

**Parent Handbook Policies and Procedures Quick Guide 2023**

1. **Parent Handbook –** please visit our website at: [www.littlelearnerspreschoolntx.com](http://www.littlelearnerspreschoolntx.com) to view/print the complete handbook
2. **Registration forms –** All paperwork including medical forms need to be turned in prior to your child starting at LLP.
3. **Tuition -**
2 days week $255 4 days a week $390 (3’s & Pre-K)
3 days week $330 4 days a week $415 (TK)
late after 10th of the month and $15 fee will be applied to your account.
4. **Payments –** Cash, Check or Venmo @LLP2022
5. **Late pick up –** if you are not at the school for pick up by 2:05 your child will remain with an LLP staff member and you will be charged $10. However, if you are signed up for our Aftercare program your child will go directly to the aftercare program and they will charge you $7.
6. **Supplies –** Registration covers all supplies for the entire year. We are only additional fee is $45 to help cover the cost of special event days when pizza or Chick Fil A is brought in.
7. **Stay and Play Before/Aftercare –** LLP staff members offer a before/aftercare program that is affiliated with LLP. It is drop in based but spaces are limited. You will be charged $7 per time/per day, unless you attend both before and aftercare in the same day, then a small discount will be given. A monthly invoice will be sent to you at the end of each month to pay. We will NOT do pay in advance this year. A small sibling discount will be given if siblings attend together. Ask office for more information. They are here Monday- Thursday from 8am-9am and 2pm-3pm. You must sign a before/aftercare agreement with LLP prior to leaving your child. If you’d like more information on this program, please ask the office.
8. **Enhanced Health Policies and Procedures –** Please review our Updated Enhanced Health Practices for families and also review our liability waiver. You will be given a copy at Meet the teacher to sign and keep with us on file.
9. **Drop off/Pick up –** You must sign your child in and out daily. Doors will open at 8:55am, and lock at 9:10am. For drop off, you will park your car and walk your child to their designated door for their age group. For pick up, doors will open at 1:50, and lock at 2:05pm. At pick up, you will park as well and walk through the same designated doors for their age group, and make your way to your child’s classroom to pick them up. 2’s classes will come in the LLP doors by the east side playground entrance; 3’s (Ms Sunny & Ms Michelle) and TK classes will come in east entrance just further down from playground door; Pre K & 3’s (Ms Tysh & Ms Maggie) classes will come in the main double doors entrance. No parking is allowed under the awning at any time.
10. **Someone other than yourself picking up student –** make sure that this person is on the accepted pick up list and make sure they arrive with their ID. If you need someone to pick up your child that is not on your approved pick up list, simply call or email the office and have that person bring their ID.
11. **Tears –** there will be tears so please feel free to call, text or email anytime to check in 😊
12. **Weather Guidelines**\*Follow PISD for any delays or cancelations, you will receive a text and Remind 101

\*The office staff will regularly check the air quality using a website called <http://www.enviroflash.info/>.  We won't have outdoor activities to protect the kids 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 9 am 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.

1. **Snack –** Please provide your child with a healthy snack each day in the front zipper pouch of their
 backpack or clearly labeled inside their backpack (do NOT put in their lunchbox)
2. **Lunch –** Please send a cold lunch with your child daily. We do not have a refrigerator or microwave to
 heat food or keep food refrigerated. Please make sure whatever you send, your child is able to open
 with little to no help.
3. **Daily Reports -** 2’s parents will receive daily reports. 3’s, Pre-K & TK will send home weekly folders.

Please feel free to reach out anytime because we know that communication is key!

1. **Nap mat -** you will need to send a plastic trifold nap mat. These can be purchased at Wal-Mart, Target or Amazon for roughly $10. We will label these with your student’s name and keep at LLP the whole year. You may still send a blanket &/or lovey in daily with your child that they may use at naptime. We do request that these items are able to fit in your student’s backpack.
2. **Remind 101 –** this is a great way to get text reminders of things happening at the school. You simply
 text 81010 with the message @llp23 and you will receive a text letting you know you have joined our
 group. You do not have to download the app. We strongly suggest you add yourself to this, as it’s the

quickest way to get information happening at LLP.

1. **Facebook –** All classrooms will have a private Facebook page set up for their teacher to share pictures,
 videos, information, etc. Teachers are only required to post once a week, as their main focus is on

students and learning. If you choose to not be on the Facebook page, please let teacher and office staff

know so that we can continue to share these things with you via email or text.

1. **Other items of interest…**.

-**Specials Events..** 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 front bulletin boards, 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. Please inform your child’s teacher ahead of time of the treat.

**-Newsletters..**will be sent out weekly from Director

**-Parent Involvement..**we love our volunteers! Please see the director or assistant director if you are interested in volunteering this year!

**-Confidentiality..**we will always strive to keep you and your child’s information safe and keep all matters pertaining to your child and family confidential

**-Substitute teaching..**we are always looking for good and reliable subs!!!! Please see the office for more information on substitute teaching with us and the benefits you get. 😉

**-Discipline..**we follow discipline standards as set forth in our licensing state standards, and take any incidents on a case by case basis. We will contact parents as needed. Please also see our Discipline and Guidance Policy in our parent handbook on our website: [www.littlelearnerspreschoolntx.com](http://www.littlelearnerspreschoolntx.com).

We are so excited for you to be part of LLP this year. Our staff are working hard to make each day a special and fun learning experience for your child. If you have any questions or concerns please reach out to Courtney Dorran, Director or Jolene Westwick, Assistant Director at any time.