

# Learning Lab Preschool Parent Handbook



5000 Barranca Pkwy  
Irvine, California 92604  
949-552-1101

# Table of Contents

Welcome.....	Pg. 3
About Learning Lab Preschool.....	Pg. 4
We believe.....	Pg. 5
Licensing.....	Pg. 6
Policies and Procedures.....	Pg. 7
- Hours of operation	
- Admission policy and forms	
- Preadmission placement packet	
- Photo consent	
- Enrollment	
- Waitlist	
- Tuition payments.....	Pg. 8
- Withdrawal and schedule changes	
- Release of children, absences, and holidays	
- Late pick up policy	
- School calendar	
Health.....	Pg. 9
- Illness/ Medication policy	
- Sunscreen	
- Morning Checks.....	Pg. 9-10
- Handwashing.....	Pg. 10
- First Aid/ Injury	
- Emergency disaster preparedness plan	
- Earthquake kits.....	Pg.11
Operational.....	Pg. 11
- Dress policy	
- Lost and Found	
- Snack Policy.....	Pg. 12
- Toileting	
- Nap time	
- Class parties.....	Pg. 12-13
- Birthday parties.....	Pg. 13
- Share items/Toys	
- Field trips	
- Transportation	
Overall Curriculum.....	Pg. 14-15
Overview of the day.....	Pg. 15
Sample Schedule.....	Pg. 16

# Welcome Parents...

---

Welcome to Learning Lab Preschool, located at Woodbridge Community Church in Irvine, CA. We are so glad we have the opportunity to partner with you in the greatest act of our lives: raising children! We are grateful for the trust you have placed in us to raise world-changing leaders. We are excited to get to know you!

Please read this handbook carefully, as it provides specific information about our policies and purpose as a preschool.

We have the unique opportunity to influence the minds and spirits of the next generation. As a staff, we realize we may be your child's first interaction to the world outside their immediate family. We have the potential to influence and shape how these world-changers see the world and experience the Lord. Given these responsibilities, we ask our teachers and parents to continually seek and pray for direction from the Lord as we embark on the journey of this year together.

It's an exciting task that lies before us. United in one purpose, equipped by God's strength and grace, we can make an eternal impact on the lives of the children entrusted to us.

With much Love,

**Learning Lab Preschool**

# About Learning Lab Preschool

## Philosophy:

Because each child develops mentally, physically, socially, and emotionally, age appropriate learning experiences and biblical truths are provided to allow each child to progress at his/her own pace and to experience success through hands-on activities in learning experiences. The development of the total child will be the objective rather than the teaching of individual skills such as reading, writing, and math. Academic skills will be the by-product of age-appropriate activities. All personnel of Learning Lab Preschool will be professing Christians and will strive to lay the foundation for the development of a biblical worldview in the mind and heart of each child.

## Organization

Learning Lab Preschool (LLP) of Irvine, California, operates as an independent entity located on the Woodbridge Community Church campus.

## Mission Statement

Learning Lab's mission is REVIVAL: the personal, regional, and global expansion of God's kingdom through His manifest presence.

## LLP Motto

God is the center of all subjects. Romans 1:20

## LLP Mission Statement

At Learning Lab Preschool, we partner with parents to prepare and develop the whole student: mind, body, and spirit, through academic training that is interwoven with ministry and worship. Proverbs 22:6

## LLP Vision Statement

Our students will become successful life-long learners and leaders in a lifetime relationship with the Lord Jesus. 1 Thessalonians 2:11 & 12

## Educational Philosophy

Students at Learning Lab are...

- Commissioned to make Disciples
- Friends with God
- Sons and Daughters
- Successful Self-Directed Learners and Leaders
- Passionate Worshipers

## **We Believe....**

- There is only one true God, who is the eternal King, Creator, and Redeemer of all that is. He is perfectly holy, just, loving, and truthful. He has revealed Himself to be eternally self-existent, one being in three persons: God the Father, God the Son, and God the Holy Spirit.
- The Bible is to be the inspired and only infallible and authoritative Word of God.
- Humankind was created in the image of God, to know and enjoy Him; yet we willfully rejected the Lordship and glory of God for which we were intended. Because of this, sickness, death, and judgment entered the world and now creation experiences the effects and consequences of sin.
- The Lord Jesus Christ, the one and only Son of God, was conceived of the Holy Spirit, born of the virgin, Mary, and is God's Anointed One, empowered by the Holy Spirit to inaugurate God's Kingdom on earth. He was crucified for our sins, died, was buried, resurrected, and ascended into heaven and is now alive today, in the presence of God the Father and in His people. He is "true God" and "true man."
- We are saved by God's grace, through faith in the person and work of Jesus Christ. Anyone can be restored to fellowship with God through repenting, believing, and receiving Jesus as their Savior and Lord. The Holy Spirit convicts, regenerates, justifies, and adopts us as we enter the Kingdom of God as His sons and daughters. In the sanctifying power of the Holy Spirit, by whose indwelling the Christian is enabled to live a holy life and minister super-naturally. The baptism of the Holy Spirit according to Acts 1:4-8 and 2:4 is poured out on believers that they might have God's power to be His witnesses.
- The victorious redemptive work of Christ on the cross provides freedom from the power of the enemy – sin, lies, sickness, and torment.
- The Church consists of all who put their faith in Jesus Christ. He gave His church the ordinances of Baptism and Communion. The Church exists to carry on the ministry of Jesus Christ and further advance His Kingdom by undoing the works of the enemy, preaching and living the good news of God's love, disciplining the nations, baptizing and teaching them to love and obey God.
- In the ever-increasing government of God and in the Blessed Hope, which is the glorious visible return of the Lord Jesus Christ to rule and reign with His overcoming bride –the Church.
- Heaven and Hell are real places. There will be a resurrection of the saved and the lost, the one to everlasting life and the other to everlasting death.

**Community Care Licensing Section 101195 B and C**

Learning Lab Preschool is a State Licensed Facility. The licensing agency shall have the authority to interview clients including children or staff. Licensing can audit client's facility records without consent. The licensing agency shall have the authority to observe the physical conditions of the client which could indicate abuse, neglect, or inappropriate placement and to have licensed medical professionals examine the client.

# Policies and Procedures

## General

### Hours of Operation

Learning Lab Preschool will operate Monday Through Friday, 7AM to 6PM.

### Admission Policy and Forms

School policy requires children to be at least two years of age. If space is available, children under the age of two may be admitted into the toddler program (18 Months or older). We admit children of any race, color, sex, or national origin.

### Preadmission Placement Packet

School policy requires the following documentation submitted for the child before placement can be finalized. Documents will be provided upon offer of placement.

1. Child's Personal Rights (LIC613)
2. Consent for Medical Treatment (LIC627)
3. Identification & Emergency Information (LIC300)
4. Child's Physician's Report (LIC701)
5. Child's Preadmission Health History (LIC702)
6. Parent's Rights (LIC995)
7. Signed Admission Agreement
8. Immunization Records/ Cards

### Photo Consent

Each student must have a "use of image" and "student work" consent form on file for the current/upcoming school year. The form grants authority and consent to Learning Lab Christian School to use student schoolwork, photographs, still or motion pictures, and the voice of the student in web pages, school newspaper or commercial advertising, and/or promoting Learning Lab Preschool. The student's last name will not be used on public media i.e. commercials, Internet, etc. Permission and consent will continue until revoked by the parent in writing.

### Enrollment

The first six weeks of your child's preschool enrollment are considered probationary. At the end of this time, **if needed**, a parent, teacher, and director meeting will take place to evaluate your child's needs.

### Waitlist

A waitlist will be maintained when there are no available open spots in classrooms. Parents will be notified when an opening is available that matches the needs of the family.

## **Tuition Payments**

Tuition payments are due monthly and collected through brightwheel (Direct Bank Transfer) or check/cash to office.

## **Withdrawal from the Program or Schedule Changes**

Please notify the director of your desired change, 7 days before your tuition is due. Please allow 7 business days before your student's schedule can take effect. For withdrawals from our program, a **30 day** notice is required. If this notice is not received, families will be responsible to pay the tuition that covers the 30 days whether or not the child attends those days.

## **Release of Children/Absences/Holidays**

Staff personnel are responsible for the release of children to adults. Only parents or other responsible adults listed on the child's EMERGENCY CARD may pick up a child. If the child is going to be picked up by someone not listed on the emergency card, a parent must add that person to the child's emergency card in the office or via Brightwheel BEFORE the child will be released to the new person. The newly added person must bring a photo I.D. with them to show a staff member at time of pick up. Children must be signed in and out using the parents **code for Bright wheel**. These are state licensing requirements for all children being dropped off and picked up. A student's days of enrollment are set. **We do not trade days**. If a child misses school s/he cannot trade it for another day. We do not accept drop-ins. **There will be no refunds for days missed**.

## **Late Pick-Up Policy**

Students who have **not** been picked up by the end of the designated pick up times will be charged a late fee. **There is a 5 minute grace period, after the first 5 minutes there will be a \$1 charge for each minute after.** This policy is put in place in order to help us adhere to state regulations. Late fees will be added to your account and should be paid each month.

## **School Calendar:**

We follow a typical school calendar, corresponding with the local school system. Days that the school will be closed in observance of various holidays will be announced in monthly newsletters. Should your child be absent due to sickness or otherwise planned absence/s (vacation, doctor, etc.), please notify the school office via e-mail or phone. **No refunds or credit against the monthly fee for holidays/in-service days/ missed days.**

## Health:

### Illness/Medication Policy

Children must be kept at home if they are showing any of the following signs and for 24 hours once the signs/symptoms have subsided: fever, vomiting, diarrhea, discharge from the eye, ear, or nose, or have any kind of rash. **Children with the following contagious diseases are not permitted to attend school:** strep throat, pin worms, viral infections (demonstrated by yellow or green colored mucus), measles, mumps, chicken pox, conjunctivitis (pink eye), fifth disease, whooping cough, or head lice. Please keep any siblings of sick children at home. Please do not send over the counter medicines to school with your child without a doctor's prescription. **If your child has allergies, please provide an epi-pin or any necessary medications prescribed by their doctor.**

### Sunscreen

Please apply sunscreen before bringing your child to school. If you would like to provide sunscreen for the school, please have it signed off by a doctor.

### Morning Checks

Each child needs to be screened before entering the classroom to ensure they are healthy.

The teacher may look for:

1. Unusual pallor and flushed face.
2. Rash or spots.
3. Dizziness or faintness.
4. Swelling of the face or neck glands.
5. Symptoms of acute cold (green mucus, fever, excessive coughing).
6. Repeated sneezing or coughing.
7. Sore throat.
8. Stiff or rigid neck.
9. Chills or fever.
10. Chest pain or neck pain.
11. Restlessness or sleepiness.
12. Red or weeping eyes.
13. Excessive scratching of the head.
14. Any marked change in appearance.

Additionally, the teacher is to inspect the child before the child is permitted to come back into the classroom. The following conditions are permissible:

- When a cold is over, but the child is left with minor clear nasal drip.
- After chicken pox blisters have all dried up and crusted over and/or on the 6th day after the rash began.
- After head lice is treated and the child is nit free.
- 24 hours after the parent began giving medicine for conjunctivitis (pink eye) or strep throat. □

### **Hand washing**

The best way to reduce disease in our school is to follow recommended hand washing procedures. Students AND parents will be asked to sanitize their hands through traditional hand washing procedures or by using hand sanitizer provided in the classroom upon entering the classroom.

Students will wash their hands:

- When they come into the classroom in the morning.
- After coming in from outside.
- Before eating, serving, or preparing food.
- After wiping his or her own nose, sneezing, or coughing.
- After the use of the bathroom.

### **First Aid/Injury**

First aid kits are provided for teachers as well as basic first aid training. Basic accidents include, but are not limited to: scraped knees, head accidents, and hurt fingers etc. Basic first aid includes band aides and ice packs. Teachers are encouraged to use his or her best judgment on how severe the injury is and whether or not the child should be sent to the office. Should a child persist in his or her crying or if the injury is beyond the basic first aid, the teacher will escort the child to the office and emergency procedures will commence. "Ouch reports" will be sent home notifying guardians of minor injuries.

### **Emergency disaster preparedness plan**

Our preschool participates regularly scheduled emergency and disaster-preparedness drills. The staff has been trained to evacuate the students in an event of a major disaster such as an earthquake. Once evacuated, a strict system will be implemented for the release of the children. Only persons listed on the emergency forms will be allowed to take children from the evacuation center. ID's will be required. Staff members are certified in pediatric first aid and CPR. It is important that you keep contact information up to date with the office.

# Operational

## Dress Policy

Parents are responsible for helping their child adhere to the dress code. If a child comes to school in clothes that do not adhere to the dress code, the teacher is to enforce the dress policy and ask the parent to keep the child until the dress code is followed. Learning Lab Preschool's dress policy is as follows:

- Girls wearing dresses need tights, leggings, or shorts underneath (we do not want their underpants showing).
- Shirts must be non-offensive and long enough to cover the waistband of the student's pants when arms are fully extended above their heads.
- Shoes need to be closed-toe and have a full back or back strap. NO SANDALS. Shoes should also be well fitted (not too big or loose). For safety and ease, flat shoes are preferred for girls (vs. shoes with heels).
- We go outside frequently, so it is probably best to send a coat or jacket (**labeled with your child's name**) to school with your child. If the temperature is 60\* F or lower, we ask students to wear jackets outside. If the temperature is 90\*-99\* F we use discretion as to whether or not we will play outside. We will not go outside if it is over 100\*F.

Extra clothes are to be kept in the classroom for emergencies. The clothes are to be reflective of the season outside. On the first day of school please bring a zip-lock bag with the emergency/spare clothes labeled with your child's name on the inside. The teacher will notify parents if their child is in need of extra clothes. In the event the child is missing clothes from his or her emergency zip-lock, the office will provide "loaner" clothes. "Loaner" clothes are to be cleaned and returned on the child's next scheduled school day.

## Lost and Found

Lost and found articles will be gathered and placed in the preschool office. Occasionally, lost and found bins will be put outside the preschool office. Articles that are not gathered after an extended period of time will be sent to a local charity/thrift store. The staff will give advance notice before items are packaged and given away. To help identify lost and found articles, ***please write your student's name, in permanent marker, somewhere on your student's items.***

## Snack Policy

Food does affect our attitudes, energy levels, and ability to focus. We are providing these recommendations to help both the students and teachers have the best experience possible! Please see the corresponding amount of snacks/food you are required to provide for your child's school schedule. Please label food accordingly so the teacher knows what the child should be fed.

- NUT FREE SCHOOL**
- Snacks are provided for AM/PM along with milk or apple juice.
- All Students are required to provide a lunch.
- Parents are asked to provide a reusable water bottle for their child.
- Parents are encouraged to provide healthy options for their children to eat. (If your child's lunch requires a spoon/fork, please send one to school with your child labeled.).

## Toileting

The term "potty trained" means that a child can go by themselves and take care of their own needs – including fastening and unfastening their clothes, cleaning themselves, washing and drying their hands, and returning to the group. (This includes napping/resting without the use of pull-ups/diapers.) Teachers will communicate with parents about a proper way to potty train at school and at home. Parent's will be notified of any accidents or successes during the potty training Journey. Potty training is encouraged to start by the age of two and children are required to be potty trained before they move up to the 3 ½ year old classroom. Parent's are required to provide diapers/pull-ups for their child.

## Naptime

All preschool napping children will require a crib size sheet and a small blanket. Each item must be clearly labeled with the child's name. Naptime is provided from 12:30pm-2:30pm. Mats/cots are provided and sanitized after each use. Sheets and blankets are to be taken home on your child's last day of the week to be washed and brought back the next week. **Please do not send pillows or stuffed animals to school. We do not have enough storage space.**

## Class Parties

Throughout the year there will be occasions for a celebration or a party at school. The major holidays celebrated in the classroom are: Thanksgiving, Christmas, Valentine's Day, Easter, and the Last Day of School. In addition to holiday-oriented parties, some teachers may choose to have behavior incentive parties. We do not include the Easter bunny, leprechauns, witches, ghosts, jack-o-lanterns, and magic in any celebrations or room décor. For parties, food restrictions do apply. We do not wish to have an abundance of sugary snacks in the classroom; teachers and parents usually aim to have a balance of dessert and protein or find non-food ways to celebrate.

**Birthday parties**

Please inform your child's teacher at least 3 days in advance for your child's birthday celebration. Sweets such as cake, candy, and cupcakes will not be allowed on campus. Alternatives for sweets are fruits, muffins, vegetables, crackers and cheese, and yogurt. Your child's teacher will provide a birthday crown and the class will sing "Happy Birthday" to your child during lunch time.

**Share Items/Toys**

Each individual teacher may choose to initiate share days within his or her classroom. On those days the teacher will communicate what share items are acceptable to bring in and those items will only be shared during designated share times. We ask that any other toys or personal items that are not for share times *be left at home or with parents (this includes pacifiers or special stuffed animals)*. If the student has personal items in the class they may be asked to stow them in their lunch box or the teacher will hold onto the item until the end of the school day.

**Field Trips**

Learning Lab Preschool is located on a beautiful campus with ample outdoor play area. Field trips are not necessary and will not be planned with the students.

**Transportation**

It is the responsibility of parents or guardians to drop-off and pick-up their children from Learning Lab Preschool. Learning Lab Preschool will not provide any transportation.

# Overall Curriculum

We are looking to develop whole individuals who thrive academically, spiritually, emotionally, and socially with God being the center of all subjects.

## Core Curriculum

Teachers are asked that these principles be taught in the classroom at the academic level of your students.

1. Steam Concepts
  - a. Science
  - b. Technology
  - c. Engineering
  - d. Arts
  - e. Math
2. Literacy Concepts
  - a. (letter sounds, basic handwriting technique, lowercase and uppercase alphabet, sequence and recognition of letters\*, letters/words/sentences\*, concepts of print\*, fluency\*, rhyming, beginning and ending sounds\*, blending\*, name recognition and writing)
3. Calendar Concepts
  - a. days of the week, months of the year, seasons, weather,
4. Character Development
  - a. obedience, attentiveness, helpfulness, contentment, patience, kindness, diligence, forgiveness, self-control
5. Opportunity to grow their relationship with God
  - a. Adoration
  - b. Weekly Key Bible Stories
  - c. Kingdom Keys (Healing the sick, Giving Encouraging words, etc)
6. Other
  - a. Body Parts (arms, legs, head, teeth, etc.)
  - b. Positional Skills (above, below, beside, on, off, inside, outside, between, under, and behind)
  - c. Basic Vocabulary skills (boat, sun, girl, boy, etc.)
  - d. Conflict Solving Skills

While these components are the core of academics at the preschool, we do recognize that depending on the class ages/abilities a modified version may need to be taught in order to meet the developmental needs of each class.

## **Overview of the Day**

While the day tends to fluctuate based on classroom, there are many core components that exist in all rooms.

**Circle Time-** A gathering of all students, directed by the lead teacher to instruct on key curriculum including academic elements, teacher/student connection, student/student connection, as well as corporate social and spiritual growth.

**Bible Time-** Although we do follow weekly Bible themes, in which key elements of Bible stories are taught to the students, Bible time can also include: praying for others, bible verse activities, key kingdom truths, etc.

**Center Time-** This is a time for the children to engage in creative play or educational play. This is also a time for the teacher to work with students individually who may be struggling academically or to engage with students who are more academically advance.

**Snack Time -** Snack is not only great to refuel and recharge, but it is also a great time to build relationship with each other and to reinforce/learn basic life skills. (How to clean up after yourself, pour a glass of water, follow instruction, communicate respectfully to peers/adults, etc.)

**Outside Time-**Each class has at minimum a 30-minute time during their day in which the teacher monitors students on the playground. Students build their gross motor skills through biking, climbing, running, digging, kicking, etc.

# Sample Schedule

The following is a sample schedule of a typical day at Learning Lab Preschool

**7:00 AM-8:30 AM**

Early Extended Care available

**8:30 AM-9:00 AM**

Morning Snack

**9:00 AM-9:25 AM**

Circle time & Bible/ Chapel ( Thursdays )

**9:30 AM-10:00 AM**

Outside Time

**10:00 AM-10:15 AM**

Restroom time

**10:15 AM- 10:45 AM**

Unit of Study

**10:45 AM-11:30 AM**

Steam/ Centers

**11:30 AM-11:45 AM**

Clean up

**11:45 AM-12:30 PM**

Lunch

**12:30 PM-2:30 PM**

Nap Time

**3:00 PM-3:15 PM**

Aftercare/ Afternoon Snack

**3:30 PM-6:00PM**

Outside play/ Activities available

# Acknowledgement of Parent Handbook

\_\_\_\_\_ has read the Learning Lab  
Print name  
Christian Preschool Program's Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Child's Name

