



Lakeside Union School District
12335 Woodside Ave
Lakeside, CA 92040

LAKESIDE

EARLY

ADVANTAGE

PRESCHOOL

PROGRAMS

PARENT HANDBOOK

Children Ages 2.9 – 5

619-390-2391 EXT:2900

www.lsusd.net

LEAPP PARENT HANDBOOK

Welcome to the Lakeside Early Advantage Preschool Program (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 have any questions or concerns.

Mission Statement

We are a vibrant community of children, educators, and families united in fostering a lifelong love of learning. Together, we embrace the shared responsibility of nurturing both academic and life skills that empower our students to become compassionate, responsible, and engaged members of society. We focus on cultivating each child's unique strengths while promoting positive character traits.

We believe that children thrive in an environment where they can explore, learn, and grow with the guidance and encouragement of caring adults. Our mission is to build a strong home-school partnership where parents and teachers collaborate to support and enrich the learning journey of every child.

Location

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

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. 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.
- 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

An annual registration fee for each child of the same family is payable at the time of registration. All registration and re-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.

There is no reduction in payment in the tuition amount if your child is sick or on vacation. Payment of your tuition assures that your child's place in our program is maintained during his or her absence.

State-Funded Preschool

A family must qualify for the State-Funded Preschool by gross monthly 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 3-5 years old. 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. The district calendar is 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 childcare 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 Spanish-Enriched Class-----7:45 AM-10:45 AM
- Morning Traditional-English Class-----8:00 AM-11:00 AM
- Morning State-Funded Class-----7:45 AM-10:45 AM
- 6-hour, Spanish-Enriched Class-----7:45 AM-1:45 PM
- 6-hour, Traditional-English Class-----8:00 AM-2:00 PM
- Afternoon Spanish-Enriched Class-----11:45 AM-2:45 PM
- Afternoon Traditional-English Class-----11:45 AM-2:45 PM
- Afternoon State-Funded Class-----11:30 AM-2:30 PM
- Wrap-Around CARE-----6:30 AM-6:00 PM (tuition & state eligible)

Wrap-Around CARE

Extended childcare is available to children already registered in the tuition-based and state-funded programs. The hours are between 6:30 AM and 6:00 PM, Monday through Friday, and there is an additional charge. 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 charged every Monday for the upcoming week. If Monday is a holiday, then the payment will be charged on Tuesday. LEAPP tuition is calculated according to the number of days the program is scheduled to be in session throughout the year and divided into 38 equal, weekly payments. The weekly tuition is due regardless of absences. No reduced tuition for holidays, vacations, or sick days.

Forms of Payment

LEAPP accepts credit cards and ACH bank transfers for payments. Forms for online payments are located in the office or via email. Once filled out and returned, you will be charged weekly every Monday.

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 or a non-sufficient fund (NSF) return will be assessed at a fee of \$25.00. If tuition is not paid by each Monday, your student will not be able to attend LEAPP until the tuition due is paid in full.

Rate Changes

Rates are subject to change with 30 days' written notice.

School Information

Parent Orientation

Before the school year begins, we will host a Parent Orientation to familiarize families with preschool policies, daily routines, and the overall program. During this orientation, you'll have the opportunity to meet the teachers and assistants, explore the classroom, and get to know LEAPP. This is a great time to turn in any remaining paperwork, ask questions, and ensure both you and your child feel comfortable and prepared for the upcoming school year.

Our Staff

The LEAPP staff is a team of highly qualified educators, chosen for their expertise, experience, and passion for working with young children. They collaborate to provide a developmentally appropriate, engaging educational experience that supports each child's growth and learning. All preschool teachers and assistants are certified mandated reporters, meeting the requirements set forth by 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** and **Spanish enriched**, we are a Title 22 program, our ratio is required to be 1:12, with a class size of 22 children, one teacher, and one assistant. The **state-funded** preschool is a Title 5 program, our ratio is required to be 1:8, with a class size of 22 children, one teacher, and two assistants. Each child is given the greatest opportunity for self-expression and advancement at his/her rate.

Open Door Policy

LEAPP maintains an open-door policy. Parents/guardians are welcome to visit our classrooms unannounced to observe their children 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 a risk to staff or children in the facility.
- The facility has legal documentation, which prohibits the parent/guardian from 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 programs. The CCLD has analysts who routinely visit our site unannounced to conduct inspections and examine all records related to the operation of the facility. They may also observe the physical condition of the child/children and the 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 celebration and traditional holiday celebrations are part of each family's personal experience. Therefore, as the holidays fall on 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 the ingredients listed 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 on scheduled 'Sharing Days.' Parents will be notified in advance if their child needs to bring something special. All items will be kept in the child's cubby until it is time to share with the class.

Please ensure that any items your child brings are appropriate for the school environment.

Inappropriate items will be confiscated by the teacher and returned to the parent. We ask that you pay particular attention to items that could be considered weapons or pose a safety risk.

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 fosters stronger relationships with young children, and positive interactions between teachers and parents provide the greatest benefits for the child's growth and development.

Cell Phone Use

Drop-off and pick-up times are opportunities for communication between you and the teaching staff. Please finish all cell phone conversations before entering the classroom.

Information/Communication

Please check the bulletin boards, clipboards, and whiteboard outside the main preschool building or the CARE room for important updates and 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's curriculum is a discovery-based learning experience where children explore learning centers tailored to their interests and abilities. It emphasizes hands-on activities to develop both motor skills and academic concepts. Large group time includes reading, games, music, and discussions, while outdoor play supports physical development. Our program provides the tools for the growth of the whole child.

- 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 a key part of early childhood development at LEAPP, extending the indoor classroom. All classes go outside if the weather permits, with toys and activities to enhance play. If your child isn't well enough to play outdoors, they are not well enough to attend class that day.

Bathroom Routine

Toilet Training Policy

Children must be fully potty trained to attend LEAPP. While staff will assist with occasional accidents, consistent accidents after two weeks will result in removal from the program. Please provide a complete change of clothing, including socks and underwear, for accidents. If clothing is used, 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).

Dress Code

Children must arrive at school fully dressed in clothing they can manage independently. For active play, please ensure they wear clothes suitable for running, climbing, and vigorous activities. Dress appropriately for the weather, and avoid sending clothes you don't want to get dirty, as accidents can happen.

Please keep a complete change of clothing at school for your child's comfort. Avoid dresses with ruffles or bows and pants with difficult fastenings. Shirts with spaghetti straps should have a t-shirt or tank top underneath, and shorts must be worn under dresses.

For safety, shoes should have a back strap—flip-flops, Crocs, and boots without proper traction are not allowed.

Clothing

Please ensure that all of your child's clothing, water bottles, jackets, backpacks, and lunch boxes are clearly labeled with their name. Proper labeling helps us avoid confusion and ensures that items are returned to the correct owner.

Health

Illness Policy

If your child becomes ill at school, you will be contacted to pick them up immediately. If we cannot reach you, an authorized person listed on the emergency card will be notified. Please keep your emergency card updated. Note that no tuition adjustments are made for absences. Children are sent home to prevent the spread of illness.

Signs and Symptoms of Communicable Diseases

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.
- Runny or congested nose.
- Severe coughing or sore throat: This may require a doctor's note to return.
- Fever of 100.0° 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): The 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

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.

Management of Communicable Diseases

Colds, flu, and other contagious illnesses are common in preschool settings and can spread quickly. At LEAPP, our staff is committed to preventing the spread of these diseases through thorough handwashing and regular disinfecting procedures. Your child's health and safety are our top priority.

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

Please notify the preschool office of any changes to contact information, custody arrangements, emergency contacts, health conditions, or legal matters. Updated legal documents regarding custody and visitation must be provided and kept on file with the LEAPP Manager.

Inform the teachers and LEAPP Manager if your child participates in any outside educational experiences or receives therapy.

All family information is confidential and securely stored, with discussions among staff remaining private.

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 follows a positive approach to discipline, focusing on safety, respect, and cooperation both inside and outside the classroom. Children are taught to care for toys and equipment and are regularly reminded of the rules and expectations for respectful behavior.

When a child exhibits unacceptable behavior, they will be guided to understand what was inappropriate and redirected toward more positive actions. If redirection does not resolve the issue, the child will be briefly removed from the situation to calm down and reflect. This time is not a punishment, but an opportunity for the child to regain focus.

In cases of harm or unsafe behavior, a warning will be given, but repeated or serious infractions may lead to consequences. After three warning notices, including those for late pick-up, a one-week suspension from LEAPP may occur. After four warnings, the family may be removed from the program. Disruptive or hurtful behavior is not tolerated, as we aim to maintain a safe and respectful environment for all children and families.

LEAPP is committed to working with parents of children facing challenges. A conference may be held with the child, parent, and teacher to address concerns. However, if a child's behavior continuously disrupts or threatens the well-being of others, additional steps will be taken, including removal from the program.

Biting

While it is common for young children to bite occasionally, it is a behavior that is taken seriously and strongly discouraged at LEAPP. Teachers will encourage children to express their feelings using words, providing them with phrases to use when they are angry or frustrated. The staff will closely supervise the child to prevent further incidents.

If a biting incident occurs, the following steps will be taken:

- The wound of the bitten child shall be assessed and cleansed with soap, 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 that 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 a child at any time if it is deemed to be in the best interest of the child and/or the program. While our primary goal is to provide quality care and early education, there may be rare occasions when dis-enrollment is necessary. Examples of such situations may include, but are not limited to:

- 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 a 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 crucial for your child's development. Missing school means missing out on learning daily routines, building friendships, and developing essential skills and attitudes for becoming a successful student and good citizen. If your child will be absent, please notify the teacher or LEAPP office by phone or email on the same day, including the reason for the absence.

Student Pick-Up

Authorized Adults

Your child will only be released to individuals authorized on the registration and emergency forms. If you need someone not listed on the form to pick up your child, please inform your child's teacher or the LEAPP office in advance. For security purposes, anyone picking up a child will be asked to provide photo identification, especially if they do not regularly pick up. This policy is in place to ensure the safety of your child and is not intended to cause any inconvenience to family members.

Custody Orders

LEAPP requires a copy of any court orders regarding custody or restraining orders to be on file, and these must be reviewed by the LEAPP Manager. Until a court order is in place, neither parent may restrict the other from picking up their child from the program. Any changes to court orders must be reported to LEAPP immediately, and a copy of the updated order must be provided for our records.

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 picking up late, a fee of \$1.00 a minute will be assessed for every minute of tardiness.

The third time picking up 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 picking up late, your child will be dropped from the program (late fees apply to state-funded preschool students enrolled in CARE.)

If a parent is more than 10 minutes late, the child will be taken to CARE. 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 circumstances. 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. In the tuition-based program, 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.

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. Three (3) preschool events 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 office or the state teacher 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 two categories; Excused or Best Interest Day. 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 three (3) 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 Day](#)

The best interest day (BID) absences (maximum of ten (10) days per school year): BID can be used as you wish. The BID 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) BID are used, your child will be terminated from the program.

Nutrition

[Snack](#)

In the tuition-based and CARE program, 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 and Full-Day Class Lunch](#)

If your child is attending CARE or the full-day class, meals are prepared by the LUSD Central Kitchen and sent to the site daily.

[Meals \(State-Funded Only\)](#)

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 peanut/tree-nut-free. Please do not pack peanut butter, products containing nuts, the trace of nuts, or are made 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. 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 by the Preschool Manager.

Safety

[Sign-In and Sign-Out](#)

For safety and licensing requirements, every student must be personally delivered to and picked up from the LEAPP classroom and/or CARE by an authorized adult. This adult must sign the student in and/or out on the daily roster using their full legal name (first and last). Initials are not permitted. A child will not be released to anyone not listed on the emergency card unless the parent/guardian provides verified written or oral permission in advance. Additionally, individuals under 18 are not permitted to pick up or sign in/out the child.

["Ouch" Reports](#)

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.

[Visitors](#)

All visitors must check in at the Main Office, and with their child's preschool teacher.

[Parking](#)

Safety is our top priority at LEAPP. Please respect all parking lot users and adhere to the following rules:

- Park only in marked spaces behind the preschool or in the back parking lot.
- Do not park in the bus circle from 7:30 AM to 2:30 PM.

- Parking in the school bus transportation area is prohibited.

Please adhere to the following parking rules:

- 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 that 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 and the main preschool office.
- 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 or secure campus, you will find information about the 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.