prayer is our time to talk to God. Doctrine from any particular denomination is not taught.

Development of the whole child is a team effort, with instruction and experience in the classroom being supported and reinforced at home. You can help your child get the most out of his/her learning opportunities as well as continue the learning experience at home by talking with your child about class activities.

## RATIOS AND GROUP SIZES

Little Legends Learning Academy adheres to ratio and group size recommendations set forth by the State of Georgia.

### STAFF-CHILD RATIOS

3-year-olds 1:15

4-year-olds 1:18

## COMMUNICATING CONCERNS

Partnering with parents is central to the success of our Learning Academy. Successful school experiences occur when parents and teachers work together as a team. If the parent has a question regarding curriculum, or a concern about some action or lack of action on the part of a teacher, the following steps should be followed:

STEP #1: The parent should try to discuss and resolve the issue(s) directly with the classroom lead teacher. (Teachers are encouraged to seek the counsel of their administration as needed.)

STEP #2: If unresolved, the parent should again, try to discuss and resolve the issue(s) directly with the classroom lead teacher and also communicate with the Director. If necessary, a meeting between the parent, the Director and teachers involved should be scheduled to attempt resolution.

## DISCIPLINE

Part of the daily preschool experience includes opportunities for the children to grow in areas of self-control, cooperation and sharing. Our approach of discipline is to lovingly train and consistently guide the child by teaching appropriate behavior. This is accomplished by providing security and establishing and maintaining boundaries through patience, consistency, dignity, and respect. Desirable behavior is praised, reinforced, and rewarded and undesirable behavior is dealt with promptly using the school wide discipline plan, the clip up/down strategy.

### **Steps of Discipline:**

It is our responsibility to praise and reinforce positive behavior, respond to inappropriate behavior, and provide steps to teach self-discipline and responsibility. The following steps are practiced when inappropriate behavior has been displayed:

Step 1: Speaking to the child directly; explaining what is inappropriate and what is appropriate behavior or response

Step 2: Loss of privilege for the inappropriate use of materials, safety violations, or destructive or harmful behavior toward peers or staff

Step 3: Thinking time: If the child is experiencing a temper tantrum; the child may need to have a time away from the other children (not to exceed one minute per year of his/her age)

Step 4: Deliberate defiance, repeated disobedience, or harmful, aggressive behavior towards peers or staff will be promptly addressed. The parents will be notified with a note or phone call. The decision will then be made to proceed with one or more of the following steps (not necessarily in this order):

- Notification of parent
- Parent/Teacher conference
- Three-way conference between parent/teacher/Director
- Temporary suspension from classroom
- Dismissal from school

## ALLERGIES

All allergies to medication and/or food must be stated on the emergency and medical forms. Information about the children with allergies will be posted in all classrooms and the kitchen.

## SNACKS

All students, are required to bring their own daily snacks. To ensure the safety of our students with food allergies, please choose "safe" healthy snacks. We encourage no nuts or peanut butter. Listed below are some examples of healthy snacks.

- Fresh fruit (must be ready for the child to eat)
- Fresh vegetables (must be ready for the child to eat)
- Cheese, Raisins
- Crackers (saltines, Ritz, Wheat Thins, Goldfish, pretzels. etc.)
- Nutri-Grain Cereal bars
- Bagels or English muffins
- Vanilla Wafers, graham crackers, animal crackers
- Popcorn, Applesauce

## STUDENT RECORDS

Parents who wish to review their child's record must submit the written request to the Director 24 hours in advance.

The school requests divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

## ARRIVAL

We ask that children arrive at school on time. Because of the nature and design of our program, we value and reserve these times for the children and their experiences. Late arrival makes this difficult to maintain because of the disruption of the continuity and flow for the children in the classroom. However, we are aware that there are circumstances that may necessitate a late arrival. When that happens, we ask that you please call and let us know when to expect your child so we can prepare for and transition your child in the best possible manner to already occurring activities.

## VACATION

We ask that parents notify the teacher at least one week in advance of planned vacations.

## PARENT/SCHOOL COMMUNICATION

Parents will be informed of the latest announcements relating to the learning academy through notices on the parent bulletin board, monthly school newsletters, or email. Please read all newsletters and check bulletin boards frequently.

## VISITING CLASSROOM

Parents are welcome and encouraged to visit. Parents or guardians may enter the facility at any time. All visitors must report their presence on campus to the office. Sharing one's occupation or hobby with the class is an enriching experience for both parent and child. Please make arrangements with the teacher prior to these visits and sign in at the front desk to obtain a visitor label.

## CONFIDENTIALITY

All information you provide the school or information obtained while your child attends is strictly confidential and will not be released without your written permission.

### A Day in the Life of A Preschooler

**Bible** - Bible time helps me to develop a love for God and others. It teaches me that Jesus is God's son and how much He loves me. An age-appropriate Biblical curriculum will be interwoven through weekly Bible stories, life application stories, prayer, pictures, stories, songs, and Godly character traits.

**Block Area:** When I play with blocks I learn concepts of shape, size, length, location, and math skills. I also learn to use my imagination and cooperate with others.

**Dramatic Play:** In the dramatic play area I learn to improvise and use things in a symbolic way to represent something else. This is abstract thinking. I also am able to try on different big people roles and to solve social problems through negotiation with friends.

**Circle Time:** In circle time I learn to listen, sit still, play with and understand language. I learn to listen to others. I am developing language skills, socialization, appreciation for literature, increase attention span and vocabulary. I use expressive language, am introduced to concepts, acquire facts and knowledge, group singing, movement, group games and sharing.

**Story Time:** At story time I learn that letters on a page represent words and to interpret a picture to represent words and ideas. I learn to follow the development of thoughts and ideas in the plot of a story. These are all pre-reading skills.

**Sensory Activity:** During sensory activities, I learn to use new vocabulary while exploring concepts of texture, color, weight, and size. I observe differences and similarities. These are math and science skills.

**Science:** During science I use my fine motor skills and tactile senses. I learn about real-life situations and experiences, cause and effect, questioning and logic.

**Math** - Concepts of how many, learning one to one correspondence, counting, less or greater, small and large and big and little are introduced. Also, patterning and number recognition.

**Coloring/Writing:** During coloring and writing I learn to hold a crayon and a pencil. I learn to control the pressure when using writing tools. I learn to express myself through pictures and words.

**Outside Play:** When I am outside I use my energy in a constructive way. I am able to show my physical strength, coordination, and balance. I use my imagination and learn to cooperate with others when involved in group play.

**Arts and Craft:** I am able to use my imagination, creativity, and express my feelings. I learn about space, size, and concepts of symmetry, balance, and design. These are math and reading skills.

**Book Center** - To encourage a love for literature, a cozy place to relax, to look at pictures and words, and a place to be by oneself or others. We have plenty of books available for children to enrich experiences and interest.

**Snack Time:** At snack time I practice using my manners. I visit with my friends and teachers as we eat snack and when we are done I throw away my trash. I am learning to be independent and social skills, too.

**Clean-up Time:** At cleanup time I learn to cooperate and work with my classmates to put toys back where they belong. When putting the toys away, I learn to categorize.

## **OUTDOOR PLAY POLICY**

The preschool shall provide outdoor play each day in suitable weather. Suitable weather is defined as not raining, or with high winds, where the temperature is not below 40°F or above 90°. The academy may also limit outdoor play if the heat index is at a caution or above level. If outdoor play is not possible, large muscle play will be held indoors.

**\*\*Little Legends Learning Academy reserves the right to amend any section of this handbook at any given time deemed necessary.**