

2023-2024

Preschool Parent Handbook

Welcome to LIVE & LEARN ACADEMY! We are so glad to have you and your child as part of our program. In these unprecedented times, we hope to offer some sense of normalcy and routine back into your child's lives. It is important for us to work together in your child's learning process. We aim to provide experiences which will direct each child toward personal development. Most of all, we want to provide an environment where children become independent, confident, lifelong learners with a strong sense of self. This handbook will hopefully help answer many of the questions you may have about our school.



804 Fieldstone Road, Mooresville, NC 28115
LiveLearnAcademy@hotmail.com

Welcome

Dear Parents/ Guardians:

My name is Heather Tate and I am the owner of Live & Learn Academy. I am excited to meet each of our students and am looking forward to a wonderful year.

Development begins when a child is conceived and continues throughout life. We view each child's growth and development as a process, not an event. Our goal is to provide positive settings where children can experience learning "hands on" using a wide variety of learning materials. Our theme based, teacher created curriculum provides guidance and activities in each unit to help each child develop language, reading, writing and math skills appropriate to his/her level. Physical, mental, emotional and social development are equal in importance. Our teachers select activities which provide a balanced program of early childhood education. We offer your child a daily adventure in learning through play. Your child's experiences at LIVE & LEARN ACADEMY will encourage growth in all developmental areas and foster a lifelong love of learning.

Listed below are some important things parents need to know about our school.

Enrollment Information

LIVE & LEARN ACADEMY accepts children ages 2-5 years old for preschool and children in kindergarten through 6th grade for our after school program. Upon enrollment of your child, LIVE & LEARN ACADEMY requires a non-refundable registration fee as follows: \$75.00 per child. Prior to your child's start date, the registration fee and 1st month's tuition must be paid and all paperwork, with the exception of the health assessment, must be completed. Health assessments must be completed and submitted to our office within 30 days.

Tuition & Fees

Tuition is due on the 1st of every month. The first payment is due at time of registration or by August 1st. For your convenience, we accept cash, personal checks, PayPal and Venmo. However, we have the option at any time to refuse any further payment by check. All checks will be made payable to LIVE & LEARN ACADEMY and may be given to the teacher on staff during drop off or put in your child's lunch box.

Program Rates, Fees & Discounts

Registration Fee \$75.00

Monthly Rates

Two Days \$185

Three Days \$250

Four Days \$320

Five Days \$385

Late Fee 10% of Balance Due

Late Pick Up Fee \$10.00 for first 5 minutes

\$1.00 for every minute thereafter

NSF Fee \$25.00

Drop off & Pick up Procedures

- **Never leave your child alone inside or outside of the building. Do not leave any child unattended in a vehicle.**
- Our program operates from 9am to 1pm– Drop off is 9:00-9:15am and pickup is from 12:45-1pm.
- Drop off and pick up will look a little different this year. Parents will load and unload their child and a teacher will escort them inside. **PARENTS WILL NOT BE ALLOWED IN THE BUILDING.**
- For safety and security reasons, our doors will be locked daily from 9:15am to 12:45pm.
- Please be considerate and arrive on time (9:00-9:15am). Frequent late arrivals are extremely disruptive to the class and your child's school day. If arriving late and the door is locked, please ring the doorbell for entry.
- You will be given a name card at drop off on the first day. Please be sure to display it at pickup each day.
- It is important that all children be picked up on time. A late pickup fee of \$10 for the first 5 minutes and \$1/minute for every minute after will be charged after 3:30 pm. Payment will be due upon arrival. Habitual or excessive late pick-up may result in your child's dismissal from the program.
- If anticipating late arrival, please notify the school as soon as possible. (This will not exempt you from accruing late charges)
- Only those listed on the Emergency Information Form will be allowed to remove your child from school and a valid photo I.D. must be provided. Please be sure to inform us if someone other than the usual pickup person will be getting your child.

Teachers

All teachers at LLA have CPR and First Aid Training and must complete a certain number of Early Childhood/School Age Training throughout each year. Lead Teachers have earned their NCECC (North Carolina Early Childhood Credentials). All of the staff have experience working with children in a supervised program. In addition, our teachers truly love the children in their care and understand child development and our play based philosophy. All teachers complete a Criminal Background Check.

Appropriate Clothing / Shoes

Preschool is a busy time of socializing and play. Do not send your child to school in clothing that can't get messy or dirty. Shoes must allow for running, jumping, and climbing. If your child wears sandals, they must have an ankle strap.

Change of Clothing

Please keep a change of clothing in your child's backpack. Please put clothing in a Ziploc bag labeled with your child's name on it. Include a shirt, shorts / pants, underwear and (if potty training) socks and shoes. If your child needs diapers, pull-ups or wipes, please send those items as well. (These will be kept at school)

Snacks / Lunch

Please be sure to inform us of any food allergies / sensitivities!!

- LIVE & LEARN ACADEMY will NOT provide snack or lunch. Please send your child with both each day.
- We ask that each child bring a refillable water bottle to school each day. This allows them access to water whenever they may want it. We have a water cooler on site and will refill as needed.

Backpack

At LLA we encourage children to be independent. Each day, your child needs to bring a backpack that is large enough to fit his / her lunchbox and folder. We strongly recommend a backpack that is easy for your child to manage when putting away their things.

Communication

I believe that communication between you, as parents and myself, as the Owner / Director is so important. In an effort to make myself easily accessible, I have always provided parents numerous ways to contact me, including my personal cell phone number. However, in recent months especially, having various means of communication has become increasingly difficult to manage. As the owner, it has always been important to me that I continue to be hands on and because of this, am in a classroom almost daily. I don't actually have time spent in "the office." Full disclosure... I don't even have one!

To streamline communication and ensure I can efficiently manage all of the aspects of our day to day, I will be making some changes to our communication policy. My **"business hours" are Monday-Friday 9am to 4pm.** You may call, email or text via REMIND during this time. I may not be able to respond immediately but will hold "office hours" daily from 3:30-4pm specifically to return phone calls. If I miss you, I will try again the following day. **After business hours, please email only** and I will get back to you at my earliest convenience.

Email and the BrightWheel App will be our preferred communication methods to ensure the quickest response times (allow at least 24 hours) . Weekend communication will be addressed on Monday.

Email : LiveLearnAcademy@hotmail.com

- We communicate quite a bit through email so please be sure we have an up-to-date email address and that you have added LiveLearnAcademy@hotmail.com to your contacts.
- We will also utilize the "BrightWheel" App for quick reminders and updates so please be sure to join when you receive email notification.
- Please communicate with us any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior and it is helpful for us to be aware of these developments. LLA will always respect your privacy.

Illness

- Germs spread quickly in a school environment. All children and staff stay healthier when those who are sick stay home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.
- Should your child develop symptoms of illness while at LLA, we will use the EMERGENCY CONTACT form to contact parents or another designated adult if unable to reach either parent. We will isolate your child in a comfortable, supervised place until he / she is picked up.
- Should your child develop symptoms of illness while at school, please make arrangements to pick them up directly from school.
- The following list details many of the signs and symptoms which indicate that your child should stay home and for which LLA will send your child home.
 - * Temperature higher than 100°F
 - * nausea or vomiting
 - * red, pink or crusted eyes
 - * stomach ache
 - * ear ache

Illness (continued)

- * diarrhea
- * rash / infection of the skin
- * pale or flushed face
- * thick or greenish mucus from nose
- * loss of energy, decrease in activity, falling asleep

72 Hour Rule: Out of an abundance of caution, any child who has shown signs of illness in the past 72 hours may not attend preschool.

* **Fever free:** A child should be fever free for 72 hours, without the use of fever-reducing medicine.

* **Antibiotic timeline:** A child should be on antibiotics for at least 24 hours before returning to school.

* **Parents must notify the Director immediately if a child:**

-is diagnosed with any contagious diseases including strep throat, conjunctivitis (pink eye), lice or any other disease common to the school environment. This notification is important so that LLA can inform other parents to be on the lookout for symptoms. LLA will not release the name of the child or family involved.

-Has any allergies or if you have any concerns about any aspect of your child's health.

- is taking medication, as medicine may affect your child's behavior.

Guidelines Specific to COVID-19

The health and safety of the children in our care, our teachers/staff and our families is always our top priority.

- Any child or staff with a temperature above 100.0 will not be allowed to return for 72 hours symptom free without medication.
- If a child becomes ill once at school, he/she will be moved to a separate classroom until the parent/guardian arrives.
- We will increase our already intensive cleaning policies following official recommendations and will deep clean at the end of each day.
- Children and staff must wash/sanitize hands at check in, before and after each activity/meal and will do so continuously throughout the day.
- All personal items must fit in a backpack that can hang on a hook or on the back of a chair.
- If the school closes due to pandemic-related reasons, tuition will not be reimbursed, as again our operating expenses will continue.

Inclement Weather Policy

- LIVE & LEARN ACADEMY follows Mooresville Graded School District's Inclement Weather Policy. In the event of snow, ice or other emergency, please note the following:
 - * If MGSD is closed for weather or other emergency conditions, LIVE & LEARN ACADEMY will be closed
 - * If school has begun for the day and MGSD closes early due to ice, snow or another emergency, LIVE & LEARN ACADEMY will also close early.
 - * If MGSD is on a 1 hr delay, LIVE & LEARN ACADEMY will open at 10:00am.
 - * If MGSD is on a 2 hr delay, LIVE & LEARN ACADEMY will be CLOSED

How to know if Schools are Closed

School closings are communicated on local TV stations. In addition, LIVE & LEARN ACADEMY'S Facebook page will have up-to-date information. Every effort will be made to also notify parents via email or through the BrightWheel App.

Birthdays

We love celebrating birthdays!! Parents are always welcome to send in treats for their child's birthday. We just ask that you notify us of what you are bringing and when. We will let you know if there are any food allergies in your child's classroom.



Withdrawal

Should you decide to completely withdraw your child from LIVE & LEARN ACADEMY's preschool program, you must submit a written 30 days notice to the director. You will be obligated to pay the monthly tuition during the notice period even if your child does not attend.



livelearnacademy@hotmail.com

704.996.5465