



littlelife
A C A D E M Y

Parent Handbook

Little LIFE Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



Vision and Mission

Little LIFE Academy is a full-time, year-round, state-licensed child care facility that provides excellence in education along with a Christian foundation. LLA emphasizes *Making Great Readers* and nurtures both school readiness and a love for God and His Word. Our vision is to lead each child to pursue at all costs a passionate God-centered life.

Services

LLA provides age-appropriate activities and curriculum to help prepare the children enrolled to make positive and lasting impacts on their world. Educationally, there is an emphasis on school readiness and on *Making Great Readers*. Spiritually, the emphasis is on laying a solid and strong biblical foundation for life. The children are also provided with opportunities to serve and help others both locally and worldwide through various mission activities.

Snacks and lunches for the children are provided by their parents and sent to the Academy each day.

All activities and curriculum are conducted on-site; children will not be transported off-site.

Academy hours are 7:00 a.m. through 6:30 p.m. No before or after school care is provided.



Ages Served / Applying for Admission

LLA seeks to enroll children of all races and cultures without discrimination and accepts children for the following classes:

- 2-year-olds (Lambs)
- 3-year-olds (Bears)
- 4-year-olds (Lions)
- Transitional Kindergarten, 5-year-olds (Tigers)

We welcome inquiries and visits, and any parent may apply for space for their child. The Director or Assistant Director will help with the application process. Before admitting any child, a determination must be made as to whether there is space available in that child's age group. Student/teacher ratios in our age groups are set in compliance with State regulations. If there is space for a child, the enrollment process may continue with the completion of appropriate paperwork and payment of the registration fee. If there is not space, the child may be placed on a waiting list.

Days and Hours of Operation

Little LIFE Academy is open year-round Monday through Friday from 7:00 a.m. until 6:30 p.m. with the exception of closure dates for holidays, staff training, etc.

Closure dates are provided to parents each school year.



Educational Emphases

Skills taught at LLA are based on what children need to learn to be ready for kindergarten. These include:

- fine motor skills (writing, cutting with scissors, holding a pencil correctly, zipping and buttoning clothing, etc.)
- large motor skills (balancing, walking, running, skipping, etc.)
- literacy concepts (identifying front/back cover of book, letter/sound relationship, rhyming, story concepts, etc.)
- math concepts (number recognition, identifying basic shapes, counting patterns, sorting and classifying etc.)
- basic science and social studies concepts (exploring nature, making and testing predictions, learning about neighborhoods and community helpers, using maps, learning about other cultures, etc.)
- social skills (playing with other children, cooperating with teachers, sharing, self-control, respect, following directions, etc.)

As LLA children work through learning these skills, many different types of activities are used. You will not see a lot of worksheets since we teach the skills using a more hands-on approach. For example, when practicing writing numbers or letters, your child may write in the air, in shaving cream, using finger paint, on a dry erase board or chalkboard, or even on their friend's back with their pointer finger. Many skills are also taught through center time, which to the children is playing; playing is how they learn. For example, while playing dress up, they learn about zipping and buttoning, and they learn spatial relationships when they play with blocks and build. Even our *Making Great Readers* program emphasizes movement and helps the children grasp letter sounds in such a way that they just think they are playing and having fun. As the children get older, you may see more paper and pencil activities as their fine motor skills get stronger. We will be teaching them to write making strokes from top to bottom as they write the alphabet letters.



Educational Emphases (continued)

Children learn some of the most important lessons in life when they play with others, lessons such as how to get along with other people, how to share, how to solve problems, how to work together. They learn how to be creative and to use their imaginations and the gifts and talents that God has given them. LLA staff members encourage and guide the children in developing their God-given

strengths and help them with their weaknesses. Our desire is to help each child grow as God intended.

Nutrition

Parents provide snacks and lunch for their child each day. Please note: We do not heat lunches. If you wish to send a hot lunch for your child, please do so in a thermos.

Please share your child's food allergies/sensitivities upon enrollment or as you become aware. Children's special diets or food allergies are posted in the food preparation area and in the child's eating area. Food required by special diets must be provided by parents.

If a special diet is prescribed by a health care professional, a statement signed by the professional shall be on file at LLA and written instructions provided by the parent, health care professional, or a registered dietician. If the diet is not prescribed by a health care professional, written instructions from the parent must be on file at LLA. LLA staff members follow the emergency treatment plan for any child who has an allergic reaction.



Peanuts

As you consider enrolling your child at LLA, please note that we are **NOT a peanut-free center**. With all the varying groups that use our facilities, being peanut-free is not an option for us. Peanut products and products produced in non-peanut free environments are allowed at LLA.

Drop-off / Pick-up / Absences

Drop-off:

Enter LLA through the KidLIFE entrance doors on the left side of the building. Use key fob to proceed through the double glass doors and accompany your child to the 2's classroom and leave him/her with the morning teacher, or accompany your child to his classroom (if you arrive after classes have split) and leave him/her with the teacher. ALWAYS sign your child in on the attendance chart located on the Dutch door of the classroom. Give your child's lunchbox to the teacher or place it in the refrigerator.

Pick-up:

Enter LLA through the KidLIFE entrance doors on the left side of the building. Use key fob to proceed through the double glass doors and continue to your child's classroom. Sign your child out on the attendance chart located on the Dutch door of the classroom. Check your child's mailbox and cubby and take home lunchbox, coat, materials, etc.

NOTE:

- Arriving by 9:00 a.m. allows children to fully participate in the day's activities.
- Please notify LLA in advance of planned **absences** and as soon as possible in the case of unexpected absences.



Parent Involvement

We welcome parent participation at LLA! LLA appreciates parents providing the following items for their enrolled children:

- a healthy packed lunch daily
- a small blanket or covering for quiet time (optional: a small pillow/stuffed animal)
- a change of clothing to be kept here at LLA
- a water bottle labeled with name and date

Parents are offered the opportunity to attend bi-yearly parent/teacher conferences with their child's teacher, and may also participate at LLA in numerous other ways:

- By joining us for weekly chapel
- By dropping in for lunch with their child
- By attending class events at LLA. These events include such things as the Christmas Celebration, Muffins for Mom, Doughnuts for Dad, and seasonal festivals
- By volunteering: reading to the class, sharing about jobs or hobbies that coincide with curriculum topics, helping teachers with tasks such as cutting and collating, etc.
- By participating in special learning/parenting programs offered
- By donating items such as tissues, paper towels, wipes, hand sanitizer, etc.

Any parent who has a question or wishes to file a complaint should contact Ellen Solbakken, Director at 704-312-1055 or by e-mail at esolbakken@lifecharlotte.com



Fees and Payments

Yearly Registration Fee: \$100 (\$50 sibling)

May be paid by

- cash
- check (made out to LIFE Fellowship)
- online at <http://www.lifecharlotte.com/> Click the give icon in the top right corner and select “Little Life Registration” from the drop down menu

Weekly Tuition: \$224 (\$202 sibling)

Paid weekly through bank draft

Payments are made concurrent with week of care.

Vacation:

Our fiscal year runs from August to July. If at least one week’s notice is given, each family may take one week (5 days) vacation time per fiscal year without being charged tuition for the week. Any vacation weeks over the first week will be charged at regular tuition rate.

Late Payment /**Bounced Payment Fee:** \$15 first time / \$30 second time**Late Pick-Up Fee:** \$1/minute starting after 6:35 p.m.

Our tuition is figured on a 52-week year running from August to July, with one week of that time being allowed for vacation as stated above. Full fees are due each week regardless of attendance, illness, closure days, or holidays. If a family wishes to withdraw a child before the year is complete, a written notice of withdrawal stating the date and reasons for leaving must be submitted at least two weeks in advance of the withdrawal.



Reporting Suspected Abuse/Neglect

Any child care staff member who suspects a child has been abused or neglected must notify the proper authorities. This requirement applies regardless of where the abuse may have occurred, be it at the child's home or the child care center.

NC law requires any person who has reason to suspect child abuse or neglect to report the case to the Mecklenburg County Dept. of Social Services (DSS). The DSS telephone number is 704-336-3000. In addition to this, the person may also call the Division of Child Development (NCDCCD) at 919-662-4499 or (800)859-0829 to make a report of suspected abuse/neglect in a child care program.

Reports may be made anonymously; a person cannot be held liable for a report made in good faith.

If the abuse/neglect is suspected to have occurred at a child care center, the NCDCCD will initiate an investigation along with the local DSS.

More information on recognizing and reporting child abuse can be obtained at www.preventchildabusenc.org

Connect with Us:

Telephone: 704-312-1055

Facebook: Little LIFE Academy

Website: www.littlelifeacademy.org

Email: esolbakken@lifecharlotte.com / awozniak@lifecharlotte.com



Illness and Injuries

If a child becomes ill at LLA, parents will be contacted. Parents or an authorized adult are asked to pick up the child as soon as possible. A sick child needs to be symptom-free for 24 hours before returning to school. This includes fever, vomiting, and/or diarrhea.

If your child is diagnosed with a communicable disease, please contact LLA so that other parents may be notified. Children with such diseases may return to school once their doctor has cleared them to do so.

Parents must complete medicine forms before a child may be given any medications, prescription or non-prescription. All medications must be in the original, labeled container. Prescription medications will not be given unless the child's name is on the prescription.

Health Forms

- Children must have a current medical form on file.
- Immunizations must be kept up-to-date and on file as required by N.C. law.
- Parents are to include emergency contact information on their child's application form. This information indicates how to reach parents and/or other responsible adults in case of an emergency. It is the parent's responsibility to keep this information current.



Discipline and Behavior Management

To handle discipline and behavior, LLA uses such things as praise, positive reinforcement, encouragement and reward, modeling of appropriate behavior, modifying the environment to prevent problems from occurring, listening, providing alternatives, and natural and logical consequences. We treat children respectfully and explain things to them in a developmentally-appropriate manner. We use short supervised periods of time-out sparingly and remain consistent in our behavior management program. A detailed *Discipline and Behavior Management Policy* is provided in each child's enrollment paperwork.

Birthdays and Special Occasions

We love to celebrate special occasions with your child. If parents would like to send treats for their child to commemorate a special event with the class, they are welcome to do so. Please coordinate with your child's teacher to plan a time for the celebration.

If parents choose to send food items in for a celebration, these items must be commercially made. We suggest doughnut holes or mini cupcakes as a good treat; children can enjoy either of these without the waste that often comes when full-size cupcakes are brought. Parents are welcome to join the celebration as well if their schedules permit.



Toilet Training

Teachers at LLA work to coordinate toilet training efforts with those of the families. There is no pressure on the child, but opportunities are given for the child to use the bathroom. There are regular times for trips to the bathroom, but there is never pressure or punishment connected with these times. Throughout the day, “accidents” may happen and these are handled by adults encouraging children to change their own clothes when possible in order to build self-help skills. “Accidents” are never handled by shaming or embarrassing the child.

Note: Children entering any class other than the Lambs (2-year-olds) must be toilet trained.

Rest Time

Children at LLA rest for two hours per day. Children may bring a blanket and/or stuffed animal for rest time. This time helps the children rest their physical bodies, unwind emotionally, practice self-control, and stay healthy and alert during afternoon activities.

Weather

In case of inclement weather, please regularly check your e-mail

as well as the Little LIFE Academy Facebook page for any notices as to whether or not LLA will open.

All decisions regarding closing or opening will be made in light of conditions in our area; safety will be our primary concern.



Little LIFE Academy...A Typical Daily Schedule

6:30am – 8:45am Morning Arrival and Center Free Play

- self-help skills by putting away lunch box and personal items in their cubbies then children can choose from: puzzles, games, books, dress-up, cars & more

9:00 – 9:15 Morning Calendar Time/Circle time

-learning days of the week, months of the year, counting, and daily math

9:15 – 9:30 Daily Bible Story time

-Children will hear a daily Bible story and learn a verse

9:30 – 10:20 Center Time

May include: math, language development, dramatic play, crafts, and writing & reading readiness skills.

10:20 – 10:40 Morning Snack

-learning how to eat healthy foods and they also get to interact with their friends in conversation

10:40 – 11:00 Story Time

-learning print concepts and reading readiness skills, like: front of the book, title page, characters, sequencing of a story

11:00 – 11:45 Playground or Gym Time

-gross motor skills: climbing, running, balancing, and interpersonal skills as they talk and play with other children

11:45 – 12:00 Wash Hands and Prepare for Lunch

-learning good hygiene habits

12:00 – 12:30 Lunch

-eating a balanced diet, good table manners, talking with our friends

12:30 – 1:00 Clean up from Lunch/Bathroom/ Put Cots Out

-self-help skills of cleaning up and putting our lunchboxes away

1:00 – 3:00 Nap Time/Quiet Time

-rest and quiet time is good for our bodies and our brains

3:00 – 3:30 Quiet Time and Afternoon Snack/Bathroom

3:30 – 4:30 Playground Time or Free Play in Centers

4:30 - 6:30 Playground Time/Free Play Centers/ Story Time/ Packing Up to Go Home

(This is a sample schedule ONLY. Each class will have their own schedule.)

Special Classes may include: Science, Dance, Soccer or Art.

We will have a Chapel Service every Friday morning.