

Parent Handbook Learning Lab Preschool

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Welcome Parents...

Welcome to Learning Lab Preschool, located at Woodbridge Community Church in Irvine, CA. We are so glad we have the opportunity to partner with you in the greatest act of our lives: raising children! We are grateful for the trust you have placed in us to raise world-changing leaders. We are excited to get to know you!

Please read this handbook carefully, as it provides specific information about our policies and purpose as a preschool.

We have the unique opportunity to influence the minds and spirits of the next generation. As a staff, we realize we may be your child's first interaction to the world outside their immediate family. We have the potential to influence and shape how these world-changers see the world and their role in it. Given these responsibilities, we ask our teachers and parents to continually pray as we embark on this journey together.

It's an exciting task that lies before us. United in one purpose, equipped by God's strength and grace, we can make an eternal impact on the lives of the children entrusted to us.

Much Love,

Rev. Dr. Danny Pyon & Josh Arnaldo

Founders of Learning Lab Preschool

Introduction

Organization

Learning Lab Preschool (LLP) of Irvine, California, operates as an independent entity located on the Woodbridge Community Church campus.

Community Care Licensing Section 101195 B and C

Learning Lab Preschool is a State Licensed Facility. The licensing agency shall have the authority to interview clients including children or staff. Licensing can audit client's facility records without consent. The licensing agency shall have the authority to observe the physical conditions of the client which could indicate abuse, neglect, or inappropriate placement and to have licensed medical professionals examine the client.

Policies and Procedures

General

Admission Policy and Forms

School policy requires children to be at three years of age to enter the preschool program and 18 months of age to enter the toddler program. Unless a special arrangement has been identified, students must be FULLY potty trained before entering the preschool program. We admit children of any race, color, sex, or national origin.

Photo Consent

Each student must have a “use of image” and “student work” consent form on file for the current/upcoming school year. The form grants authority and consent to Learning Lab Christian School to use student schoolwork, photographs, still or motion pictures, and the voice of the student in web pages, school newspaper or commercial advertising, and/or promoting Learning Lab Preschool. The student’s last name will not be used on public media i.e. commercials, Internet, etc. Permission and consent will continue until revoked by the parent in writing.

Enrollment

The first six weeks of your child’s preschool enrollment are considered probationary. At the end of this time, if needed, a parent, teacher, and director meeting will take place to evaluate your child’s needs.

Withdrawal from the Program or Schedule Changes

Families desiring to make a change, increase or decrease, to their schedule, will pay a \$25 change fee. Additionally, for schedule increases, a flat tuition charge of \$25 will be added to cover the cost of a partial month until new tuition amount takes effect at the beginning of the next billing cycle. Please notify the director of your desired change, 7 days before your tuition is due. Please allow 7 business days before your student’s schedule can take effect. For withdrawals please give the office a 2 week notice or allow 2 weeks for the change to go into effect.

Tuition Payments

Tuition payments are due monthly and collected by cash/check/ from the preschool office or by online payment via Brightwheel.

Release of Children/Absences/Holidays

Staff personnel are responsible for the release of children to adults. Only parents or other responsible adults listed on the child's EMERGENCY CARD may pick up a child. If the child is going to be picked up by someone not listed on the emergency card, a parent must add that person to the child's emergency card in the office BEFORE the child will be released to the new person. The newly added person must bring a photo I.D. with them to show a staff member at time of pick up. Children must be legibly signed in and out using the parent or responsible adult's **full legal name**. These are state licensing requirements for all children being dropped off and picked up.

A student's days of enrollment are set. **We do not trade days**. If a child misses school s/he cannot trade it for another day. We do not accept drop-ins. **There will be no refunds for days missed**.

We follow a typical school calendar, corresponding with the local school system. Days that the school will be closed in observance of various holidays will be announced in monthly newsletters. Should your child be absent due to sickness or otherwise planned absence/s (vacation, doctor, etc.), please notify the school office via Brightwheel app, e-mail or phone.

Health:

Illness/Medication Policy

Children must be kept at home if they are showing any of the following signs and for 24 hours once the signs/symptoms have subsided: fever, vomiting, diarrhea, discharge from the eye, ear, or nose, or have any kind of rash. **Children with the following contagious diseases are not permitted to attend school:** strep throat, pin worms, viral infections (demonstrated by yellow or green colored mucus), measles, mumps, chicken pox, conjunctivitis (pink eye), fifth disease, whooping cough, or head lice. Please do not send cough drops or over the counter medicines to school with your child.

Morning Checks

Each child needs to be screened before entering the classroom to ensure they are healthy.

The teacher may look for:

1. Unusual pallor and flushed face.
2. Rash or spots.
3. Dizziness or faintness.
4. Swelling of the face or neck glands.
5. Symptoms of acute cold (green mucus, fever, excessive coughing).
6. Repeated sneezing or coughing.
7. Sore throat.
8. Stiff or rigid neck.
9. Chills or fever.
10. Check pain or neck pain.
11. Listlessness or sleepiness.
12. Red or weeping eyes.
13. Excessive scratching of the head.
14. Any marked change in appearance.

Additionally, the teacher is to inspect the child before the child is permitted to come back into the classroom. The following conditions are permissible:

- When a cold is over, but the child is left with minor clear nasal drip.
- After chicken pox blisters have all dried up and crusted over and/or on the 6th day after the rash began.

- After head lice is treated and the child is nit free.
- 24 hours after the parent began giving medicine for conjunctivitis (pink eye) or strep throat.

Hand washing

The best way to reduce disease in our school is to follow recommended hand washing procedures. Students AND parents will be asked to sanitize their hands through traditional hand washing procedures or by using hand sanitizer provided in the classroom upon entering the classroom.

Students will wash their hands:

- When they come into the classroom in the morning.
- After coming in from outside.
- Before eating, serving, or preparing food.
- After wiping his or her own nose, sneezing, or coughing.
- After they have been to the bathroom.

First Aid/Injury

First aid kits are provided for teachers as well as basic first aid training.

Basic accidents include, but are not limited to: scraped knees, head accidents, and hurt fingers etc. Basic first aid includes band aides and ice packs. Teachers are encouraged to use his or her best judgment on how severe the injury is and whether or not the child should be sent to the office. Should a child persist in his or her crying or if the injury is beyond the basic first aid, the teacher will escort the child to the office and emergency procedures will commence. "Ouch reports" will be send home notifying guardians of minor injuries.

Operational

Dress Policy

Parents are responsible for helping their child adhere to the dress code. If a child comes to school in clothes that do not adhere to the dress code, the teacher is to enforce the dress policy and ask the parent to keep the child until the dress code is followed. Learning Lab Preschool's dress policy is as follows:

- Girls wearing dresses need tights, leggings, or shorts underneath (we do not want their underpants showing).
- Shirts must be non-offensive and long enough to cover the waistband of the student's pants when arms are fully extended above their heads.

- Shoes need to be closed-toe and have a full back or back strap.. Shoes should also be well fitted (not too big or loose). For safety and ease, flat shoes are preferred for girls (vs. shoes with heels).
- We go outside frequently, so it is probably best to send a coat or jacket (**labeled with your child's name**) to school with your child. If the temperature is 60* F or lower, we ask students to wear jackets outside. If the temperature is 90*-99* F we use discretion as to whether or not we will play outside. We will not go outside if it is over 100*F.

Extra clothes are to be kept in the classroom for emergencies. The clothes are to be reflective of the season outside. On the first day of school please bring a zip-lock bag labeled with your child's name with the emergency/spare clothes on the inside. The teacher will notify parents if their child is in need of extra clothes. In the event the child is missing clothes from his or her emergency zip-lock, the office will provide "loaner" clothes. "Loaner" clothes are to be cleaned and returned on the child's next scheduled school day.

Food Policy

Food does affect our attitudes, energy levels, and ability to focus. We are providing these recommendations to help both the students and teachers have the best experience possible!

- Students need to bring a lunch to school
- Juice is **not** permissible at any time at Learning Lab Preschool.
- Parents are encouraged, but not required to provide a bottle of water for their child.
- Parents are responsible to provide healthy options for their children to eat. (If your child's snack/lunch requires a spoon/fork, please send one to school with your child.). Some examples of healthy snacks include:

Yogurt	Muffins
Apples	Melon
Peeled Oranges	Applesauce
String cheese	Dry Cereal
Fruit Cup	Banana
Strawberries	Trail Mix
Pineapple	Grapes cut in ½
Carrots	Crackers/Cheese

Toileting

The term “potty trained” means that a child can go by themselves and take care of their own needs – including fastening and unfastening their clothes, cleaning themselves, washing and drying their hands, and returning to the group. (This includes napping/resting without the use of pull-ups/diapers.) We understand that “accidents” do happen **occasionally**. However, if your child begins to have accidents regularly (directly dependent on the number of days enrolled per week), then we will request s/he be removed from the school until they are fully potty trained.

Naptime

Student’s who are on the full day schedule will nap/rest quietly on their own specifically designated nap/rest mat during daily nap/rest time from 12:30pm-2:00pm. If your student stays for nap/rest time please send a small thin blanket to school with them. Please make sure your student’s name is on their blanket. *Blankets and sheets will be washed on a weekly basis.

Late Pick-Up Policy

Please see the above schedule for appropriate pick up times. Students who have **not** been picked up by the end of the designated pick up times will be charged a late fee. **There is a \$5 late charge for the first 15 minutes and an additional \$1 for every minute after the first 15 minutes**. This policy is put in place in order to help us adhere to state regulations. Late fees will be added to your Brightwheel account at the end of each week and should be paid each month.

Lost and Found

Lost and found articles will be gathered and placed in the preschool office. Occasionally, lost and found bins will be put outside the preschool office. Articles that are not gathered after an extended period of time will be sent to a local charity/thrift store. The staff will give advance notice before items are packaged and given away. To help identify lost and found articles, please write your student’s name, in permanent marker, somewhere on your student’s items.

Staff and Curriculum

Overall Curriculum

We are looking to develop whole individuals who thrive academically, spiritually, emotionally, and socially. Learning Lab Preschool utilizes STEAM concepts to promote learning in the classroom.

Core Curriculum

Teachers are asked that these principles be taught in the classroom at the academic level of your students.

1. Literacy Concepts
 - a. (letter sounds, basic handwriting technique, lowercase and uppercase alphabet, sequence and recognition of letters*, letters/words/sentences*, concepts of print*, fluency*, rhyming, beginning and ending sounds*, blending*, name recognition and writing)
2. Math Concepts
 - a. (shapes, colors, patterns [AABB/ABAB/ABCABC], basic addition [single digit]*, even and odd numbers*, least and greatest*, count objects up to 10, numbers 1-20 [number recognition and sequence], sorting, sequencing*, measuring*)
3. Calendar Concepts
 - a. days of the week, months of the year, seasons, weather,
4. Character Development
 - a. obedience, attentiveness, helpfulness, contentment, patience, kindness, diligence, forgiveness, self-control
5. Opportunity to grow their relationship with God
 - a. Adoration
 - b. Weekly Key Bible Stories
 - c. Kingdom Keys (Caring for the sick, Encouraging words, etc.)
6. Other
 - a. Body Parts (arms, legs, head, teeth, etc.)
 - b. Positional Skills (above, below, beside, on, off, inside, outside, between, under, and behind)
 - c. Basic Vocabulary skills (boat, sun, girl, boy, etc.)
 - d. Conflict Solving Skills

While these components are the core of academics at the preschool, we do recognize that depending on the class ages/abilities a modified version may need to be taught in order to meet the developmental needs of each class. Those topics denoted with a “*” indicate concepts primarily taught in Pre-K classrooms (4’s/5’s).

Overview of the Day

While the day tends to fluctuate based on classroom, there are many core components that exist in all rooms.

Circle Time- A gathering of all students, directed by the lead teacher to instruct on key curriculum including academic elements, teacher/student connection, student/student connection, STEAM curriculum, as well as corporate social and spiritual growth.

Teacher Led- Students are led in a directed activity that often utilizes STEAM concepts giving teachers an opportunity to work with individual students in a more intentional format.

Sensory Stations- Students are directed to an experience that often utilize STEAM concepts and encourage students to make cognitive connections using multiple senses.

Snack Time - Snack is not only great to refuel and recharge, but it is also a great time to build relationship with each other and to reinforce/learn basic life skills. (How to clean up after yourself, pour a glass of water, follow instruction, communicate respectfully to peers/adults, etc.)

Outside Time-Each class has at minimum a 30-minute time during their day in which the teacher monitors students on the playground. Students build their gross motor skills through biking, climbing, running, digging, kicking, etc.

_____ has read the
(Print name)
Learning Lab Preschool Program's Parent Handbook.

Signature

Date

Print Child's Name

