



Little Angels Learning Academy Parent Handbook



Demonstrate God's Love

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Introduction

Welcome to Little Angels Learning Academy! Myself and our dynamic team is extremely excited that you have chosen the BEST Learning Academy to provide care for your little ones. We would like to give you a warm *Little Angel* Welcome to our dynamic, angelic, loving academy. As the Executive Director of Little Angels, I want to say Thank you. We want you to rest assured that your children are safe in our care! We are just a phone call, email, or drop in away at all times. Feel free to call us and speak to our awesome Office Specialist, email us and receive a response within the hour, or drop in unannounced! Here at Little Angels Learning Academy we welcome our parents to be involved. We will LOVE your babies, APPLY Educational standards, LEARN daily, and ACTIVATE at all times! This program is designed to give all children the opportunities to build confidence, positive relationships, and self-esteem. Our ultimate goal is to provide a calmness in parents leaving their children in our care, in addition to a clean, safe, comfortable, and positive loving environment suitable for play and education. Our teachers are highly qualified and our atmosphere is child-directed.

Mission:

To provide genuine and compassionate love to children while pouring knowledge into each child individually with a safe, fun, and academic environment.

Vision

Our vision is to demonstrate Godly love to all children and develop an environment where ALL children are safe, confident, and achieve their full potential.

Philosophy

Our little angels are all children of God. Here at Little Angels Learning Academy we are dedicated to treating all children with the utmost respect and care as they are God-given gifts to our academy.

Core Values

Our values are to demonstrate God's love, educate, and guide our children towards academic excellence. Your child's social, psychological, and spiritual development is our focus and we plan to provide the best education to your little angels.

Program Overview



Little Angels Learning Academy is a Christian center dedicated to demonstrating God's love. We plan to push each child to their academic excellence and while focusing on social, psychological, and spiritual development. We believe that all children are angels from God and we will treat them as such. We serve children ages 6 weeks to 12 years of age.

Our Chain of Command:

- Owner: Mikayla Ragsdale
- Director: Travon Ragsdale
- Lead Teachers
- Assistant Teachers
- Chef
- Housekeeping

Infant Program: (Angels)

- Infants aged 6 weeks- 10 months
- This angelic class is designed to meet your angel's needs as they grow quickly. We will demonstrate God's love and watch our little angels shine! We look forward to watching your angel grow for the years to come!

Wobbler Program: (Heavenly Gifts)

- Children Aged 12 months-18 months
- This heavenly classroom is designed to meet your angel's needs with a more structured schedule. Our teacher will begin working on developmental milestones at different months.

Toddler Program: (Miracles)

- Children aged 18 months-24 months (must be walking)
- This classroom full of miracles will support children ages eighteen months to two-year-old's. Our little miracles will be working on more independence, following step instructions, feeding themselves, and becoming potty trained.

Preschool Program: (Coming Soon) (Blessings)

- Children aged 3-5 years old
- This classroom of Miracles, signs, and wonders will be working on kindergarten preparation. Students will be able to follow instructions, take turns when playing and interacting, interactive play, stations, retell stories, sing and dance, recognize



simple rhymes, count to 10, recognize numbers and letters. We look forward to pushing our graceful students to success.

Advanced Pre-K Program (Coming Soon) (God's Chosen)

- Children aged 4-5 years old
- This classroom of God's Chosen will be working on kindergarten material. Students will be able to follow step by step instructions, write their first and last name, count to 20 using manipulatives, identify letters and letter sounds, beginning sounds and letters, Heggerty material, and recognize coins. We look forward to the excellence of God's Chosen ones.

School-Age Program (Coming soon) (Divine Angels)

- Children aged 6-12 years old
- This classroom of Divine angels will work on high-impact tutoring, improve reading and writing skills, asking and answering questions, and Heggerty, fact fluency (addition, subtraction, multiplication, money work). We will work closely with all students depending upon grade level and growth.

Other Programs:

1. Summer Camp
2. Holiday Camps (Coming soon)
3. Cooking Classes (Coming soon)
4. Spanish Class
5. Chapel (God's word daily)
6. Sign Language Class (Coming soon)
7. Worship Time (Music/singalong)
8. Reading with a buddy
9. Parent Team

Enrollment Policy

There are several forms that must be completed and, in our possession, before we can assume the responsibility of caring for your child. There are NO EXCEPTIONS. All



forms must be updated as necessary. For example: if your address or phone number changes it is your responsibility to get these changes to us. We also look to you to keep us updated on any emergency contact information or medical changes of your child. If you have any questions regarding the completion of these forms, please feel free to ask. Before you leave your child the first day, you are required to make a visit with your child. Mornings are best due to naptime in the afternoon. This will give you and your child the opportunity to meet the children, teachers in their classroom and LALA staff. This visit is a good time to bring in any items you may wish to leave at the center (e.g. diapers, extra clothing, bedding, etc.) Extra clothing, diapers, and wipes are **required** for all children depending upon age. No child will be denied enrollment on the basis of his/her race or religion. Little Angels Learning Academy does retain the right to deny enrollment if all spots for particular age groups are filled, however we will place children on our waiting list and you will be contacted as soon as there is an available spot. Little Angels will accept children with special needs, however, if after observation it is realized that we do not have the proper training, equipment, and facilities to properly care for a child, we will communicate with the parent and the child may be disenrolled.

Enrollment Requirements

Children must be at least six weeks of age. Prior to the start date, children must submit a medical record that includes a complete physical current immunization record. All registration materials in the parent packet must be completed prior to the start date. A **yearly registration fee of \$100** must be received to complete enrollment and ensure a slot for your child/children.

Note – If your child has not yet attended the center and your family decides not to enroll, your registration fee is nonrefundable Parent handbook must be read and signed by the parent(s). Tuition may be paid weekly or monthly. Weekly payments are due Monday at 12pm. Monthly payments are due by the third of every month. A late fee of \$25.00 will be charged if weekly tuition is not paid by Monday at 12:00pm for weekly payers or by the third day of the month for monthly payers. If you keep your child home for any reason (illness, vacation, etc), you will still be required to pay your tuition on time and in full (Part-Time and Full Time). Many families find it most convenient to pay in advance, prior to leaving.

If a check is returned due to insufficient funds, a \$50.00 fee will be charged. If two checks are returned due to insufficient funds, all future payments must be made in cash or by certified checks. Child care services will be immediately halted until full payment of tuition and late charges have been made. If your child is picked up after closing time, an



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additional fee of \$25.. This fee is due before your child may return to the center. If there are repeated late pick-ups your child may be withdrawn from Little Angels. If you have more than one child enrolled in our center, you may be entitled to a 10% discount off the lowest tuition rate.

You must give at least two weeks written notice (holidays are not included) if you plan to withdraw your child/children from Little Angels for any reason. There are no refunds on tuition or registration if you withdraw, however, with proper notification..

Note – If your child has not yet attended the center and your family decides not to enroll, registration fee is non-refundable Please keep in mind that all notification to withdraw a child must be received in writing. Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for Little Angels to resort to legal action to collect fees, the parent(s)/guardian(s) will be responsible for any legal fees incurred on the part of Little Angels. As a courtesy, Little Angels will give parents a minimum of 14 days notification of any tuition or fee changes.

Little Angels Learning academy operates year-round and accepts children into our program throughout the calendar year.

Our hours of operation are Monday through Friday 6:00 AM- 6:00P PM. We can be reached during these hours at (434)264-1822.

We will be closed during the following holidays:

- **New Year's Eve and Day**
 - **MLK Day**
 - **Good Friday**
 - **Memorial Day**
- **Juneteenth 19th-21st (Holiday & Training for all staff)**
 - **Vacation/Break Week for staff July 15th-19th**
 - **Labor Day**
 - **Thanksgiving Day & day after Thanksgiving**
 - **Christmas Eve**
 - **Christmas Day**

Parents interested in enrolling must schedule a school tour before the enrollment process may begin, preferable between 9:00 AM- Noon. To enroll, a complete registration packet must be submitted along with a \$100 non-refundable registration fee.



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Please complete and return the following forms PRIOR to the student's first day of attendance:

1. Child Registration Form
2. Emergency Contact Sheet
3. Parent Contract
4. Emergency Medical Authorization Health Form & Immunization Record
5. Original Birth Certificate
6. Childhood History
7. Photo Release

Subsidy

Parents/Guardians who are subsidized by any other person or organization are completely responsible for all registration fees we require. Any tuition accrued not covered or paid for by the subsidy organization is the responsibility of the parent/guardian.

Registration Fee

When you make the decision to place your child at our center you are required to pay a \$100 non-refundable registration fee per child. Such fee must be paid in full prior to your child starting otherwise care may be delayed until payment is paid in full. If there are multiple children enrolling, each child requires their own registration fee(This will allow us to secure a spot for your child.) The registration fee is an annual fee and will be due each year on the anniversary of your child's start date. Subsidized families are required to pay the registration fee as well.

Diapers

Little Angels requires the use of disposable diapers. Please provide enough diapers and wipes for your child to last the entirety of the week. Should you run out, you will be charged \$5.00 for each diaper that you have to use from the center.

Curriculum

Our curriculum is individualized according to your child's age and classroom placement. Tuition is based on a child's classroom placement not on a child's age.



Infants

Our commitment to your baby begins with a special partnership between our teacher, and you, the parent. This partnership is especially important to provide the highest quality care for your infant. Together, parents, and caregivers develop a daily schedule to meet your child's individual needs.

Caregiver routines such as diapering, feeding, and nap are on demand. These routines are built into a schedule and carried out throughout the day. Research tells us that 90% of all learning occurs within the first three years of life. Here at Little Angels we take advantage of this, by providing planned, stimulating opportunities designed for individual children to maximize their language, cognitive, physical, social and emotional development.

Please supply and label with FIRST and LAST names the following items for infant children:

ALL items must be labeled prior to your child being dropped off to Little Angels

1. Diapers
2. Wipes
3. Ointments (with permission form)
4. Pacifier
5. Bottles
6. Formula
7. Baby food (until child eats from the school menu)
8. Several bibs
9. nasal syringe (with permission form)
10. Crib sheet
11. Blanket (we prefer cotton with no fringe or loose ends)
12. Several changes of clothing (to be replaced when soiled)
13. Please note that some cribs may be smaller than home and sheets need to fit snugly. If your child is on formula, provide enough for the entire day and also provide a ready-made can to keep in your child's cubby should the need arise. Make sure all bottles and food jars are labeled and take home any unused portions at the end of the day. Any unused formula will be discarded at the end of the day. Please fill bottles for single feeding only as Little Angels can not reuse unfinished bottles. Do NOT send in glass bottles. Please note that infants are fed on demand and we will need an adequate supply of bottles and food.



Wobblers/Toddlers

Wobblers/Toddlers are encouraged to express their individual interests through interactions with each other and through hands-on environmental experiences. Our staff encourage emergent communication skills by engaging the children in conversations, and helping to resolve conflicts peacefully.

In order for our Wobblers ages 10 months-24 months to move up to our Toddler class they will need to be fully potty trained and may potentially be able to move up early based on maturity.

Classroom teachers provide the children in their care with theme-based activities and center based classrooms that are rich in literature. Independent skills are fostered throughout the day with emphasis on daily living skills like pottyng and meal times.

*****Pacifiers are not allowed in the Wobbler/Toddler Room*****

Please supply and label with FIRST and LAST names the following items for toddler children:

ALL items must be labeled prior to your child being dropped off to Little Angels

1. Diapers/pull ups (Wobblers)
2. Wipes
3. Ointments (with permission form)
4. Sippy cups
5. Blanket for rest time
6. Several changes of clothing (***Pants only for 24 months and up***)
7. **Toddler and PreK Classes are required to wear uniforms,**
8. Our **Female** Little Angels will wear a LALA Polo Shirt (pink,black, red, yellow, and blue) and **khaki skirts** (*Shirts will be provided at the Academy for \$6 per shirt*)
9. Our **Male** Little Angels will wear a LALA Polo Shirt (pink,black, red, yellow, and blue) and **khaki shorts or pants** (*Shirts will be provided at the Academy for \$6 per shirt*)
10. ***We DO NOT welcome stuffed animals or pillows as they can be hazardous for rest time.***

***Please understand that if your child is in violation of the dress code, you may be called to bring a uniform to the Center in order for him/her to participate in the program. Continued infractions of this dress code may result in suspension or**



termination of services. Your support of the uniform dress code in the classroom is appreciated.*

Preschool

The preschool years are widely recognized as providing the foundation for lifelong learning. Children develop significantly in their physical, social, emotional and cognitive areas during preschool years. The adults in their lives and environment influence all of these areas. At Little Angels play is promoted as the major vehicle for learning. Children's self-expression is encouraged in our music, art, dramatic play, library, block, writing, and Math centers. Classrooms are rich with literacy and in numeracy, continually emphasizing preparation for upcoming school years.

Teachers provide developmentally appropriate lesson plans with emphasis on emergent curriculum. This assists with the development of self-help skills and a respect for others and materials. Activities are planned to challenge but never frustrate a child. Self-worth is gained as a child successfully masters age appropriate tasks.

Please supply and label with FIRST and LAST names the following items for preschool children:

ALL items must be labeled prior to your child being dropped off to Little Angels

1. Several changes of pants
2. **Toddler and PreK Classes are required to wear uniforms, a Little Angels Polo Shirt (pink,black, red, yellow, and blue)and khaki shorts, pants, or skirts. (Shirts will be provided at the Academy for \$6 per shirt)**
3. Blanket

Soiled Clothing

The Centers for Disease Control of the United States Public Service requires that clothing which has been soiled with bodily fluids be placed UNRINSED in a bag. The bag will be put in the child's cubby and picked up by the parents at the end of the day.

Potty Training

We at Little Angels feel that communication is a very **important** aspect of potty training. We will support your efforts to help your child become potty trained. Staff will encourage and assist your child in his/her attempts at independence and will offer praise when your child tries or is successful. Potty training here at Little Angels will begin at the



age of 1 ½ or 18 months, however it will be done in a loving and relaxed manner with the cooperation of the family.

The process should go fairly quickly due to our trained staff ready to help your child become fully potty trained in order to move up to the toddler room.. Please remember that during this time there will be frequent accidents and lots of changes of clothing will be needed.

All personal belongings must be labeled with a FIRST and LAST name

Closing Policy

We ask that you make every effort to pick-up your child before the center closes. Please respect the staff's after-hours family, sanitizing schedule, and Little Angels responsibilities. By policy our staff may not take your child home with them or drop your child off to your home. If your child is left in the center after closing, the administration will take the following measures:

1. Try your contact phone numbers.
2. Call your emergency contacts.
3. If these steps are unsuccessful, the administration will contact the community authorities and mandated to call Child Protective Services (CPS)

* Appropriate late fees will be charged, \$25.00 if picked up after 6:00pm*

Weather Emergencies/Closings

In the event of severe weather conditions Little Angels reserves the right to close or have a delayed opening. Please watch News Channel WDBJ 7, WSET 13, or listen to WAKG, 104.5 Dan for any closings or delays. We reserve the right to close for circumstances beyond our control, such as heat loss in the building, power outage, etc.

The Academy hours are 6:00am – 6:00pm

Emergency Evacuation

Evacuation drills are held regularly at Little Angels. Should an emergency occur which requires evacuation of the center; you will be notified as soon as possible. You will be asked to pick up your child if the emergency is expected to last a significant period of time. Listed below are the evacuation sites for each center:

In case of Injury

If your child is injured at the center, you may want to consult with your family physician to determine whether the nature of the injury requires medical attention. If your child requires immediate medical attention the proper emergency steps will be taken. If



your child receives a small injury during the day, an incident report form will be completed by his/her teacher, and a parental signature will be required. If your child receives an injury from another child, names will be kept confidential.

If your child receives a bite or bites someone else, you will receive a call from administration and/or an incident report. Please keep in mind that toddlers, especially, will often use biting as a form of communication. If your child receives a bite at the center, we will comfort your child and care for his/her needs immediately. Due to confidentiality, the name of the biter will not be released. Although we acknowledge that biting is a developmental stage, it is taken seriously. If your child bites repeatedly, Little Angels will develop a plan with you to try to correct the problem. However, if the biting is aggressive or does not lessen within a reasonable time frame, Little Angels may temporarily withdraw your child until the biting diminishes. Upon your child's return, if biting continues Little Angels will again, withdraw your child until he/she is older and the biting behavior has subsided.

Management of Illness

Little Angels policy is to care for only well children. At no time do we provide care for sick children. Children will be excluded if the symptoms or illness prevents the child from participating in activities and/or poses an increased risk to the child or other children in the program.

Do not bring your child to the center if he/she is not well enough to participate in a normal day's activities or if he/she has been exposed to a contagious disease, develops symptoms of a contagious disease, or is diagnosed by a physician as having a contagious disease.

Children will be visually screened and their temperature will be taken when they arrive. If your child appears ill upon arrival you will be asked to take him/her home until he/she is not contagious or is able to withstand a normal day, including outdoor time. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick up their child within 30 minutes. If a parent can not be reached, the emergency contact person will be called and asked to come pick the child up. In the event of a serious illness or injury, at the discretion of the administration, paramedics will be called and your child will be transported to an emergency medical facility.

Guidelines for the Management of Illness

This information was derived from various state child care and health department agencies. Please keep your child at home if he/she develops any of these symptoms of



contagious disease until he/she is no longer symptomatic. If any of these symptoms arise while your child is at Little Angels he/she will be sent home. Please note, although we may recommend your child be seen by his/her physician, opinions may vary and Little Angels health policies will always be strictly enforced. If your child acquires an illness that is not listed in this handbook it is your responsibility to contact Little Angels so that we can consult the necessary medical experts to obtain protocol. Once protocol is obtained it is again the parent's responsibility to follow Little Angels policy.

Fever of 100 degrees F or above: Fever is defined as having a temperature of 100 F or higher taken under the arm (axillary) or 101 F taken orally. A child needs to be fever free for a minimum of 24 hours before returning to Little Angels, that means the child must be fever free without the use of any fever reducing medication. It is strictly against Little Angels policy to give your child fever reducing medication to mask illness/symptoms prior to bringing him/her to the center. This may result in immediate withdrawal of your family.

1. Diarrhea: Three (3) or more loose stools in a 24-hour period. Bloody stool of any kind, gray/white.
2. Vomiting
3. Severe Cough
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Redness of eyelids or eyes or discharge of the eye
7. Mouth Sores
8. Unusual spots or an unidentified rash Sore throat or trouble swallowing
9. Infected skin patches
10. Severe itching of body or scalp
11. Unusually cranky, less active behavior
12. Headache and stiff neck
13. Tea colored urine/blood in urine
14. Loss of appetite

Post-Illness Re-Admission

Criteria Illness Keep your child home until:

- Ear Infection Child is fever free, can withstand a normal day
- Diarrhea and Vomiting A symptomatic for 24 hours
- Bacterial Meningitis Local health



department certificate Chicken Pox One week after onset of rash and until chicken pox are scabbed over Coxsackie Virus Fever free, blisters are no longer visible Diphtheria Five days after antibiotic treatment Hemophilus (H-Flu, Hib)

- Provide local health department certificate Impetigo 24 hours after treatment began, rash must be covered until gone Infestations (lice, scabies) Until child is completely nit, scabies etc., free and has had appropriate and recommended treatment by the State Health Department Measles Six days after onset of rash Rubella Seven days after onset of rash Mumps Nine days after onset of swelling/until asymptomatic Whooping Cough Five days after antibiotic treatment has begun Conjunctivitis 24 hour after antibiotic treatment Pneumonia 24 hours after antibiotic treatment, able to withstand a normal day Ringworm 24 hours after antibiotic treatment, rash must be covered until gone Strep Throat 24 hours after antibiotic treatment has begun TB 24 hours after antibiotic treatment has begun Thrush 24 hours after anti fungal treatment has begun *Please note under no circumstances is a child allowed to return to Little Angels with a fever. All children must be fever free for 24 hours before returning to the center and must be able to withstand a normal day's activities*

Required Reporting

For the protection of all children and staff, we ask that you notify the center within 24 hours after your child has developed a known or suspected communicable disease, or if any member of the child's immediate household has a communicable disease. If we become aware of a communicable disease affecting children in the center, a health alert will be posted. We will attempt to communicate to you the earliest symptoms so additional exposures can be avoided. It is extremely important that all families keep Little Angels informed of all illnesses.

All Little Angels employees are mandated reporters. We have a legal and moral obligation to the well being and safety of children. If at any time a child's safety is in question, we will take the necessary steps.

Confidentiality and Solicitation

Information pertaining to a child is kept confidential at all times. Records may be reviewed by regulatory agencies for information that may be pertinent to a child's well being and safety. Student files are confidential and only available to administrative staffing in order to maintain current records. We request that all parents will follow our confidentiality policies. Failure to do so may result in the disenrollment of your family.



At no point in time is the solicitation of Little Angels staff tolerated. If this policy/privilege is abused in any way Little Angels will disenroll your family and proceed with legal ramifications.

Drop off and Pick up

Parents are required to sign their child in and out each day. In order to assure the safety and well being of everyone at the center, we ask that parents enter and exit through the front door only. Children are always to be walked into the building and placed with a Little Angels employee before parents leave the center. No child may be left at the center without completing the sign in process. No child is to be left unattended by a parent for any period of time. Please do not leave your child or their siblings unattended or unsupervised for any reason. Please do not let children open and close doors. The center doors are very heavy and could easily injure a child.

We have a no cell phone policy for parents that are entering the center to drop off or pick up their children and Little Angels employees while working.. This is a safety concern for the obvious reason that talking on a cell phone can be very distracting. Pick up and drop off is a time when attention should be focused on transitioning your child/children safely to and from daycare.

Children must be transported according to VA Motor Vehicle Laws. There are no exceptions to this! For the well being of your child Little Angels will not allow a child to be driven in a vehicle without being in a car seat or proper restraint system for their age. We are mandated reporters and therefore, we will report any violation to the local authorities as well as Child Protective Services.

We appreciate families considering our schedule when picking up and dropping off their children. It is better if arrivals and departures do not occur during nap time, but when they do, please take note of the fact that children are sleeping. Come and go as quietly and quickly as possible. Children who arrive during nap time will be expected to rest or play quietly until their rest period is over. If you do not feel that your child can come in and settle down without difficulty, please wait until the nap is over to drop him/her off.

We request that if your child will be absent or late that you call the center. This is extremely important for staffing purposes, an accurate lunch count (if a full day), illness tracking and most importantly safety of your child/children. If you do not call us with daily information, we may not have lunch available and may not be able to accommodate the staffing needs to add an additional child to the center. You must call the center by 9am if your child/children will be absent or will be having an extra late arrival



When you pick up your child at the end of the day, please check your child's cubby for notes, artwork or soiled clothing. Please notify your child's teacher of his/her departure and sign-out on the computer at the front entrance. No child will be released to anyone without your authorization. If custody is an issue, we must have a notarized court order on file outlining the custody arrangement. Identification will be required from any person picking-up your child. Little Angels will not release a child to any person that cannot or does not upon request, present a valid driver's license or proof of identity and does not have previous parental authorization.

If, for any reason it deems appropriate for the preservation of the safety and well being of the children and staff in the center, Little Angels has the right to temporarily or permanently exclude any person from the center, including a parent who is likely to pose a risk to the center or who fails to conduct him/herself in a manner befitting a child care environment. Prohibitions include, but are not limited to: profanity, yelling, threatening, aggressive, violent behavior, or intoxication.

Arrival/Departure Policies

- Students may begin arriving at 6:00 am and must be picked up by 6:00 pm.
- LALA does not provide transportation. Parents are required to bring their children into the school building and see that they are under sight and sound supervision of the teacher/assistant before departing.
- When leaving the academy please be sure that the teacher/assistant acknowledges that you now have your child (ren) in your care.
- All children must be signed in and out daily by a parent or authorized individual.
- Children will only be released to authorized persons listed on the authorized pick-up list.
- Anyone not on the authorized pick-up list will need not be allowed to pick-up.
- The safety of the child will always be foremost when releasing children to authorized persons.
- Parent or legal guardian must keep the staff informed and updated of all changes of names, phone numbers, and / or addresses on the Child Registration Forms
- Please let us know if there are any special circumstances regarding custody that we may need to be aware of. We will not be able to prevent the release of a child to his/her custodial parent as listed on the registration form, without having a court document on file.
- Arrival is the most important part of the child's day. It is the transition time between home and school. It is sometimes difficult for a child to enter a class already in progress.



- We ask that your child arrives by 9:00 am.
- Please remember that your child is working on independence and should practice putting his or her things away beginning at 12 months old.
- The lead teacher may be occupied with instruction, but the Assistant teacher will be able to assist with drop off transition if necessary.
- Please do not use arrival time to engage the Lead or Assistant teacher in a major conversation as they need to be focused on the children. If you have a concern or need an extended conference, please feel free to see the director or schedule a conference time with the teacher.

Check-Out Procedures

Each child will have an individual check-in and out running log. Only persons designated by the legal parent/guardian ID or by court order will be allowed to check-out any child. If there are any questions concerning persons allowed to pick up the child please contact Little Angels Learning Academy and speak with the Center Director or Office Specialist. All persons checking out children must remain in the building until the child arrives from class.

Parent Communication

- Each child had a daily folder for written communication with teachers and administration.
- Toddler children will have a daily sheet that informs the parents regarding the child's day.
- ProCare App will be utilized as well for all students
- Conferences may be requested by a parent, teacher, or Director when necessary and will be scheduled at a mutually convenient time.

Transitions

- Before transitioning, LAL gives a written two week notice to the parents. To be informed about the transition of their child out of each class. The child must be developmentally ready and meet the age requirement. In order to transition to the Toddler class the child must walk and begin to show interest in the potty. Walking will be pushed in our wobbler class and potty training will be introduced in our toddler class. Over a one week period we will begin the transition with the child so



that they can become accustomed to the class and the toddler teacher will keep the parent updated on the progress of the transition.

Clothing/Personal Belongings

Each child is assigned a designated space to store personal belongings. We ask that you bring at least one change of seasonally appropriate clothing for your child to keep at the center and an extra sweater or light jacket. Please be sure that it is labeled with first and last names.

. If your child is “potty training” we recommend that parents supply several changes of clothing.

Space here is limited. We do not have room for a car seat storage area. Please make the necessary arrangements ahead of time so your child can still ride safely. Anyone coming in with a car seat will be asked to take it back.

. Make sure to include hats, mittens, boots and coats for cold weather. Sunscreen can be applied at a parent request with a signed authorization form. Sunscreen is recommended for all children.

We ask that children do not bring toys from home unless it is something that can be shared with the entire group. Little ones have a difficult time sharing with others and it is even harder to do so with their own special toys from home. If your child/children do bring in something special from home and can not share or it causes a problem in class we will put it away until you arrive. Any item brought to the center must be labeled. Guns and war toys are not allowed and may not be brought to the center. Any child who brings a gun, knife, or other weapon to the center will be dismissed. Please note that we are not responsible for lost items, including toys, sippy cups, bottles, bedding, clothing, etc. Please label all of your child’s items, including coats, boots, blankets, etc.

Concerns

All parents should direct any concerns about their child to the lead teacher of the classroom first. Teachers are available for conferences scheduled a week in advance or scheduled Little Angel parent conference nights. Parents may also request that the Center Director and Owner be a part of the conference.

****Owner and Director are available by appointment via, written request (forms available in the welcome center), phone call, or email**
@gracelittleangelsacademy@gmail.com

Custodial Rights



Guardianship or custody rights paperwork must be given to Little Angels personnel especially if parents are NOT allowed to see his/her child. Up-to-date court orders are required in such situations.

Medication

We prefer that parents administer all prescription and over-the-counter medications at home before and after center hours. If a child has been given medication at home, please fill out a Medication Administered at Home slip and hand it into the office.

For safety reasons, it is extremely important that we be aware of any medications that your child may have received prior to coming to school.

Should a prescription require that medication be given while your child is at the academy, Little Angel Learning Academy is licensed to administer such medication provided that we obtain the following:

- Medication Consent Form completely filled out by your child's healthcare provider (must be an MD), the center director, and yourself.
- Please note the Medication Consent Form must be filled out completely and accurately otherwise the medication will not be administered to your child.
- The labeled bottle of medication in its original packaging with all leaflet information (prescription medications must be accompanied by the pharmacy medication leaflet).

Group Placement/Transition

Upon enrollment, your child will be placed in a group based on his/her chronological age. Each child's advancement or transition is based on chronological age, developmental readiness, and availability of space. Parents will be given notice of all transitions prior to their child moving.

In the early mornings and late afternoon, age groups may be mixed. Children arriving early or staying later in the afternoon, may be assigned to a transitional room as teacher's open or close rooms accordingly. Infants will never be mixed with children over 18 months.

Behavior Management

Expected behavior is based on the child's developmental level. Initially, a few simple and understandable age appropriate rules are established. These rules set the limits



of behavior for the safety and protection of the children. Adults are firm, consistent, and supportive in their approach. Spanking, physical abuse, verbal abuse, name calling or isolation will never be used to discipline a child. Neither food nor sleep will ever be withheld from children as a means of punishment. Children are encouraged to use their words to resolve conflict whenever possible, or are redirected to alternative activities as necessary. Our overall goal is to help each child develop self-control.

We ask you to support us in modeling positive behavior with all the children at the center. Please do not use developmentally inappropriate language or harsh discipline measures while at the center or in front of any of the children. Please do not discipline other children that are enrolled in the program. Any concerns should be brought immediately to center staff. On occasion a child may appear to have difficulty in a classroom for various reasons. It's our policy to talk with parents and come up with a plan to help support the child. If the plan does not work, we would then recommend having an outside source evaluate the child and we would look to them for recommendations. As a last resort we would withdraw the child. We have found with past experience that sometimes a child requires a behavior plan or individual support that Little Angels cannot provide.

Outdoor Play

Outdoor play in the fresh air contributes to a child's good health and overall development. It is a time to exercise the large muscle groups. Children remain inside when the weather is inclement (raining and icing) or in EXTREME hot or cold. Teachers strive to get the children outdoors every day. If your child is too sick to go outdoors during their daycare day, please have them remain home. This is a group care setting and all children will be going outdoors.

- Children are required by Virginia Licensing Standard 22 VAC 40-185-380 to play outside for at least 30 minutes in the morning and 30 minutes in the afternoon per 12 hour day, weather and air quality permitting.
- Please be sure that your child is dressed appropriately for outside play. (jacket, etc.) Due to teacher/student ratios, your child will not be permitted to stay inside.

Shoes

Children are required to wear well fitting, closed-toe shoes at all times. Shoes that do not fit well may result in injury. Tennis shoes and rubber-soled dress shoes are recommended. Velcro closure shoes are preferred as they will avoid accidents from untied laces. Opened toe shoes, sandals, crocs and slippers are NOT allowed.



Nap Time

We at Little Angels feel that all children need some down time to relax and rest. Infants nap in assigned cribs according to their individual schedule. As recommended by the American Academy of Pediatrics, infants are placed on their backs to sleep. Any changes to this recommended policy must be made in writing by the child's health care provider. Toddlers and preschoolers rest on assigned mats/cots each day after lunch. All children are given the opportunity to sleep. If they do not sleep, quiet activities are provided for them. Bedding for all ages is provided by Little Angels, all bedding is laundered on Friday in preparation for Monday. (Please let Little Angels know if your child is sensitive to certain laundry detergents)

Nutrition

Little Angels will provide two snacks and a nutritious lunch daily. If you know that your child will not eat a particular snack or lunch, you may provide one for them. Please be advised that there may be some unforeseen circumstances wherein the lunch schedule will change. Whenever possible, we will post any changes to the menu. Please be sure that any food you choose to bring in for your child is healthy and ready made, it should not require any preparation. In fairness to the other children please do not send in cookies, candy or other sweets as all the children will want that particular snack. If your child does bring in food that is not healthy, he/she will be asked to put it away until it is time to go home. Please label any food brought into the center and be sure that it is properly sealed to prevent spoiling. Lastly, please only provide food for your child that he/she has eaten at least twice before to reduce allergy risks.

- Lunch and snacks are provided to all students. Snacks will always include a minimum of two food groups and lunch will always include food from all four food groups. All food served will meet USDA recommended guidelines. Monthly menus are provided and posted throughout the school.
- Breakfast is provided at 8:00 am each day. Students who arrive prior may play and enjoy a little free time before breakfast. If a student arrives after 9:00 am they will be offered a breakfast snack.

Lost and Found

Parents are advised to write their children's names on all items brought to the Academy such as coats, bottles, baby food, diapers, wipers, book bags, sweaters, lunch



boxes, etc. Little Angels Learning Academy has a Lost and Found area, please remember to check this area periodically or if you are missing items.

Dismissal from Program Policy/Discipline

All students are expected to:

1. Keep hands and feet to yourself.
2. Be regular in attendance and on time
3. Respect all teachers and staff
4. Be kind to others

Please be aware that should one of the following situations arise, Little Angels may withdraw your child from the center immediately and your registration may be forfeited:

- Failure to pay your tuition on time. Tuition is due in advance for the upcoming week. Allowance is not made for occasional absent days. Each week, a late fee will automatically be assessed if tuition is not in by Monday. Delinquent accounts will be turned over to our collections department and could incur additional late fees. Services will be discontinued until the account is current.
- Verbal abuse by yourself, your child or any “authorized pick-up” to other children, Little Angels or another parent. Our goal is to ensure the safety of everyone in our center at all times. A child’s/parents, language, or behavior, which is hurtful to other children or staff, such as profanity, sexual language, humiliating behavior, throwing rocks, furniture, toys or anything harmful is inappropriate and unacceptable.
- If your child bites or hurts another child excessively and/or has an extreme behavior problem and we are unable to get this behavior problem under control.
- Refusal to pick up your child if they are sick, or continually dropping your child off when they are ill, is grounds for dismissal from the center. Children need to be picked up within thirty minutes of notification of exclusion.
- Excessive lateness. It is the parent’s responsibility to pick up your child prior to the closing time of the center.
- Failure of a child to adjust to the center after a reasonable amount of time.
- Lack of parental cooperation.



- For any other reason Little Angels deems appropriate for the well-being of the center and the preservation of the proper child care environment.

Withdrawal or Termination

Withdrawal Procedure:

- We require 30 days written notice prior to withdrawing your child from Little Angels Learning Academy.
- YOU must provide written notice of your intent to withdraw and include the reason for withdrawal and a final day of attendance included in the letter.
- Please note that you will be liable for any remaining tuition due. As such you will be invoiced for the 30 days before the day we receive written notice, whether your child attends or not.

Forbidden Actions

The following actions or threats thereof are forbidden: (State Board of Education Standards for Licensing 8VAC20-780-410)

1. Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment;
2. Enclosure in a small confined space or any space that the child cannot freely exit himself; however, this does not apply to the use of equipment such as cribs, play yards, high chairs, and safety gates when used with children preschool age or younger for their intended purpose;
3. Punishment by another child;
4. Separation from the group so that the child is away from the hearing and vision of a staff member;
5. Withholding or forcing of food or rest;
6. Verbal remarks which are demeaning to the child;
7. Punishment for toileting accidents; and
8. Punishment by applying unpleasant or harmful substances.



Tuition Rates:

2024 Rate Schedule Effective June 10, 2024

Full-Time Care (6 a.m. to 6 p.m. Monday-Friday)

Registration Fee \$100 per child annually

Weekly Rates

Classroom Rates

6 weeks up to 12 months (infants)	\$200
Wobbler Class	\$180
Toddler Class	\$165
PreK Class	\$150

School Age Program

Registration Fee	\$55 per child annually
After School	\$75
Summer Program	\$150

Family Discount

For two or more children in the same household, the fee will be reduced 10% off the lowest tuition rate.

Weekly Fees— Late Payments

If payment is not received by Monday by 12:00 pm (noon) each week, your child will be removed from enrollment. Tuition, late fees \$20.00, and re enrollment fees of \$25.00 must be paid to resume childcare. Reenrollment is subject to space availability.



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Late Pick-Up Fee

Each child in the full-time and school-age program **MUST** be picked up by 6:00 p.m., or a charge of \$25.00 for the first 15 minutes (or fraction thereof) and \$25.00 for each additional 15 minutes (fraction thereof) will be accrued, payable to the teacher at the time of pick-up.

Website Information

Please visit www.littleangelslearningacademy.org.

Infant Room Schedule

Schedule is subject to change

Infants will sleep on demand

Parents provide teachers with sleep/feed schedule

6:00-8:00 am	Good morning Song! Arrival/ Parent sign in Breakfast from the Angelic Kitchen Meal time Social Time
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	Floor Play Diapering if needed
8:00-9:00 am	Breakfast from the Angelic Kitchen Meal time Circle Time: • ABCs • Shapes • Colors • Songs (nursery rhymes)
9:00 am-9:30 am	Feeding/Diapering
9:30am-11:15 am	Rest Time (as needed) Educational Play: Switch every 15-30 • Tummy Time • Fine Motor • Sign Language • Sensory Music sing along Storytime with designated book for the week
11:15-11:30 am	Diaper Changes
11:30-12:30 pm	Angels Lunch /Feeding and Handwashing
12:30-2 pm	Angels designated Nap Time with cuddles Quiet Activities
2:00 pm-2:30 pm	Diaper Changes/Feeding
2:30-4:00 pm	Outdoor Time Educational Play: • Tummy Time • Fine Motor • Gross Motor • Sensory
4:00-4:30 pm	Diaper Changes/Feeding
4:30-5:30 pm	Class Interactive Play • First words practice/with Pictures • 5 words per day • Animal Sounds



5:30-6:00 pm	Diaper Change Snack/Feeding Free Play Departure
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Wobblers/Toddlers Daily Schedule

6:00-8:00 am	Good morning Song! Arrival/ Parent sign in Social Time Independent Play Diapering if needed/Potty
8:00-9:00 am	Breakfast from the Angelic KitchenMeal time Circle Time: • ABCs • Shapes • Colors • Counting (1-10 Wobblers) (1-20 Toddlers)
9:00-9:30 am	Diaper Change/Potty
9:30-10:30 am	Art/Craft activity theme of the week coordination
10:30-10:45	AM Snack/Diaper Change/Potty
10:45-11:30	Carpet Play Motor skills: - Stacking objects - Filling - Dumping - Puzzles Prepare for Lunch: Handwashing
11:30-12:45	Angels Lunch/Diaper Change/Potty/Clean up/Wip Tables
12:45-1:45 pm	Outdoor Recess (weather permitting) Large Motor: Jumping, Dancing



2:00-2:15	Diaper Change/Potty/Handwashing
2:15-4:15	Angels Naptime (12-16 months sleep on demand)
4:30-4:45	Diapering/Potty/Handwashing
4:45-5:15pm	PM Snack
5:15-6:00pm	Small group activities Free Play Diaper Change/Potty/Handwashing Milk Rotation of toys, Cleaning, Departure

PreK Schedule Half Day AM

7:00-8:30	Good morning Song! Arrival Activity/Open Centers Parent sign in Breakfast from the Angelic Kitchen Meal time Social Time Bathroom
8:45-9:15	Calendar and Music Movement Word of the Day
9:15-9:45	<u>Circle Time:</u> Sight Words Counting ABCs <i>BRAIN BREAK</i> Colors Shapes
9:45-10:00	AM Snack/Bathroom/Story Time/Writing Practice (Journals)



10:15-10:45	Art/Craft activity theme of the week coordination
10:45-11:25	Table Time (Math) (Puzzles, color sort, bead lacing, cube building, bear counting, play dough mats)
11:25-12:00	Centers Prepare for Lunch
12:00-12:45	<i>Angels Lunch</i> Students and teachers will eat lunch together like a family in the classroom. Before eating, students will say grace. Handwashing/Prepare for Recess
12:45-1:15	Recess/Gross Motor
1:30	Departure/Dismissal

PreK Schedule Half Day PM

1:30-2:10	Angels Lunch -Handwashing/Bathroom
2:10-2:30	Calendar and Music Movement Word of the Day
2:30-3:00	<u>Circle Time:</u> Sight Words Counting ABCs <i>BRAIN BREAK</i> Colors Shapes



3:00-3:50	Table Time (Math) (Puzzles, color sort, bead lacing, cube building, bear counting, play dough mats)
3:50-4:30	Art/Craft activity theme of the week coordination
4:30-5:00	AM Snack/Bathroom/Story Time/Writing Practice (Journals)
5:00-5:30	Recess/Gross Motor
5:30-6:00	Centers Free Play Small Group Activities

Pre-K Daily Schedule Full Day

7:00-8:30	Good morning Song! Arrival Activity/Open Centers Parent sign in Breakfast from the Angelic Kitchen Meal time Social Time Bathroom
8:45-9:45	Calendar and Music Movement Word of the Day
9:45-10:00	AM Snack/Read Aloud Book (Theme connection)/Bathroom
10:15-11:10	Art/Craft activity theme of the week coordination
11:10-11:50	Centers Prepare for Lunch
12:00-12:45	<i>Angels Lunch</i>



	Students and teachers will eat lunch together like a family in the classroom. Before eating, students will say grace. Handwashing/Prepare for Recess
12:45-1:15	Recess/Gross Motor
1:20-2:20	Angels Rest time/Quiet Activities
2:25-3:45	Handwashing/Restroom <u>Circle Time:</u> Sight Words Counting ABCs <i>BRAIN BREAK</i> Colors Shapes
3:45-4:00	PM Snack/ Read aloud
4:00-4:45	Table Time (Math) (Puzzles, color sort, bead lacing, cube building, bear counting, play dough mats)
4:45-5:15pm	Story Time/Writing Practice (Journals)
5:15-6:00pm	Small group activities Free Play Centers Dismissal

After-School Students Daily Schedule

2:45-3:30	After School Pick up/Arrival to LALA
3:30-3:45	Handwashing/Bathroom/PM Snack
3:45-4:45	Homework/Checked/Reviewed by Teacher
4:45-5:15	Recess
5:15-6:00	Indoor Play Crafts Reading



	Tutoring in needed subjects Departure/Dismissal
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APPLICATION FOR ENROLLMENT

Child	Nickname	Date of Birth	Sex
Address			Home Phone
Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed			
Previous Child Day Care Programs and Schools Attended			
If Child Attends this Center and Another School/Program, Give Name of School/Program			Grade
PARENT(S)/GUARDIAN(S)			
Father	Place Employed	Business Phone	
Home Address			Home Phone
Mother	Place Employed	Business Phone	
Home Address			Home Phone
Person(s) or Agency Having Legal Custody of Child			
Home Address			Home Phone
Business Address			Business Phone



EMERGENCY INFORMATION

Allergies or Intolerance to Food, Medication, etc., and Action to Take in an Emergency		
Child's Physician		Phone
Two People To Contact if Parent(s) Cannot Be Reached	Address	Phone
1.	1.	1.
2.	2.	2.
Person(s) Authorized To Pick Up Child		
Person(s) <u>NOT</u> Authorized To Pick Up Child*		

- Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.
- NOTE: Section 22.1-4.3 of the *Code of Virginia* states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

032-05-252/11 (06/05)

(over)

AGREEMENTS

The child day center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the center.

The parent(s)/guardian(s) authorize the child day center to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately. **

The parent(s)/guardians agree to inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

SIGNATURES

Parent(s) or Guardian(s)

Date

Administrator of Center

Date

Date Child Entered Care: _____

Date Left Care: _____



** If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection.

**OFFICE USE ONLY
IDENTITY VERIFICATION**

If proof of identity is required and a copy is not kept, please fill out the following.

Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Other Form of Proof		Date Documentation Viewed	Person Viewing Documentation

Date of Notification of Local Law-Enforcement Agency (when required proof of identity is not provided):
_____ *Date*

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia *and* the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.

032-05-252/11 (06/05)



Folder Checklist

Below is your enrollment checklist. Please check that you have each item to return with you. All items must be received or completed before enrollment begins.

Check that item is in the folder	Items needed for proper enrollment
	Copy of Birth Certificate
	Immunization Record by a physician (Or School entrance health form)
	Current Physical Form by physician (or school entrance health form)
	Enrollment Pack: All items must be completed in its entirety. Please do not leave items blank. For example: 100 Dann street will not be acceptable. 100 Dann Street, Danville, Virginia 24540 is acceptable 442-3535 is not acceptable (434)442-3535 is acceptable
	Code of Conduct (school age) signed if applicable
	Classroom rules (preschool) signed
	CACFP Income Eligibility Form
	CACFP Annual Enrollment Form
	Photo emailed to littleangelsacademy@gmail.com or texted to 434-688-8700 that includes child's name and birthdate
	Financial Contract
	Registration Fee (amount contracted)
	Tuition agreed upon in Financial Contract

I, _____ and I, parent/ legal guardian of _____ do hereby agree to the following rules and regulations of Little Angels Learning Academy, regarding payment for services, handbook information including closings and holidays, registration and curriculum fees. Please initial that you have read each statement and sign at the bottom of the page.

Initial	Information concerning regulations at Little Angels:
	I understand that I have a registration/ deposit fee that is due upon entrance to Little Angels. That fee is \$100.00 annually. If I receive subsidized child care from Danville or Pittsylvania County Social Service, I must clarify with my caseworker that this fee will be paid or I am responsible for the fee before my child's enrollment. This fee will automatically be added to my account each year in August.



	I understand that during the Summer months if my child is ages 6-12 and attends Summer camp, I am responsible to pay activity fees the day before the activity if I wish for my child to attend. This is from June- August of each year.
	Payments are due and payable weekly, bi-weekly or monthly. I understand if I pay privately or I pay a copayment I will enter into a financial contract and I will pay on my payment schedule. I understand that my payment for private pay or my co-pay will be due even if my child does not attend every day, holidays and inclement weather.
	A FINANCIAL CONTRACT HAS BEEN REVIEWED WITH ME AND AGREE TO ALL TERMS
	I understand that Little Angels will open at 6:00am am and will close at 6:00pm. I understand that Little Angels will not open earlier than 6:00am and the Academy will close at 6:00pm promptly for clearing. I understand that if I am late picking my child up I will be charged \$25 Payment is due upon pick up or within 24 hours or services will be terminated until all fees are collected.
	I understand that if I decide to terminate services with Little Angels Learning Academy, I must give a two weeks written notice and meet with the Center Director. If Little Angels decides to terminate my child I will receive a written notice of termination and have three meetings with the Center Director before termination to put a plan in place.
	I grant permission for my child's picture to be used in audio and educational materials for Little Angels Learning Academy. I AGREE FOR LITTLE ANGELS TO USE MY CHILD'S PHOTO AND AUDIO VOICE ON LITTLE ANGELS FACEBOOK PAGE, WEBSITE AND INSTAGRAM.
	I understand that if my child is being transported on Little Angels vans or other company vehicles I must provide a booster seat for my child who is under the age of 8. I understand that if I have not provided the booster seat my child will not be transported to and from school or field trips
	I understand that Little Angels has an insurance policy statement that children are to wear sneakers while on the premises of Little Angels. If my child does not have sneakers on or an additional pair in their cubby to change after school, they will not be allowed to participate in any activities for the day
	I understand that at Little Angels students 2 and up will be required to wear uniforms. Little Angels collar shirt with logo, colors vary (pink, black, red, yellow, and blue) and khaki pants or skirts. (Shirts will be provided at the Academy for \$6 per shirt)

Signature: _____ Date: _____

Emergency Agreements

Initial Here	<u>ILLNESS AND EMERGENCY CARE AGREEMENT</u> I _____ am aware that <u>Little Angels Learning Academy</u> staff is trained in CPR and First Aid. I do hereby authorize Little Angels to treat minor injuries that may occur during normal activities throughout my child's day. I also grant permission to Little Angels to administer First Aid and/or CPR to my child should a life threatening emergency arise. Little Angels will perform these acts until emergency personnel arrive. I will not hold <u>Little Angels Learning Academy</u> or its staff responsible should additional injuries occur during the administration of First aid and/or CPR.
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	<u>SICKNESS AGREEMENT</u> I understand that <u>Little Angels Learning Academy</u> will notify me if my child becomes ill. It is my responsibility to arrange for my child to be picked up within one hour after awareness that my child is ill. A temperature of 100.0 calls for immediate pick up and the child is to remain at home for 24 hours.
	<u>COMMUNICABLE DISEASE AGREEMENT</u> I understand that it is my responsibility to inform <u>Little Angels Learning Academy</u> of any reportable communicable disease that my child or any member of my immediate household may develop. If a reportable communicable disease develops within <u>Little Angels Learning Academy</u> parents will be notified by a letter sent home within 24 hours of the known diagnosis of communicable disease. Except for life threatening diseases, they should be reported immediately.
	<u>AMBULATORY AGREEMENT</u> I give my permission for <u>Little Angels Learning Academy</u> to allow transportation by ambulance for my child in any event that is life-threatening or requires assistance of transportation by medical professionals.
	I have read the above statements and full understanding and agree to abide by the rules set forth by <u>Little Angels Learning Academy(LALA)</u>. All permission for my child is granted for the above statements Signature: _____ Date: _____

Transportation Agreement

Name:	School Attending (school age)	Preschool Classroom:
Teacher's Name:	Classroom #	Date of Birth:

School Age students only

I understand that my child will be transported to/from the public schools in the Danville/ Pittsylvania County School districts. I understand that my child must be properly transported and that my child must



be in a car seat if under the age of 8 years or in a seat belt at all times while traveling. All seat belts have a current date and not expired. The car seat must meet the standards of the Commonwealth of Virginia transportation laws. I understand that my child will be traveling alternate routes to and from school. This will be in the morning and afternoon routes. The average school route is from 15 minutes to 1 hour. I understand that my child may travel these distances on a daily basis. I agree that my child can be transported in Just Kids vans and company vehicles.

Signature: _____ Date: _____

All students

I understand that on specific days, my child will be involved in extracurricular activities planned by Little Angels Learning Academy. I agree to allow my child to be transported to and from such activities in Little Angels Learning Academy vans and company vehicles. I understand the risk of physical injury or loss that is involved in traveling to and from school and to additional field trip activities. I hold Little Angels Learning Academy and its staff harmless and blameless for any and all accidents and injuries. I also waive and covenant not to sue on any claim I might have against Little Angels Learning Academy or its representatives or the estate of such said persons for any loss or injury of my child or sustain whether it be negligent or breach of contract.

Signature: _____ Date: _____

Permission Slip

I agree that my child may attend all field trips scheduled on the Little Angels calendar each month. This is considered an on-going field trip permission slip. These activities are listed and as a parent I am able to opt out at any time for my child not to attend. I understand that my child will attend unless I give verification that they have opted out of a planned trip.

Signature: _____ Date: _____

HANDBOOK

Initial that you have read and understand.

	I have received and read the handbook enclosed in my packet or I was emailed from Little Angels.
	I have reviewed all the information with my child if applicable.
	I understand that it is my responsibility as a parent to teach my child and assist Little Angels administration and staff in following all guidelines.
	I also understand that this handbook is a binding agreement with Little Angels for the service for my child.



	I have brought any questions to the administration and have a clear understanding of my responsibilities for myself, my child and the services I will be receiving.
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Signature: _____ Date: _____

Our handbook is critically revised and updated once per year. Little Angels will give all parents an updated handbook with revisions in writing. When an update is given you will be asked to sign that you have received updated information

Update	Signature

MEDIA AND ELECTRONICS POLICY

We understand that the media plays an important role in today's society. We understand that connections are made both in a positive and negative way. Therefore Little Angels has the following policy in effect:

Media is used for advertisement purposes only,

PARENTS and STAFF must have PERMISSION BEFORE posting pictures of other children in the facility. If pictures are taken while in the facility, Do not post on personal media until a written statement signed by the Little Angels and the Parent of said child giving authorization of a post.

Electronics are used for Educational purposes only no connection to YOUTUBE/FACEBOOK/SNAPCHAT/INSTAGRAM or any other media outside of downloaded educational games are allowed at Little Angels at ANY TIME

Cellphones are not allowed for children at any time

I _____ do hereby agree to the above terms and agree to follow and have my child follow these guidelines.



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I do hereby grant Little Angels to have pictures and audios used for educational and advertisement purposes. This includes but not limited to websites, Facebook, and paper materials used for promotional purposes throughout the community.

I understand that Little Angels has a ZERO tolerance policy for children's materials to be used in any other way than listed above. I understand the risk associated with materials on the internet and I will hold Little Angels harmless and blameless for any and all unlawful usage of materials. I also waive and covenant not to sue on any claim I might have against Just Kids or its representatives or the estate of such persons. I also understand that I may NOT publicly display materials of children at Just Kids without written consent from Little Angels and the parent of the child.

Signature: _____ Date: _____

PROVISIONS OF THE EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Policy:

Parents must be informed of the provisions in the center's Emergency Preparedness and Response Plan (Subsidy Inspection Requirements for Child Day Centers VENDSUB-000-(8)-024)

To the Parent (s) _____

This letter is to assure you of our concern for the safety and welfare of children attending Little Angels Learning Academy, our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

1. Immediate evacuation- Children are evacuated to a safe area near the center in the event of a fire, etc.
2. Shelter-in-place/lockdown - sudden occurrences, weather, or hazardous materials in the area may dictate that taking cover inside the center is the best immediate response.
3. Relocation Total evacuation of the center may become necessary if there is a danger in the area. In this case, children will be taken to a relocation site at

Add address

In the event we must evacuate, you understand:

1. Your child will be transported by Little Angels Vans as a first method of transport
2. You understand that the secondary method of transportation will be through staff personal vehicles.

We will have your contact information with us and you will be contacted as soon as possible following any emergency action so that arrangements can be made for you and your child to be safely reunited.



In your child's record at this center are the names of persons you have authorized to pick up your child if you are not able to do so. Please ensure that only those persons you have authorized attempt to pick up your child.

In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures or would like to view our Emergency Preparedness and Response Plan, please let us know.

NOTE: In the event telephones are not operating, you understand that you should immediately come to Little Angels and pick up your child. If we have evacuated to a secondary location, a NOTE will be on the front door and you should proceed to that location to pick up your child.

The following TV station will be notified: Channel 13 WSET

The following radio station will be contacted: WAKG 103.3

Parent Signature

Date

Make Copy For parent after review



Little Angels Learning Academy

Demonstrate God's Love

Address ~ Danville, Virginia 24540-2880 ~ Phone: 434-688-8700

Email: Littleangelsla@gmail.com [website:](#)

Financial Contract For Year: _____

Name:	
Address:	
Phone:	Email:
Preschool rate:	School Age (Part Time) rate:
Preschool (Part Time) rate:	School Age (Full Time) rate:
Child Care Summer rate:	School Age Summer rate:
Best method to contact for financial matters:	
Registration Fee:	Renewal date:
Method of Payment desired:	
Introductory Rate:	Expiration Date:
Rate:	Beginning Date:



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Co-Pay amount:

This contract is for the contracted year listed above. A financial contract is a binding agreement between the two parties, that of Little Angels learning Academy. and the payee of services.

- It is understood by the party that payment is to be made on the agreed upon dates.
- It is understood that a \$25.00 late charge will be added to the account in 3 days after the due date of the payment.
- It is understood that after 10 days, services will be discontinued until full payment is made. Once full payment is made, the child may return and services will be reinstated.
- It is understood by the party that tuition is part of the care of the child and should be paid on time.
- I agree to the above terms and enter into this financial contract with Little Angels Learning Academy.

Parent Signature:_____Date:_____

Little Angels Director: Signature:_____ Date:_____

Make copy for parent after review