



Parent Handbook

Love, Laugh, Learn & Grow!

535 Mullica Hill Rd, Glassboro, NJ 08028
856-881-3669

LITTLE AMBASSADORS PRESCHOOL PARENT HANDBOOK

Philosophy & Goals

We believe that each child is a gift from God, created with unique abilities, and precious in His sight. Therefore, we will strive to provide a Christ centered, safe, loving & nurturing environment for every child entrusted to our care. It is our desire to partner with parents and guardians, so that each child will grow & develop in the following areas:

- Spiritually: We will strive to develop in each child an understanding of God's love, a love for God, and a love for His Word. It is our desire to provide each child with a strong foundation for the development of a healthy life-long relationship with God.
- Academically: We will strive to provide a solid academic foundation in phonics, math, science, art & music. It is our desire to prepare each child for success in kindergarten.
- Socially: We will strive to develop in each child an appreciation for and a respect of others, the ability to interact within a group, and an understanding of good character. It is our desire to develop within each child the social skills necessary for success within a community.
- Emotionally: We will strive to demonstrate God's unconditional love for each child. It is our desire to help each child develop confidence and healthy self-esteem.
- Physically: We will strive to provide experiences that will develop fine and gross motor skills, within an environment that is safe and conducive to good health.
- Cognitively: We will strive to provide opportunities for each child to explore new ideas through hands-on-activities, ask questions, and develop problem solving skills. We will also maintain an environment that fosters imagination and creativity.

Toddler & Preschool Programs

Little Ambassadors Preschool is an integral part of Ambassador Christian Academy. Children as young as 18 months are welcome in our toddler class where they begin developing the foundation needed to be academically successful. Toddlers are introduced to phonics, number concepts, language development, colors, shapes, animals, transportation, countries, community helpers, health, safety, manners and science.

Education in all these areas continues when our students move up to the preschool K3 class where students achieve recognition of the name and sound for each consonant and short vowel. As fine motor skills improve, emphasis is placed on the formation of vowels and consonants in upper and lower case. Upon successful completion of the Little Ambassadors Preschool program, students are ready for the Ambassador Christian Academy K4 class, where long vowels are introduced. Children in the K4 class work on the sounding of blends and reading one and two vowel words with both short and long vowels.

Upon completion of the K4 class, students are promoted to kindergarten with a strong foundation and an excitement for learning! It is our desire that every Little Ambassador will remain at Ambassador Christian Academy through 8th grade.

Rates and Financial Policy

Materials Fee - \$60.00 (Due at the time of registration and annually on August 1st.)

FACTS Registration Fee - \$41.00 (Annual fee, will be withdrawn with your first payment to the FACTS tuition management service.)

All fees are non-refundable.

Tuition - \$165.00 per/week

1. All tuition is due in advance of services rendered. Regular payments will be made through FACTS tuition management service, utilizing automatic monthly bank withdrawals. As part of the enrollment process, the parent/guardian must complete and submit all necessary FACTS tuition management forms. The first month's tuition can be paid by check to the school office if the parent/guardian wants to enroll the child immediately. As soon as the enrollment process is complete, all tuition payments will be handled by FACTS.
2. Tuition fees are not subject to pro-ration for illness, holidays, vacations, or emergency closure of LAP. Full tuition is in place regardless to the changes, unforeseen or planned to the student's attendance.
3. A late pick-up fee of \$1 per minute will be assessed when a child is left beyond the closure time of 6:00 PM. This fee is added onto the normal tuition. Chronic lateness at closing time will be grounds for termination of service.
4. The children may have the opportunities to participate in special programs or field trips. These may require additional fees. The cost of the activity or trip will be provided in writing and a payment due date will be specified. If the payment is not received by the due date, this may result in the child not participating in the event. Any fees associated with special events are not included in tuition cost.
5. A two-week written notice is required before the child's last day of attendance. The parent/guardian is financially responsible for all tuition and fees accrued during this time.

Hours of Operation

LAP will be open from 6:30 AM – 6:00 PM, Monday through Friday. Children are welcome anytime within our hours of operation. All students are encouraged to arrive no later than 9:00 AM. Half day students attend from 9:00 AM to 12:00 PM.

Please be considerate of our staff and make every effort to pick up your child on time. A late fee of \$1.00 per minute will be assessed after 6:00 PM.

LAP will be closed in recognition of various holidays throughout the year. Please refer to our calendar for a complete list of observed holidays. Our hours and holiday schedule are set, but may be changed, if necessary, at any time. There is no reduction of tuition as a result of closures.

LAP will be open whenever possible on a regularly scheduled day, during normal hours. The methods for notifying families when severe weather or other conditions prevent LAP from opening as scheduled will include: radio and television announcements, mass email, mass text, and Facebook updates. If it becomes necessary to close early, it will be the parent/guardian's responsibility to arrange for their child's pick-up. There will be no tuition credit for any time LAP needs to close.

Attendance Policy

Please call the office if your child is sick or absent from school. No tuition adjustment will be given for absences due to illness. Please do not send sick children to school, as this is both unfair to the sick child and other children in the class. If the child becomes ill during the school day, the parent/guardian will be called and are required to pick up the child as soon as possible. If the parent/guardian cannot be reached, we will call the emergency contacts the parent listed on the enrollment form, as authorized to take custody of the child. **The child should be fever free for 24 hours before returning to LAP, to ensure that the child is no longer contagious.**

Please check the school calendar for holiday closings. Tuition is still due for holidays with the exception of the Christmas break. Families are not charged tuition for the week between Christmas and New Year's when LAP is closed. The tuition reduction for that week is already factored into the monthly tuition rate.

Tuition fees are not subject to pro-ration for illness, holidays, vacations, or emergency closure of LAP. Full tuition is in place regardless to the changes, unforeseen or planned, to the student's attendance.

Policy on the Release of Children

All children must be signed in and out by their parent/guardian or person authorized to pick them up. Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) or legal guardian(s) to take the child from LAP and to assume responsibility for the child in an emergency if the parent/guardian cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, LAP shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

Please send in written notification if someone other than the parent/guardian will be picking up your child. We will not release your child to any one whose name is not on the emergency contact/authorized pick up list given to LAP by the parent/guardian. It is the responsibility of the parent/guardian to make sure that the pick-up list on file is kept current. A photo ID is required for any person not familiar to the staff.

It is also state law that no child be released to an intoxicated person. If the parent or person authorized to pick up the child appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at the risk of harm if released to such an individual, LAP shall ensure that the child may not be released to such an impaired individual. Staff members will attempt to contact the child's other parent or an alternative person authorized by the parent. If LAP is unable to make alternative arrangements, a staff member shall call the Division's 24 Hour Child Abuse Hotline (800-652-2873) to seek assistance in caring for the child.

If a parent/guardian or other authorized persons fail to pick up a child and/or contact LAP, and LAP is unable to contact the parent/guardian or other persons authorized by the parent/guardian, after one hour of closing time, LAP staff may release the child to the custody of child protective services or other local authorities.

Nap and Rest Time

A daily nap time will be scheduled after lunch. Children are required to rest for 30 minutes. After 30 minutes, those who are not able to fall asleep and who do not appear to need additional rest will be given alternative quiet activities to do while the other children are sleeping. We provide each child with a cot or mat. All bedding comes from home and will be sent home at the end of each week for laundering.

Snack Policy

All snacks are brought in from home. LAP does not provide snacks. We will, however, stock a snack that can be offered to children if they have forgotten their snack for the day. We ask that all snacks be nutritious and are sent in with a napkin and drink. The following guidelines are in effect for snack and lunch:

- Tables are wiped down & disinfected immediately before and after meals/snacks.
- We make sure that the children wash their hands immediately before meals/snacks.
- All food shall be inspected by a staff member for spoilage before it is served.
- We pray with children before each meal & snack.
- Staff members will not force-feed or coerce a child to eat against his or her will.
- Parents will be notified as to how well the child is eating while at Little Ambassadors.
- We encourage proper table manners and conversation voice levels during meals/snacks

Lunch Policy

LAP does not provide lunches for students, however, we do provide a hot lunch menu for parents who desire to purchase lunch. Also, we are happy to heat up lunches if you choose to send one in with your child. For our hot lunches we have partnered with **orderlunches.com** to provide a fast, easy and secure way to order, prepay and manage student lunches.

To register for the first time:

1. Go to **www.orderlunches.com**
2. Click on register. Password is **ACA303**, add account and profile information
3. Sign in – welcome page displays with program information
4. Click order at top of navigation bar and go to September
5. Click the order link on the calendar to begin
6. Check out and pay. Please be sure to complete the check-out process. Do not close your browser prior to receiving the confirmation display or your order may not be fully processed. Items left in your shopping cart will not be processed and order will not be placed.

The program accepts payment by Debit, or by Visa, MasterCard and Discover. A \$1.00 fee will be charged for orders under \$10.00 - for new and changed orders.

For technical support you can email support@orderlunches.com.

Toys from Home

With the exception of a cuddly toy for nap time, children are not permitted to bring to school their own toys from home.

Rules for Children

Rules are established to ensure that there is an appropriate expectation of all children in the classroom environment. The rules will be posted in the classrooms and explained to the children. Some basic rules are:

- Kindness to others at all times both in words and actions
- Respect for all school property
- Obedience to all in authority

Discipline Policy

The methods of guidance and discipline used shall be positive, consistent with the age and developmental needs of the children and lead to the child's ability to develop and maintain self-control. Through clear expectations, positive example, and appropriate consistent consequences, children learn respect for themselves and others.

Each teacher at LAP will employ a proactive discipline plan and incentive program. The full meaning and intent of discipline is not only to correct behaviors, but also to build up and encourage the child in attitudes and behaviors that are pleasing to God. Teachers will try to redirect a child from negative behavior, use positive language while disciplining children, praise appropriate behaviors, give a child a verbal warning and provide a child time to regain control.

If proactive measures have been taken and the child is still displaying inappropriate behavior, the teacher may use such measures as applicable to the age of the child, including time out from an activity, loss of privileges, or a visit to the director's office. Parents will be notified if a visit to the director's office is necessary.

Our "time-out" policy is to give one minute for each year of age, then to discuss fully with the child why they were in a "time-out".

For a child exhibiting persistent misconduct, teachers will document disruptive behavior and provide parents with a copy of the documentation. If inappropriate behavior is frequent or severe, the teacher and/or director will conference with the parent/guardian to identify and implement a plan to address the child's inappropriate behavior.

Expulsion Policy

Unfortunately, there may be times when we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from LAP:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself
- Parent threatens physical or intimidating actions towards staff members
- Parent exhibits verbal abuse to staff in front of enrolled children

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child

- Verbal abuse to staff or perceived hostility toward administration and staff
- Actions contrary to the moral and philosophical purpose of Little Ambassadors Preschool, Ambassador Christian Academy and Calvary Hill Church
- Failure to heed an/or comply with the policies and procedures of Little Ambassadors Preschool

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting
- Ongoing failure to comply with directions from the staff or administration

SCHEDULE OF EXPULSION

If after remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion or suspension.

- The parent/guardian will be informed about the expected behavior changes required in order for the child or parent to continue at LAP. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from LAP.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternative child care (approximately one to two weeks notice depending on risk to other children's welfare or safety).

Little Ambassadors Preschool Disclaimer

The administration and faculty of Little Ambassadors Preschool hold the discretionary prerogative at anytime to exclude any item or any behavior from the premises or any Little Ambassadors Preschool sponsored activity that is deemed by the Calvary Hill Church Board to be contrary to our Biblically held beliefs.

Your parental preferences and prerogatives are clearly recognized outside of the Little Ambassadors Preschool academic and activity settings. The above policy is in force as long as the Little Ambassadors Preschool administration and faculty exercise custodial supervision of your enrolled child.

You are invited to inquire as to our beliefs and their application to the moral environment that the Little Ambassadors Preschool administration and faculty continually seek to maintain and enhance.

Health Policy

All children are required to receive a physical exam prior to admission and to submit a completed Universal Child Health Record. All necessary immunizations must be obtained prior to admission. The New Jersey Department of Health also requires that all children entering childcare or preschool obtain a yearly Influenza vaccine.

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend LAP. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature above 100 degrees Fahrenheit
- Lethargy
- Severe Coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Stiff neck

Once the child is symptom free for 24 hours, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the school.

Table of Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to LAP without a health care provider's note stating that the child presents no risk to himself/herself or others:

Respiratory Illness

Chicken Pox**

German Measles*

Hemophilus Influenzae*

Measles*

Meningococcus*

Mumps*

Strep Throat

Tuberculosis*

Whooping Cough*

Gastrointestinal Illnesses

Campylobacter*

Escherichia coli*

Giardia Lamblia*

Hepatitis A*

Salmonella*

Shigella*

Contact Illnesses

Impetigo

Lice

Scabies

Shingles

*Reportable diseases that must be reported to the health department by LAP.

**Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to LAP. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

If a child is exposed to any excludable disease at LAP, parents will be notified in writing.

Medication Dispensing Policy

1. When ever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to LAP and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to LAP to observe the child's response to the medication given.

When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to LAP. This is for the protection of the child who is ill as well as the other children in LAP.

3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/guardian. "Permission to Give Medication in Child Care" form must be completed before any medication will be given at LAP.
4. "As needed" medications may be given only when the child's health care provider completes a permission form that lists specific reasons and times when such medication can be given
5. Medications given at LAP will be administered by a staff member designated by the director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
 - Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.
 - Over-the-counter medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
 - Any over-the-counter medication without instructions for administration specific to the age of the child receiving the medication must have a completed permission form from the health care provider prior to being given in the childcare center.
7. Examples of over-the-counter medications that may be given include:
 - Antihistamines
 - Decongestants
 - Non-aspirin fever reducers/pain relievers
 - Cough suppressants
 - Topical ointments, such as diaper cream or sunscreen
8. All medications will be stored:
 - Inaccessible to children
 - Separate from staff or household medications
 - Under proper temperature control
9. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.
10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the LAP office.
12. Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and picked-up from the school. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the school to the parent/guardian.
13. Confidentiality related to medications and their administration will be safeguarded by the LAP Director and staff. Parents/guardians may request to see/review their child's medication records maintained at LAP at any time.
14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.
15. Parent/guardian will authorize the Director or Director designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.
16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this handbook is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the handbook which contains this policy.
17. This policy will be effective immediately upon enrollment in LAP and the parent/guardian's signature of acceptance of all policies included in this handbook.

Toilet Training Policy

1. When parents and staff agree to begin toilet training, the child will be taken to the toilet at frequent intervals.
2. The child is allowed to sit as long as he/she is willing.
3. The child is never punished or embarrassed for accidents.
4. If the child has soiled or wet clothing, normal diapering procedures are used.
5. Toilet training seats will be disinfected after each use.
6. Children's hands will be washed with soap and running water.
7. Children will be taught to wash hands thoroughly.
8. Reward may be given in the classroom for success in the restroom.
9. Parents will be kept informed of the progress of toilet training while the child is at LAP.