



License #3348446621

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www.preciouslambsacademy.com

Parent Handbook

Welcome

Thank you for choosing Precious Lamb's Early Learning Academy. We look forward to taking this journey together and creating amazing memories that will last a lifetime. It is our desire to form a lasting bond that will carry on long after your little one has graduated from our program. Our guiding principles were built with your child in mind. As parents, you are the most important part of this journey. You are always welcome to observe and participate in your child's school activities. We encourage you to become involved in our daily activities, scheduled field trips, performances and parent workshops. We are committed to keeping you well informed about the happenings at Precious Lamb's and your child's accomplishments. It is with pleasure that we will work with you as partners in your child's social, emotional, academic and physical development.

This handbook contains information regarding the Precious Lamb's program, policies and procedures. It is very important that you read this handbook in its entirety and keep it handy as long as your child is enrolled in our program. This handbook will answer many of the questions you may have about our program.

Our program follows the guidelines of the California Department of Community Care Licensing requirements. In addition, we are a participant of the Quality Start quality improvement program. All curriculum activities are planned and presented by teachers and caregivers who have your child's best interest in mind. Precious Lamb's provides the highest quality of care in a nurturing and academically stimulating environment where your child is encouraged to learn, grow and develop their skills.

Again, thank you for choosing Precious Lamb's Early Learning Academy and welcome to our special family.

Sincerely,

Renee D. Brown Owner/Director
info@preciouslambsacademy.com
619.565.8667

ABOUT US

Precious Lambs Early Learning Academy understands the needs of children. It is our mission to provide high quality early learning; meeting the needs of the whole child; prioritizing developmental needs, personal needs and academic achievements. Precious Lamb's uses the "It takes a Village" approach, and this is the driving force to our success. Fully trained and certified teachers and staff working together creating a classroom environment that is: productive, respectful, supportive, and encouraging. Partnering with parents and community organizations, ensuring that each child is the focus of all they do.

OUR PROMISE

At Precious Lambs we are committed to providing the highest quality, full service early education program for children from 2 years through kindergarten.

Precious Lambs promise is to provide a comprehensive educational experience to your child while fostering optimal cognitive, social, emotional and physical development in a nurturing and academically stimulating environment.

Precious Lamb's is equally committed to partnering with you the parent to provide support in meeting the optimal needs of each individual child.

HOURS OF OPERATION

Children may attend 2, 3, or 5 half or full days per week.

- Morning preschool classes are in session from 8:15 a.m. to 12:15 p.m.
- The preschool is open daily for childcare from 7:00 a.m. to 5:00 p.m. Monday through Thursday.
- Any half-day student may stay for lunch or spend an occasional afternoon at school if space permits. Parents need to make arrangements in advance for this service.
- A full month's tuition is due even when the school closes for holidays and school closures.
- Children picked up late more than 4 times per school year may be subject to dismissal.

Holidays

We are closed for the following holidays:

NEW YEAR'S DAY, DR. MARTIN LUTHER KING, JR

DAY, PRESIDENT'S DAY, GOOD FRIDAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY, THANKSGIVING THURSDAY AND FRIDAY, CHRISTMAS EVE, Christmas Day plus Day After, NEW YEAR'S EVE, and New Years Day
There will be early closings on the Wednesday before Thanksgiving.

ADMISSION PROCEDURES

Precious Lamb's operates on a nondiscriminatory basis, according equal treatment and access to services without regard to race, color, national origin or ancestry. Registration is based on available space within the child's developmental level.

Each child must present proof of proper immunization as stated in the California Health and Safety Code prior to enrollment. A Physician's Report Form is required prior to enrollment documenting the child's physical ability to attend a child care center, that a Tuberculosis (TB) test has been completed and any special needs or medical conditions that the child may have.

A registration packet must be completed which includes the following forms:

- Identification and Emergency Information
- Pre-Admission Health History
- Signed, Notice of Parents Rights
- Signed, Notice of Personal Rights
- Consent for Medical Treatment
- Physician's Report Form
- Pre-Admission Agreement (signed acknowledgement of understanding Handbook)
- Contract for Financial Obligation
- Media Release Form

ADMISSION REQUIREMENTS

Preschool/ Pre-K:

Each child admitted must be determined by the Director to be able to benefit from the program offered and that his/her needs can be met.

All children 3.5 years and older should be able without assistance:

- To care for his/her toilet needs, and wash his/her hands.
- To put on and take off necessary clothing.
- Diapers are not permitted.
- Pacifiers are not permitted.

CURRICULUM

Our curriculum was developed to meet the individual needs of the child. Curriculum is a word used to describe the whole school experience – text used, thematic learning units, character development, Bible training, skills for getting along with others, solving conflicts and acting cooperatively, free choice exploration, learning center activities, physical play, and structured learning is used to develop the whole child

At Precious Lambs Early Learning Academy our focus is on supplying your child with fun and creative learning opportunities where they will grow and develop into bright, independent learners. Throughout the year we will learn letters & sounds, shapes, colors and numbers. We will focus on reading readiness, math and writing skills. Our core curriculum is Experience Early Learning and ABEKA curriculum, both align with the “California Preschool Learning Foundations”. In the months of October, February, June, you will receive a progress report containing the results from your child’s developmental assessment. Using this information we can work together to ensure that your child is moving forward in his/her development and preparation for kindergarten. You will also receive a monthly news letter informing you of updated information concerning Precious Lambs and your child. Most importantly the news letter will inform you of our monthly theme and concepts that we will be working on for that month. Please be sure to read the entire newsletter to ensure that you are aware of all closure dates and special events.

POLICIES & GENERAL INFORMATION

SIGNING IN AND OUT

We require that anyone, 13 years or older, bringing or picking up a child, sign their name on the daily attendance register. Your child will not be released to anyone not listed on your emergency form without your written authorization (Valid picture ID required).

PAYMENT

Payment for the week is due on the first day of the week by close of the day. You have the option of paying in cash or by check. If, however, a payment is not made on the due date, you will be charged \$10 for each day the payment is late. If a

check is returned, you will be charged \$35. If two checks are returned, you must pay in cash thereafter.

FINDERS FEE

A FINDER'S FEE of \$25.00 will be credited to your tuition payment if a new full time student is enrolled (2 Weeks) through your recommendation.

CLOTHING AND BLANKETS

All children need to have a change of clothing (underwear, socks, top & bottoms). Children should be dressed in clothing they can manage with a minimum of bathroom help. Difficult fasteners make it hard for a child to be independent then using the toilet. PLEASE LABEL ALL CLOTHING. All children need a blanket for rest time. All blankets are washed every Friday.

CITY, COUNTY, STATE OR NATIONAL EMERGENCY

In the event that a city, county, state or national emergency is called, the administration and staff of

Precious Lambs will follow all instructions given by the authorities and emergency personnel. If the officials call for all school and day care centers to close, Precious Lambs will comply for as long as instructed. If we are able to do so, you will be notified by phone or email, if we are not able to notify you in some manner, a "Closed" sign will be posted on the front door.

MEALS

Precious Lambs provides breakfast, lunch and a afternoon snack. The meals are nutritious well-balanced meals. You should be aware of meal times to ensure that their child is present to eat.

BREAKFAST 8:30 AM

LUNCH	11:30 PM
SNACK	3:00 PM

If your child is dropped off after mealtime, it is your responsibility to feed your child.

ABSENCES/ VACATIONS

If your child is absent for any reason (including illness), you must reserve your place. **Since you are reserving a spot in our program, you will still be charged the normal daily rate.** Please call or text before 9:00 am if your child will not be coming to childcare.

Full time families are allowed two weeks vacation per year where your rate may be reduced to half your weekly tuition amount. To receive your vacation discount you must give a 30 day notice in writing, and there will be no attendance during your discounted weeks. Vacation discounts are not valid during Thanksgiving week, the month of December, or during Precious Lambs vacation closure dates.

Precious Lambs will take one week paid vacation, and three personal days per year. You will receive advance notice of our vacation and personal days dates.

ILLNESS

If your child is contagiously sick you will not be allowed to bring your child to Childcare. If your child is ill, you will be required find alternative arrangements for child care. When the child is no longer contagious and is healthy enough to actively play with other children he or she may come back to Childcare. This helps protect the health and well being of all the children, and enables us to provide the best possible environment for everyone.

These are common symptoms that a child has a contagious condition (child will not be admitted to return for 24 hrs):

- Cold symptoms /Active sneezing or coughing.
- Colored or excessive discharge from nose (constant runny nose)
- A sore throat (with fever or swollen glands).
- Discharge from eyes or ears.
- Diarrhea (three or more watery stools in 24 hours).
- Vomiting (two or more times in 24 hours).
- A fever (a temperature of 100 degrees Fahrenheit or more).
- An eye infection.
- Rash (especially with a fever or itching).

TRIAL PERIOD

Children of new clients will be placed in my care on a two-week trial basis. This allows both parties to get acquainted with each other and see if any personality conflicts or disciplinary problems may arise. During this time, both parties have the opportunity to terminate the agreement and seek alternative child care arrangements.

TERMINATION

The Childcare provider reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to late payment, misbehavior or unruliness of the child. The Childcare staff will make every effort to give a reasonable notice to allow parents time to obtain alternate child care arrangements. There is no refund of weekly tuition.

You also have the right to withdraw your child from the Childcare at any time, for any reason. However, you must give the Provider a written 30 day notice when canceling service.

Acknowledgement of Understanding and Receipt of Handbook

I hope that these policies will help make child care an easier, happier time for all of us. By signing this agreement, you are stating that you have read and agree to all policies contained herein.

Thank you for allowing us to care for your child.

_____ Childcare Provider Date _____

_____ Parent/Guardian Date _____

_____ Parent/Guardian Date _____

BITING POLICY

Precious Lambs Early Learning Academy takes biting very seriously. Biting often occurs very quickly and can happen without a teacher neither observing the incident nor being able to prevent it. If your child, for any reason bites another child, the following actions will be taken:

- **Upon the first occurrence, you will receive a verbal warning from the teacher / director.**
- **Upon the second occurrence, you will receive a 30-day probationary period written notice. You will need to sign and return the written notice when you meet with the Director to discuss a Plan of Action in order to prevent future occurrences.**
- **When the third bite occurs, you will be given one week to find replacement care and your child will be terminated.**

Please be aware that we will always work with you in order to keep your child enrolled at Precious Lambs, but we must work together in preventing and maintaining a non-biting environment for all children under our care.

I have read and understand the above Biting Policy and will work with teachers and staff should this ever be an issue with my child.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

HEALTH AGREEMENT

We recognize the difficulty working parents have when their child is sick. However, for the benefit of other children and your child, we ask that you find alternative childcare when your child is sick.

DAILY HEALTH CHECKS - As the children are brought into the childcare each day, staff will observe each child for symptoms of illness. Sick children cannot be accepted for care in the program. For the protection of all children in our care, any child showing signs of eye infections (redness/discharge), runny nose, cough, rashes, sores, poor color or unusual appearance will not be admitted into the center.

COLDS/FEVER - If your child has a cold, runny nose and/or cough it is best to keep him/her home for at least 2 days during the contagious period. Any child with a temperature will be sent home. If your child becomes ill and is sent home he/she cannot return the next day. We reserve the right to ask for a doctor's note authorizing the return to childcare. Full tuition must be paid whether your child is present or absent. There are no refunds due to illness.

CONTAGIOUS DISEASES or ILLNESS - Precious Lambs must be notified as soon as you notice symptoms of a communicable disease. If your child has been out of the center with a communicable disease (pink eye, strep throat, scarlet fever, head lice, ring worm, hand-foot-mouth, hepatitis, etc.), a doctor's release will be required before the child returns.

ALLERGIES/SPECIFIC HEALTH PROBLEMS - Precious Lambs must be informed of any allergies, seizures, asthma or other specific health problems at the time the child is enrolled. Failure to report specific health problems may result in immediate termination. This information must be kept current in the child's file, so that we can provide appropriate services. If your child has asthma or allergies, please administer medication before dropping your child off. SEE THE DIRECTOR ABOUT INHALERS.

EMERGENCY CARDS - In the event that your child becomes ill while at childcare, you or another authorized person (Identification will be required) will be called or emailed to come and pick up your child within the hour. The names on the Emergency Card are used for this purpose and must be kept up-to-date at all times. On any given day if parents know that they will be at a different location and phone number, they should leave specific contact information.

I have read and understand the rules and guidelines of this Health Agreement. I also understand that if my child is sent home because of illness, they cannot return to the center the following day.

Parent/Guardian Signature_____ Date_____

Parent/Guardian Signature_____ Date_____

Precious Lambs Early Learning Academy

Permission to Photograph

This form is to request permission to use pictures of your child in arts/crafts projects, daycare scrapbooks, and/or advertising purposes. The best advertising a childcare can have is the proof of happy, smiling and playing children! Advertising will be done on Precious Lambs Facebook page and website

www.preciousslambacademy.com.

Photos will also be used to display current events and program participation. To protect your privacy and that of your children, names will not be included with pictures used for advertising purposes. I will respect your decision.

I, _____ give my permission for Precious Lambs Early Learning Academy to use photos of my child(ren). Said photos will be used appropriately and solely for the purposes listed above. I reserve the right as a parent to withdraw my permission at any time in writing.

_____ I do not give my permission for photos of my child to be used for any purpose.

_____ Date _____

Signature(s) of Parent(s)

_____ Date _____