

**2025-2026 Little Learners Preschool, (LLP), Parent Handbook**

**“A Christian ministry where a love of God and learning meet”**

**Preschool for ages 2 through Transitional Kindergarten**

Notice of Availability:  a copy of the most recent licensing inspection reports and a copy of the
Minimum Standards are available for review in Preschool office.  Please see the Director or
Assistant Director. You may contact the local licensing office at 214-583-4253.

**Little Learners Preschool (LLP)**

**4255 E. Prosper Trail
Prosper, TX  75078**

**469-307-9049 www.littlelearnerspreschoolntx.com**

**Courtney Dorran, Director**

**Courtney@littlelearnerspreschoolntx.com**

**Jolene Westwick, Assistant Director**

**Jaggswest5@gmail.com**

**School Days & Times**

**Monday, Tuesday, Wednesday, and Thursday
9:00 a.m.-2:00 p.m.**

**Licensing**

Little Learners Preschool will be following all licensing guidelines required by the Texas

Department of Family and Protective Services. LLP will comply with laws, rules and standards of the Minimum Rules for Licensed Child Care Centers- [**chapter-746-centers.pdf**](https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf)
and the Texas Department of Health- **hhs.texas.gov**
Parents may contact the local licensing office at **hhs.gov**  **You may contact the local licensing intake line at 214-583-4253**

**Statement of Philosophy**

**Program Information**

Registration/Enrollment/Registration Forms

  Withdrawals

             Dismissal from Program

**Preschool Tuition**

  Registration Fees

  Monthly Tuition Rates

             Tuition Discounts/Tuition Payments

  Late Payment Charges
            Special Events Fee

**Health and Wellness**
            LLP Health and Wellness Policies

Sick Child/Illness Exposure Policy
Accident
Medications

  Immunizations and Medical Records

            Hand Washing

  Diapers and Diaper Changing Routines

  Toilet Training Procedures

  Change of Clothes

**Safety Procedures**

Entering the Building/Arrival/Drop off Door Locations

Sign In Procedure- Checking in Children
Dismissal Procedure & Dismissal to another person

**Emergency Procedures-**
             Loss of Electricity-Fire-Severe Weather/Tornado-Lockdown

 Relocation Plan

 Inclement Weather- Cancellations

**Daily Policies and Procedures**

Curriculum/Snacks/Lunch
Nap/Rest Time
Supplies
Schedule
Activity Plans including Indoor/Outdoor Physical Activity

Items to bring and NOT to bring

Daily Reports/Assessments/Special Events/Birthdays
Parental Involvement
Confidentiality
Substitute Teaching

**Discipline and Guidance Policy
Contacting the local licensing office
Reporting Child Abuse; Accessing the Texas Abuse Hotline**

**Little Learners Preschool
“Where a love for God and learning meet”**

**STATEMENT OF PHILOSOPHY**

Little Learners Preschool provides a Christian environment in which the spiritual, educational and social needs of preschool children can be met.  We offer a structured program within a caring, loving and nurturing atmosphere that allows children to grow, to experience new things and to feel secure and capable in God’s world.

Our goals for the children are to develop a strong sense of self-esteem, to develop small and large muscle skills, to encourage creativity and decision making skills, to enjoy group interaction, dramatic play, free play, to foster social development with other children and adults, and to develop language, pre-math and pre-reading skills.

Little Learner’s Preschool curriculum offers a variety of exciting and stimulating activities geared to the children’s ages and development.  Our 2 year old through Pre-Kindergarten programs utilize Frog Street curriculum that you can check out at [www.frogstreet.com.](http://www.frogstreet.com/)  Our transitional kindergarten (TK) program follows a TK curriculum put out by Planning Playtime.  To learn more about this curriculum you can go to [www.planningplaytime.com](http://www.planningplaytime.com).  We also have Music & Movement classes daily and Chapel weekly that is offered to all of our age groups.

As a licensed preschool, we have founded our program on the premise that learning should be an exciting experience for our children. We truly respect the families as the primary and most important providers of care and nurturing. We also believe parents and teachers are partners in children’s care and education.  We have an **open door policy**, and you’re welcome all of the time.

**Program Information 2025-2026**

**Ages**

2 years old to 6 years old (year prior to kindergarten)

**Program Days**

Meet the Teacher: Thursday, August 28th,, 2025,  9am-2pm (sign up for timeslot on sign up genius)

First day of School: Wednesday, September 3rd, 2025

Last day of School:  Thursday, May 14th, 2026

\*\*LLP follows the Prosper ISD school calendar in regard to days off/holidays for all dates other than the first day and last day of school.

**School Days: Mondays, Tuesdays, Wednesdays and Thursdays
9:00am-2:00pm (extended care hours 8:00am-3:00pm)**
2 Years Old through Transitional Kindergarten classes offered
(2,3,& 4 day options available)

**Registration & Enrollment**

Little Learners Preschool does not discriminate in enrollment or dismissals on the basis of race, color, sex, national origin or religion. Little Learners Preschool is a Christian based preschool and students will learn about God and the Bible.  All students will attend weekly chapel and Bible class on Wednesdays, as well as do some Bible activities in classrooms.  LLP does not discriminate for handicap, disability or special education.  Registration is open first to those currently enrolled, their siblings, and church members and then to the public.  Enrollment typically opens the end of January/beginning of February for the next school year.

If your child is enrolled with a permanent position in the current LLP school year, you will have priority in enrolling for the next school year. If you withdraw your child before the next year’s enrollment period, or drop out before the end of the school year, you will not be eligible to enroll with “currently enrolled.” Our currently enrolled students’ families are given an opportunity to register their children for the upcoming school year prior to opening enrollment to the public. At this time a new enrollment form must be completed and a new registration and supply fee collected. Registration is then opened up to alumni families and then new families. After registration, any remaining spots are filled on a first-come, first-serve basis. We will put a child’s name on a class wait-list when a class has been filled. A registration fee is not collected for children on the waitlist until they have been offered and accepted a class spot. Children are placed in classes with consideration given to date of birth and gender.  Children are not moved into another room when they have a birthday.  The group “ages” together through the school year and teachers/classrooms do not change through the school year.

**Registration Forms**

The following forms must be completed and turned into the LLP office prior to your child attending LLP:

1. Enrollment Form
2. Parent Authorization
3. Medical Release Form
4. Immunization Records
5. Hearing and Vision Screening for 4, 5 and 6 year olds

**Withdrawals**

If it is necessary to withdraw your child, we request you fill out a form in the office in writing at least two weeks prior to leaving. NO refunds will be given.

**Dismissal from Program**

LLP reserves the right, after thorough evaluation, to dismiss any child for the following: failure to pay tuition, serious illness of the child preventing attendance, the center is unable to meet the needs of the child, or determination by the center that continued enrollment is not in the best interest of the center or other children enrolled.

**Preschool Tuition**

LLP is a non-profit organization. Tuition is figured as an annual fee and is based on one school year’s budget requirements, which includes salaries, building expenses, and supplies.

**Registration Fees**

A non-refundable fee is collected at the time of registration. This fee is collected each school year. Registration fees cover all supply costs for the year.

|  |  |
| --- | --- |
|   2 Day Tuesday/Thursday or Monday/Wednesday Program   | $250 |
|               3 Day Tuesday, Wednesday and Thursday Program        4 Day Mon/Tues/Wed/Thurs Program (3’s and Pre-K) 4 Day M/Tu/W/Th Program Transitional Kindergarten**Monthly Tuition Rates** | $300$350$350 |
| Two Day: Tuesday/Thursday or Monday/Wednesday Program    | $300 per month  |
| Three Day: Tuesday, Wednesday and Thursday Program  Four Day 3’s or Pre-K:  Mon, Tues, Wed, and Thurs. ProgramFour Day Transitional Kinder (TK):  Mon/Tu/Wed/Th. Program | $375 per month$430 per month$450 per month  |

**Tuition Discounts**

Sibling Discount for Second Child  $15 off\*You may only qualify for one discount

**Please note:**

The tuition rate is the same each month regardless of how many school days are in that month. We do not adjust your tuition if your child does not attend, nor will refunds be given for missed days due to inclement weather or illness. Please remember that you are paying for the space reserved for your child, not for your child’s attendance.

**Tuition Payments**

Tuition is due the first week of every month.  We accept cash, check or Venmo.  Any payments received after the 10th of the month will be subject to a late fee.  Make checks payable to **Little Learners Preschool or LLP**.  Please give tuition to the Director or Assistant Director, or place it in the Tuition box in the foyer; please do not place it in your child’s bag. Our Venmo account is @LLP2022 and Zelle is 469-307-9049. Please advice the director if you would like to pay via invoice instead. We are able to receive credit card payments but a processing fee of 3% will be added to your invoice.

**Late Payment Charges**

A payment is considered late if it has not been received by the 10th of each month. A late charge in the amount of $15 will be assessed for any late payments. If you are late with your payment, the late charge will be added to your account. A continual problem of late tuition payments and/or insufficient funds could result in your child being dropped from the LLP program

**Special Events Fee**
 We do pizza days once a month and a few other special events, (Thanksgiving Feast, Fall Fest, etc), where we order in pizza or Chick Fil A for the students and staff or have other special event expenses.  You will be notified of these dates and what is being ordered/served so you may opt for your child to participate or not participate.  We ask that families each contribute a one time fee of $75 to help with the cost of these special events.  Participation is voluntary, not mandatory.

**Optional Extended Care/Stay and Play Hours and Fees:**
Extended care is offered Mondays, Tuesdays, Wednesdays and Thursdays most days that school is in session. If there is a day that these extended care programs will not be offered, families will be notified in advance.
Extended Care is offered as follows-
**Beforecare**- 8:00am-9:00am
**Aftercare**- 2:00pm-3:00pm
Extended care is an optional program available to all families at LLP. Fees are $7 per session per child or if your child is attending both before and aftercare in the same day, a fee of $10 total for the day will be assessed. **\*\*Fees for extended care are invoiced separately on a monthly basis.**
\*For more information on the extended care programs that LLP offers, please reach out to one of the directors.

 **Health and Wellness**

\*\*In addition to below stated requirements, please also refer to LLP’s Updated Health Policies and Procedures Addendum

LLP assumes and requires that responsible parents do not send a child to school if he/she shows any signs of illness. This is not only for the protection of your child, but also for the protection of other children and teachers. Sick children will not be accepted.
 **LLP requires the following:**

**-Fever**:  free of fever for a **minimum of 24 hours without medication prior to returning to school**
**-Vomiting**: no vomiting for a **minimum of 48 hours without medication prior to returning to school**
**-Diarrhea**: no diarrhea a **minimum of 48 hours without medication prior to returning to school
-CoVid:** must **remain out of the school for 1 week from onset of symptoms & be fever free for 24 hours prior to returning
-Flu:** must **remain out of the school for 1 week from onset of symptoms & be fever free for 24 hours prior to returning and vomit/diarrhea free for 48 hours prior to returning**

**-Contagious Illness**:  If there are any questionable symptoms of a contagious illness (i.e. CoVid, fever, flu, chicken pox, fifth disease, a cold, a cloudy nose, rash, etc., or a continuous allergy problem) observed by the classroom teacher or director, the parent will be contacted to take the child home.
\*\*These health and wellness regulations apply also to staff members employed by LLP.

**Sick Child**

If a child gets sick at school, the child will be removed from the other students and a parent will be notified immediately.  LLP may request that the sick child wear a disposable mask (kept in office medical cabinet), to prevent the spread of germs until a parent can pick up the child.  If we are unable to contact one of the parents, an attempt will be made to reach an emergency contact person on the child’s enrollment form.  The child will be removed from classroom activities and stay in another room with a staff member until a parent picks up the child.  A sick child is someone who has a temperature, throws up, has diarrhea, (3 loose stools), or has a rash that does not have a medical release from the doctor.   Once the sick child has been removed from the classroom the other students and teacher will be moved to a different room while their classroom is thoroughly cleaned and disinfected by another staff member.  All areas will be wiped down with our disinfectant solution and the room will be sprayed with disinfectant as well.  That classroom’s students and teacher will not be allowed back into the room until this has been done and allowed the proper amount of time to dry.

\*\* In the case that the symptoms of the sick child are COVID related, LLP recommends the parent or guardian of that child reach out to their pediatrician.

 **Illness Exposure Policy** – In the event of a positive test of Covid-19, these steps will be followed:

1) Contact the local Health Department for regulations and guidance,

2) contact Texas Child Care Licensing

4) contact members of classroom and any other points of exposure,

5) notify all LLP families of confirmed positive case of Covid-19 within the school.

Closures of classroom or school will be based on recommendations from the Health Department, LLP, and Texas Child Care Licensing on a case by case basis.

Please be aware that the classroom teacher and director are responsible for making the decision to accept or turn away children due to illness.

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following symptoms exist; nor will they be accepted in the school facilities:

1. Fever of 100° or more
2. Vomiting and/or diarrhea
3. Any symptoms of childhood diseases, such as Scarlet Fever, Measles, Chicken Pox,

Strep Throat, Flu, etc. – or any infectious contagious diseases

1. Chicken Pox - all sores must be completely scabbed over and dry underneath
2. Common cold - from onset through 1 week
3. Sore throat
4. Croup
5. Fifth Disease
6. Any unexplained rash
7. Any skin infection - boils, ringworm, impetigo, thrush, and Hand-foot-mouth disease 11. Pinkeye or other eye infections. (All eye infections are contagious. The child must be on medication for 24 hours before returning to school)
8. Any communicable diseases
9. Cloudy, or green runny noses, persistent cough
10. Mononucleosis
11. Head Lice

\*\*Please also see LLP’s Updated Policies and Enhanced Health Practices addendum for additional information on our health policies.

**Accident**

All of our teachers and staff are trained in CPR and First Aid.  For minor accidents, appropriate first aid procedures will be administered.

In case of a more serious medical emergency, paramedics will be called immediately and then parents called.  Emergency numbers are posted in every classroom.  Medical Release forms for every child are located in a binder in the office. Texas State Licensing will be notified within 24 hours of the incident.

**Medications**

Regarding medication, it is the policy of LLP that **NO** medication will be administered at school by the staff.  Medication may not be placed in a child’s bag, lunch, or drink for the child to take themselves. This includes such things as inhalers.  If your child must take medication during the day, arrangements must be made for a parent to come and administer it. The only exceptions to this policy are if failure to medicate might result in the onset of a life threatening reaction and that time could be a critical factor, or if it has been noted on an allergy/asthma alert form and signed off on from a doctor.  The Directors and staff must be informed of any severe allergies a child may have AND we must have documentation from a doctor to keep medication of any kind to treat any severe allergy on hand at the school.
\*\*Please note:
-LLP does not keep an epipen on site unless it is designated for use for an individual student as noted on a medical form by a doctor. The noted epipen will ONLY be used as needed for the individual it is prescribed for.
-LLP does not apply any sunscreen or bug spray to students.

**Immunizations and Medical Records**

Each child is required by the Texas Department of Protective and Regulatory Services (TDPRS) to have on file, at the time of admission, all current medical records and forms returned to LLP. This information must be provided yearly.  All children who are four years of age or older must have on file hearing and vision screening results by a healthcare professional. Tuberculosis testing is not required for children of LLP. The following must be on file at the time of admission:

* Immunization Records
* Statement of child’s health from a health care professional
* Hearing and Vision screening results for children 4 and 5 years old

**Hand Washing**

Children and staff will be required to wash hands with antibacterial soap and warm water several times throughout the day in an effort to omit the spreading of germs which could lead to illnesses or communicable diseases.  Hand washing will take place before and after lunch, after diapering and toileting, and when coming in from outdoor play as well as indoor play (and as necessary in the interim).

**Diapers and Diaper Changing Routines (Applicable for 2 yr. old Classrooms)**

Parents must supply all disposable diapers, wipes, diaper rash creams, or ointments to be used at the time of diaper changing. Please provide written instructions to be handed to the teachers for certain changing directions.

**Toilet Training Procedures**

In our 2 year old classes, LLP will continue to assist children who are in the process of toilet training at home while in our care.  Parents must provide a sufficient amount of undergarments, pull-ups, and training pants in the event more than one set is needed throughout a day.  Their teachers will escort them to the toilet once an hour and when the child recognizes he/she needs the “potty”.  Please speak with your child’s teacher for concerns or ways to help your child be successful while trying to accomplish this task. Children 3 years and older must be potty trained.  Our 3’s classrooms are not equipped with required diaper changing necessities per the state requirements.
 \*\*Please see our Potty Policy in regard to continual accidents of potty trained children.

**Change of Clothes**

Please send your child with an extra change of clothes that is appropriate for the season.  All articles of clothing need to be marked with the child’s name and may be kept in a zip lock bag.  Children are encouraged to wear play clothes that can be worn without worry of playground mulch, classroom paint, etc.  Flip flop type shoes and sandals are not appropriate, as this will enhance the risk of injuries as a result of trips and falls

**Separation Anxiety/Cry Policy**LLP’s goal is to make every child feel safe and loved.  Occasionally, even if they feel safe and loved, they still may display emotional or physical separation anxiety.   In instances of prolonged separation anxiety, LLP will look at each situation and child individually and work closely with staff and parents regarding developing an action plan to help meet the needs of each child.  \*\*For more detailed information regarding our separation anxiety policy, please see our Separation Anxiety/Cry Policy

**Safety Procedures**

\*\*\*See Updated Policies & Enhanced Health Practices Addendum August 2025 for policy under current health regulations

**Entering the Building/Arrival**LLP doors will open at 8:55am each morning.  Classes start at 9:00am.  Please try to have your student here as close to 9:00am as possible as classroom activities/instruction starts at 9:00am so when a child is late, he/she misses out.  Late arrivals can also be a disruption to the class.  All doors will be locked by 9:10am, so if you arrive past that time, you must enter through the main building door, (under the front awning), to check your child in.

**For safety reasons, please park in the church parking lot and walk your child to the designated drop off door for their age group**.  We will not allow any drop-offs under the breezeway. Please do not park in the handicap spaces unless you have a permit.
**Drop Off Door locations:**
Ms. Tysh, Ms Amy, Ms Keryl, Ms. Stephanie. Ms. Niki and Ms. Michelle’s classes:  Enter through the main entrance on the South side of the building
Ms. Karan’s TK, Ms. Andrea’s 3’s & Ms. Sunny’s 3’s classes: enter through the 3’s door on the East side of the building by the specials room
Ms. Karley and Ms. Maria’s classes: enter through the door on the East side of the building closest to the 2’s classrooms
\*\*If you have multiple children you are dropping off, please utilize the door that is most convenient for you and your children.

**Checking In Children**

Upon arrival, you and your student will be greeted by a staff member at the designated door for your age group.  You will sign your child in on their class sign in sheet by the door.  By your child’s name, enter the time of arrival and your initials.  The sign in sheet has a space that lists an emergency phone number.  If this emergency number is different on any given day, please write in the number each day that you want us to call first in an emergency.  Also indicate on the sign in sheet if someone other than the parent will be picking up your child that day, OR if your child is staying for Aftercare.   We must know that information ahead of pick-up time.  \*\*You may also call or email the office prior to 1pm if there is going to be an alternate authorized pick up person or the aftercare plan has changed on a day that you did not know that information at drop off.

After signing in, please say your goodbyes, and a staff member will escort your child to his/her classroom.  We know this can be an anxious time for both you and your child, especially the first few weeks of school, but we’ve found it is best to make your goodbyes brief, & remind them you will come back when their school day is done.  If you are concerned about how your child is doing after drop off or during the day, you may call or come by the office and we will gladly check on your child to update you ☺ \*\*Please do not try to call/text/email the teacher directly for updates regarding drop off as they will be with your students and not checking devices throughout the school day.

\*\*The first 2 weeks of school, we will allow drop offs and sign in’s to be done at the classroom door to help both students and parents ease into drop offs but starting the third week of school we will implement the designated arrival door drop off policy.

**Dismissal:**

LLP dismisses at 2:00pm.  Doors will be unlocked from 1:50-2:05pm.  Please come in the same door you dropped your child off at and go to your child’s classroom to pick them up.  You will need to sign out on the sheet by the classroom door, and the teacher will release your student to you.  We do request that persons picking up stay outside of the classroom for the safety and security of the children. If you are late, (past 2:05pm),  picking up your child, a late fee will be required.   After 2:05pm doors will be locked, so you will need to ring the bell at the main entrance door, (under the awning), to be let in if you are past that time.  All parents will be asked to fill out a stay and play form at the beginning of the school year so their child may be taken to our aftercare stay & play if parents are later than 2:10pm in picking up their student.  You will be charged the daily aftercare stay and play fee if you arrive after 2:10pm.

It is important for the teachers to focus their attention on the children at all times including dismissal. If you have something important to tell the teachers, please write a note or schedule a conference rather than try to discuss this at dismissal.  Out of consideration, the teachers have been instructed not to discuss any personal issues about a child at the door with parents.

**Dismissal to Another Person**

In accordance with state law, we must have on file the names of the authorized persons to whom your child may be released when you are not able to pick them up from LLP.  Please inform the teacher in writing when there is a change in your pick-up schedule. **YOUR CHILD WILL NOT BE RELEASED TO ANYONE ELSE OTHER THAN THOSE LISTED ON YOUR CONSENT TO RELEASE FORM.**  The first time one of the authorized individuals noted is picking up your child, they will be asked to show their driver's license so staff can verify their information before releasing your student.

Parents are responsible for keeping current emergency numbers on file at school.

In an emergency, LLP’s first responsibility is the safety of the children. They will be moved to a designated safe area where LLP staff members will supervise them until parents can be notified.  In order to assure that LLP is a safe place for all children, we have adopted the following policies & procedures:

1. Staff members are responsible for the children in their care at all times.
2. Each classroom is equipped with a battery-operated flashlight.  An attendance list is posted on a clipboard and should be taken by a staff member anytime the class leaves their classroom including evacuation of the children.
3. An emergency evacuation plan for fire and severe weather is posted in each classroom.
4. LLP has a timed fire drill every month, a shelter in place/severe weather drill 4 times a year and a lockdown drill 4 times a year.
5. LLP will follow all directives required by the Prosper Fire Dept. regarding appropriate evacuation procedures.
6. The Assistant Director will be responsible for assisting the children and teachers during the evacuation process & taking the emergency backpacks.  The Director will be calling the appropriate emergency personnel.

 **Emergency Procedures**

**Loss of Electricity**

Most of our preschool classrooms have windows and remain reasonably light even when the lights are off. Those without a window could be relocated to a room with windows if need be. Therefore, it is unlikely that school would need to be closed early. Every classroom is equipped with a flashlight.  If, however, the decision is made to close early, parents would be called to pick up their child.

**Fire**

All classrooms are equipped with smoke alarms.  Fire Extinguishers are located in the hallways, near the exits, and in the specials room #207.  We practice monthly fire drills and an evacuation plan is posted in the classrooms. In the event of a Fire, teachers/staff members are to take their students out the designated exit door on their emergency plans.  If not in their classrooms, they should go out the nearest exit door.  Teachers/staff/students should proceed to the meeting spot, located on Gateway’s main building campus or in the staff parking lot on the West side of LLP’s building, designated on their emergency plan.  Should evacuation be necessary, teachers will take their sign-in sheets/black binders, and make certain all children are accounted for.  Directors are responsible for bringing the emergency backpacks.  Inside the backpacks are a First Aid Kit, any emergency medications such as prescribed epi-pens and inhalers, all allergy information forms, and a list of all students and emergency numbers for each student.  The Directors are responsible for bringing all medical release forms.  These are located in a binder in the office.

**Severe Weather/Tornado**

In the event of severe weather or tornado warnings, the teacher will take his/her class, sign-in sheet, and flash light to the sanctuary.  Children will be kept in this safe area until the all clear is given.  Severe weather drills will be practiced at least 4 times a school year.  Directors and staff will be using POW weather app and phone notifications as well as????

**Lockdown**

During a lockdown drill, students and teachers remain in the classroom with doors and windows locked, and shades drawn over windows including door windows.  No one is allowed to exit the building and no one is allowed to enter the building. This includes parents. **If you are already in the building, you will not be able to exit. If you are outside the building, you will not be allowed to enter.** The building is in lockdown mode. Possible lockdown situations include intruders inside or outside the building, medical emergencies for staff and students, and other situations where it is necessary to “freeze” all students and staff simultaneously in the building.  The teachers are to place the children in the bathrooms and lock doors.  In rooms without bathrooms teachers are to place children in a safe corner away from windows and doors.  Teachers are to remain calm and try to keep children quiet. Lockdown drills will be practiced at least 4 times a year.

**Relocation**

 In the event of an emergency requiring evacuation we will take all children and staff to Gateway Church, Prosper campus across the parking lot OR to the staff parking lot area on the West side of the LLP building.  Each teacher will be responsible for bringing their parent contact information and student rosters, which are located on their sign-in clipboards.  These clipboards contain all phone numbers and emergency numbers of parents/guardians.  The Directors will be responsible for all medical release forms, which are located in a binder in the office.  Children will walk guided by staff members and a head count will be taken before leaving the building and upon arrival at Gateway Church.  The directors will bring snacks and supplies to change diapers if necessary.  Staff will communicate by cell phone with local authorities and licensing in the event of an emergency and staff cell phones will be used to contact parents/guardians once the emergency situation has been resolved.  Parents will sign out their child once they arrive at the designated location.

**Gateway Church (Prosper Campus)**

4331 E. Prosper Trail  **Prosper**, **TX** 75078. Phone (469)-801-7251

Campus Operations Director:  Nadege Meister

**Inclement Weather & Cancellations**

LLP will follow whatever decision the Prosper ISD makes for inclement weather closures.  **If P.I.S.D. is cancelled or delayed due to inclement weather, LLP will not meet.** Please listen to phone alerts, your radio or television to hear of local school closings.  LLP will also send out a REMIND101 text & email as well.  LLP will not refund tuition on school closings.

**LLP Weather Guidelines**

\*Follow PISD for any delays or cancellations

\*The office staff will regularly check the air quality using a website

called http://www.enviroflash.info/.  We won’t have outdoor activities for the safety of the students if specific alerts occur.  These alerts can and often do occur at different hours of the day.  For instance, if the “feels like” temperature at 9am is 95, the kids may go outside at that hour – but later in the day, when the “feels like” temp is 106, they will not. Campus teams check the alerts before their grade level is scheduled to go to recess.  One of the alerts is when the “feels like” temperature goes above 100 or below 40. This temperature considers factors like the heat index or wind chill to measure how hot or cold it feels accurately.

Another alert is related to the air quality levels. If the air quality is in the purple or red zone, which means unhealthy levels, we won’t have any outdoor activities. If it’s in the orange zone, there might be a respiratory alert, and we’ll be cautious with outdoor activities.

\*\*On days LLP designates as days that children are unable to go outside due to weather, classrooms will utilize the indoor recess room or the sanctuary/multi-purpose room during their regularly schedule recess times to make sure active play requirements are met.

**Reporting Child Abuse**

LLP is appreciative that you have entrusted us to care for your child.  We do not tolerate physical or verbal abuse of any kind towards children by employees or parents.  If we suspect a child is being neglected or abused we are obligated to report it.  If you suspect a child is being abused or neglected, please report it by calling the Child Abuse Hotline    1-800-252-5400.  The website is www.txabusehotline.org

**Daily Policies and Procedures**

**Curriculum**

We will provide families with the outline of items to be taught throughout the year.  This includes letters, themes, colors, numbers, shapes, bible stories and bible verses.  Research has shown that young children learn best through active hands-on experiences.  Preschoolers will choose from art, blocks, home living, music, puzzles, and manipulatives where activities have been planned to help teach the topic of study. Daily activities are designed to provide appropriate experiences in the following early childhood development areas; social development, getting along in groups, learning responsible behavior such as sharing and more, respecting others, expressing feelings appropriately, providing experiences with math and science, promoting children’s curiosity, by encouraging, observing, exploring, and experimenting. The playground is an educational environment where children learn about their physical capabilities and social interactions.

**Snacks**

LLP believes in healthy eating. **LLP parents will send healthy snacks daily for your child.  These need to be packaged separately from the child’s lunch.**  It is important to inform us in writing on our allergy form, if your child has any allergies to certain foods.  Please do not send cookies, chips or candy (chocolate).  We also require all children to be sent to school with a non-spill cup filled with water that they will have access to throughout the day.  Food allergies per classroom noted here?????

**Lunch**

LLP does not supply children with lunches.  Children need to bring their own lunch with a drink.  Please send nutritious foods that do not need to be heated or refrigerated.  Send a prepared lunch that your child can handle easily.  Follow these simple rules when packing a lunch:

* We suggest that the lunch be made up of primarily finger foods that can be served with little assistance.
* Please cut up all foods that could be a choking hazard (i.e. grapes, hot dogs, etc.).
* Pack any utensils needed in their lunch (i.e. spoon, fork).

**Please be sure your child’s name is on his lunch box, cup and all other containers.**

 \*\*Parents and Guardians understand that Little Learners Preschool is not responsible for the snacks or lunches that are provided by parents/guardians and are also not responsible for the nutritional value of these snacks & lunches or for meeting the child’s daily food needs.

**Nap/Rest Time**

State licensing guidelines require that there is a time each day for children to rest.  If children are not able to nap, they may rest quietly or will be provided with quiet activities. Children need this time to restore their energy.  Please bring your child’s plastic rest mat by the first day of school, (these will be labeled and kept at the school).  A blanket & a small lovie can be sent in the child’s backpack as well.  These will remain in the backpacks to be only used during rest time.

**Supplies Required**

The registration fee collected at the time of enrollment helps to cover supply fees for the children throughout the year.  LLP will provide all necessary materials for daily projects. All supplies are washable and non-toxic and will be used under the supervision of staff.

**Schedule** Each classroom will post your child’s class schedule inside the classroom, give you a copy at Meet the Teacher, and post on their private Facebook pages.

Research has shown that young children feel more safe and secure when there is a consistent schedule for each day. **Teachers will give the office a copy to approve and POST a daily classroom schedule** which includes a variety of learning centers and group time when it is age-appropriate. The director’s approval is required for each class schedule. **A schedule will also be given to parents at Meet the Teacher & posted on classroom Facebook page**. The children’s needs must allow for some flexibility. \*\*Specials/Music/Movement and recess will be incorporated daily into each classroom’s schedule. In addition to specials and recess time, classrooms must also incorporate some type of outdoor learning activity throughout their week. It is a state REQUIREMENT that children receive at least 40 min. of active play daily. Weather permitting, children will be going outside for active play. If the weather is not permittable for children to play outside, they will do active play in our indoor recess room or another designated play area. \*\*See Active Play/Weather Guidelines for more specifics.

Activities teachers must include in a written activity plan; including Indoor/Outdoor Play Activity guidlines
Classrooms will include these daily activities and the approximate times they will occur in your written activity plan:
 (1)A minimum of two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles:
 \*\*An infant 13 months through 17 months of age, a toddler, or a pre-kindergarten age child must engage in outdoor play for a minimum of 40 minutes daily (for part time care)
 (2)A balance of active and quiet play that incorporates group and individual activities, both indoors and outdoors, and must include
(A)moderate to vigorous active play
(3)Child-initiated activities where:
 (A)The equipment, materials, and supplies are within reach of the child;
 (B)The child chooses the activity on the child’s own initiative;
 (4)Caregiver-initiated activities that the caregiver directs or chooses, at least two of which must promote movement
(5)Regular meal and snack times,
(6)Supervised naptimes or rest times
-Teachers may accommodate weather and air quality by adjusting the scheduled outdoor play, the length of time outdoors, and children’s clothing;
\*\*When shortening or canceling outdoor play to accommodate weather or air quality, teachers should increase the time of indoor physical activity, so the total amount of physical activity remains the same. When needing to do indoor play due to weather or other circumstances, classrooms will utilized LLP’s indoor playroom or the sanctuary/multi purpose room.

• Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

**Items to bring to school**

* Backpack large enough to hold multiple items
* Nap Mat (plastic tri-fold mat- to be left at school)
* Lovie &/or blanket for naptime (Must fit inside child’s backpack)
* 1 Non-Spill sippy cup of water **LABELED** with your child’s name
* Appropriate change of weather appropriate clothes
\*\*Closed Toe Shoes and play clothes are preferred. Children will be participating in numerous active play activities throughout the day including playing outside. Our playground is a mulch surface so shoes that aren’t closed toe can cause children to be uncomfortable.
* Diapers or pull ups for children not potty trained.  (We request that any pull-ups be the kind that velcro on the side).

**Items NOT to bring to school**

* **Toys** (unless requested by the teacher for a special activity)
* Play guns or knives
* Money
* Medicine

**Toys**

LLP cannot be responsible for lost toys or games brought from home.  These items may be brought in only during “Show and Tell”.  One soft lovie for nap/rest time will be permitted; but will be kept in the backpack before and after nap/rest time and these will be sent home daily.

**Daily Reports**2’s teachers are required to prepare a daily report sheet each day so that parents will know what the child is doing.  The report will note the child’s demeanor of the day, quantity of lunch eaten, amount of rest, and overall information about your child’s day.

3’s, Pre-K & TK classes will not send home a daily report sheet but will post weekly lesson plans on Facebook groups for parents to view.  Teachers will also post any classroom reminders on the classroom Facebook group. If you have opted to not be a part of the classroom Facebook group, teachers will send a copy of the lesson plan home weekly in the students’ red folder for you or email it to you.

**Observations & Assessments**Pre-K and TK class teachers will do basic assessments with each student in their classroom 3 times a year.  These will be used to help teachers best know how to individually help each student hit goals for themselves and their age group.  A copy of the assessments will be sent home for parents along with a letter from the teacher.  Phone or in person conferences can be set up between parents and teachers to review these assessment results upon request.All Classrooms will also keep observation binders to note milestones achieved or working towards, special interests of children, academic and social observations, and so forth.

**Special Events**

We are excited about many different special events planned here at Little Learners Preschool.  When special events are being planned you will be notified on the daily report, or by email or Facebook group.  The event is usually planned in advance and noted on the curriculum calendar for parental planning. Also, please check the front bulletin board & hallway white boards by the other two entrances, as many things will be posted there.

**Birthdays**

We would like to share with you in celebrating your child’s birthday. We welcome any store bought treats you provide; please send enough to share with your child’s classmates and make sure they are packaged in the sealed store bought container with labeling information regarding ingredients on the packaging.  Please inform your child’s teacher ahead of time of the treat you’d like to bring and the date you’d like to bring it.

**Parent Involvement**

Parents are extremely important to Little Learners Preschool.  We welcome parental involvement at all times, whether that is substituting, volunteering to read, demonstrating a special talent, or just helping the teacher in various ways.  Please talk with the office staff or the teacher if you would be interested, as a background check must be completed.   We do occasionally ask parents to volunteer during special events as well, and sign up genius’ will be sent out for these events.

**Confidentiality**

LLP knows and understands the importance of trust between parents and childcare providers/Directors.  Our door is always open to you and we encourage you to schedule a conference with the teacher or one of the Directors should a situation arise to be discussed.  It is important for you as a parent to know that all children’s records on file, meetings and conferences are extremely confidential.  Should you need to schedule a conference please contact the Director or Assistant Director.

**Substitute Teaching**

If you would like to get on our substitute list, please come by and tell the office or send an email to: courtney@littlelearnerspreschoolntx.com.    You will be required to fill out an information sheet and a background check. Come Join us!

**Discipline**

Little Learners Preschool will enforce class discipline by affirming positive behavior, keeping children aware of limits, and re-routing a child’s interest.  Refer to the Discipline/Guidance Policy attached.

**ATTENTION:**  Biting, disruptive, or destructive behavior will not be tolerated.  Parents will be notified and asked to sign an acknowledgment form.  After three occurrences, an action plan will be put in place.  \*See Disruptive/Behavioral Policy  LLP has the responsibility to protect the children in our care from harm as well as its property.

**Discipline and Guidance Policy for Little Learner’s Preschool**  (2023/24)   (as specified in Minimum Standards for Child Care Centers, subchapter L, 746.2803 & 746.2805)

Discipline must be:

 (1)Individualized and consistent for each child

 (2)Appropriate to the child's level of understanding;

 (3)Directed toward teaching the child acceptable behavior and self-control; and

 (4)A positive method of discipline and guidance that encourages self-esteem, selfcontrol, and self-direction, including the following:

(A)Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;

(B)Reminding a child of behavior expectations daily by using clear, positive statements;

 (C)Redirecting behavior using positive statements; and

(D) Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

• Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The goal is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. • Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior.
Revised: 5/3/2023 159 §746.2805.

Prohibited discipline and guidance or punishment:
(Subchapter L, Discipline and Guidance March 2023)
There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

 (1)Corporal punishment or threats of corporal punishment;

 (2)Punishment associated with food, naps, or toilet training;

(3)Grabbing or pulling a child;

(4)Putting anything in or on a child’s mouth;

(5)Humiliating, ridiculing, rejecting, or yelling at a child;

(6)Subjecting a child to harsh, abusive, or profane language;

 (7)Placing a child in a locked or dark room, bathroom, or closet;

(8)Placing a child in a restrictive device for time out;

(9)Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with §746.2803(4)(D) of this subchapter; and

 (10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

**Contacting the local licensing office:
-The local licensing office can be contacted at: hhs.gov
-The local licensing intake line is: 214-583-4253

Reporting Suspected Child Abuse/Accessing Abuse Hotline:**

LLP is appreciative that you have entrusted us to care for your child.  We do not tolerate physical or verbal abuse of any kind towards children by employees or parents.  If we suspect a child is being neglected or abused we are obligated to report it.  If you suspect a child is being abused or neglected, please report it by calling the Child Abuse Hotline    1-800-252-5400.  The website is www.txabusehotline.org

 **Texas has both civil and criminal laws to protect children from abuse and neglect. If you suspect that a child is being abused or neglected, the law requires that you report it. [Texas Family Code Section 261.101 (a)]**

**The Texas Department of Family and Protective Services (DFPS) is the agency to call if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child or someone who lives in the home with the child. Child Protective Services (CPS), a division of DFPS, is responsible for conducting civil investigations of alleged abuse or neglect by caregivers or household members. You may also report suspected abuse or neglect to any local or state law enforcement agency. Law enforcement agencies are responsible for criminal investigations, which focuses on figuring out who committed a crime. The CPS investigation is a civil court matter that focuses on the welfare of the child and family.**

**You are protected by law from liability when you make a report or provide information in good faith during a CPS investigation. However, you are not protected from civil or criminal liability if you report your own abuse or neglect of a child *or* intentionally file a false report against someone else. (Texas Family Code, Section 261.106).**

**Failure to report suspected child abuse and neglect is a criminal offense (Texas Family Code, Section 261.109).**

**To report to DFPS, call the 24-hour, toll-free abuse hotline at 1-800-252-5400 from anywhere in the United States to report abuse or neglect that happened in Texas. The important thing is to call and report what you suspect. You will be given a call ID number to prove that you made the call. You can call back and use the call ID number to give additional information about the same case. Anonymous callers are welcome, but they will not be given a call ID number. The identity of the reporter is confidential and is not revealed to anyone but law enforcement, unless disclosure is ordered by a court (Texas Family Code Section 261.201).**

**\*\*\*\*A copy of our minimum standards and most recent Licensing inspection report are on display for you to view at anytime during normal operation hours. See the LLP director or assistant director if you wish to view these reports.**

**\*\*\*\*Child Abuse Hotline—800-252-5400**

**Local Licensing office--940-591-6271**

**Texas Dept. of Protective and Regulatory Services** [**www.dfps.state.tx.us**](http://www.dfps.state.tx.us)

\*\*For any policies or addendums noted in any above mentioned section, see our website at [www.littlelearnspreschoolntx.com](http://www.littlelearnspreschoolntx.com) or contact the LLP directors at courtney@littlelearnerspreschoolntx.com / Phone# 469-307-9049

|  |
| --- |
| **Little Learners Preschool Parent Handbook 2025/2026** I have read, understand and agree to the terms and conditions stated in this document.     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_Parent/Guardian Signature                                       Child’s Name                               Date       |
|  |
|  **Little Learners Preschool Discipline and Guidance Policy 2025/2026**My signature verifies that I have read and received a copy of the Discipline and Guidance policy  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_Parent/Guardian Signature     Child’s Name                               Date     |
|  |