



L&L Academy and Preschool

Parent Handbook

Lakeview

Lakeview East | 1056 W. Belmont Ave | Chicago, IL 60657 | Director@landschool.com | (773) 880-9111

Infant Lakeview East | 1046 W. Belmont Ave | Chicago, IL 60657 | InfantLVE@landschool.com | (773) 799-8272

Lakeview West | 1154 W. Belmont Ave | Chicago, IL 60657 | LakeviewWest@landschool.com | (872) 802-4575

Lakeview West Infant & Toddler Center | 1228 W. Belmont Ave | Chicago, IL 60657 | InfantLVW@landschool.com | (773) 666-5319

Lincoln Park

Lincoln Park Main | 2350 N. Clark | Chicago, IL 60614 | Info@landschool.com | (773) 883-2044

Lincoln Park Infant & Toddler Center | 2346 N. Clark St. | Chicago, IL 60614 | InfantLP@landschool.com | (773) 883-2044

Wicker Park

Wicker Park Infant and Toddler Center | 2033-35 W Division | Chicago, IL 60612 | WickerPark@landschool.com | (773) 904-7334

West Loop

West Loop | 14-22 N. Loomis | Chicago, IL 60607 | WestLoop@landschool.com | (312) 877-5103

The goal of L&L Academy is to nurture and guide each child's development intellectually, socially and physically. This is accomplished in an environment where learning unfolds through curriculum, exploration and stimulating play. These lessons create a solid foundation that will continue to grow and evolve throughout your child's lifetime.

www.LandLSchool.com

L&L Values

Our Mission at L&L

Our mission is to introduce a preschool program in Chicago and offer parents a fresh preschool alternative for their children. L&L Academy and Preschool program is tailored for Infants, Toddlers and Pre-K children. Our philosophy embraces the natural curiosity and imagination of children to inspire within them a lifelong excitement to learn. At L&L Academy and Preschool, we believe passionately that learning should be an adventure. Your child's experience is bounded only by his or her imagination and dreams.

Our curriculum is based on an emergent approach to early childhood education, which encourages young children and their teachers to explore, question, and discover in a stimulating environment. We aim to provide a warm, safe and nurturing environment which will cultivate children's optimal social and emotional growth as well as their physical and intellectual skills.

Our program lays the foundation for your child's lifelong skills as a learner, teaching them how to:

- Respect others
- Channel their natural curiosity
- Share and take responsibility
- Question and explore
- Use their environment to learn responsibility

Philosophy of L&L:

Although the program in each classroom varies to reflect the ages of the children, the children's interests, and the teacher's style, a basic philosophy remains constant through L&L: the staff believes in helping each child develop to his/her fullest socially, emotionally, physically, creatively and intellectually. Parents and other family members are viewed as essential partners in that process.

First Steps at L&L

ENROLLMENT FORMS:

The forms listed below must be submitted **before your child can start**. Some of these forms will need to be updated yearly and/or bi-yearly.

- **Birth Certificate (Translated and notarized, if born outside of the United States)** ·
- Registration Form/Contract/All About Me (electronically submitted)**
- **Medical Form (Lead Test Results are required if over 6 months of age. If your child is 3+ years old, please ask your doctor to perform a Vision and Hearing Test during your visit)**
- **Updated and current Immunizations**
- **Signed Copy of the Parent Handbook (filled out at L&L during first official day or transition day)**

If you need any help filling out these forms, please feel free to ask the Director.

ENROLLMENT FEES:

A \$150 non-refundable registration fee applies to all new families enrolling in L&L Academy and Preschool. The registration fee helps L&L Preschool and Academy cover the cost of any supplies that may need to be purchased.

A two-week deposit is also required upon enrollment. The deposit is only refunded if your child begins attending L&L and we receive a month's notice (22 business days) of termination of contract. The two-week deposit is then applied to your last 2 weeks at L&L.

SIGN IN/OUT PROCEDURES:

On an average day, when you walk into our school:

1. Please sign your child into Bright wheel
2. Put your bag in your child's designated cubby
3. Take your child to the bathroom to wash hands
4. Come back to the classroom and let the teacher know that you are leaving

At the end of the day

1. Sign your child out of Bright wheel and sign the worksheet verifying an authorized pick up and let one of the staff know that you are leaving.
2. Have a wonderful evening and we will see you soon!!!

TRANSITION DAYS INTO L&L:

It is important for you and your child to have a pleasant experience as you transition into L&L. We have

created the following schedule so that everyone has a chance to acclimate. When dropping your child off for these days it is important that you do so no later than 8:45am. This is so that your child has a chance to feel safe and secure prior to the day starting. Please note that Transition Days are complimentary, but subject to availability and cannot be guaranteed. All transition days end prior to Rest Time.

Infant Room

Day 1 Free Choice: open-9:05am

Day 2 Circle & First Nap/Feeding: open-9:50am

Day 3 Outside: open-11am

Day 4 Lunch: open-12pm

Toddler Room

Day 1 Free Choice: open-9:05am

Day 2 Circle & Snack: open-9:50am

Day 3 Outside: open-11am

Day 4 Lunch: open-12pm

Two's Room

Day 1 Free Choice: open-9:05am

Day 2 Circle & Snack: open-9:40am

Day 3 Outside: open-11am

Day 4 Lunch: open-12:30pm

2's/3's Room

Day 1 Free Choice: open-9:05am

Day 2 Circle & Snack: open-9:40am

Day 3 Outside: open-10:30am

Day 4 Lunch: open-12:30pm

3/4's Room

Day 1 Free Choice: open-9:05am

Day 2 Circle & Snack: open-9:40am

Day 3 Outside: open-10:30am

Day 4 Lunch: open-12:30pm

Pre-K Room

Day 1: open-11am

Day 2: open- 12:30pm

TRANSITION COMMUNICATION:

We know how stressful it may be for your child to get acclimated to his/her new school. We have several policies in place that should help to ease your mind. When a child first starts, we prefer that you drop off your child during Free Play (7:30am to 9:05am), give them a quick hug/kiss and let your child know that you will be back soon. Tears are natural, and we will do everything we can to let your child know that he/she is safe with us. L&L's policy is to contact the parent if your child is inconsolable for over fifteen minutes. If we do not contact you, please assume that your child is not terribly upset.

DAILY ROUTINE

OPEN DOOR POLICY:

Please come by anytime to visit your child. However, please keep in mind that most young children are used to a certain routine and when they see a parent come through the door, they're going to think it's time to go home - when you leave without them, they might be upset. There is a sheet located in each classroom for parents to sign up to volunteer, if you would like the opportunity to spend time during the day with your child at school.

HOURS OF OPERATION:

L&L Academy and Preschool is open 7:30 AM - 6:00 PM, Monday through Friday. Please make sure your child is picked up promptly by 6:00 pm, or a late fee will be incurred. The fee will be strictly enforced and must be paid in CASH directly to the teacher at the time of pickup.

If someone does not immediately buzz you in or open the door, please ring the bell and someone will open the door as soon as possible. Please understand that, for security reasons, we must have visual recognition of a person at the door before it will be opened. **Please do not let adults enter the school behind you if you do not recognize them.**

ENTRANCES/EXITS:

All our centers have at least two means of egress for emergency purposes. We ask that all parents enter and exit through the front door.

PARKING:

L&L is not responsible for any cost associated with parking tickets/towing incurred while dropping off or picking up your child(ren).

At our **Lakeview East** locations (1046-56 W. Belmont) we have 3 designated loading spots available on Seminary Avenue. Feel free to park there for drop-off purposes only. If you plan on staying longer than 5 minutes, please park in a different location. The loading zone is intended for a quick drop-off (not to exceed 5 minutes). Do not park in front of the fire hydrant on the corner at any time as you will be ticketed. We appreciate your cooperation as we try to make sure that every parent is not spending time

looking for parking in the morning.

At our **Lakeview West** location (1154 W. Belmont) we have 3 designated loading spots available on Racine Avenue. Feel free to park there for drop-off purposes only. If you plan on staying longer than 5 minutes, please park in a different location. The loading zone is intended for a quick drop-off (not to exceed 5 minutes). Do not park in front of the fire hydrant on the corner at any time as you will be ticketed. We appreciate your cooperation as we try to make sure that every parent is not spending time looking for parking in the morning.

Four our **Lakeview West Infant and Toddler Center** (1228 W. Belmont), please use the loading zone located in front of the building on Belmont. If you plan on staying longer than 5 minutes, please park in a different location. The loading zone is intended for a quick drop-off (not to exceed 5 minutes). We appreciate your cooperation as we try to make sure that every parent is not spending time looking for parking in the morning.

For our **Lincoln Park** locations (2346-50 N. Clark) If you drop-off at 2350 N. Clark, you may pull into the alley for a moment, but please understand that space is limited. We ask that you do not block the alley, as this only creates congestion during the busy pick-up and drop-off times of the day.

For our **West Loop** location (14-22 N. Loomis), please use the loading zone available in front of the center or any of the free parking available in front of the school on Loomis.

STROLLER POLICY:

As space is limited for strollers, kindly please be advised of our stroller policy. If your child is in a car seat stroller or a double stroller L&L does not currently have any restrictions for the type of stroller that you may use. Once your child is no longer using a car-seat stroller, L&L allows only the following strollers to be left at school after drop-off: **GB Pocket Umbrella Stroller**. After dropping off, please fold your stroller and leave it by the wall. Please ask your director to print you a sticker label if you need a label for your stroller. We sincerely appreciate your cooperation.

PICK-UP/DROP-OFF GUIDELINES:

If you decide to stop by, please remember that we go outside twice daily. During the summer months (June-August), we are typically outside from 9:45- 11:30am and 3:30- 4:30pm, and during the Academic School Session (September-May) we are outside anytime from 10:00-11:30am and 3:30-4:30pm. If you will be arriving while your child's class is outside, feel free to call the front desk to find out where the class is in order for you to drop off during that time. We ask that if you find your child's class while they are in transit (on the loops or in the buggies), you drop off once they reach the destination.

You are welcome to pick-up if your child is outside with his/her class. You may want to call on your way over to be sure where your child's class is playing. As a courtesy, please try to refrain from coming at Rest Time (1-3pm for 2-6-year-old, and 12-2 for Toddlers). This is the time of day we try to keep the school quiet, and visitors will only interrupt the sleeping children. Please let us know about an early pickup between the hours of 12-3pm and we will happily help so that the sleeping children are not disturbed.

Please refrain from asking the teachers for an extensive review of your child's day at pick-up. There are most likely several other children currently under that teacher's care, and the teacher must be allowed to focus on those children. If you have specific questions for the Lead Teacher, please email or set up a time to meet/call and discuss.

We always welcome you to stay for a while after you arrive to pick up your child. Please note that once you arrive your child is under your supervision. Please do not expect that L&L Staff will continue to monitor your child. Also keep in mind that, although your children look to you for guidance whether to follow the rules or not, we ask that you continue to enforce the rules established at L&L Academy and Preschool. We do not allow children to run in the hallways, take our toys without permission, and we ask children to clean up after themselves when they are done playing with a toy. Please tell your child to use “walking feet” inside the school, do not allow your child to loiter in the lobby or other classrooms without you, or use the bathrooms without your supervision. We kindly ask that snack you bring are eaten outside of our school.

AUTHORIZED PICK-UP PEOPLE:

We will not allow any child to leave with anyone except a person on your child’s pick-up authorization form. If an un-authorized person needs to pick-up your child, you must email us at:

Lakeview East: Director@LandLSchool.com

Lakeview East Infant Center: InfantLVE@LandLSchool.com

Lakeview West: LakeviewWest@LandLSchool.com

Lakeview West Infant and Toddler Center: InfantLVW@LandLSchool.com

Lincoln Park: Info@LandLSchool.com

Lincoln Park Infant and Toddler Center: InfantLP@LandLSchool.com

West Loop: WestLoop@LandLSchool.com

Please email us with the name, phone number and address of the person responsible for picking up your child that day (the email must come from the registered email you have listed on the Registration Form). We will release your child only when the designated persons’ photo I.D. is matched to the name/address given in the email. We want to make pick-up times an easy process, and please feel free to email us with any special requests/questions.

LATE PICK-UP:

The school closes at 6pm sharp, which means that you have signed out, gathered your child’s belongings and stroller, and have left the building before 6pm. Late fees will be assessed at \$5.00 for the first minute and \$1.00 for each additional minute beginning at 6:01pm. If this happens more than 3 times in one month (20 business days) the fee will be raised to \$5.00 per minute. This fee must be paid in CASH to the teachers who had to wait. **If late arrival becomes a continuous problem, termination of services may result, as stated in your contract.** The provider is under no obligation to provide an extension of time if such extension conflicts with the provider’s own plan. Late arrival does not justify late departure.

A train delay, traffic, and/or weather incident is not a sufficient excuse for arriving late. If you foresee an issue, please contact an authorized pick-up person to pick-up in your place. We understand that emergencies happen, but in order to waive a fee, the case must be reviewed by management. The staff present when you arrive will be following protocol and you will be asked to sign a “Late Pick-Up Form” at your arrival. You may dispute your case the following day with management, if you choose.

Please note that if a parent/guardian does not pick-up a child, or cannot be reached for more than 3 hours,

outside authorities (such as child abuse hotline, police, etc.) will be contacted.

COMMUNICATION

OPEN COMMUNICATION:

Our goal at L&L Academy and Preschool is to keep clear and open lines of communication. This means that you should have no worries about finding a way to reach us. This can be done via five ways: in person, by email, phone, via Bright wheel, or mail. All major requests (including dietary restrictions) must be made in writing, because this helps us to use it as a point of reference. If you have a serious issue to discuss, please feel free to contact us directly so we can set up an appointment to meet soon. Likewise, we will attempt to reach out to you if we have any questions or concerns. It is in our best interest to communicate via email, in order to maintain our privacy policy, and to comply with record keeping. We encourage parents to use Bright wheel as a means of communication with teachers, but kindly ask that you understand that teachers will reply when available, which may not be until the end of the day.

Parents should always call-in case of emergency. Urgent issues will be addressed either in person or via a phone call.

DAILY COMMUNICATION:

Please feel free to call the school during Rest Time (12-2pm for Toddlers and 1-3pm for 2–6-year-old children) to find out how your child has been doing during the morning session. Please note that a teacher may not call back until he or she is free. We want you to feel confident that we will always reach out FIRST if we are concerned with your child's adjustment. **L&L does not allow parents to request a teacher's cell phone number.** We need to make sure that the teacher focuses on children and their safety throughout the day.

If you would like to inquire about your child or would like to make a request directly to your teacher, please use the following email addresses. Please note that teachers may only respond within L&L business hours (7:30-6pm) and usually only at rest times.

Academic feedback on your child's progress should be sought only from the Lead Teacher. As always, we welcome emails, and will be sure to provide feedback in a timely manner. Please use Bright wheel as a means to communicate daily messages such as absences, friendly reminders, or questions that are not time sensitive.

Please be aware that we will always be the first to contact you if your child is hurt, hurting others, misbehaving, or is in any trouble. Our goal is to bring up any concerns and work on a solution together as soon as an issue arises.

Lakeview East Director@landschool.com	
Yellow Room	LakeviewYellowRoom@gmail.com
Pink Room	LakeviewPinkRoom@gmail.com
Purple Room	LakeviewPurpleroom@gmail.com
Green Room	LakeviewGreenRoom@gmail.com
Teal Room	LakeviewTealRoom@gmail.com
Blue Room	LakeviewBlueRoom@gmail.com
Lakeview West LakeviewWest@LandLSchool.com	
Yellow Room	LVWYellowRoom@gmail.com
Green Room	LVGreenRoom@gmail.com
Pink Room	LVWPinkRoom@gmail.com
Purple Room	LVPurpleRoom@gmail.com
Blue Room	LakeviewWestBlueRoom@gmail.com
Teal Room	LVWTealRoom@gmail.com
Seafoam Room	LVWSeafoamRoom@gmail.com
LINCOLN PARK Info@LandLSchool.com	
Yellow Room	Lincolnparkyellowroom@gmail.com
Pink Room	Lincolnparkpinkroom@gmail.com

Purple Room	Lincolnparkpurpleroom@gmail.com
Blue Room	LandLtwos@gmail.com
Teal Room	LandLAcademy@gmail.com
Green Room	LincolnParkPreK@gmail.com

WICKER PARK WickerPark@LandLSchool.com
LVW INFANT AND TODDLER CENTER InfantLVW@LandLSchool.com
LVE INFANT CENTER InfantLVE@LandLSchool.com
LP INFANT AND TODDLER CENTER InfantLP@LandLSchool.com
WEST LOOP WestLoop@LandLSchool.com

CONCERNS OR SUGGESTIONS:

If you have a concern that you don't feel comfortable communicating to your child's teacher or the Director, then please visit our website www.LandLSchool.com to leave an anonymous suggestion. All communication will be confidential, and the problem will be addressed with staff immediately. Likewise, if you see any room for improvement, we always welcome your suggestions. Please note that we cannot reply to anonymous suggestions, and sometimes we cannot make the change that you have suggested due to DCFS guidelines or policies. We appreciate your cooperation and understanding, as we always strive to better our school environment.

COMPLIMENTS:

Our staff at L&L Academy and Preschool works very hard to keep your child(ren) safe and happy during their time with us each day. Teacher Appreciation Week is typically the first week in May, but a kind word or compliment directed to your child's teacher is very much appreciated at any time of the year.

TUITION RATES AND ATTENDANCE

RATE CHANGES:

Rate changes may occur on September 1st of every year – L&L will send a notice one month in advance. Payment of a new rate constitutes acceptance of the updated fee.

SIBLING DISCOUNT:

If you have 2 or more children enrolled at L&L Academy, we offer \$100/month discount for the younger sibling(s) of a full-time child, and \$50/month discount for the younger sibling(s) of a part-time child.

INVOICES AND RECEIPTS:

You will receive an emailed invoice around the 20th of each month for the upcoming month's services. We also encourage you to explore the My ProCare web portal where you can access your statements and remit payment via credit card. If there is an error, please email the Director of your location. Receipts for payment will only be emailed by the accounting department if requested by email. Please contact the Director of your location for this service.

SUBMITTING PAYMENT:

We prefer for families of L&L Academy to set up automatic withdrawal each month by filling out an ACH Collection Form upon enrollment. The Director of your child's school can also email you a form upon request. Chase QuickPay, cashier's checks, credit card, or cash are also acceptable forms of payment. If you submit a physical check each month, please place the check in the designated locked mailbox at your child's location by the 5th of the month to avoid a late fee.

LATE PAYMENT:

Payment is expected on the 1st of each month. If payment is received after the 5th of the month, there will be a \$25.00 late fee applied to your balance. Your child will not be able to return until the balance is paid in full, in addition to the late fees. If a payment is not received within 10 business days, we may terminate services, without notice.

The late fee does not apply to ACH payments, as your tuition may not be deducted from your account until after the 5th of the month. Please assume that if we do not contact you, your account is current.

RETURNED CHECK CHARGE:

A charge of \$25.00 will be added to your balance if a check is returned for insufficient funds.

CHANGING ATTENDANCE:

If your child is attending part-time and you would like to enroll him/her for full-time, we will be glad to accommodate your request if there is a space available. Adding days to your child's enrollment may be effective immediately, depending on availability. **If your child is attending part-time or full-time and you want to drop the amount or change the days your child is attending, we MUST have a month's notice (22 business days) of the change. The request must be emailed to the Director and confirmed.** Even if your child does not attend all the days you have reserved for him/her for the remainder of the month, you will still be required to pay for the contracted days.

SCHOOL CLOSURES:

If L&L Academy makes the decision to close due to weather, it will be posted on the Emergency Closing Center's website at www.emergencyclosingcenter.com and an email will also be sent to all families by the Director of each location. If L&L is closed due to weather conditions, parents will not be reimbursed, and children will not be allowed to make-up for day(s) missed.

LEAVE OF ABSENCE/VACATION:

If you need to take your child out for a medical reason, vacation time, maternity leave, etc., you will need to let us know at least 2 weeks in advance. During time absent you will still be responsible for tuition. If we do not receive a payment, have not heard from you, and your child is absent for 2 weeks (10 business days), we will presume you have terminated your contract, in which case, your 2-week deposit and your child's spots are forfeited. During an extended vacation of more than 4 weeks (20 business days), you may choose to drop down to the 2 days/week rate in order to hold your child's spot upon your return to school.

SICK/ABSENT:

Please call if your child is going to be dropped off later than 9:30 am. If your child is not coming to school because they are ill, or going to visit their grandparents, etc. - please call or email us. In the case of illness, kindly let us know what illness your child has so that we can recognize the signs in other children and take proper action. You are still responsible for payment and will not be able to make-up days if your child does not attend his or her scheduled days of the week.

ADDITIONAL DAYS:

If your child attends L&L Academy part-time and you need an additional day, please call or email the Director of your child's school to see whether there is space on the day you are requesting. Additional days are subject only to availability and must be confirmed in writing (email is preferred). The rates are \$120/day for infants, \$110/day for toddlers, \$100/day for 2-year-olds, and \$90/day for 3-6-year-old children. If you have confirmed an additional day with the Director and do not cancel your request 24 hours in advance, you will still be required to pay fee.

TERMINATION OF SERVICES:

If you are wanting to terminate enrollment from L&L, we require a month's written notice (22 business days). **Do not contact your child's teacher for scheduling changes or requests. Termination of your contract must be submitted in writing and confirmed by L&L Management.** Please submit all changes to the Director of your location.

As long as L&L Academy and Preschool receives confirmation of your child's final day at L&L with at least one month's notice, your two-week deposit will be refunded by being applied to your final month's tuition. If you do not follow these steps for termination of services, your 2-week deposit will be forfeited.

ILLNESS OR INJURY

MEDICAL EMERGENCY:

In case of any medical emergency, we will transport the child to the nearest local hospital.

Lakeview Locations- Advocate Masonic Hospital

Lincoln Park Locations- Amita Saint Joseph Hospital

Wicker Park- Amita Presence Saint Mary and Elizabeth Medical Center

West Loop- Rush University Medical Center

ILLNESS:

Sick children will not be allowed to attend L&L Academy and Preschool. It is up to the discretion of the

L&L staff to make this final decision. If your child isn't feeling well enough to play with the other kids, or go outside that day, then your child is too sick to be at L&L and you will be called to pick him or her up. **If your child is out sick for five consecutive days due to illness, a note from a doctor stating that your child is free of illness must be given to the Director prior to readmission to school.**

If your child gets sick while at school, our staff will isolate the child, to not expose the other children, and you will be called promptly to pick him or her up. A cot and a blanket will be provided to ensure that the child is comfortable. **If your child was sent home, he or she will not be able to return for 24 HOURS.**

The following illness policies will be strictly enforced, for the health, well-being and safety of all children and staff at L&L Academy.

Examples of associated symptoms include, but are not limited to:

1. Illness which prevents the child from participating comfortably in program activities.
2. Illness which calls for greater care than L&L can provide without compromising the health and safety of other children.
3. Fever with behavior change or symptoms of illness, must be fever free for 24 hours before returning to L&L.
4. Nausea or vomiting.
5. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness.
6. Diarrhea: runny or watery stools, or 2 or loose stools within previous 4 hours.
7. Sore throat, loss of voice, hacking or continuous coughing, and runny nose with colored discharge.
8. Mouth sores associated with the child's inability to control his or her saliva, until the child's physician states that the child is noninfectious.
9. Runny and/or crusty eyes: Watery, matted, and/or red/pink eyes.
10. Conjunctivitis, until 24 hours after treatment has been initiated.
11. Rash with fever or behavior change, unless a physician has determined the illness to be non-communicable.
12. Head lice.
13. Communicable diseases (chicken pox, hand/foot/mouth, roseola, conjunctivitis, mumps, measles, influenza, etc.).

Following these illness policies benefit your child and the other children of L&L Academy. Parents of a child with a diagnosed contagious condition (measles, head lice, pink eye, mumps, chicken pox, etc.) are asked to notify us as soon as possible so that we may alert our other families to look for symptoms. Please note that this sick policy also applies to L&L Staff.

MEDICATION:

If your child is on medication and it needs to be taken while he/she is at the school, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken as well as filling out a medication form from the Director. We will not administer medication until it has been given by the parent/guardian at least for 24 hours prior to the second dose. This is because, if a child is going to have an allergic reaction to the medication, it would happen in the first 24-48 hours. If your child refuses to take medication from us, we cannot force him/her to take it.

You will need to come by to give your child the medication. **Under no circumstances will medication be administered to a child without a doctor's note.**

VISION AND HEARING:

L&L Academy offers Vision and Hearing screening each Fall for children over the age of three. Parents are responsible for the cost. If you choose not to participate in L&L screening, we will need the results of your child's vision and hearing tests for your child's health form within one month (20 business days) of the offered screening at L&L.

INJURIES:

Minor cuts and bruises suffered while at school will receive proper care, such as, they will be washed with soap and warm water and properly bandaged. If a serious accident should occur, you will be contacted immediately once we take the necessary steps; for example, calling 911, the hospital, doctor, poison control, etc. All injuries will be documented with an Incident Report of which you will receive a copy.

NAILS:

Our goal is to keep all children safe, so we ask that parents cut their children's nails and keep them short. Since a young child may use his hands instead of his words, we want to minimize any potential injuries. If L&L Staff has noticed your child's nails are too long, we will send a notice home. Your child will not be allowed to attend if his or her nails are not maintained short, and you will be asked to keep your child home until the issue is resolved.

GUIDANCE AND DISCIPLINE

GUIDANCE:

We like to see happy and active children at L&L Academy & Preschool. When problems with discipline arise, we will try to guide your child in the right direction through positive reinforcement and redirection.

For example, if a child is running inside, we will remind her to use "walking feet". A teacher would say, "Use walking feet in the hallway because I don't want you to fall down and hurt yourself".

Sometimes it will be necessary for us to redirect one child away from another child, such as, if they both want the same puzzle. We would say that there are more puzzles and help the child to find another one, and/or suggest that the child should use his/her words to ask their friend for the puzzle when they are finished.

PEACE ISLAND:

Here at L&L we believe in helping children recognize why they feel the way that they do, and to learn appropriate ways to act on those feelings. "Peace Island" is an area in each classroom where children are able to go if they need a place to talk about conflict resolution, or a place to be alone. In the early years, we use Peace Island to help children identify their feelings. As children get older, they use it as a tool to help find solutions and repair friendships. For more information about Peace Island, please feel free to contact your child's teacher.

BEHAVIORAL ISSUES:

If your child is chronically misbehaving (biting, hitting, excessive screaming, use of bad or threatening words and/or major tantrums), then you will be notified with specific examples from your child's Lead Teacher, Director and/or Executive Director. We welcome an open dialog and feel that we can come up with a way of handling challenging behavior together. In order to work together, we will request a meeting to discuss possible solutions. There may be the need for an outside professional to observe your child in extreme cases, or the use of an aid in the classroom may be necessary. If the problem persists, L&L will work with parents to transition the child to a setting that is better able to meet the child's needs.

If L&L decides that it is in the best interest of the child to transition to a different program, the child's and parents' needs shall be considered by planning with the parents to identify the new program and working with the parents and pending program on a transition plan designed to ensure continuity of services to meet the child's needs.

When a child shows consistently challenging behaviors, L&L will document the following:

- Initial observations of challenging behaviors (functional assessment interview will be conducted)
- Communication with the family, family's input in any intervention, and family consent for or refusal of services
- Plan for addressing issues with the child, including resources/services/interventions contacted and used
- If and how the child is transitioned out of program (in situations where this is determined to be most appropriate)

Our behavior policies are established to allow each classroom to foster a caring and safe environment. When young children see repeated behavior by another child, they feel that it is acceptable behavior.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, or name-calling. Neither food, sleep, nor bathroom use will ever be withheld from children as a means of punishment.

BITING POLICY:

For children under 3 years of age: After the first incident, parents will receive an Incident Report. After the second incident, parents will receive an Incident Report and phone call from the Director. After the third, and any incident thereafter, the child will be sent home for the day and a meeting will be requested to discuss intervention.

For children 3 years of age and older: After the first incident, parents will receive a phone call from the Director. If a biting incident occurs for a second time, the child will be sent home for the day. After a third biting incident, a functional assessment interview will be conducted, and a behavioral support plan will be initiated.

MEALS AND SNACKS

NUT FREE FACILITY:

L&L Academy and Preschool is a nut-free facility. Under no circumstances can you bring any nuts or nut-based product into the school for the safety of the children with severe allergies.

MENU:

Our menus emphasize the importance of eating healthy foods. L&L Academy and Preschool caters from Natural Foods. Foods are carefully selected to promote a healthy lifestyle. A menu will be emailed each month for your convenience.

If your child is in the Infant Room and ready to start eating any foods from the menu provided, please let your child's Lead Teacher know and you will be asked to sign a permission form.

BREAKFAST:

We do not provide breakfast in the morning. Please ensure your child is fed prior to drop-off. Children will receive their first morning snack after 9 am.

MEAL AND SNACK SCHEDULE:

Meals will consist of morning snack, lunch and two afternoon snacks. Children who arrive after mealtimes should be fed before they arrive.

Bottling Procedures:

Infants must be removed from crib and held or seated for all feedings including bottle-feeding. Bottle propping and carrying of bottles by young children throughout the day and/or night shall not be permitted. Infants shall not be left unattended during feeding. Staff shall wash their hands between feeding and handling infants. All bottled washing prepping will be done in the staff kitchen. Infants shall be fed a milk-based iron fortified formula unless otherwise indicated in writing by the child's physician. Formula shall be provided by the childcare program or by the parents in a factory sealed container. The formula shall be ready-to-feed strength or prepared from the powder or concentrate at the childcare site. Formula should be diluted according to the instructions provided by the manufacturer using water from a source approved by the local health department. Only sanitized bottles and nipples shall be used and brought in from home. All breast milk bottles should be pre-made and brought in from home. Bottles will be brought home each night to be cleaned and sanitized.

MEAL and SNACK TIMES:

Meals will consist of morning snack, lunch and two afternoon snacks. We kindly ask that children who arrive after mealtimes, are fed before they arrive.

ALLERGIES AND DIETARY RESTRICTIONS:

If your child has allergies or a dietary restriction, then please let us know in writing so that we can properly document this in your child's file. We are able to offer vegetarian, vegan, dairy-free, and gluten-free alternatives. As long as it doesn't require a complete change in the menu, we will accommodate your child as much as we can. If there is something that will be hard for us to order for mealtimes, we will ask that you bring your own food for your child.

BIRTHDAY SNACKS:

At L&L we are very excited to celebrate your child's milestone with you! We encourage you to consider bringing in food free options to celebrate your child's birthday. Food free items include bubbles, noise makers, temporary tattoos, etc. If you would like to bring in a snack to share with your child's class, it **MUST** be nut-free, as well as store bought and unopened. It is very important to the children's safety at L&L that we are able to read the ingredient list of each item that is brought into our school. We cannot serve any food items with labels that contain the following warnings: "Product may contain nuts" or "This product was produced in a facility that contains nuts". Please ask your director for any class allergies prior to bringing in a treat. We encourage you to bring in non-food items, but if you'd like to bring in a treat, your director has a list of allergen friendly options!

CLEANLINESS AND HYGIENE

HAND WASHING:

We do our best to maintain a clean facility and clean children. **Upon entering the school, please take your child(ren) to the bathroom to wash his/her hands.** We have the children wash their hands after they go potty, blow their nose, before and after meals/snacks, and as needed during or after play.

BRUSHING TEETH:

To stress the importance of taking care of your teeth, we provide toothbrushes/paste for the children to brush their teeth after lunch. We will always help your child brush his/her teeth after lunch, if necessary.

POTTY TRAINING:

Let us know when you have begun the process of potty training with your child. After your child has been learning at home for about a week, we will begin practicing at L&L Academy and Preschool. We will only potty train your child in our facility if you are potty training with your child at home. We will use Velcro pull-ups you provide until your child is down to less than 3 accidents per day. Please send your child in easy to remove clothing while they are potty training. We will try to have the children go to the potty every 30 minutes when they first start to potty train.

During potty training time, we ask that you keep us supplied with at least 3 sets of clothing, including socks and spare shoes. As your child starts getting used to the potty, you will want to remove the pull-ups and start using regular underwear. In case of accidents, wet and dirty clothes will be placed into a plastic bag and placed in your child's cubby. We do not launder soiled items and ask that you please replace any clothing sent home for the next day.

You know your child best, and we would be glad to hear your suggestions and techniques. However, to make potty training a success, we must all follow the same procedure. So, if you find that you are doing something different at home, please feel free to send us an email or set up a time to talk to your child's Lead Teacher.

SANITIZATION:

At our facility we do everything in our power to ensure that the school is maintained and clean. Our staff follows strict sanitization rules that are recommended by DCFS standard procedures. On a daily basis, the

floor will be vacuumed and washed, all tabletops will be sanitized after each use, and toys that have been mouthed will be cleaned and sanitized each day.

DIAPERING:

For the comfort of the child, children who are wet or soiled need to be changed upon discovery. Staff will check diapers no less than every two hours, upon awakening and will refer to the diapering procedure posted at all changing stations and on the portable changing table for appropriate diapering procedures. In addition, staff will ensure that parents provide extra clothing and diapering supplies for their children. Soiled clothing will be placed in a sealed bag and returned to the parent at the end of the day. To protect the health of all children, soiled clothing will not be cleaned in the center, including cloth diapers.

Cloth Diapers: When using cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit. (This means parents must provide ample outer coverings since they cannot be used twice at the center). Cloth diapers that are soiled are placed in a plastic bag (without rinsing) that is able to be sealed be placed in another bag and put in the child are to be removed by parents daily from the center. Bags cannot be reused unless they are disinfected at home by parents using soap & water, then a bleach water solution rinse (1 part bleach: 10 parts water) and air dried. All other diaper procedures will be followed as they currently exist. When using a portable diapering table, staff will ensure it is placed no more than 5 feet away from a hand washing sink.

REST TIME

REST TIME SCHEDULE:

All children will have a rest period each day. Infants are on their own individualized schedules, toddlers rest from 12:00-2pm, and 2–6-year-old children rest from 1:00-3:00pm each day. Please try not avoiding pick-ups during this time to avoid interrupting the resting children.

NAP-TIME KITS:

No child is forced to sleep; however, they must remain quiet. If a child no longer naps, we will ask you to provide a “Nap-Time Kit”. This kit can include coloring books, crayons, pencils, books and flash cards. All items should fit inside a 1-gallon zip lock bag. Please no stickers or markers in your child’s “Nap Time Kits”. Children can work or read if they are being quiet and not disturbing the other children.

RESTING COTS:

All children are provided either a crib or a cot to rest on each day. Infants to 14 months are provided a crib, toddler to 6-year-old children have cots to rest on each day. While we do provide sheets for the cribs and cots, we kindly ask that you supply a “Tot Cot Cover.” You may ask your child’s Lead Teacher or Director for details on where to purchase the cover. **The covers will be sent home at the end of each week, no matter how many days your child attended that week.** Each child has a separate cot, and the cots are cleaned with a bleach and water solution at the end of each week.

DRESS, TOYS AND SUPPLIES

DRESS CODE:

Please drop-off your child in a dry diaper and dressed ready for play. Shoes must fit securely on the feet. If your child wears galoshes or winter boots, please leave an extra pair of shoes in your child's cubby.

We will be working with messy materials (such as paint) and other activities throughout the day; we also spend a lot of time outside. Clothing should be comfortable for outdoor play, no matter what the weather. Please be sure to include hats, mittens, boots and coats for cold weather. Clips are suggested to minimize losing mittens or gloves.

Each child must have a change of clothing in case of an accident. **All clothes should be labeled with your child's name for easy identification.**

DIAPERS:

Children needing diapers or pull-ups will be required to keep an ample supply available at L&L. In case of accidents, we also ask for a complete change of clothes, including shoes. **Please write your child's name on all belongings.**

TOYS FROM HOME:

Cuddle toys or Lovies are welcome at L&L Academy and Preschool. However, if your child brings toys from home, it is up to the discretion of each teacher if they are allowed to be taken out of the child's backpack or cubby. For infants, please be advised lovies and/or blankets for rest may not be placed in a child's crib for his/her safety.

We prefer that children DO NOT bring other toys from home. If your child has a favorite Lovie or blanket for Rest Time, please feel free to bring it and your child may have it for Rest Time. Again, we are not responsible for any loss or damage of personal items. Any articles of clothing, toys or other items should be labeled with your child's name.

Each child will be a "Star of the Week" at some point during the year. This is when they are allowed to bring in toys from home to show his or her classmates.

OUTSIDE TIME AND TRIPS

OUTDOOR PLAY:

L&L Academy stresses the importance of children having the freedom to play outdoors each day as a fundamental aspect of our program. Depending on the location of your child's school, we will go for walks around town, play at different parks, walk to the beach, zoo, etc. The daily schedule for each classroom may vary, but you are welcome to pick-up if your child's class is outside in the afternoon. The infants and toddlers have access to buggies, and the 2–6-year-old children will use the loops to go for walks and travel to the parks.

Since part of everyday will be spent outside, children should be dressed appropriately to stay warm/cool and enjoy being outside. If there are thunderstorms, heavy snow, excessive heat, etc. we will stay inside for the safety of the children. This decision will be at the discretion of the Director of your child's school. If there is the chance of rain, but your child's class can go for a walk between showers, we will go outside. Please be sure to send your child with extra socks/shoes or galoshes/boots on days when the weather is

unpredictable.

We will stay inside if the “feels like” temperature is colder than 25 degrees Fahrenheit for 2–6-year-old children and 30-degree Fahrenheit for infants. **In the summer, your child should arrive at school with sunscreen already applied, and we will reapply for the afternoon session.** We will stay inside if the “feels like” temperature is hotter than 92 degrees Fahrenheit for 2–6-year-old and 90 degrees Fahrenheit for infants.

FIELD TRIPS:

Throughout the year, we take many field trips with children enrolled in the 3/4’s and Pre-K Classrooms depending on what the children are learning/studying. Examples of the field trips available may include the Nature Museum, Adam’s Play Lot, Morton Arboretum, Kohl Children’s Museum, etc. Parents are welcome to join us at any time but are not required to do so. Field trips are typically for the morning hours and the children will return to L&L by 1:00pm.

Parents will be responsible for any admission charges and/or other expenses involved with the field trip. All parents will be given a permission slip that must be signed and returned prior to the field trip.

If you do not wish your child to participate in the field trip, your child will not be able to attend L&L that morning, but your child may arrive at L&L at 1:00pm to spend the rest of the day with his or her classmates.

FIELD TRIP TRANSPORTATION:

For field trips that require transportation, we will hire a licensed and insured bus company. Please understand that part of the cost of field trips include the transportation as well as admission fee.

TRANSITIONING TO NEW CLASSROOMS

TRANSITION POLICY:

A goal that we have here at L&L is to make sure that your child is always being challenged and nurtured. Our transition policy allows us to move children not only based on age but to correspond with when they will be entering Kindergarten (September 1st Date of Birth). For the 3/4’s and Pre-K Classrooms, children will only transfer into rooms at the start of Summer (June 1st) or the start of the Academic School Year (September 1st). At times there may be some exceptions, due to availability in each classroom.

Limiting the number of transitions will allow children to create stronger bonds with their peers and give teachers enough time to get to know your child for lesson planning and documentation. **Please note that when your child turns 15 months, 2 years old, or 3 years old, the rate will drop down to the correct rate the following month, regardless of the classroom.** For example, if your child is in the Toddler Classroom, and turns 2 on October 4th, the rate will drop for the month of November, regardless of whether your child has moved into the 2’s Classroom. **For the rate to drop, your child MUST have turned 15 months, 2 years old, or 3 years old by the 1st of the month.**

CURRICULUM

DAILY CURRICULUM:

We plan a flexible daily schedule, to allow the children know what to expect from day to day. Please understand that we will try to adhere to the schedule the best we can but working with young children can sometimes cause a little change in schedule. Please understand that we try to follow our routine to the best of our ability.

Your child's teacher will post the emergent lesson plan in the classroom each week for your perusal. A newsletter will be sent at the end of each week that recounts the week's activities in your child's classroom. If you would like both parents, or additional caregivers, included in the Friday Emails, please let the Director of your child's school know, and include the email in the "Distribution Email" section on your child's registration form.

SUMMER CURRICULUM:

During summer months our curriculum becomes more relaxed, and we begin to focus more on outdoor activities. We use our summer to enjoy doing Center Activities outside versus inside. During the summer months (June-August), we are typically outside from 9:45- 11:30am and 3:30- 4:30pm, and during the Academic School Session (September-May) we are outside anytime from 10:00-11:30am and 3:30-4:15pm. Please note that we do not do "Letter of the Week" during summer months, instead we use the outdoors to learn new concepts.

During this time, the school is open for you to pick up your child's belongings, and you are welcome to pick-up your child from their designated play area at the end of the day.

ADDITIONAL POLICIES

BABYSITTING POLICY:

This policy has been implemented to provide clarification of some points regarding private babysitting arrangements between staff and parents/care providers.

- The Preschool will not be responsible for any private babysitting arrangements or agreements made between staff members and third parties i.e., parents, committee members or suppliers and associates.
- The management team must be advised if a private arrangement has been made between a staff member and a person associated with the preschool.
- The hours of babysitting arrangements must not interfere with a staff members' employment at the Preschool.
- Confidentiality by staff about other staff, children, families and associates of the Preschool must be adhered to and always respected.
- The Preschool will not be held responsible for any health and safety or other issues that may arise from these private arrangements.
- No member of staff will take a child away from the setting unless they are a named person on the child's records.

INSURANCE:

L&L Academy and Preschool holds a Certificate of Liability Insurance and has children insured while they are under the school's care.

TRANSPORTATION:

L&L Academy and Preschool does not transport children to and from school. L&L is not responsible for any students once they leave the premises of the school with a parent or authorized pick-up person.

FIRE AND TORNADO DRILLS:

In the event of a fire, we would evacuate the facility immediately and gather outside. In the event of a tornado, each classroom has a gathering area assigned in the school.

Fire drills will be practiced at least once a month according to DCFS guidelines, so the children are familiar with this procedure. Once a year we are required to test the fire alarm during the drill, and we understand that this may be upsetting for the young children. We will do everything we can to calm the children's fears and help them understand the importance of practicing safety at school.

CUSTODY:

Unless court papers have been given to L&L Academy and Preschool stating that you have been granted temporary or permanent custody, we have no legal authority to tell either parent that he/she can not pickup his/her child. We require a signed photocopy of the court order. Please be sure to submit court papers for your child's file immediately upon receipt.

SUSPECTED CHILD ABUSE:

The State of Illinois requires that all staff members be Mandated Reporters. We are therefore obligated to report to the state any suspected cases of child abuse and/or neglect.

DRUGS/ALCOHOL:

Under no circumstances will a child be released to a person who is under the influence of illegal drugs and/or alcohol. An authorized pick-up person on the registration form will be called to pick up the child instead. If an authorized person cannot be reached, authorities will be contacted.

NO SMOKING/SECOND HAND SMOKE POLICY:

Smoking is not permitted on or around our premises. The health of the children of this State should not be compromised by needless exposure to secondhand tobacco smoke. Beginning January 1, 1994, it is a violation of this Act for any person, on any day when the center is in operation, to smoke tobacco in any area of a day care center in which children are allowed, regardless of whether any children are present at that moment. It is a violation of this Act for any person responsible for the operation of a day care center, day care home, or group day care home to knowingly allow or encourage any violation of this section.

Effective August 11, 2015, based upon U.S. government findings regarding second hand smoke and its special risks to children's health, the following shall be monitored, recorded and regulated:

- It is a violation for any person to smoke tobacco in any area of a licensed day care center, day care home or group day care home. This includes smoking in a licensed day care facility outside of times of

operation and/or when children are not present. It also includes any area of a licensed day care facility that is not licensed specifically for childcare, but is part of the same structure.

- It is a violation for any person responsible for the operation of the licensed day care facility to knowingly allow, or encourage anyone to smoke in a licensed day care facility. This includes any person who is the owner, director and/or teacher of the licensed child care facility.

Anyone who enters the facility smelling of smoke will be excused and asked to return free from smoke odor. Each occurrence will be documented for reference.

STAFF VACCINATION POLICY

Per DCFS all staff are required to provide L&L with proof of two (2) MMR immunization shots and DTap. If only one MMR shot has been given, an employee agrees that he/she will obtain proof that another shot was administered.

PEST POLICY:

Pest control must be performed monthly while children are not present. A logbook must be kept in school indicating the last time maintenance has been performed. A note should be provided to parents prior to pest control appointment. If treatment is necessary, application will be applied at L&L no less than two days, and no more than 30 days.

WEAPONS:

L&L prohibits handgun or weapon possession onsite, except if possessed by a peace officer. There are no exceptions to this regulation.

RECORDS AND FORMS:

We need to have all forms signed on or before the first day of attendance. Please be prepared to spend a little extra time so that paperwork can be completed on your child's first day.

CONFIDENTIALITY:

Unless required by law, we will keep all information confidential.

TERMINATION OF SERVICES:

We may terminate care if the terms of school's contract and policies in this handbook are not followed.

WINTER WEATHER PLAN:

The safety and well-being of students and staff is our top priority and the decision to close school is no simple matter. Before deciding to close school due to extreme winter weather conditions, L&L consults with a variety of experts both inside and outside of the district. Our commitment is to keep families, staff and the community informed of weather-related school closings and cancellations. Please note that we continually monitor the forecast from the National Weather Service in order to make the best decision for students, staff and families.

COLD DAY

Closing due to temperature or wind chill

- School will be canceled if the forecast* for 6 a.m. the following morning shows: •
Wind Chill is below -40 degrees Fahrenheit OR
- Air Temperature is below -25 degrees Fahrenheit **
- Decision will be made by 5:30 p.m. the night before a cancellation.
- Notification will be sent directly to families by email and posted on school websites and ECC •
Notification will be sent to media outlets (T.V., newspaper, radio.)

SNOW DAY

Closing due to snow or hazardous driving conditions

- School will be canceled if heavy snow and/or icy conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely. •
Decision will be made by 5 a.m. the morning of a cancellation.
- Notification will be sent directly to families by phone, text and email, and posted on school websites and ECC.
- Notification will be sent to media outlets (T.V., newspaper, radio.)
- If school is in session and the weather is forecasted to worsen during the day, please see SAME DAY WEATHER CANCELLATIONS

SAME DAY WEATHER CANCELLATIONS

Canceling after-school activities due to weather conditions that are expected to worsen throughout the school day.

- Decisions to cancel will be made by 10 a.m. the day of cancellation.

Welcome to L&L Academy and Preschool!

We look forward to working with you and your child(ren)!

Please feel free to contact the Director of your child's location with any questions/comments/concerns via email, by phone or in person.

PARENT HANDBOOK ACKNOWLEDGEMENT

Effective September 1, 2017

I acknowledge that I have read the L&L Parent Handbook and agree to adhere to policies and procedures listed. I understand that if I do not follow the policies and procedures in place that it will be grounds for termination from L&L Academy and Preschool.

Parent Signature: _____ Date _____

Parent Name (Please Print): _____

Child's Name (Please Print): _____

Management Signature: _____ Date _____

L&L School Directory

The directory will be available to all families at the location that your child attends.

If your family would like to be added to the school directory, please fill out all information that you would like to be available to other parents of L&L. If you do not fill out the information below, your information will remain private according to our privacy policy.

Name 1: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Home Address: _____

Name 2: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Home Address: _____

Name 3: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Home Address: _____