



## **Parent Handbook 2018-19 School Year**

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## Parent Handbook

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## **Parent Handbook**

### **I. Welcome and Introduction**

Welcome to our preschool family! We are thrilled that you have chosen Little Linguists International Preschool. We are confident that your family's experience with our program will be enriching and fulfilling. The following pages will introduce you to our philosophy and policies. Please do not hesitate to discuss with us personally any questions, suggestions or concerns you may have. We appreciate your involvement in helping make our school the best for all families.

Little Linguists International Preschool has a highly qualified and nurturing professional staff that is committed to fostering the development of each child. We have an open-door policy and welcome parent visits during requested scheduled times. We are pleased to provide this handbook which describes our program, goals and policies, as well as a myriad of practical details that make the school days for your children happy, successful and secure. Please read it and keep it for reference.

### **II. Philosophy and Beliefs**

Little Linguists International Preschool is a language immersion and instruction-based elementary, meaning that children are immersed in authentic language experiences during the course of the day, while concurrently receiving explicit instruction in vocabulary development, phonological awareness, phonemic awareness, and other literacy skills. We value all languages, including each child's native language, and believe that language acquisition is the key to providing children with a functional and productive life.

We believe in fostering a seamless integration between purposeful play and learning. Therefore, we provide hands-on, holistic, learning opportunities through a research-based, early childhood curriculum while focusing on language and pre-literacy development, and the development of the whole child. We believe in the use of a variety of assessments to guide students' learning experiences and drive decision making.

We foster an environment that facilitates choice-making within limits and supports individualized goal setting, preparing children to become critical thinkers and life-long learners.

We believe that family, teachers, and the community play an integral role in the development of each child. We provide opportunities for parent and teacher development, and are continually open to forming new relationships with various community entities.

Each classroom shall be a physical manifestation of our guiding philosophy and beliefs, allowing each child to meet his/her personal best.

### **III. School Goals**

Our school goals are to:

- Foster a love of language and culture
- Help each child develop into a sensitive, self-directed, confident and whole person
- Develop the individual personality, including positive self-esteem, confidence, self-reliance, independence
- Enhance each child's natural curiosity and love of learning
- Encourage close ties and communication between home and school
- Meet physical needs and help the child establish routine habits, such as self-help skills
- Develop appropriate social skills and group behaviors, including learning to cooperate, communicate, express needs, share, take turns, resolve conflicts
- Aid the development of gross motor skills by helping children learn to how to use their bodies effectively and confidently in climbing, running, jumping, balancing, dancing
- Facilitate the development of fine motor skills through use of puzzles, small manipulatives, cutting, gluing, holding crayons
- Foster development of receptive and expressive language skills, such as the ability to listen and comprehend, and express thoughts and feelings satisfactorily
- Stimulate cognitive development, concept formation, creativity and problem solving
- To provide consistent continuity of care to children in all age groups by: (1) ensuring that each child remains with their classroom teacher for at least 9 months, (2) following a September 1 birthday cut-off for children in the same age group, and (3) practicing school-wide values and norms regarding community building, choice-making, and guidance that consistent from one age group to another.

### **IV. Programs and Ages of Children Served:**

Little Linguists International Preschool is committed to keeping class sizes small to allow for individual, small group, and large group learning opportunities. Students will be divided into age and developmentally appropriate cohorts based on a September 1 cutoff.

### **V. Curriculum Overview**

The curriculum practiced at Little Linguists International Preschool is reflective of our beliefs and values surrounding the development of the whole child. A research-based, constructivist, core curriculum guides the teaching and learning culture of our school. Constructivism is the

belief that children learn through experiencing the world in which they live through social, emotional, and hands-on interactions with their environment, peers, and adults. In constructivist culture, student inquiry and curiosity guide the curriculum. Paired with a language immersion experience, the curriculum grows students for life as problem solvers and humanitarians in our diverse world. Little Linguists International Preschool is dedicated to providing such a learning environment for all students.

## **VI. Policies and Procedures:**

- All children must be signed in either using a paper sign in or Procure system.
- Outdoor activities will be provided daily, weather permitting. If it is extremely cold, raining, or hot, we will not go outside. Regardless, please make sure your child has appropriate clothing for the weather. We also have indoor activities in the event of inclement weather. In accordance with Bright From the Start's policies:
  1. Each child will have at least one and one-half (1.5) hours of outdoor activity per day.
  2. A child may be excused from outdoor activities for a limited period of time if there is medical documentation that outdoor activity is medically contraindicated. However, the student might have to go home if they do not feel well enough to remain with a group.
- Individual Attention and Engagement  
Personnel will provide individual attention to each child as evidenced by:
  1. Responding promptly to the child's distress signals and need for comfort.
  2. Playing with and talking to the children.
  3. Providing and assisting the child with personal care in a manner appropriate to the child's age level, i.e., providing the child privacy in dressing.
- Routines (Eating, Resting, Napping, Toileting)  
Personnel will provide routines for bathroom, eating, resting, napping and intervals between activities. Staff shall assist and encourage each child to become independent in -the development of self-help skills, such as washing hands and face, dressing, eating and toileting.
  1. Children are allowed to go to the toilet and get a drink of water as needed.
- Months, Days, And Hours of Operation  
We offer programs from 7:00 A.M. up to 6:00 P.M. Monday thru Friday. We are a year round program open August to July.
- School Hours:
  - **Regular School Day Program**

- The Regular School Day *begins* each day at 8:00 a.m. (Students can be dropped off as early as 7:00 a.m.) Please see the Director if you have questions regarding your selected enrollment options. **Please note that children may not be dropped off before 7:00am or before their selected drop-off time**, even though a teacher may be present. Teachers use the morning time to prepare the classrooms for the day. Drop-off earlier than your scheduled drop-off time **will result in Early Drop Off Fees of \$1/minute.** (see Fees section). The Regular School Day *ends* each day at 3:00 PM. Our After School Care Program runs from 3:00 PM to 6:00 PM.

***Breakfast is served until 7:55 AM daily.***

- **After Care Program (3:00 pm – 6:00 pm)**
  - Our After Care program is led by a creative and nurturing faculty offering exciting curriculum activities designed to meet the individual needs of each child. The program includes a balance of restful and active play. A typical afternoon includes story time, outdoor play, art, science or cooking projects and snack. Our After Care Program is **non-language** specific and may include immersion in Spanish or English. Additional English reading/writing opportunities and group games for students normally will take place at this time. Please see the Director for questions regarding your selected pick-up time.
  - Please Note: Students who are not registered for after care but stay past 3p.m. will be charged \$1 per minute with no advance notification to the school administration, or if scheduled with advance notification (at least 24 hours prior), \$15/hour.
- **Dates of School Closings:**

We are closed the following Legal Holidays **and other posted school closings noted on the current year school calendar**. Please refer to the current school calendar for all holidays and school breaks.

  - NEW YEAR'S DAY
  - MLK DAY
  - PRESIDENT'S DAY
  - MEMORIAL DAY
  - FOURTH OF JULY
  - LABOR DAY
  - THANKSGIVING DAY
  - CHRISTMAS DAY
  - Other closings as posted on school calendar

- Late Pick-Up

**It is important that children be picked up on time.** If your child will be picked up later than your scheduled pick-up time, please phone the office so that we can plan accordingly. In order to be fair and consistent with all families, late fees will be charged for all late pick-ups. Please be cognizant of the fact that when you are late, you keep the people who care for your children away from time with their own families. Late fees are payable immediately and will be recorded on the Renweb accounting family register. **Late fees are \$1 per minute.**
- Drop-off Before Scheduled program start
  - Children may not be dropped off before their scheduled program is to start.
- Inclement Weather/Storms:

In the event of inclement weather, the center generally follows the Fulton County Schools decision (East Point location) or Dekalb County Schools (Decatur location). The school will make the decision it deems to be in the best interest of students, families and staff. Should a warning of inclement conditions be given, a staff person will call all parents/guardians and advise them to pick up their child as soon as possible.

## **VII. Admissions Policies and Procedures**

Little Linguists International Preschool is open to all eligible children between the ages of five and twelve. Little Linguists International Preschool does not discriminate in its enrollment policies or in any other practices on the basis of race, color, religion, disability, sexual orientation, national origin or ancestry.

The admissions process involves a two-part process consisting of:

- 1) Parent/guardian application
- 2) Child play date

The purpose of these two steps is to ensure that Little Linguists International Preschool is the best environment for your child. LLIP administration will give a thorough overview of our school culture, curriculum, values, and beliefs. At LLIP we value community and it is important that parents agree with the tenants that are core to our school to ensure an optimal experience.

We have a rolling admissions policy. Beyond that, the school determines the placement of children in individual grouping based upon age, gender and developmental needs, as well as scheduling needs. If there are openings once school starts, spaces will be first given to those on the wait list. In order to protect the interests of the program, the Director may use her/his discretion in determining enrollment priority.

- **Children with Special Needs:**



It is the policy of Little Linguists International Preschool to provide the appropriate modifications and accommodations for students with disabilities under the American with Disabilities Act. Please inform the school director if your child has any known disabilities so that the appropriate modifications and/or accommodations may be provided. Little Linguists International Preschool staff will receive training in providing such modifications and accommodations from a Georgia-certified special educator. Please provide the school with any existing IEP's or IFSP's that your child has.

- Behavioral Needs: Please see Parent Code of Conduct.

### **VIII. Missed Days**

When children miss school due to a family vacation, illness, etc., we do not offer make-up days. However, if space is available, we will make every attempt to accommodate your schedule and request. Additionally, please inform the school director if you know your child will be absent. This aids in teacher and school planning in general.

### **IX. Tuition & Fees**

Parents are responsible for the following fees:

- ◆Tuition per the tuition schedule outlined in your tuition contract
- ◆Online Application Fee: \$60 (non-refundable)
- ◆\$15/hour drop-in for after care

### **X. Financial Policy:**

LLIP is a NAEYC accredited early learning program offering the best in early childhood education and care. Tuition and fees pay staff salaries, but also cover the purchase and repair of materials, toys, books, art supplies, play equipment, repairs and improvements to the building, heat, rent, water, electricity, phones, cleaning supplies, professional training and materials, advertising, printing costs and food for snacks and more. Parents contract for a set annual tuition fee that is paid regardless of any absences. This fee is **due on or before the first day of each session**. If the 1<sup>st</sup> falls on a Saturday or Sunday, tuition is due the Friday before. There will be no exceptions made for students that have not paid their tuition and fees; we may withdraw your child and cannot guarantee that an available space will remain for him or her.

### **XI. Field Trips:**

Field Trips are considered an important part of the education program and occasionally we will have in-house field trips or outbound fieldtrips. When having an outbound field trip, LLIP staff will ensure that a cell phone is available in the event that an emergency occurs. Children will wear matching summer camp t-shirts and Little Linguists International Preschool Labels on their clothing that have the school's phone number. A first-aid kit is brought on all field trips and will

always have alternate transportation arranged in the event of a transportation related emergency.

## **XII. Transportation and School Vehicle Policy**

### **1. Van**

Little Linguists International Preschool also owns a small 12-seater van. Routine maintenance is performed on the van according to the manufacturer's recommended maintenance schedule. Documentation of such maintenance is available on site, showing the date of regular quarterly inspections and preventative maintenance. Prior to any field trip or trip, staff will inspect the vehicle for any hazardous conditions, including unsatisfactory air pressure in the tires. Occasionally we provide transportation via charter buses to and from field trips.

When using a school vehicle, or renting transportation for school trips, staff will ensure that child and adult safety-restraint devices are installed and used according to manufacturer guidelines and standards at all times when transporting children. Staff will always walk to the back and front of the bus 2 times before locking the bus after use to ensure that all children have been removed from the bus.

### **2. Walking Field Trips**

Students of the school age summer camp may take summer camp trips with in a 2-3-mile walking distance. While on walking trips the caregivers will model pedestrian safety and teach the children to only cross at the corner, when traffic signals indicate it is safe, and only after looking left, right and left again.

- Caregivers will keep younger children together on walking trips with the aid of a travel at the children hold onto which is stretched between 2 caregivers while they walk. Children may also hold the hand of an adult or use another means that keeps the child physically connected to an adult at all times.

- Water bottles to keep students hydrated
- Weather friendly gear and walking shoes requires

### **3. Public Transit**

Student of the summer camp may take public transit to commute to the assigned location of the summer camp. While on public transit trips the caregivers will model

safety protocol. Ratios will be no more than 1:5; requiring volunteers or other staff members trained to join the field trip.

**XIII. Photo/Video Permission & Release:**

Part of our school process involves documenting a child's progress and experience via photographs for the classroom and the students' portfolios. Photographs may be used for commercial or other purposes including the school's website. We also may videotape a classroom session to use for internal training purposes and teacher observation, or for use on the school's website. By enrolling in our school, you give us permission to photograph and videotape as described. If you DO NOT agree, please see us immediately to sign a form indicating such.

**XIV. Parent Communication and Conferences:**

**Newsletters:**

A weekly newsletter is sent home to parents informing them of the news and events. These newsletters are sent electronically. Teachers also send classroom newsletters on a weekly basis. Classroom newsletters provide specific information regarding the weekly events and learning activities taking place in a specific classroom. For information regarding individual children, conferences can be scheduled.

**Information Bulletin:**

Our parent information bulletin board is by the front desk. Parents are always encouraged to call at any time if questions arise or problems need to be solved.

**Teacher Boards:**

All classrooms have teacher boards outside of the classroom. These boards include information such as the classroom schedule, the teacher's biography, and information about upcoming events such as parent-teacher conferences or class wish-lists.

**Parent Mailboxes:**

When we have information to share with you, we will email the contact on file or leave it for you in your child's 'mailbox'. Your mailbox is located at the top of your child's cubby. Please ***check your mailbox DAILY.***

**ASSESSMENT**

***Daily Written Anecdotal Reports:***

Daily written anecdotal reports are available for toddler and infant parents regarding intake of food, elimination, general behavior and sleeping patterns. Daily reports are also available for our toddler parents to cover sleeping and eating patterns. Additionally, teachers use these reports as a means for documenting daily accomplishments and developmental milestones that are tied to our curriculum. These logs are kept in the classroom in a manila folder with your

child's first and last name written on it. Your classroom teacher will ask you to initial the log daily, acknowledging your receipt of this information. Parents are encouraged to leave a note for their child's teacher on the form as well. This encourages a consistent dialogue between parents and teachers.

***Language Assessment:***

In an effort to adhere to best practices in Early Childhood Education and language acquisition in particular, all children 3 years and older who are first arriving at Little Linguists International Preschool will be given the Online Language Assessment.

***Referral for Diagnostic Assessment:***

At Little Linguists International Preschool our Education Director/Consultant is qualified to administer a variety of behavioral and cognitive developmental screenings. Additionally, we encourage parents to have their child's vision and hearing screened annually. Teachers are encouraged to keep general anecdotal notes, as well as behavioral data for concerning behaviors using a Functional Behavior Assessment or Antecedent-Behavior-Consequence (A-B-C) data. In the event that a child's behavioral data (either cognitive or social/emotional) raises developmental concerns, we will meet with the child's parent(s) and refer the child to Fulton County for the appropriate additional screening(s) and/or assessment(s).

***Confidentiality:***

All assessments shall remain confidential to be shared only with each child's parent(s) and any relevant teaching and/or administrative staff including:

- the child's Summer Camp teachers both during the school day and after school program day,
- Education Consultant
- Director

Such staff people will use assessment and screening data to guide decision making and support students in achieving social emotional, language, cognitive, and physical developmental goals. At no time will center staff share information about any child with another family. Additionally, all student records will be filed in file cabinets to ensure additional confidentiality. All parents have the right to access their child(ren's) records at any time upon request.

**XV. CHILD ABUSE, NEGLECT, AND DEPRIVATION:**

LLIP recognizes local, state, and national efforts to address problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibility for addressing such concerns. State law requires that certain persons in their professional capacities are mandated to report suspected child abuse and neglect when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering physical or emotional injury resulting from abuse that causes harm or substantial risk of harm

to the child's health or welfare, including sexual abuse, or from neglect, including malnutrition. All employees of LLIP are mandated reporters, and are thus required by law to report any suspected cases of child abuse, neglect, or maltreatment.

**Definition of Terms: Child Abuse and Neglect**

- **Neglect** is the failure, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care. It is understood that such inability is not solely due to inadequate economic resources or solely due to the existence of a handicapping condition. Neglect can occur while the child is in an out-of-home or in-home setting.
- **Physical abuse** includes infliction, by other than accidental means, of physical harm upon the body of a child.
- **Emotional abuse** refers to excessive, aggressive, or unreasonable behavior by an adult that places demands on a child that are above his/her capabilities. This may include verbal attacks, humiliation, degradation, and chronic rejection of the child, close confinement of the child, or the permitting or abetting of delinquent behavior.
- **Sexual abuse** refers to any sexual contact between a caretaker and a child or the commission of a sex offense against a child as defined by the criminal laws of the state
- **Verbal sexual harassment** of a child by anyone is recognized as a form of child abuse and a warning sign of actual physical or sexual abuse.

All LLIP employees who have reasonable cause or suspicion to believe that a child is suffering physical or emotional injury resulting from abuse or neglect as described above shall report such a belief to the appropriate authority, The Department of Family and Children Services in the child's county of residence.

**XVI. DROP-OFF & PICK UP**

**ARRIVAL AND DEPARTURE:**

We have an automated check-in and checkout system. However, when bringing your children to school, we ask that in addition to signing in, you speak to a staff person – thus informing them that your child has arrived. Likewise, upon departure tell a staff member that you are leaving. Arrival and departure times are ideal times to pass information. Please communicate to us in the morning any information that may help us understand and relate to your child during the day (a restless night, an action-packed weekend, or a late night the night before). Please communicate any concerns or questions you may have about our program. It is best to establish a definite routine for arrival and departure times. This will make the day's transitions easier and give a feeling of security. Separation anxiety is often acute during the child's first days at school. Be assured that your child is left in loving, caring hands that will offer comfort and security. You are welcome to call and drop in at any time.

Our gates on Little Linguists property parking lot and LLIP Parking lot (between the school and the playground) are **OPEN** during school hours. Please drive with caution through the “Entrance” gates and parking lot.

Every enrolled parent has a code to access the building. Guests must ring the doorbell.

### **XVII. Escort Policy**

When parents or persons authorized by the parents, pick up or drop off their child at the center, they will not allow their child to enter or leave the center without being escorted and the school will not permit the child to enter or exit the center without having an escort. In addition, we will not release your child/ren to anyone suspected to be under the influence of drugs or alcohol.

### **XVIII. Pick-Up Authorization**

Children will be released only to a parent or legal guardian, or to persons whose names are listed on your Child Emergency Form. Families are responsible for notifying the office in advance and *in writing* if a person not listed on this form is to pick their child up. For the safety of each child, **photo identification will be REQUIRED** of all authorized persons picking up children. We will *not* release your child to anyone we do not know, or to any authorized person without ID. Authorized pick up personnel must be at least 18 years or old to pick up a child. Families and authorized persons are responsible for transporting children to and from school in an appropriate child restraint system (car seat). Please make sure that any authorized person has your child’s car seat or an appropriate car seat for your child. We will not release your child to anyone suspected of being under the influence of drugs or alcohol, even if they are on your pick-up authorization list.

### **XIX. Updated Information**

Parents are responsible for keeping the center advised of significant changes as the changes occur in the information that the parents provided at the time of enrollment concerning phone numbers, work locations, emergency contacts, family physician, etc.

### **XX. Absences**

Please make sure to call the office if your child is going to be absent or arrive after 10:00 am. Please leave the child's name, why s/he is absent, and when you expect the child will return. If your child has a contagious illness, let the office know.

### **XXI. Illness Policy**

Ill children need to be at home to prevent exposure to other children and adults at the elementary. A child shall not be accepted nor allowed to remain at the school if the child has an equivalent of a one hundred (100) degree or higher oral temperature and/or another contagious symptom such as but not limited to a rash, diarrhea, or a sore throat. Children will be excluded from attending Summer Camp for the following reasons (this list covers the most

common illnesses, but is not inclusive of all reasons for exclusion): Please consult the communicable disease chart posted at the front hallway.

- Illness that prevents the child from participating comfortably in Summer Camp activities, including lethargy, behavioral changes, irritability and/or difficulty breathing.
- Illness that results in a greater need for care than our staff can provide.
- *Respiratory Illnesses & Colds*: If mucus is profuse and cannot be controlled by normal wiping, the child will be excluded *at LLIP's discretion*. A child will also be excluded if the runny nose is associated with a fever, an infected throat, persistent cough or general irritability.
- *Fever* of 100 degrees and above.
- *Persistent Cough*, with or without fever.
- *Vomiting*
- *Diarrhea* (more than one loose stool).
- *Mouth Sores* not associated with drooling.
- *Rash*, unless a physician has determined it is not a communicable disease.
- *Purulent Conjunctivitis* (defined as pink or red conjunctiva with white or yellow eye discharge) until the child has been on antibiotics for 24 hours.
- *Impetigo* until 24 hours after treatment.
- *Strep Throat* until 24 hours after treatment
- *Head Lice* until after treatment and all nits are removed.
- *Scabies* until 24 hours after treatment has begun.
- *Chickenpox*, until all lesions have dried and crusted (usually 6 days).
- *Pertussis* (whooping cough) until 5 days of appropriate antibiotics.
- *Hepatitis A virus* until one week after onset of illness, after immune globulin has been administered.

If we determine your child needs to go home, we will contact you immediately. We will keep sick children as comfortable as possible until you arrive. In order to assure your child's comfort and reduce risk of contagion, we ask that children be picked up as soon as possible.

***Children must remain home for 24 hours without symptoms before returning to school.***

In the case of a suspected or confirmed contagious disease, rash or continuing symptoms, a **doctor's note is required** before your child is permitted to return to school.

Excluded children may return when:

- They are free of fever, vomiting and diarrhea for a full 24 hours.
- They have been treated with an antibiotic for a full 24 hours.
- They are able to participate comfortably in all usual Summer Camp activities, including outdoor time.
- The child is free of open, oozing skin conditions and drooling unless:
  - 1) A health-care provider signs a note stating that the child's condition is not contagious, and

- 2) The involved areas can be covered by a bandage without seepage or drainage through the bandage.

The *final decision* about whether a child must stay home will be *made by the Director or Summer Camp Instructor* at drop off time, during the day, or regarding whether a child can return the next day. Sick and contagious children must stay home for their own well-being as well as the health of other students and staff.

In the event of exposure to a communicable disease, we will post a note in the classrooms and director's office.

***\*Please note: Children will not be allowed to remain at school for the day if they are clearly uncomfortable, and their health condition is such that they require more maintenance than our teaching staff can manage.***

## **XXII. Medication**

We will not administer prescription medications unless required by the time intervals of prescription with the required Authorization to Dispense Medication with all required signatures form on file. We must have the medication labeled with the child's first and last name, the date the prescription was filled, and directions for dosage from a licensed physician. Only the Director or Assistant Director will dispense medication to students. **We will not dispense non-prescription medication. We will not dispense any medication that can be administer before and after summer camp.**

## **XXIII. Children's Records**

The information in your child's records is considered privileged and confidential. Only those directly involved in the care of your child, Summer Camp staff or the state licensing agency is permitted to have access to these records, unless you have authorized the release of this information through your written permission. Parents and guardians have the right to add information, comments or other relevant material to your child's record. You also have the right to make a written request to delete or amend of any information contained in the record.

## **XXIV. Child Immunizations**

State regulations require all families to submit a completed physician's report with immunization history in order to be admitted into Little Linguists International Preschool Elementary. Parents or guardians who choose not to get some or all of the required immunizations, due to personal beliefs, must sign a personal belief waiver that is notarized. When signing a personal belief waiver, parents understand that in case of an outbreak of any one of these diseases, their child may be temporarily excluded school, for his or her protection.

## **XXV. Custody Issues**

Little Linguists International Preschool cannot honor one parent's request to deny access of his/her child to the child's other parent without legal documentation. If custody changes, please bring a copy of such court orders to the school office.



**XXVI. Withdrawal from the Preschool**

Should you choose to withdraw your child from the preschool before completion, please note that school enrollment is a contractual obligation. The school enforces enrollment contracts to the fullest extent allowed by law.

**XXVII. Babysitting by School Faculty and Staff**

In an effort to prevent any potential conflict of interest, babysitting by school faculty and/or staff is strongly discouraged. However, should a faculty or staff member babysit, services must be outside of school premises and with the understanding that the arrangement and payment for services is solely between the faculty or staff member and the child's family. Please note that Little Linguists International Preschool does not take responsibility for behaviors or actions of any babysitters. This service is not provided by Little Linguists International Preschool.

**XXVIII. Children's Classroom Procedures:**

**Wipes and Sunscreen:**

Parents will be asked to bring in bug spray and sunscreen individually labeled. Wipes and sunscreen are required to be brought in at all age levels. We reserve the right to charge parents who do not turn in bug spray/sunscreen per the schedule a Fee of \$20 per occurrence to cover the costs of these items.

**Additional Teacher Requests:**

Classroom teachers may ask parents to participate in various activities or to provide additional snacks or items that are not covered under the school's budget. **While your participation is not required**, it is indeed needed and appreciated! While we serve plenty of food at breakfast, lunch and afternoon snack and allow many helpings of each, most little ones are hungry continually throughout the day! We have found at all age levels, the children appreciate an additional morning snack and late afternoon snack, particularly in the summer months. Establishing a rotating schedule helps families plan for the additional expense, and it truly benefits everyone's children.

**Cubbies:**

Each child will have a special place for all of his/her things. This "cubby" will hold artwork, jackets, etc. **Each child should bring to school a bag or backpack which she/he will bring with him/her to hold extra clothes, etc.** Please, no plastic or drawstring bags as these can be dangerous. Remember to label EVERYTHING: bags, packs, socks, shoes, and clothing.

**Items Needed** (please *label everything*)

Two complete sets of extra clothes in Ziploc bags (one complete set in each bag):

- ◆ Shirt / Sweatshirt – weather appropriate
- ◆ Pants / shorts – weather appropriate
- ◆ Sock and Underwear
- ◆ Shoes – just one extra pair
- ◆ Rest Quiet time accessories (if desired) (small blanket and small pillow older)

\*As a reminder, you will need to change clothes as weather changes or as your child grows.

**Clothing:**

Children should be appropriately dressed for outdoor play and weather conditions. LLIP's philosophy is that children learn through exploration of their environment. Your child will explore mud, water, paint, glue, etc. We also allow children to explore non-allergen food. We do not require children to wear smocks. Children should wear casual clothing to school. Children are vigorous explorers and are not very concerned with keeping clean! Please do not send clothing that you do not want soiled.

An athletic type of shoe with soft rubber soles is recommended. **NO open toe sandals/shoes or CROC-type shoes.** This will help insure greater security walking on floors and climbing on climbers.

It is ***critical*** that you replenish your child's supply of extra clothes **DAILY**.

.Because our environment is rich with materials, we ask that toys be left at home.

**Toys from Home:**

*Children are not permitted to bring any toys from home, with the exception of "transitional objects" that provide psychological comfort.* In addition, toy weapons, swords, guns, soldiers, action heroes, Barbies, large dolls, and balloons are not allowed. We encourage children to play with the materials provided at school. Toys from home often present sharing challenges, conflicts and can get misplaced. If a toy from home comes into school accidentally, we will ask the parent/caregiver to take it home or it must stay in the cubby all day.

We do, however, encourage the children to bring in educational items that relate to thematic learning, such as books, tapes, science materials, etc. All items brought from home must be labeled.

**XXIX. LLIP Health and Wellness Policy:**

**Meals and Snacks**

In an effort to model healthy eating and living habits for our children, LLIP has implemented a Health and Wellness Policy school-wide. The policy includes practices such as avoiding drinking coffee or soda in front of children, encouraging parents to bring healthy birthday treats, only allowing birthday cakes/cupcakes/cookies to be made by the school Chef Fernanda in the kitchen using all natural ingredients. To learn about the details of our Health and Wellness Policy, please see our Director.

### **Breakfast**

LLIP participates in the Child & Adult Care Food Program food program. LLIP provides breakfast starting at 7: 15 am and ends breakfast at 7:55 am. Due to Federal and State regulations, there is a minimum time frame in between meals. Breakfast serving bowls and utensils must be cleared at 8:00 am. LLIP is allowed to have children finish their meals until 8:15 am in the breakfast room or their classrooms. Once the food has been cleared from the breakfast rooms, parents are welcomed to accompany their children in the office to fresh fruit, milk and a grain.

### **Summer Camp Food Policies:**

LLIP provides healthy breakfasts, lunches, and afternoon snacks for children. Menus are posted in each classroom. We do not serve any foods containing Trans fats or high sugar foods. Due to the seriousness of food-related allergies, Little Linguists International Preschool does not allow food to be brought from home to the preschool and all dietary needs or restrictions are handled via the kitchen with our in-house chef, Fernanda. Ms. Fernanda ensures that all meals meet the following criteria:

- **No nuts or foods processed in nut facilities**
- All meals must comply with the USDA Health Guidelines as follows:
  - Breakfast – Must include at least 1 fruit or vegetable, 1 grain, and some form of milk
  - Lunch – Must include 1 protein, 1 grain, and 2 fruits and or vegetables, and some form of milk
  - Snack – Must contain at least 2 of the following food categories: fruit, vegetable, protein, and/or grains

***\*Please note: LLIP staff will supplement your child's meals with the appropriate components if they do not meet the above-mentioned guidelines.***

### **XXXII. Children's Library**

A lovely way for your child to always remain a part of Little Linguists International Preschool is to recognize his/her birthday with a small gift to the school. If you would like suggestions, the Director has a list of book titles the school would love to have.

### **XXXIII. Birthdays**

We enjoy celebrating your child's birthday at school. Due to allergies, we do not allow parents to bring in outside food unless cleared by the Chef. If you wish to donate something to the school in honor of your child's birthday, a Children's Library book (see above), tree or plant, or an item from the ongoing "Wish List" would be appreciated. **Please note: exclusive birthday parties, or parties of any kind are not allowed as this divides community within the school. However, parties may include invitations to all girls in the class or all boys in the class. No child should be intentionally excluded from birthday parties for reasons other than a "girl only" or "boy only" party.**

### **XXXIV. Lost & Found**

**Please LABEL all clothing and other items brought to school with your child's first and last name.** In the event, you are unable to locate any item your child has brought to school, check the lost and found at the office. Please check periodically for your child's lost clothing and accessories.

### **XXXV. Family-School Partnership**

#### **Overview:**

Little Linguists International Preschool is committed to fostering a strong home/Summer Camp connection by creating a process of open, honest communication with you about your child's experience and development at our school. Parents are *full partners* in a team approach when working with children. This includes a continual exchange of information between you and our staff. Family involvement, shared decision making about your child's experience in school, and support of family life are a vital part of our program. Excellent communication is crucial to the success and well being of any institution, family or school. At Little Linguists International Preschool, we work hard to partner with you and communicate with you clearly and often. If you would like to meet with your child's teacher or the Director, please feel free to contact us to set up an appointment.

In the event that our faculty or staff members have concerns about your child's growth or development, we will communicate such concerns in writing and in person. Parents will be asked to sign a form documenting their receipt of such information and any recommendations, and a plan will be put in place to address all concerns within the construct of our available resources.

### **Referral to Outside Resources**

**Last Reviewed on 5/20/2017** Policy

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When a program staff member determines a family is in need of outside services such as medical, dental, developmental, financial, mental health, clothing, food, shelter, etc. the staff member will assist the family by following the procedure below.

**Responsibility & Accountability**

This policy applies to all staff and is strictly enforced by the director. Staff will be trained in this policy during orientation and the policy will be reviewed with staff annually. Failure to comply with this policy is grounds for written warning and corrective action. Repeated failure is grounds for termination.

**Procedure**

1. The staff member will communicate the need, in confidence, to the director or administrator.
2. The director or administrator will maintain a list of approved organizations and resources for outside services. If no resources are on the list for the particular need, the director or administrator will make inquiries to find the appropriate resources.
3. The staff member and director or administrator will confer on the subject and determine if the circumstance indicates need for a third-party professional. If a professional is required, the director or administrator will contact the professional and assume responsibility for the referral.
4. If no third-party professional is required, the director or administrator and staff member will confer and agree who will communicate the referral to the family.
5. After a reasonable amount of time, the person who communicated the outside resource will check back with the family to make sure the referral was helpful. If it was not, additional resources will be sought.

**Classroom Observations:**

Parents are welcome to observe the classrooms at any time. However, we request that you make an appointment with your child's teacher in order to avoid scheduling conflicts in the classroom.

**Parental Involvement:**

We want to offer you a variety of creative ways to participate in our school. Here are some ways you can be involved in Little Linguists International Preschool Elementary:

- We need **parent volunteers** in each session, as well as **substitute teachers** (substitute teachers must have a Criminal Records Check and attend training).
- We encourage you to **share your ideas** and concerns with our staff and faculty anytime.
- You are invited to come into your child's classroom and may choose to **share a special activity** or project (cooking projects, reading to children, sharing information about your occupation, etc).

**Parent Requirement:**

In order to volunteer and work with children unsupervised, parent must have a Criminal Records Check and attend training.

**XXXVI. Scholarships**

We believe that the best school environment encompasses people from all walks of life. Little Linguists International Preschool Summer Camp. We also reserve funds each school year and may ask for occasional fundraising to help supplement discounted tuition for families, including children of our staff, that otherwise might not have the financial means to attend our school. For information regarding the APOGEE Scholarship Fund and how you can participate as a donor or recipient, please contact the school Director.

**XXXVIII. Positive Guidance/Discipline:**

Little Linguists International Preschool's philosophy emphasizes a deep respect for each individual child. Young children have a strong desire for understanding, independence and self-control. They learn how the world works by experimenting and testing the limits of their environment and by experiencing the consequences of their behavior. At LLIP, we have worked to create a relaxed and positive environment in which your child can learn self-control and how to make appropriate choices.

Each child's age and stage has its own unique characteristics, challenges and needs. At LLIP, "discipline" encompasses all the actions taken by teachers to develop self-fulfilling, productive and socially acceptable behaviors in children. Our staff helps model appropriate behavior and offers positive guidance at all times. Our aim is to help children feel good about themselves as they learn to behave in responsible ways.

Children shall be encouraged to interact with others in a positive way. In addition to the structured curriculum, positive social skills will be demonstrated and encouraged. Disciplining techniques will always consist of positive re-direction.

***About Our Approach:***

- We have a “yes” environment, which encourages strong self-esteem and positive behavior.
- Teacher’s expectations are appropriate for the developmental level of each child. We help each child understand what is expected of him/her during each developmental phase.
- We validate children’s feelings and empower them to make appropriate choices.
- We offer “positive redirection” techniques, and set consistent limits that ensure the safety and well-being of each person at school.
- We encourage a respect for the school environment and its materials.
- We create an environment that enhances the probability that children will behave in appropriate ways
- Natural and logical consequences are used to motivate and empower children.
- We teach children to use communication and problem-solving skills and strategies to resolve conflicts

We strictly prohibit the following methods of discipline:

- Corporal punishment of any kind.
- Shaming, threatening or being verbally abusive.
- Withholding food.
- Punishment for soiling, wetting or not using the potty.
- Punitive isolation.

***Addressing Aggressive Behavior in Children:***

In social settings where young children are just beginning to experiment with ways to interact effectively with their peers, it is common for incidences of aggression to occur. At certain stages of early childhood development, children’s desire to communicate their feelings and the need to assert themselves may sometimes be expressed in non-constructive, nonverbal ways. They may hit another child, grab toys or push. Little Linguists International Preschool understands the developmental context in which these behaviors occur, and we provide an environment in which children can learn more constructive ways of interacting with peers. **However, students that have several incidents (more than 3) in one day will be asked to go home early and try again the next day. Students who exhibit extremely aggressive behavior and cause injury to other children or staff will be asked to be picked up within one hour. Students who exhibit extremely disruptive behavior will be asked to be picked up within one hour.**

When aggressive incidents do occur, we inform parents/guardians about them. Shared information typically includes the details of the event itself, including the time and place, preceding and subsequent events, the steps taken to comfort the child who was hurt, and steps taken to handle the situation. We share our plans for teaching more constructive ways of interacting and for preventing future recurrences. Little Linguists International Preschool does not reveal the identity of the child who engaged in the aggressive behavior. We place high

value on maintaining the confidentiality of each child's records while protecting the safety of each child in our school.

### **XXXIX. SUPPORTING DEVELOPMENTAL & BEHAVIORAL NEEDS**

Little Linguists International Preschool believes that early intervention is in the best interest of children, families and faculty. Our school is committed to addressing developmental and behavioral issues as soon as they arise. If a faculty member suspects developmental concerns, appropriate supporting documentation is taken to support such concerns. Such documentation includes observational and anecdotal records, as well as event frequency recording.

The student's parents are promptly contacted make recommendations, and strategize an individual program to meet the needs of the child.

LLIP staff use positive guidance techniques when working with children. Some behaviors, such as tantrums, sharing issues, or physical aggression, are non-typical developmental issues that we expect to see in preschool environment. However, excessive tantrums and continual aggressive behavior outside of the typical range, needs to be addressed in order for a student to remain enrolled in our program.

In the event behavior challenges arise, the protocol will be as follows:

1. The parents will be contacted with detailed information.
2. Faculty and/or the Director and parents will meet together to share information, strategize an action plan to support the child, and set a time for a follow-up meeting.
3. During the follow-up meeting, faculty and/or the Director and parents will reflect and reassess the action plan and determine what, if any, future measures shall be taken to support the child. At that time, LLIP may suggest collaborating with an outside early childhood consultant. Parents are required to pay for these services.
4. If all LLIP and family interventions have been unsuccessful, we may determine that we are unable to meet the needs of the child. In that rare instance, we may ask the family to find an alternate program for the child.

In the event the child is exhibiting behavior that poses a danger to other students or staff, the Director will require that the child be picked up from school immediately that day.

### **XL. Removal from Program:**

#### **Student Removal from Program**

Little Linguists International Preschool celebrates the individuality of each child. We are committed to responding to a wide range of learning styles and needs. It is only on very rare occasions that a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to him/her, other children or preschool employees.



- Medical, psychological or social service personnel working with our school determine that continued care at our school could be harmful or not in the best interest of the child.
- Any other situation in which the accommodations required for a child's success and participation in school place an undue burden on our resources.
- Undue burden means significant difficulty or expense. In determining whether an action would result in an undue burden, factors to be considered include --
  - (1) The nature and cost of the action needed under this part;
  - (2) The overall financial resources of the site or sites involved in the action; the number of persons employed at the site; the effect on expenses and resources; legitimate safety requirements that are necessary for safe operation, including crime prevention measures; or the impact otherwise of the action upon the operation of the site;

#### **Parent Removal from Program:**

Because our programs are based on developing partnerships and supporting families, it is only on very rare occasions that a parent/guardian's actions or requests may warrant the need to find a more suitable setting for their child.

Some examples of this include:

- **The parent/guardian fails to abide by Little Linguists International Preschool policies or state licensing requirements.**
- A parent/guardian demands special services that are not provided to other children and which our school cannot reasonably deliver (including requests that are outside the philosophy of our program).
- A parent/guardian harasses or is physically or verbally abusive to children, our faculty, staff, parents or anyone at the school.
- A parent/guardian who is considered to be detrimental to the school community and culture.

#### **XLI. First Aid, Injuries, Allergies and Emergencies:**

##### **Required Certifications**

All hired LLIP faculty are certified in pediatric and adult CPR and First Aid.

##### **First-Aid Kits**

The playground and all classrooms have first-aid kits.

##### **Children's Injuries**

An Occurrence Report will be filled out for any injury larger than a basic cut, scrape or very minor injury. You will receive a copy of the report at pick-up time or via Renweb. We will also call to inform you of the injury during the day, if necessary. The following requires an Occurrence Report:

- Insect Biting
- Scratches
- Any injury that breaks the skin
- Sand in the eyes/eye injuries
- Any injury requiring application of ice
- Large cuts and gashes
- Bumps and bruises with potential for swelling
- Head injuries

### **Allergies – Air borne, pet-related, and food-related**

#### *Air-borne and Seasonal allergies*

Due to the seriousness of allergies, LLIP staff ensure that all children's allergy-related needs are met. The floors throughout the building are made of a surface that can be easily disinfected and cleaned multiple times per day without the hazard of dust-collecting materials such as carpet. Any rugs used in the building (e.g. for circle time) are vacuumed daily and steam cleaned frequently to prevent air-borne pathogens and particles from infecting such surfaces.

#### *Pet-related Allergies*

Additionally, due to the seriousness of many pet-related allergies (and the health risk associated with reptiles) only fish and turtles are allowed as classroom pets. In the event that the preschool is an on-site field trip such as a petting farm, all precautions will be made to ensure that children with pet-related allergies do not come in contact with such animals. Staff are present with children during all such interactions. Additionally, children who do have contact with the animals will wash their hands immediately after touching them with liquid soap and warm running water.

#### *Food allergies:*

For children with food-related allergies, an allergy list is kept in each classroom for all children in the building. This ensures that no matter which classroom children are in, their allergies will be known. Additionally, the school chef has a master list of all allergies and prepares food accordingly, making sure to avoid cross-contamination of foods that any child is allergic to.

Children with asthma inhalers and/or epi-pens should keep such prescription medications onsite at all times. These medicines are kept in the Director's office and should remain in their original boxes/containers with the child's first and last name and appropriate doses as prescribed by the child's physician. Additionally, it is noted on the allergy list if a child has an inhaler or epi-pen in the office.

### **Serious Injuries**

In the event a child needs to be seen promptly by a doctor, staff will administer first aid, contact medical officials, and immediately call parents. If unable to reach you, we will call the emergency contact numbers listed on the child's emergency form. We may also call the Children's Hospital advice nurse or your child's doctor to answer any questions we may have. An adult will accompany the child to the nearest hospital, **South Fulton Medical Center**, and we will also call your child's doctor. In a life-threatening emergency, we will call 911 immediately.

### **Emergency Preparedness and Evacuation Plans**

We have developed emergency procedures to be used in the event of natural disaster or other emergency, including severe weather, fire, and physical plant problems such as power failure, or damage to the building the emergency instructions given by local governments and come to the preschool as soon as it is advisable. Staff will remain with the children until all children have been picked up. An emergency evacuation plan is on file in the Director's office in the event local authorities advise that children be moved to our Planned Emergency location, signs will be posted on or near the premises directing you where to find your child. We conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The school shall maintain documentation of the dates and times of these drills for two years. Our local evacuation site is:

◆ **2806 Martin St, East Point, GA 30344 (Corner of East Cleveland and Martin Street by the Buggy Works)**

### **XLII. Language Policy**

LLIP strives to make every student proficient in the target language(s) in their classroom environment. All students will have knowledge of, and the ability to use the target languages, but to equal degree. Students vary in their ability to learn a second language; some will achieve functional proficiency in the target language while others will become truly bilingual. The acquisition of language must be seen as a continuum along which each individual student progresses at his/her own speed.

Our Infant and Toddler Classrooms are full immersion – the teachers speak in the target language(s) all day remaining in their native language. Our preschool classrooms are roughly a 70/30 immersion setting during the full-time program.

While language is seen as an important factor of our program, it is not the only component and there are several instances when English is used. Specifically, in regards to matters of safety, rules, substitute staff, complex explanations to children, as well as formal instruction of English in the Summer Camp classes.

**Please Note:** Teachers are hired and placed in classroom placements based on a variety of factors outside of the native language they speak. Such factors include education, experience, leadership skills, areas for growth, and areas of expertise.

### **XLIII. Allergy /Dietary Restrictions Protocol**

Children with allergies must have an Allergy Action Plan on file. All allergies and dietary restrictions are handled through the kitchen via our onsite chef. Parents may not bring outside food without getting explicit approval from the kitchen/ or administration. In the event that a child's allergies cannot be accommodated through the kitchen, parents will be asked to bring their own meals. Please note that no prorated tuition applies to such instances.

The preschool is a nut free environment.

### **XLV. First Day of School**

#### **Students should bring:**

One complete sets of extra clothes in a tote bag or backpack:

- ◆ Shirts / Sweatshirt – weather appropriate
- ◆ Pants / shorts – weather appropriate
- ◆ Socks and Underwear
- ◆ Rest accessories (if desired)
- ◆ If your child drinks regular whole cow's milk or soy milk, we provide milk.
- ◆ Immunization Record
- ◆ Any additional items listed on your classroom teacher's *Session Checklist*.

### **XLVI. FINAL THOUGHTS**

When you enroll your child at Little Linguists International Preschool, we assume the responsibility of making sure your child is safe, happy and learning something new each day. We will become the "parents for the day" in your absence. All of the decisions that we make are based on the children's best interest. We will love and respect your child and help him/her grow emotionally, socially, physically, and cognitively. Your child will be given our maximum consideration as an individual. We will look after the health of your child while at school, and present a planned program to provide a beneficial and worthwhile educational and developmentally enriching experience. Our goal is to provide an overall high-quality language camp experience in an engaging and nurturing atmosphere. Thank you for sharing your child with us!