



Lakeside Early Advantage Preschool Programs (LEAPP)

Parent Handbook

Welcome to LEAPP!

We are delighted to welcome you and your family to the Lakeside Early Advantage Preschool Programs (LEAPP). This handbook is designed to answer your most common questions and help ensure a smooth, positive, and rewarding experience at LEAPP.

Inside, you'll find important information about our program's policies, procedures, and philosophy. Together, we will create a strong partnership that supports a seamless transition from home to school, nurturing your child's growth every step of the way.

Our mission at LEAPP is to provide the highest quality care and education within a safe, nurturing environment. We ask all families to carefully review and follow the guidelines in this handbook to help maintain a positive community for everyone.

Because early education is a dynamic field, this handbook is considered a "living document." You will be notified in writing at least 30 days in advance of any significant policy or fee changes. Updates will be shared as needed. Please contact the LEAPP Manager if you have any questions or concerns.

Mission Statement

At LEAPP, we are a vibrant community of children, educators, and families united in fostering a lifelong love of learning. We believe every child thrives in a supportive environment that encourages exploration, creativity, and growth.

Our mission is to build a strong partnership between home and school, collaborating to nurture academic skills, positive character traits, and social-emotional development. Together, we empower children to become compassionate, responsible, and engaged members of society.

Location & Contact Information

LEAPP Preschool

9745 Marilla Drive

Lakeside, CA 92040

Phone: (619) 390-2391 ext. 2900

Admission Criteria

To enroll your child in any LEAPP program, parents must submit:

- A copy of the child's birth certificate (and for State-Funded Preschool, birth certificates for all children under 18 living in the home)
- A physician's report is completed within 30 days of enrollment.
- Up-to-date immunization records (please update whenever new shots are received).
- A completed LEAPP registration packet (State-Funded Preschool families will complete additional paperwork once eligibility is confirmed).

Enrollment Priorities:

- Classes fill on a first-come, first-served basis according to registration date or waitlist placement.
- Waitlists are maintained and vacancies filled as they occur.
- Admission considers age, readiness, and other factors.

Tuition-Based Preschool

- An annual registration fee per child is due at registration (non-refundable).
 - Children must be re-enrolled each school year; re-enrollment occurs in spring with priority for current families.
 - All past tuition balances must be paid before re-enrollment.
 - Tuition payments hold your child's place, regardless of absences for illness or vacation. No refunds or credits for missed days.
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State-Funded Preschool

- Eligibility is based on family size and income meeting California state guidelines.
- Children must be 3 to 5 years old and not eligible for kindergarten.
- Upon qualification, families will be scheduled to complete registration paperwork.

Days and Hours of Operation

LEAPP follows the Lakeside Union School District calendar for holidays and closures. Please check the district calendar at lsusd.net or pick up a copy at the preschool office.

Preschool Hours:

- Morning Spanish-Enriched: 7:45 AM – 10:45 AM
- Morning Traditional English: 8:00 AM – 11:00 AM
- Morning State-Funded: 7:45 AM – 10:45 AM
- 6-Hour Spanish-Enriched: 7:45 AM – 1:45 PM
- 6-Hour Traditional English: 8:00 AM – 2:00 PM
- Afternoon Spanish-Enriched: 11:45 AM – 2:45 PM
- Afternoon Traditional English: 11:45 AM – 2:45 PM
- Afternoon State-Funded: 11:30 AM – 2:30 PM

Wrap-Around CARE: 6:30 AM – 6:00 PM (additional fee, enrollment required)

Wrap-Around CARE

Extended childcare is available for children already enrolled in LEAPP's tuition-based or state-funded programs. CARE operates Monday through Friday from **6:30 AM to 6:00 PM** for an additional fee.

- **Please note:** CARE is **not** offered as a drop-in service.
 - Spaces are limited and require prior enrollment and approval.
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Tuition and Payment Information

Tuition Payment Schedule

- Tuition fees for both LEAPP and CARE are **non-refundable** and must be paid **in advance**.
- Payments are processed **weekly every Monday** for the upcoming week.
- If Monday falls on a holiday, tuition will be charged on the following Tuesday.
- Tuition is calculated by dividing the total annual program cost by 38 equal weekly payments.
- **Weekly tuition is due regardless of absences** (including illness, vacations, and holidays).

Accepted Payment Methods

- LEAPP accepts **credit card payments** and **ACH bank transfers**.
- Payment authorization forms are available in the preschool office or can be emailed upon request.
- Once completed and returned, payments will be automatically processed each Monday.

Procure Tuition Portal

- Parents can access their child's tuition records securely through the **Procure** online portal.
- It is the responsibility of the parent/guardian to regularly check their account balance and payment status at myprocure.com.
- You will need a confirmation code and login credentials to access your account.

Late Payment Fees

- A **\$25 fee** will be charged for any credit card or ACH payment due to **non-sufficient funds (NSF)**. Please ensure your account has adequate funds before the scheduled payment date to avoid this charge.
- If tuition is not paid by Monday, your child **will not be allowed to attend LEAPP** until the account is current.

Rate Changes

- Tuition rates are subject to change. Parents will be given **30 days' written notice** before any increase.

School Information

Parent Orientation

Before the school year begins, LEAPP hosts a **Parent Orientation** to help families become familiar with our policies, daily routines, and overall program. This is an excellent opportunity to:

- Meet your child's teachers and assistants.
- Tour the classroom environment.
- Submit any remaining paperwork.
- Ask questions to ensure a smooth and confident start for you and your child.

Our Staff

The LEAPP team consists of dedicated and highly qualified educators selected for their expertise, experience, and passion for early childhood education. They work collaboratively to deliver developmentally appropriate, engaging learning experiences that foster each child's growth and development.

All teachers and assistants are **certified mandated reporters** under California law (AB 1207).

Medical Training of Staff

All LEAPP teachers and assistants are current in **Pediatric CPR and First Aid** certification to ensure your child's safety.

Class Sizes and Ratios

- **Traditional English and Spanish-Enriched Programs (Title 22):**
 - Ratio: 1 teacher to 12 students
 - Class Size: 22 children
 - Staff: 1 teacher and 1 assistant
- **State-Funded Preschool (Title 5):**
 - Ratio: 1 teacher to 8 students
 - Class Size: 22 children
 - Staff: 1 teacher and 2 assistants

We strive to provide each child with ample opportunity for self-expression and development at their own pace.

Open Door Policy

LEAPP embraces an **open-door policy**. Parents and guardians are welcome to visit classrooms at any time during program hours to observe their child.

When visiting, please:

- Respect classroom routines and activities
- Understand that access may be denied if:
 - Behavior poses a risk to staff or children.
 - There is legal documentation restricting contact with a child.

Campus Security

For your child's safety, our campus is monitored 24/7 with video surveillance cameras at all entrances and parking areas. Note that **classrooms are not monitored by cameras**. Children are always under the direct supervision of our trained staff.

Licensing

LEAPP is licensed by the **Community Care Licensing Division (CCLD)** of the California Department of Social Services (CDSS). Licensing analysts make unannounced visits to:

- Inspect the facility
- Review operational records
- Observe the condition of children and the environment

Holidays

Our approach to holidays is simple and flexible. We do not hold extensive celebrations during instructional time, as holidays are personal family experiences. Celebrations are optional, and children may miss certain holiday events depending on scheduling.

Birthdays

Birthdays are celebrated in a relaxed, optional manner. Families may provide a nutritious snack or party favor to share with the class. Please check with your child's teacher for any allergy considerations or snack suggestions. All snacks **must be store-bought** with ingredients listed on the package.

Pets

Pets should not be brought to school unless requested by the teacher for a class activity. Please consult with your child's teacher or the LEAPP Manager before bringing any animals on campus. Assistance animals require prior discussion and approval.

Toys and Personal Items

Children are encouraged to bring toys only on scheduled **Sharing Days**. Parents will receive advance notice. Toys and items brought from home will be kept in the child's cubby until sharing time. Please ensure all items are safe and appropriate. Items deemed unsafe or inappropriate (including weapons or hazardous objects) will be confiscated and returned to the parents.

School Portraits

Professional school pictures are offered once a year in the fall for an additional fee.

Religion

In compliance with Lakeside Union School District policies, LEAPP does not provide religious instruction or worship activities during preschool hours.

Parent Involvement

At LEAPP, we believe that active parent involvement builds strong partnerships that benefit your child's growth and development. Positive communication and collaboration between parents and teachers enrich your child's early learning experience.

Cell Phone Use

Drop-off and pick-up times are valuable moments to connect with your child's teacher. To ensure meaningful communication, please complete all phone conversations **before entering the classroom**.

Information & Communication

Stay informed by checking:

- Bulletin boards
- Clipboards
- Whiteboards outside the main preschool building

These areas will have important updates, announcements, and upcoming event information.

Preparing for Separation

Separation anxiety is a natural part of your child's development. To make transitions easier, consider these tips:

- **Believe in your child's ability to separate from you** confidently.
- **Acknowledge your child's feelings** and allow time to adjust.
- **Say goodbye clearly and leave promptly** to avoid confusion.
- Always **arrive on time for pick-up** to reassure your child.

Curriculum

LEAPP offers a discovery-based curriculum focused on exploration and hands-on learning. Children engage with learning centers designed around their interests and developmental levels. Our curriculum promotes the growth of the whole child through a balanced approach:

- Encouraging a positive sense of identity and emotional well-being
- Developing age-appropriate social, physical, and language skills
- Fostering thinking, reasoning, questioning, and experimentation
- Providing exposure to the arts and creative expression
- Teaching proper health, safety, and nutrition practices

Large group activities include reading, games, music, and discussions, while outdoor play supports physical development and exploration.

Inclusive Playground Time

Outdoor play is an essential extension of our classroom experience, offering children the opportunity to engage in physical activity, develop social skills, and ignite their creativity. Weather permitting, all classes—including both our special education preschool and general education preschool—spend time outside on the playground.

In keeping with our commitment to inclusivity, children from both programs have opportunities to interact and play together during outdoor time. This shared playtime fosters a sense of community, encourages cooperative learning, and helps children develop empathy and respect for their peers with diverse abilities.

Our playground is equipped with a variety of toys and activities designed to promote active, imaginative play for all children. Teachers are always present to guide interactions, facilitate engagement, and ensure that each child can participate safely and enjoyably.

When to Stay Home

If your child is not well enough to play outside due to illness or other reasons, we kindly ask that they remain home to rest. This ensures that all children can fully participate in outdoor activities when they are feeling their best.

Bathroom Routine

Toilet Training Policy

Children must be fully potty-trained to attend LEAPP. Our expectations for potty training include:

- Communicating the need to use the toilet
- Using the toilet independently, including proper cleanup
- Wearing cloth underwear (no Pull-Ups or diapers)

While occasional accidents are expected, **consistent accidents beyond two weeks may require removal from the program.** Please provide a full change of clothes (including socks and underwear) daily. Soiled clothes will be sent home for washing and should be replaced the next day.

Dress Code

For your child's comfort and safety, please ensure they arrive dressed in clothing they can manage independently. Clothes should be suitable for active play—running, climbing, and other vigorous activities.

- Dress appropriately for the weather.
 - Avoid sending clothes you don't want to get dirty.
 - Keep a complete change of clothes at school.
 - Avoid dresses with ruffles or bows and pants with complicated fastenings.
 - Shirts with spaghetti straps should be layered with a tank top or t-shirt.
 - Shorts must be worn under dresses.
 - Shoes **must have a back strap**; flip-flops, Crocs, or boots without traction are not allowed for safety reasons.
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Clothing & Personal Items

Please label **all** your child's belongings clearly with their name, including:

- Clothing
- Water bottles
- Jackets
- Backpacks

Proper labeling helps us return items promptly and prevents loss.

Health & Wellness

Your child's health is one of our highest priorities at LEAPP. To maintain a safe and healthy environment for all children and staff, we ask families to carefully follow the guidelines below.

Illness Policy

If your child becomes ill during the school day, you will be contacted and must arrange for immediate pick-up. If we are unable to reach you, we will call the emergency contacts listed on your child's emergency card.

Please keep your emergency contact information up to date.

No tuition refunds or credits are given for days missed due to illness.

Children will be sent home to prevent the spread of contagious conditions and may return **only after being symptom-free for 24 hours without the use of medication.**

Symptoms That Require Immediate Dismissal

Children showing any of the following symptoms must be picked up immediately and may not return until they have been symptom-free (without medication) for at least **24 hours**, or provide a doctor's note if required:

- Diarrhea
- Runny or congested nose
- Severe coughing or sore throat (*may require a doctor's note to return*)
- Fever of **100.0°F or higher**
- Vomiting

- Rash or severe itching from an unknown cause (*may require a doctor's note to return*)
- Red or pink eyes with discharge (*may require doctor's note to return – possible conjunctivitis/pink eye*)
- Lice (live bugs, dead bugs, or nits): The Child must be cleared by trained staff before returning.

Contagious Diseases That Require Medical Clearance

A doctor's note is required for return after the following illnesses (this list is not exhaustive):

- Chickenpox
- Measles
- Mumps
- Hand, Foot, and Mouth Disease
- Ringworm
- Any other diagnosed contagious illness

Allergies

Please inform your child's teacher and the LEAPP Manager of **any known allergies** (food, environmental, etc.). If your child requires allergy medication (e.g., EpiPen), appropriate documentation from your physician must be provided, and staff will be trained on how to respond in an emergency.

Preventing the Spread of Illness

Preschool environments naturally involve close contact between children. To reduce the spread of illness, we practice:

- Frequent handwashing
- Regular cleaning and disinfecting of surfaces and toys
- Teaching healthy hygiene habits to children

Families can help by keeping sick children at home and notifying us if your child is diagnosed with a communicable disease.

Medication Policy

To ensure safety, we strongly encourage families to administer medications at home whenever possible. If your child needs to take medication during school hours, the following guidelines must be followed:

- A **completed medication authorization form** must be submitted, signed by both a physician and the parent/guardian.
- Medication must be in its **original, labeled prescription container**.
- **Over-the-counter medications** (such as allergy relief or pain relievers) also require a completed medication form signed by a physician.
- **Do not send any medications** (prescription or over-the-counter) in your child's backpack.
- All medications are stored securely in the classroom or the main office and are administered only by authorized staff.

If you have any questions about medications, allergies, or illness policies, please contact your child's teacher or the LEAPP Manager.

Student Records & Confidentiality

To ensure the safety and well-being of your child, **please notify the preschool office immediately of any changes** to:

- Contact information (phone numbers, addresses, email)
- Custody arrangements or visitation rights
- Emergency contact lists
- Health or medical conditions
- Legal matters affecting your child's care or pickup

Any legal documentation related to custody or guardianship **must be submitted to the LEAPP Manager** to remain compliant and informed.

If your child receives outside educational support or therapy services (e.g., speech, occupational therapy, ABA), please inform both the classroom teacher and the LEAPP Manager to support a consistent and collaborative approach.

All student records and family information are kept confidential and securely stored. Only authorized personnel have access, and any necessary staff discussions are handled with the utmost professionalism and discretion.

Sun Safety & Sunscreen

At LEAPP, we encourage outdoor play as an essential part of early childhood development. To protect your child during outdoor activities:

- **Apply sunscreen to your child before arriving at school.**
- Children **may not bring sunscreen** to school or apply it themselves during the day.
- We recommend hats, lightweight protective clothing, and sunscreen labeled SPF 30 or higher.

Please speak with your child's teacher if you have any concerns about sun exposure or specific skin sensitivities.

Positive Behavior Guidance & Discipline

LEAPP follows a **positive guidance philosophy**, aligned with the Lakeside Union School District's standards. Our approach focuses on teaching children appropriate behaviors through:

- Clear rules and expectations
- Modeling respectful communication
- Encouraging problem-solving and empathy
- Positive reinforcement and redirection

When Behavior Becomes Disruptive

If a child engages in behavior that is unsafe or harmful, the following steps may be taken:

1. **Verbal Redirection** – Staff will guide the child toward an appropriate behavior.
2. **Cool-Down Period** – The child may be gently removed from the situation to calm down and reflect.
3. **Parental Communication** – Ongoing behaviors will be discussed with parents to form a collaborative support plan.
4. **Behavior Notice** – If necessary, a written notice will be issued for serious or repeated behavior.
5. **Three Written Notices** – May result in a **one-week suspension** from the program.
6. **Four Written Notices** – May result in **permanent removal** from LEAPP.

Our goal is not punishment, but personal growth. However, to maintain a safe learning environment, LEAPP reserves the right to take immediate action when behavior significantly disrupts or threatens others.

Biting Policy

Biting is a common but serious behavior in early childhood settings. At LEAPP, we work proactively to prevent biting by:

- Teaching emotional regulation and verbal expression
- Supervising closely during group activities and transitions
- Redirecting behavior early and reinforcing positive interactions

When Biting Occurs:

- The bitten child's injury will be immediately cleaned and treated.
- The child who bit will be gently separated from the group and reminded that biting hurts and is not acceptable.
- Both families will be notified individually and with discretion.
- An **Incident Report** will be completed for both children.
- The situation will be monitored closely, and staff will:
 - Track patterns or triggers
 - Provide additional support and supervision.
 - Offer strategies for resolution through parent-teacher conferences

Repeated or severe incidents may require a behavioral support plan or result in a temporary suspension, depending on severity.

Suspension Policy

In certain cases, behavior may require immediate intervention to ensure the safety and well-being of all students and staff.

The **LEAPP Manager reserves the right to suspend a child at any time** for behaviors including but not limited to:

- Aggression toward peers or staff
- Inability to regulate behavior after interventions
- Severe disruption of the learning environment

Suspensions may last from **a few hours to an indefinite period**, based on the situation and the child's readiness to return. A conference with the family may be required before the child can resume attendance.

Disenrollment Policy

At LEAPP, our mission is to provide a high-quality, nurturing early education environment for all children. While we strive to support every child and family in our care, there may be rare circumstances in which a child must be disenrolled. These decisions are made thoughtfully, in the best interest of the child, other students, and the program as a whole.

LEAPP reserves the right to disenroll a child at any time for reasons that may include (but are not limited to):

- Failure to provide required enrollment documentation or health records
- Repeated failure to sign the child in and out as required by licensing regulations
- Excessive late pick-ups
- Disruptive, aggressive, or abusive behavior by a child or parent/guardian
- Repeated violations of program policies or procedures
- Non-payment or habitual late tuition payments
- Failure to maintain eligibility requirements for state-funded programs

Disenrollment decisions will typically follow documented communication and collaboration with the family, including verbal or written warnings, unless immediate removal is required due to safety concerns.

Attendance Policy

Regular attendance at preschool is essential for your child's social, emotional, and academic development. Each day provides valuable opportunities to build friendships, practice routines, and engage in hands-on learning.

If Your Child Will Be Absent:

Please notify your child's teacher or the LEAPP office **by phone or email on the day of the absence**. Include your child's full name and the reason for the absence. If your child is ill, follow the guidelines in the Health section regarding when they may return to school.

Frequent absences may impact your child's placement in our state-funded preschool, where attendance requirements are linked to funding eligibility.

Student Pick-Up Policy

Authorized Adults

Children will **only be released** to individuals listed on the child's registration or emergency forms. For your child's safety, please:

- Keep your list of authorized adults up to date.
- Notify the LEAPP office or your child's teacher in advance if someone new will be picking up your child.
- Remind designated pick-up persons to **bring photo ID**, especially if they are not familiar with the staff.

This policy is in place to protect your child and ensure accountability.

Custody Arrangements

If your family is navigating custody arrangements:

- A **certified copy of any legal custody or restraining orders** must be provided to the LEAPP Manager.
- We cannot restrict a parent from picking up their child **without official documentation on file**.
- Updates to custody orders must be provided immediately for your child's records to remain current and enforceable.

Late Pick-Up Policy

Being on time to pick up your child is essential for maintaining trust, consistency, and a respectful environment for staff and students. Children can become anxious when pick-up is delayed, and staff schedules are affected.

In the event of a late pick-up, the following procedures will apply:

1. First Late Pick-Up

- A verbal reminder will be issued.

2. Second Late Pick-Up

- A **late fee of \$1.00 per minute** will be charged, based on the time of dismissal.

3. Third Late Pick-Up

- A **late fee of \$1.00 per minute** will apply, and your child will be **suspended for one week**.

4. Fourth Late Pick-Up

- Your child will be **disenrolled from the program**. (Note: Late fees also apply to state-funded preschool students enrolled in Wrap-Around CARE.)

Emergency Procedure for Late Pick-Up:

- If a parent or emergency contact **cannot be reached within 30 minutes**, LEAPP will contact the **Sheriff's Department**, and your child may be transported to the appropriate **Child Protective Services** facility.
- LEAPP staff **cannot** transport children under any circumstances.

If You Are Running Late:

Please take the following steps as early as possible:

- **Call your child's teacher or the LEAPP office** and explain the situation. Leave a voicemail if necessary.
- **Arrange for an authorized adult** to pick up your child.
- Be aware that any child not picked up by the end of class will be signed into CARE, and CARE charges will apply.

Notice of Withdrawal

If your family chooses to withdraw from LEAPP, we ask that you provide a **minimum of two (2) weeks' written notice** to the LEAPP office. This allows us time to prepare for your child's transition and adjust class rosters appropriately.

For families in the **tuition-based program**, failure to provide the required notice will result in continued charges for up to two weeks from the withdrawal date, regardless of attendance.

Technology & Communications

Website

Please check the **Lakeside Union School District website** regularly for updates on district-wide events, school calendars, important dates, and general information:

 www.lsusd.net

Social Media

We invite families to follow us on Instagram to stay connected with the LEAPP community and view highlights of classroom activities and events.

 Follow us: [@LUSD_LEAPP](https://www.instagram.com/LUSD_LEAPP)

To ensure your child's privacy preferences are respected, please verify that your **Photo/Internet Release Form** is current and accurately reflects your wishes regarding media use. Contact your child's teacher or the LEAPP office if you'd like to update this form.

State-Funded Preschool Policies

Applies only to families enrolled in the California State Preschool Program (CSPP).

Family Participation

LEAPP welcomes and encourages **parent and family involvement**. Opportunities to volunteer and engage with your child's classroom and the broader program will be introduced during **Parent Orientation**. Your participation helps build community and enrich the learning experience.

Parent Advisory Committee (PAC)

The state-funded program is required to host a **Parent Advisory Committee (PAC)** to gather feedback and suggestions from families. At LEAPP, all state-funded preschool families are considered part of the PAC.

PAC participation includes:

- **Parent Orientation (Fall)**
- **Parent/Teacher Conferences**
- **Annual Parent Survey (Spring)**

A **PAC suggestion box** is also located in the classroom. We value your voice and welcome your ideas throughout the year.

Attendance Requirements

State-funded preschool funding is directly tied to student attendance. Therefore, it is essential that families:

- Provide **prompt and reliable transportation**
- Arrive **on time** and remain for the full session.
- Notify the LEAPP office or your child's teacher by **phone or email on the day of any absence.**

Absences are categorized as either **Excused** or **Best Interest Days (BID)**.

Excused Absences

Excused absences include:

- Child or parent illness, doctor's appointments, or quarantine
- Family emergency (up to 3 days per school year)
 - Examples: car trouble on the way to school, death of an immediate family member
- Court-ordered visitation
 - A copy of the court order is required.

Best Interest Days (BID)

Each child is allowed **up to 10 Best Interest Days** per school year. These are excused absences used at the parents' discretion. Valid reasons include:

- Family vacations
- Time with relatives or family friends
- Military ceremonies or deployment-related time
- Observance of religious or cultural holidays
- Other personal reasons not qualifying as excused.

Important: After using all 10 BID days, any additional non-excused absences may result in **termination from the program.**

Nutrition

Daily Snacks

In both the **Tuition-Based** and **Wrap-Around CARE** programs, children are served **nutritious snacks** twice a day: a **mid-morning snack** and an **afternoon snack**. Each snack includes at least **two of the four basic food groups** to meet your child's dietary needs.

Monthly snack menus are posted in your child's classroom and on the **Information Board** in the main building. If your child has any **allergies or dietary restrictions**, please inform their teacher as soon as possible so we can make appropriate accommodations.

Lunch for CARE and Full-Day Students

Children enrolled in the **CARE program** or a **6-hour class** receive a daily lunch provided by the **LUSD Central Kitchen**. If you prefer, you are welcome to send a lunch from home instead. Please ensure that any packed lunches are **ready to eat** (no heating or refrigeration required).

Important: LEAPP is a **peanut and tree-nut-free program**.

Please **do not pack** any of the following:

- Peanut butter
- Nut-based spreads (almond, cashew, etc.)
- Foods processed in facilities that handle nuts (check packaging)

This policy ensures a safe environment for children with life-threatening allergies.

State-Funded Preschool Meals

Children enrolled in the **state-funded preschool** receive **breakfast and lunch daily**, provided by the **LUSD Central Kitchen**. All children in this program are required to be served the provided meals.

Please **avoid feeding your child a full meal** before class, as participation in mealtime is part of the educational and social experience.

Wrap-Around CARE: Rest Time

Children attending CARE after the morning preschool class participate in a **rest period from 12:00 PM to 2:00 PM**.

LEAPP provides a **nap mat** for each child. Families are asked to provide:

- A **fitted crib sheet**
- A **small blanket**

Bedding will be sent home every **Friday** for washing and should be returned each **Monday**.

Children are escorted between classes and CARE by LEAPP staff.

Safety

Sign-In and Sign-Out Procedures

For your child's safety and in compliance with state licensing regulations:

- Children must be **signed in and out daily** by an **authorized adult** listed on their emergency form.
- The adult must use their **full legal name (first and last)**. Initials are not accepted.
- Children will only be released to individuals on their authorized emergency form. If a parent or guardian needs someone not on the list to pick up their child, they must provide prior written or in-person verbal authorization. **We cannot accept authorization over the phone.**
- Anyone picking up must be at least **16 years old** and must provide a **valid photo ID**.

Injury Reports ("Ouch Reports")

If your child receives a **minor injury** during the school day, an "**Ouch Report**" will be sent home explaining:

- The nature of the injury
- The care given

Please review these reports and contact us if you have questions or notice the injury has not healed properly.

Visitors

All visitors must:

- **Check in at the Main Office**
- **Check in with the preschool teacher** before entering the classroom or play areas.

This policy ensures we maintain a safe and structured learning environment.

Parking Lot Safety

At LEAPP, we are committed to maintaining a safe environment for all children, families, and staff. Please review and follow the parking lot guidelines below to ensure everyone's safety during arrival, dismissal, and throughout the day.

General Parking Guidelines

- Park only in designated parking spaces next to the preschool or in the back lot.
- **Do not park in red zones, fire lanes, or unmarked areas.**
- **Double-parking and blocking other vehicles are not permitted.**

Bus Circle Use

- **Parking in the bus circle is not permitted between 7:30 AM and 2:45 PM.**
School buses use this area for drop-off and pick-up throughout the day, typically between 7:45 AM and 2:30 PM. Unauthorized vehicles in the bus circle may obstruct bus access and create safety hazards.
- **CARE Program Families:**
Families enrolled in the CARE program may use the bus circle **before 7:30 AM** for morning drop-off and **after 2:45 PM** for afternoon pick-up when collecting their child from the CARE building.

Safety Reminders

- Always **hold your child's hand** while walking through the parking lot.
- **Never leave a child unattended in a vehicle**—this is both unsafe and illegal.
- Be alert and watch for **moving or backing vehicles** at all times.
- Use **marked crosswalks** whenever possible to ensure visibility and safety.

Handicap Access

- Parking spaces marked for disabled access are reserved for vehicles with a valid **disabled placard or license plate**. Please respect these designations to ensure accessibility for all.

Your cooperation helps create a safe and respectful environment for every child and family in our community. Thank you for doing your part!

Emergency Closure and Safety Procedures

Emergency Center Closure

LEAPP prioritizes the safety and well-being of every child, family, and staff member. In rare cases, the program may **close for the day or delay opening** if any of the following conditions occur:

- **Natural disasters** (e.g., wildfires, earthquakes, flooding) that make the facility unsafe or inaccessible
- **Unsafe room conditions**, such as poor air quality or compromised ventilation
- **Epidemics or public health emergencies** that impact the ability to operate safely
- **Loss of running water**, preventing proper handwashing and toileting
- **Presence of live electrical wires** or other hazardous materials

Families will be notified as early as possible via phone, email, or the Lakeside Union School District's communication platforms. Please ensure your contact information is always up to date.

Emergency Plan

The safety of your child is our top priority. LEAPP has adopted the following emergency procedures to prepare for and respond to unexpected events:

- **First Aid Kits** are readily available in every classroom and the main preschool office.
- An **emergency contact roster** for each child is kept both in the main office and in the classroom.
- Each child's **emergency medical release form** is on file and will accompany the child if they need to be transported to the hospital.
- In the event of a **serious emergency**, staff will first contact **911**, followed immediately by notifying parents or guardians.
- For **non-life-threatening injuries**, an **Accident Report** will be completed and reviewed with the child's family.
- If a child becomes **ill while at school**, they will be cared for in an isolated area, with supervision, until an authorized adult arrives for pick-up.
- During a **natural disaster**, LEAPP will implement procedures following the **Lakeside Union School District's Disaster Preparedness Plan**.

- In the event of a **lockdown or secure campus**, LEAPP will follow district safety procedures. Updates will be shared through the **LUSD website** and emergency communication channels.

We encourage all families to stay informed and to follow instructions from school officials during any emergency.

Child Abuse Reporting Policy

All staff members at LEAPP are **mandated reporters** under California law (California Penal Code § 11165.7). This means they are legally required to **report any reasonable suspicion** of:

- **Physical abuse**
- **Emotional abuse**
- **Sexual abuse**
- **Neglect**

Reports are made to the appropriate **child protection agencies** immediately. These reports are confidential and are intended to ensure the **safety and protection** of the child.

Our staff receives **annual training** in child abuse identification and reporting procedures as required by **AB 1207**.

We are committed to maintaining a safe, nurturing environment for all children, and we appreciate your partnership in supporting this mission.

Final Thoughts

Thank you for choosing LEAPP as your partner in your child's early education journey. We are honored to play a role in these formative years and are committed to providing a nurturing, safe, and engaging environment where your child can grow, explore, and thrive.

This handbook is designed to help you understand our policies, procedures, and philosophy. We encourage open communication and welcome your involvement throughout the year. Together, we can create a meaningful and joyful preschool experience for your child.

We look forward to a wonderful year ahead!

Warmly,
The LEAPP Preschool Team
Lakeside Union School District

"Learning through play, growing through love, and discovering the joy of childhood every day."