



Lakeside Union School District
12335 Woodside Ave
Lakeside, CA 92040

LAKESIDE

EARLY

ADVANTAGE

PRESCHOOL

PROGRAMS

PARENT HANDBOOK

Extended Day & Language Enrichment Available

Children Ages 2 – 5

619-390-2391 EXT:2900

www.lsusd.net

LEAPP PARENT HANDBOOK

Welcome to the Lakeside Early Advantage Preschool Programs (LEAPP). This handbook is designed to answer frequently asked questions and to help ensure a rewarding experience while at LEAPP. The following pages will outline the program's policies and procedures, as we work together in partnership to facilitate a smooth transition between home and school.

Our goal at LEAPP is to provide the highest quality care and education for children, as well as a secure and nurturing environment. All families are expected to follow the policies and procedures outlined in this handbook and will be held accountable. Read all handbook pages to help you better understand our programs and philosophy. We understand the importance of your child's early education and care experiences.

Given the nature of the ever-changing field of early education, this handbook is a "living" document. You will be notified of formal policy or fee changes, 30 days before implementation via written notice. Also, the handbook will be updated as needed. Please contact the LEAPP Manager if you should have any questions or concerns.

Mission Statement

We are an active community of children, teachers, and families dedicated to facilitating a lifelong love of learning. We share the responsibility of modeling and teaching the essential academic and life skills necessary to encourage our students to become responsible, contributing members of society. We strive to cultivate each child's strengths and to encourage his or her positive character traits.

We believe that children learn best when they have opportunities to explore their world with adults encouraging and guiding their growth and development. Our goal is to create a home/school partnership where parents and teachers work together to support children's learning.

Locations

LEAPP-Marilla

Tuition Based Campus

9745 Marilla Drive
Lakeside, CA 92040
(619) 390-2391 ext. 2900

LEAPP-Lindo Park

State-Funded Campus

12824 Lakeshore Drive
Lakeside, CA 92040
(619) 390-2391 ext. 2908

LEAPP-Main Office

9745 Marilla Drive
Lakeside, CA 92040
(619) 390-2391 ext. 2900
Fax: (619) 390-2392

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Admission Criteria

All Programs

Parents are required to submit the following enrollment information:

- A copy of the child's birth certificate (for State-Funded Preschool – birth certificates for all children in the home under age 18).
- Completed physician's report, completed by a physician, on file within 30 days of enrollment.
- Copy of the child's current and up-to-date immunization records. This will need to be updated whenever your child receives a new immunization.
- A completed LEAPP registration packet (for State-Funded Preschool – an additional packet will be filled out at your scheduled appointment time, once you qualify for the program).

Admission to LEAPP is considered by chronological age and readiness for entry into each level. However, other factors are also considered when enrolling your child:

- Classes are filled on a first-come, first-served basis according to the date you enrolled or the date you are placed on the interest list.
- As vacancies occur during the year, they will be filled from the waitlist.
- Children are not promoted to the next classroom until the end of the school year.
- If the classes are full when a parent tries to enroll, the child's name will be put on a waitlist for admission.

Tuition Based Preschool

A registration fee of \$60.00 for the first child and \$30.00 for each additional child of the same family is payable at the time of registration. All registration fees are non-refundable.

It is important to note that children must be re-enrolled for each school year and are not automatically re-enrolled. Re-enrollment will take place in the spring. Parents of currently enrolled children will have the opportunity to re-enroll before enrollment is open to the public.

To register your child/children for the next school year, all past due tuition must be paid in full and your account up to date.

State-Funded Preschool

A family must qualify for the State-Funded Preschool by income and family size. The family's size and monthly income must be at or below the State Income Ceilings, and the child must be within the age range of 3-4 years old. Eligibility is given to 4-year-old students first. Once qualified, an appointment will be made and all required documents will be brought to complete the state registration packet. Children who are eligible for Kindergarten are not eligible for the state preschool.

Days and Hours of Operation

School Calendar

LEAPP follows the Lakeside Union School District's calendar for holidays. Please refer to the district calendar for the dates. District calendar available at lsusd.net or in the main preschool office. We recommend parents post the calendar in a visible place and review it frequently.

Program closures due to holidays are taken into consideration when fees are established. All holidays resulting in program closures will be posted on campus as a reminder. Parents are responsible for making appropriate alternative child care arrangements for all school closures. Wrap-around CARE **may** be available to enrolled students during vacation weeks (separate charges will apply). No tuition credit or make-up days are available for regularly scheduled holidays.

Hours of Operation

- Morning Preschool Classes-----7:50 AM-10:50 AM (2-3 yrs. & 3-4 yrs.)
- State Preschool Class AM-----8:00 AM-11:00 AM (3-4 yrs. only)
- Afternoon Preschool Classes-----11:45 AM-2:45 PM (3-4 yrs. only)
- State Preschool Class PM-----11:45 AM-2:45 PM (3-4 yrs. only)
- Wrap-Around CARE-----6:30 AM-6:00 PM (all tuition-based students eligible)

Wrap-Around CARE

Extended childcare is available to children already registered or enrolled in the tuition-based program. The hours are between 6:30 AM and 6:00 PM, Monday through Friday, and is an additional charge. The minimum hours will be charged the monthly rate, regardless of usage if you are enrolled in this program. All times are based on minutes of usage and are rounded at the end of the month. CARE is not available as a drop-in service and spaces are limited for this program.

Monthly Tuition for LEAPP and CARE

LEAPP tuition fees are non-refundable and must be paid in advance. You will be billed every month and must pay in advance for each month. **Payment is due on or before the 10th of the month.** If the 10th falls on the weekend, then the payment is due the next business day. LEAPP tuition is calculated according to the number of days the program is scheduled to be in session throughout the year and divided into ten (10) equal monthly payments. The full month's tuition is due regardless of absences.

Forms of Payment

LEAPP accepts cash, checks, money orders, credit cards and ACH bank transfers for payments. Forms for online payments are located in the office. Once filled out and returned, you will be charged monthly on the chosen day. If the chosen day falls on the weekend, then the payment is due the next business day. Tuition checks should be made payable to LUSD and can be delivered to the preschool office or the mailboxes in the main preschool building or CARE room. You may also pay by phone by calling the preschool office.

Procure

Your child's tuition records are located at a secure site on Procure. Parents are encouraged to check the site frequently to view tuition status. It is the parent's responsibility to check Procure for their current tuition amount. Log on to **myprocure.com** to receive your confirmation code and login information.

Late Tuition Fees

Tuition not paid by the 10th of the month will be assessed a late fee of \$25.00. If tuition is not paid by the 20th of the month, your student will not be able to attend LEAPP until the tuition due is paid in full.

Returned Check Policy

A \$35.00 fee will be assessed for all returned checks. After two NSF checks, all further payments will be required in cash or money order.

Rate Changes

Tuition rates are set from the beginning of each calendar school year and will remain unchanged until the beginning of the next calendar school year.

School Information

Parent Orientation

A Parent Orientation will be scheduled for families before school begins to review preschool policies and daily procedures. Your family will come to the center where your child is enrolled, meet the teachers and assistants, and see the classroom. This helps you and your child become acclimated to LEAPP. Turn in any outstanding paperwork, and ask questions about the program.

Our Staff

The LEAPP staff is highly qualified, by education, experience, and personality to work with young children. They work together to deliver a developmentally appropriate and educational experience to support each child's learning and development. All preschool teachers and assistants are certified mandated reporters which satisfies the requirements of AB 1207.

Medical Training of Staff

All preschool teachers and assistants are certified and up-to-date in Pediatric CPR and First Aid.

Class Sizes

In our **traditional English, Spanish enriched** and **state-funded** preschool classrooms, we have a class size of 22-24 children, one teacher, and two preschool assistants. Each child is given the greatest opportunity for self-expression and advancement at his/her rate. In our **Early Advantage** classroom, we have a class size of 16-18 children, one teacher, and one preschool assistant.

Open Door Policy

LEAPP maintains an open-door policy. Parents/guardians are welcome to visit our classrooms unannounced to observe their child at any time during program hours. When visiting the classroom, parents/guardians shall be respectful of the children's routines and programmed activities. Parents will be denied access to the classroom in the event of the following:

- The parent/guardian is behaving in a manner, which poses risk to staff or children in the facility.
- The facility has legal documentation, which prohibits the parent/guardian contact with a child.

Campus Security

A 24-hour video surveillance system monitors all visitors entering and leaving the campus as well as the parking lot. There are no video cameras inside the classrooms. Children are always under the supervision of preschool teachers and assistants.

Licensing

The Community Care Licensing Division (CCLD) of the Department of Social Services (DSS) licenses our program. The CCLD has analysts that routinely visit our site unannounced to conduct inspections and to examine all records related to the operation of the facility. They may also observe the physical condition of the child/children and facility in which our programs operate.

Holidays

Our philosophy concerning special occasions and holidays is that of simplicity. Our instructional time does not allow time for extensive celebrating and traditional holiday celebrations are part of each family's personal experience. Therefore, as the holidays fall on all different days of the week, your child may miss a celebration. All celebrations are optional for you to have your child attend or not.

Birthdays

Birthdays are included as a regular celebration, but again, they are optional. You may select a nutritious snack or party favor to share. Check with your child's teacher for any food allergies in the class or suggestions on fun and nutritious snack ideas. All special snacks sent by families must be store purchased items with an ingredients list on the package.

Pets

Pets should not be brought to school or other activities unless the teacher has asked for pets to be brought for class sharing. Please talk to your child's teacher before bringing an animal onto the campus. If you have questions or if an animal is used for assistance, please consult with the LEAPP Manager.

Toys and Other Items from Home

Children should only bring toys to preschool when they are scheduled for “Sharing Day.” Parents will be notified if their child needs to bring something special to school. Anything brought to school will be kept in the child’s cubby until the time it is to be shared with the class.

Please be aware of anything your child brings to school. Inappropriate items will be confiscated by the teacher and returned to the parent. Be especially aware of anything that might be considered a weapon or a dangerous item.

School Portraits

School pictures will be offered for an additional charge annually in the fall.

Religion

The Lakeside Union School District refrains from religious instruction or worship and complies with the regulations, which stipulate that religious instruction or worship is prohibited.

Parent Involvement

Active involvement promotes a closer relationship with young children, and interactions between teachers and parents are likely to produce the greatest benefit for the child.

Cell Phone Use

Drop off and pick up time is an opportunity for communication between your child and the teaching staff. We ask that you finish all cell phone conversations before you enter your child’s classroom.

Information/Communication

Please look for additional information that will be placed on the bulletin boards, clipboards, and the whiteboard in front of the main preschool building or the CARE room at Marilla. These notices are posted so that you do not miss out on any upcoming information.

Preparing for Separation

Separation anxiety is a normal, natural process for children and parents to experience. To help create a successful separation try the following suggestions:

- Believe in your child’s ability to separate from you.
- Acknowledge your child’s feelings and add the opportunity for change.
- After you say you are leaving, it is important to leave and pick up your child on time.

Curriculum

LEAPP curriculum is a discovery-based learning experience that allows each child to move through specially designed learning centers of his or her level of interest and ability. The curriculum focuses on learning basic concepts and skills through hands-on experiences and activities. Some centers are designed to develop large and small motor skills, while others are more academically oriented. Through our program, each child is given the tools needed to encourage the growth of the whole child.

During large group time, there is an opportunity for individual and group participation in reading stories, games, dances, songs and discussion time. Outdoor play is another important part of a child’s development when the children are given opportunities and activities to develop skills. Goals of the Curriculum:

- To provide a positive sense of identity and emotional well-being.
- To develop age-appropriate social, physical and language skills.
- To encourage thinking, reasoning, questioning, and experimentation.
- To provide exposure to the arts and encourage creative expression.
- To demonstrate proper health, safety, and nutritional practices.

Outdoor Play

Outdoor play is an important part of early childhood and LEAPP. Outdoor play is an extension of the indoor classroom, and licensing requires that all classes go outside if the weather permits. Toys, materials, and activities are used to enhance children's play experiences. If your child is not well enough to play outdoors, then he or she is not well enough to attend the class that day.

Bathroom Routine

Toilet Training Policy

Children are expected to be completely potty trained to attend the **traditional English, Spanish enriched** and **State-funded** classes. The preschool staff will handle some accidents but daily accidents are not considered potty trained. If after two weeks your child is still having accidents, they will be dropped from the program. Depending on your child's age and availability, being reassigned to the **Early Advantage** class may be an option until they are completely potty trained. Every child must have a complete change of clothing at all times, including socks and underwear, for the occasional accident. If your child has changed clothing during the day, please take home the soiled items and replace them the next day. See below for our definition of "Potty Trained":

- Communicates when he or she needs to use the toilet.
- Uses the toilet independently and cleans up properly without assistance.
- Wears cloth underwear (No Pull-Ups or diapers).

Diapering

Your child does not need to be potty trained to attend the **Early Advantage** class. This class works on all areas of development, including self-help skills. We work with the children in class on potty training, but parents need to be actively potty training at home as well. If your child is not potty trained, you need to provide diapers and wipes. Please mark all packaging with your child's name. Staff will provide a note for each child about toileting needs for the class.

Dress Code

Children must be fully dressed when they arrive at school. To foster independence and self-help skills, we ask that you send your child in clothes that he/she can manage independently. Playing at the various centers is another important part of the curriculum and how your child learns, so dress your child in clothing that is suitable for running, climbing, and other vigorous activities. Dress appropriately for the weather. Do not send your child in clothes you do not want to get dirty, because while every attempt is made to protect children's clothing from permanent damage or stains, accidents do occur. Please have a complete change of clothing for your child at school, as your child will be most comfortable in his/her clothes. Dresses with ruffles and bows and pants with difficult belts or fastenings should be avoided. Shirts with spaghetti straps need to have a t-shirt or tank top underneath. Shorts must be worn underneath dresses. Shoes must have a back strap; flip-flops and Crocs are not allowed, and boots that do not provide enough traction for safe running should not be worn at school.

Clothing

Please mark all clothing with your child's name. We cannot emphasize enough the importance of clearly marking all jackets, backpacks and lunch boxes.

Health

Illness Policy

When your child becomes ill at school, the parent/guardian will be notified to come and pick up the child immediately. If the parent/guardian cannot be contacted, an authorized person that is listed on the child's emergency card will be notified to come to pick them up. It is mandatory to keep your emergency card up to date. No adjustments are made in tuition for absences. The reason for sending a child home is to prevent the spread of Communicable Disease.

Signs and Symptoms of Communicable Disease

Any of the following symptoms are cause for immediate dismissal and the child may not return to school unless they have been symptom-free without medications for 24 hours:

- Diarrhea: The child must stay home for the remainder of the day.
- Severe coughing or sore throat: May require a doctor's note to return.
- Fever of 100.4° or higher.
- Vomiting.
- Unidentified rash or severe itching: May require a doctor's note to return.
- Red/pink eyes with or without discharge, Conjunctivitis/pink eye: May require a doctor's note to return
- Lice (live or dead bugs, or nits): Child must be examined by authorized personnel before returning to class.
- Other contagious diseases, may include but are not limited to, the following diseases and will require a doctor's note for the appropriate time to return to school:
 - chickenpox
 - measles
 - mumps
 - hand, foot, and mouth
 - ringworm

Management of Communicable Disease

Colds, flu and other contagious diseases seem to occur frequently and spread easily among preschool children. The LEAPP staff is very conscientious about the importance of handwashing and disinfecting procedures to prevent the spread of communicable diseases.

Allergies

Allergies of any kind should be brought to the attention of the teacher or LEAPP Manager, along with any medication prescribed by their doctor.

Medication

Families are encouraged to arrange all necessary medication doses before and after school. If medication is required during school, parents/guardians and a physician must complete specific forms. Please contact the teacher or LEAPP Manager if your child needs medication during the school day. Medication can be administered only under the following conditions:

- Each container of medication must be in the **original** prescription container and be accompanied by the district's medication form. It must be filled out by the prescribing physician and signed by the parent/guardian. This includes over the counter medication.
- No medication can be sent in the child's backpack. All medication is kept in the classroom or the Main Office, in a medication box, and will be transferred from teacher to teacher.

Student Records

Student records must be accurate and up-to-date. Please inform the preschool office at Marilla or Lindo Park state-funded of any changes or special conditions regarding phone numbers, addresses, custody arrangements, emergency numbers, child care providers, health conditions, legal actions (i.e., restraining orders), etc. Current copies of legal documents affecting custody and visitation must be provided and kept on file by the LEAPP Manager at Marilla or the Site Supervisor at Lindo Park state-funded. Please provide copies of any changes as well.

The child's teachers and LEAPP Manager must be informed if a child participates in any other educational experience, or receives any type of therapy outside LEAPP.

All family records and information are confidential and are kept in a secure location. LEAPP maintains a policy of confidentiality and all discussions regarding students, among personnel that provides services, are confidential.

Sun Safety and Sunscreen

Protecting your child from sun exposure during outdoor activities is important. It is strongly recommended that children wear sunscreen during the school day to prevent sunburn. All sunscreen is to be applied to children before coming to school. No sunscreen is to be sent with children to school.

Discipline Policy

The Lakeside Union School District practices a positive approach to discipline. To maintain a happy, healthy, disciplined environment, the children are taught the importance of safety when inside and outside and how to properly take care of toys, equipment, and supplies. They are given the rules of conduct they are expected to follow and reminded of these rules daily as they learn to cooperate with others and use consideration and respect when interacting with everyone.

When a child exhibits unacceptable behavior or attitudes, they will be instructed as to what is wrong with the behavior or attitude and then directed to more positive behavior. If the problem cannot be handled by redirection, then the child will be temporarily removed from the situation. This time away is not for punishment, but to allow the child some time to calm down and remember what behavior the teacher is asking for. If your child causes harm or displays unsafe behavior to another child or teacher, a warning will be given, but this is the last resort. If your child or family receives three (3) warning notices, this includes any late pick-up warnings, you will be suspended from LEAPP for one week. If you receive four (4) warning notices, your family will be removed from the program. Preschool is not a mandatory program and we do not allow disruptive or hurtful behaviors from any family member.

LEAPP will make every effort to work with parents of children having difficulties. A conference may be called with the child, parent, and teacher to discuss the situation, however, LEAPP is responsible to serve and protect the wellbeing of all its children. If a child is displaying chronic, disruptive behavior and has been determined to be upsetting to the physical or emotional well-being of others, then additional action will be taken to remove the child from the program.

Biting

Although it is not uncommon for very young children to bite, it is a behavior that is taken very seriously and is strongly discouraged. Teachers will encourage the children to “use their words” if they become angry or frustrated and give them a script of what to say when mad. The LEAPP staff will then maintain close and constant supervision of the child to avoid any further incident of biting. If a biting incident does occur, the following steps will be taken:

- The wound of the bitten child shall be assessed and cleansed with soap and water and ice applied.
- Staff will remove the biter from the situation and separate all involved children.
- The biter shall be reminded that teeth are used for chewing food and help us talk.
- The parents of both children will be notified of the biting incident. Appropriate forms will be completed.
- The bitten area will continue to be observed by staff.
- A discussion of a better solution will be had with all children involved.
- Careful observation of the involved children to identify and calm elevated emotions and prevent recurrences.
- Maintaining a log to track when the behavior occurs.
- Conference with parents.

Suspension

The LEAPP Manager reserves the right to immediately suspend any child for exhibiting behavior which is harmful to others. A parent may be called at any time that a child’s behavior is uncontrollable and cannot be modified by the LEAPP staff, and the parent may be asked to take the child home immediately. Suspensions from LEAPP may vary from a few hours to an indefinite period.

Disenrollment Policy

LEAPP reserves the right to dis-enroll any child, at any time if we believe it is in the best interest of the child and/or the program. Our priority is to provide quality care and early education for all children enrolled in our programs but on rare occasions, there may be a need to dis-enroll a child from LEAPP. Some examples may include but are not limited to are:

- Failure to provide required enrollment information.
- Failure to sign in and out.
- Excessive late pick up of a child.
- Disruptive, abrasive or abusive behavior by parent or child.
- LEAPP policies and procedures are not observed.
- Non-payment or excessive late payments of tuition.
- Eligibility and need criteria are not met.

Attendance

Daily attendance at LEAPP is important. Children who miss school, miss out on opportunities to learn daily routines, build friendships, and develop the skills and attitudes needed to become good citizens and successful students. Please call or email the campus where your child is enrolled on the same day that your child will be absent, with the reason for absence.

Student Pick-Up

Authorized Adults

Your child will only be released to persons who are authorized by you, on the registration and child emergency forms. If you are sending another adult to pick up your child who is not on the form, please notify your child's teacher in person ahead of time, or call the LEAPP office, or call the classroom extension and leave a message. Anyone picking up a child should be prepared to supply photo identification upon pick up because not all staff know all parents, especially if it is someone who does not pick regularly. Please know that this rule is put in place for the protection of your child. It is not mean in any way to upset a family member who is not recognized.

Custody Orders

LEAPP requires that a copy of any court order for custody or restraining orders be on file at the site where the child is enrolled and must be given to and reviewed with the LEAPP Manager or Site Supervisor at that site. Until custody has been established by court order, one parent may not limit another parent from picking up their child at our program. LEAPP must be notified immediately of any changes in court orders and given a copy of the new court order to be put on file.

Late Policy

You must arrive on time to pick up your child. Late pick-ups can cause anxiety for your child and it creates problems for the teachers. If you are late the following steps will be taken:

- A call to your home/employer/school.
- A call to your emergency contacts.

The first time that a child is not picked up from a program at the designated ending time, a verbal reminder will be given to the parent.

The second time of being late, a fee of \$1.00 a minute will be assessed for every minute of tardiness.

The third time of being late, a fee of \$1.00 a minute will be assessed for every minute of tardiness, and your child will be suspended for one week from the program.

The fourth time of being late, your child will be dropped from the program (Late fees do not apply to state-funded preschool).

At the Marilla site, if a parent is more than 10 minutes late, the child will be taken to CARE. At all LEAPP sites, if no contact is made and the student has not been picked up after 30 minutes, the Sheriff will be called and the child will be transported to the appropriate Child Custody Facility. LEAPP staff is not permitted to transport children to your home or take children to their homes. If you cannot be on time you must:

- Call your child's teacher and let them know you will be late and the circumstance. Leave a message if no one is available to answer the phone.
- Make arrangements with an authorized adult to pick up your child.

Notice of Withdrawal

A two-week notice is required for withdrawing from our program for any reason. At the Marilla site, if the required notice is not provided parents will be charged for the time a child continues to be registered.

Internet

Check the district's website frequently for important dates and upcoming events. Go to lsusd.net then under the heading of our schools, you will locate the LEAPP page under preschool programs.

Social Media

LEAPP is on Instagram. Find us there to see the happenings at our campuses. Follow us at LUSD_ **LEAPP** on Instagram. Make sure your child's photo/internet release is up to date if you want to allow or not allow your child's photo to be used for the LEAPP Instagram page.

State-Funded Program Only

State-Funded Preschool Participation

Parent volunteers are welcome and your options will be discussed at Parent Orientation.

Parent Advisory Committee

State-funded preschool requires us to have a Parent Advisory Committee (PAC) that helps us know how we can best support our families. Since we are a small group, we include all family members to be a part of this committee. There are three (3) preschool events that count for the three (3) annual PAC meetings and they are the two (2) parent orientations, one held at the beginning of the school year and one held in January, and a parent survey that is handed out and collected in the Spring. There is also a PAC suggestion basket located inside the classroom for any additional ideas or suggestions.

State-Funded Absences

LEAPP State is funded by the number of days your child attends school. Therefore, we need to keep accurate records of your child's attendance. When your child will be absent from school, you need to call or email the LEAPP State office on the day of the child's absence with the reason for their absence. It is required that all enrolled families provide prompt, reliable transportation before and after their scheduled class time. Children must arrive at school on time, to fully participate in all parts of the school day.

Absences for the state-funded preschool will fall into one of three categories; Excused, Best Interest of the Child, and Unexcused. The criteria for each are listed below:

Excused Absences

- Illness, doctor appointments, or quarantine of the enrolled student, or the enrolled student's parent/guardian.
- Family emergency (maximum of four (4) days per school year: A family emergency includes absences due to transportation breakdowns on the way to school. The death of a parent/guardian, sibling or grandparent.
- Court-ordered visitation: A copy of the court order requesting the appearance of the parent/guardian or child in court is required.

Best Interest of the Child

The best interest of the child (BIOC) absences (maximum of ten (10) days per school year): BIOC can be used as you wish. The BIOC days are excused absences and include things like, family vacation, non-court ordered time, time with relatives and/or family friends, time for military deployment and/or returning from deployment, military ceremonies, observance of religious holidays and/or ceremonies and any other absence not considered excused. Once all ten (10) BIOC days are used, you will have three (3) unexcused absences to use before your child will be terminated from the program.

Unexcused Absences

Unexcused absences (maximum of three (3) days per school year): Are anything not considered excused or in the Best Interest of the Child (see above for definitions). Once all three (3) unexcused absences are used, your enrolled child will be terminated from the program.

Nutrition

Snack

At the Marilla site each day LEAPP serves mid-morning and afternoon snacks. These snacks include two of the four basic food groups that will meet your child's dietary needs. Snack menus are posted in your child's classroom monthly.

CARE Lunch

At the Marilla site if your child is attending CARE you will need to provide a ready to eat lunch for your child.

Meals (State-Funded Only)

At the Lindo Park state-funded site, the morning and afternoon classes will be served breakfast and lunch, due to the state requirements. Meals are prepared by the LUSD Central Kitchen and sent to the site daily. All children are required to be served this meal, please do not feed your child a filling meal before class time.

Nut-Free Zone

We are a peanut/tree-nut free. Please do not pack peanut butter, products containing nuts, the trace of nuts or produced in a factory where nuts are.

Wrap-Around CARE

If your child will be attending CARE after the morning preschool class, there is a rest period from 12:00 PM-2:00 PM. CARE provides a nap mat; parents must provide a fitted crib sheet and a blanket. Parents will take those items home on Friday to be washed and returned on Monday. Families need to provide a ready to eat lunch when attending CARE. LEAPP staff will take children to class and brought back to CARE if they are staying for a full day. These arrangements must be scheduled and approved through the preschool manager.

Safety

Sign-In and Sign-Out

Every student must be personally delivered to and picked up from the LEAPP classroom and/or CARE, by an adult who is authorized by the parent/guardian. This adult will sign-in and/or sign-out the student on the daily roster. It is required by licensing that all signatures used on the roster are full signatures, using first and last legal name. No initials are allowed. No student will be released to anyone not listed on the emergency card unless the parent/guardian provides verified oral or written permission in advance. No one under 18 will be allowed to pick up your child or sign-in/out on the roster.

“Ouch” Reports

At the Marilla site whenever a child has a minor injury at school, an “Ouch Report” is filled out and sent home. It will specify the nature of and treatment for the injury. Please take note of the “Ouch Report” should you receive one, and inform us if the problem or injury persists. At the state-funded site, any injury at the school will be discussed with the parent/guardian.

Visitors

All visitors must check-in at the Main Office of each site, and with their child’s preschool teacher.

Parking

Parking and traffic control are a considerable safety concern at all our LEAPP sites and the safety of the children is our main focus. We realize that parking spaces are limited and your time is valuable, however, when bringing your child to and from LEAPP, remember to respect all users of the parking lots. Please adhere to the following rules.

At the Marilla site:

Only park in marked parking spaces behind the preschool building or the parking lot at the back. Parking is not permitted in the bus circle at the front of the school between the hours of 7:30 AM-2:30 PM. Parking is not allowed in the school bus transportation department, this is reserved for bus drivers and school buses only.

At the state-funded site:

Only park in marked parking spots in front of or behind Lindo Park School. Parking is also allowed in the dirt area along Lakeshore Drive. Do not park in the yellow/red zone in front of the school.

Please adhere to the following parking rules at all sites:

- Adults must hold children’s hands at all times as they walk through the parking lot.
- It is illegal to leave a child in a car unattended for any period.
- Supervise children carefully when walking through the parking lot. Watch for cars backing out of parking spaces. Drivers cannot see small children in their mirrors.
- The designated handicapped parking space is reserved for those persons who qualify with properly marked license plates and/or window displays.
- Do not park in unmarked spots or red zones.
- Do not double park, blocking other vehicles.

Emergency Center Closure

LEAPP may close or delay opening if the following conditions are present, but are not limited to:

- Natural disasters which prevent the use of the facility.
- Room conditions prevent adequate ventilation and breathing.
- Epidemics.
- Loss of water that disrupts hand washing, and toileting with clean, running water.
- Live wires.

Emergency Plan

A top priority of LEAPP is to provide a safe learning environment for your child. We have adopted the following emergency policies:

- First aid kits are located in every classroom.
- A roster of emergency numbers for each enrolled student is located in the main preschool office, as well as in the classroom for that child. Each child's emergency medical release form is in their file. A copy of this form will go with the child if they are taken to the hospital.
- If there is a serious emergency, 911 will be contacted first. The parents will be telephoned immediately following that.
- If a child is involved in an accident at school and it is not necessary to call 911, an Accident Report Form will be filled out and reviewed with the family and staff.
- If a child exhibits any of the symptoms described in the HEALTH section of this handbook, the child will be isolated until an adult arrives for pick-up. A staff member will always be with the child.
- In case of a natural disaster, LEAPP will follow the Lakeside Union School District's Disaster Preparedness Plan.
- In case of a school lockdown, you will find information about procedures we are following on the LUSD website.

Child Abuse

All LEAPP staff is mandated by California law (California Penal Code 11165.7) to report any cases of suspected child neglect and/or abuse (physical, emotional, and/or sexual) immediately to a child protection agency. The primary intent of the child abuse reporting law is to protect the child.