



Learning Academy Preschool

Parent Handbook

2026 – 2027
School Year



1401 Country Club Road Wylie,
Texas 75098
Preschool Office 972-429-0801

www.wylieumc.org

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Hours of Operation

LAP Preschool Program

Our day begins at 9:00 am and ends at 1:45 pm during the school year. Our school year starts at the end of August and ends in mid-May. The LAP program occurs Monday through Thursday as a two-or four-day program.



LAP Weekday Extended Hours Program

Students who are enrolled in the regular preschool program may enroll in our Extended Hours/Extended Learning for one to four days as an add on to their regular preschool enrollment. Adding one hour a day results in a 2:45 pm dismissal. The addition of a two-hour extension results in a 3:45 pm dismissal. Extended Hours students will bring a snack (in addition to their lunch) and have a rest time. Students must be potty trained to use this program.

Mission Statement

Foster a caring and supportive environment that nurtures every aspect of a child's development-emotionally, intellectually, socially, and spiritually.

This handbook will guide you through the procedures and policies in effect at the Learning Academy Preschool.

All policies are in place for the protection of the students and the integrity of the preschool. However, this handbook cannot anticipate every situation or answer every question. Some may require further explanation throughout the school year, and additional pages will be posted online for your review. Learning Academy Preschool reserves the right to change, revise, or eliminate any of the policies listed in this handbook at any time.

If you have questions about these policies, direct them to the preschool director, Beth Snider, at 972-429-0801 or beth.snider@wylieumc.org

Enrollment

WUMC LAP is licensed by the Texas Department of Family and Protective Services. To attend, your child must meet the following requirements, no exceptions.

1. Enrollment forms must be completed and properly signed by the parent and physician prior to the date of admission.
2. A current immunization record and doctor's statement must be attached to the enrollment form each year for each child.
3. For children 4 years old by September 1, hearing and vision screening records must also be attached to the enrollment form.

WUMC LAP does not discriminate enrollment based on race, color, or national origin. Classroom enrollment is regulated according to age-appropriate limitations and teacher/pupil ratios. Children must be re-enrolled each school year. Returning students are given priority over the new students if they are re-enrolled at the first opportunity in the spring. Please watch the Learning Academy Facebook Page for notice of exact dates each year.

Backpack and Lunch Box

You will need a water bottle, lunch box, and full-size backpack. The backpack should fit the child's lunch box, folder, and a change of clothes.

Learning Academy Preschool is a non-tobacco facility.

Please refrain from smoking on the grounds, parking lots, sidewalks, and anywhere inside the facility. Vapor and e-cigs are also prohibited. There is no smoking. This is required by the State of Texas.

Learning Academy preschool is a gang-free zone.

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a Gang Free Zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Communication

Communication is vital to the success of your child and our program. If you are unsure about anything, please ask to speak with their teacher. Parents are encouraged and welcome to discuss any issues or concerns with the LAP Director. We highly encourage you to contact the director as soon as a concern arises. You are welcome to schedule a meeting, request a return phone call, or send an email. All messages will be returned in a timely manner. You may contact Beth Snider in the following ways:

Learning Academy Preschool Office: 972-429-0801 (this is a cellular phone and can receive and send text messages) Child Pilot app via Messages

Email: Beth.Snider@WylieUMC.org

Church Office: 972-442-5835 (this is a land line)

If you have an urgent need to reach preschool: Call or text, the preschool office 972-429-0801. If it goes to voicemail, and especially if you are calling at dismissal time (1:40-2:00), call the church office and relay a message to whom you need to reach, at 972-442-5835 or 972-754-5289.

Communication with Parents

We use several different forms of communication to relay important information to our LAP families. Please take time to do the following so you can stay informed:

- Read all information that is sent home with your child on a LAP school day. Folders are provided for each child and will be sent home in their backpacks every day.
- Read the monthly e-newsletter sent from the LAP Office.
- Read messages in the Child Pilot app sent by classroom teachers and office staff.
- Follow us on Facebook: Learning Academy Preschool 

Changes in family information:



It is of extreme importance that you keep your contact information up to date. Please make these revisions in Child Pilot, or contact the preschool office by phone, by written notice through your child's folder, or by email notice to beth.snider@wylieumc.org.

PARENT/TEACHER COMMUNICATION If you need to talk to your child's teacher, please coordinate the conference time (telephone or in-person). For your privacy, the teachers have been instructed not to discuss any issues or concerns at the front door or in the carpool lane. This is for your protection so that others, including your child, will not overhear. Our teachers are not allowed to receive personal calls or texts from parents during the LAP school day. This allows them to have their complete focus on the classroom. If you have a concern or need to relay a message to your child's teacher, please contact the office. We will be happy to pass a message or check on your child! Parents need to update teachers regarding changes in transportation, visiting grandparents, loss of a pet, and any situation that results in a change of the child's routine.

Resolving Questions and Concerns

Together we will keep the children's best interests and well-being our priority. If you have a concern or question, address it appropriately and direct that concern to the appropriate person. If, for any reason, you feel that communication between you and the LAP staff has been broken, the following guidelines are available:

1. Most misunderstandings can be corrected successfully at the level at which they exist. If you are unhappy with a staff member, you are to try to resolve your grievance with them first.
2. If a satisfactory solution is not reached at the level it started, you may address the complaint to the director. It is our hope that any concerns you might have will be settled informally with everyone's cooperation.

3. If a satisfactory solution is still not reached, you may address your complaint to the LAP Board. A list of the Board members can be provided.
4. If parents would like to review a copy of the Minimum Standards for Child-Care Centers, Texas Department of Family and Protective Services, please request this via the preschool director. A copy of the most recent Licensing inspection is posted over the water fountain in the foyer area, as is other current pertinent preschool information. If you would like to contact the Texas Department of Family and Protective Services at the local office, they are located at 550 East 15th Street, Suite 120, Plano, TX 75074. The State website is www.dfps.state.tx.us

Parental Rights

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a childcare facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice.
- File a complaint against the childcare facility.
- Review the childcare facility's publicly accessible records.
- Review the child-care facility's written records concerning the parent's or guardian's child.
- Receive inspection reports and information about how to access the childcare facility's online compliance history.
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child.
- Be given the contact information for the childcare facility's local Childcare Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that: Video recordings of the alleged incident are available.
- The parent or guardian does not retain any part of the video depicting a child that is not their own; and
- The parent or guardian of any other child in the video receives prior notice from the facility.
- Obtain a copy of the facility's policies and procedures handbook.

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- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The childcare facility must provide written notice to the parents or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The childcare facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

Emergency Responses During Preschool Hours of Operation

In the event of an emergency which requires the preschool occupants to evacuate the building, such as a gas leak or fire:

Teachers will remove students to the farthest part of the parking lot, nearest to Country Club Road. We will let Emergency personnel tell us what to do next. Staff will contact parents by calling all numbers on a child's contact sheet until a parent or guardian is reached who will be told where to pick up the student. We will also post emergency information on our Learning Academy Preschool Facebook page.

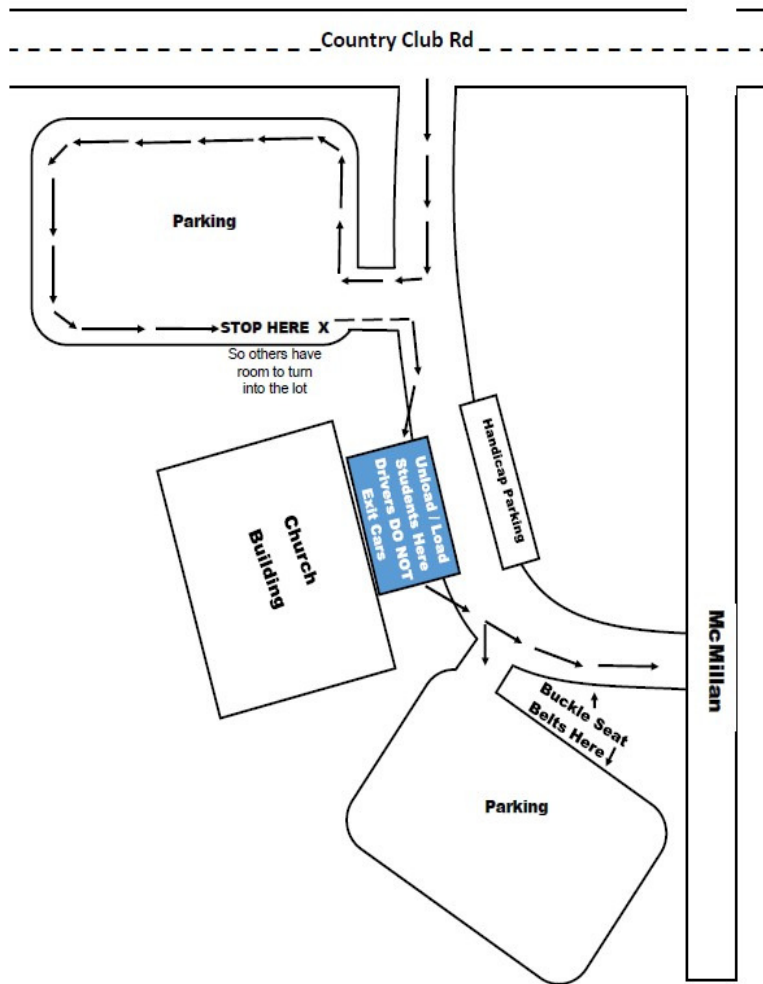


In severe weather which causes the students and teachers to move to the storm safety position, you will be notified after the danger has passed. Should you arrive during the severe storm precautions, you will be asked to join us in our storm safe area.

Weather and other conditions which close area schools will be listed on the LAP Facebook page; and classroom FB page. If Wylie ISD closes early due to weather or other conditions, we will usually remain open, but you are welcome to get your child whenever you feel uncomfortable about the weather conditions. The preschool does not make up school days lost to acts of God, or unforeseen building issues, such as a water pipe break, or road construction that affect our building utilities.

Drop-Off and Pick-Up Procedures

The carpool line for pick-up at our front door will begin on the first day of school in the afternoon, and drop-off will begin on the 2nd day of school. This is a service offered for your convenience and the safety of your child. You are always welcome to walk up to the building to drop off and pick up your child, but you must carry your hang tag for pick-up and park in one of the two large parking lots on either side of the church, **not** the handicapped spots.



IMPORTANT: To ensure the safety of children, walkers and drivers **must refrain from all cell phone use while on the driveway** in front of the church building. I dread the day when I must console the driver who hit a darting child as much as I dread consoling that child's parents.

We will be loading and unloading from the passenger side and would appreciate it if the car seat could be on that side. The children should be riding in child restraint seats. If you choose not to utilize appropriate child restraints, please walk your child in and out of the building. Preschool personnel are required to report **all** instances of child endangerment.

You will be given a hang tag with your child's name; please hang it on your rearview mirror during pick-up. The cards provide one more measure of security in getting the right child into the right vehicle. It is helpful for alternate pick-up vehicles to carry this tag. Send a note if you need extras. Alert the director if there will be a driver not listed on your pickup list. For emergency changes, call the director at 972-429-0801.

Arrival Procedures

1. The carpool line forms WITH the flow of traffic. Enter from Country Club Rd, passenger side of vehicle nearest to the building. Exit McMillen. For safety reasons, please do not make a U-turn in front of the church.
2. The carpool line forms around the outer perimeter of the parking lot nearest to Country Club Rd, so please turn in as soon as the carpool line reaches the entrance. This should keep all our cars off Country Club Rd.
3. Teachers will help students out of their child restraint seats. The line will move faster if parents unbuckle students while waiting in line.
4. Children are unloaded and welcomed beginning at 9:00 am.
5. Please remain in your vehicle and off your cell phone if you are using the carpool line.
6. Short, sweet good-byes allow your child to begin his/her morning jobs and adjust quickly to being at preschool.
7. Carpool reception ends at 9:22 am. Arriving on time lets each child ease into the routine of preschool and not miss foundation activities that may be built upon later in the day.

Dismissal Procedures

1. Utilize the pick-up/carpool line with your child's hang tag on your rearview mirror and remain in your vehicle.
2. If you park and walk up to the building, you will need to remain at the outer edges of the porte-cochere, so teachers have clear sightlines and pathways to all vehicles needing to be loaded.
3. Walk-up parents must carry the dismissal hang tag to ensure that any teacher will know who you are and why you are waiting outside our building.
4. After receiving your child, please move to the end of the sidewalk or to the parking lot to buckle seatbelts and visit with your student. Walking parents need to move to outer sidewalks or grassy areas as soon as they get their students, out of the path of teachers and of moving vehicles.
5. Please utilize the pick-up line, as this is the safest way to transfer each child from teacher supervision to parent supervision without additional distractions. Thank you for helping us keep every child safe!
6. The carpool line for picking up begins at 1:40. A late fee will be charged at 2:00 p.m. Refer to your Financial Agreement.

Late Pick-up Fee

A \$10 late pickup fee is charged for each child picked up after 2:00 p.m. The payment is due to LAP the day the late pick-up occurred. The late fee will begin at 2:00 unless a carpool is still occurring due to traffic or weather. Please contact the LAP Office when you know you will be arriving late. This allows us to notify your child's classroom teacher. Please understand that this does not relieve you of a late fee.

Eligibility for a three-year-old or older classroom

Children must be toilet trained and self-sufficient in the bathroom before school begins. Child must be:

1. Wearing regular underwear. No Pull-Up's.
2. Able to notify teachers of need to potty between regular scheduled restroom breaks.
3. Mostly sufficient at wiping. Able to pull pants up and down. Please do not use belts or pants with zipper/snaps. Elastic waist pants work best.

Attendance and Health



Healthy children learn easily and play well with others. Healthy child checks are done every morning as students arrive and are greeted by their classroom teachers. If your child needs to miss school, please call, text the preschool cell phone, or message through Child Pilot. If an illness has occurred, a child may not attend school until he/she has been free of fever, without fever reducing medication, for 24 hours. Children must be 24 hours free of vomiting and diarrhea as well. Children may not attend school when nasal drainage is thick and constant, yellow in color, or a rash of contagious or unknown origin. Children with a 99.9 temperature or two other symptoms can be sent home due to illness. Our goal is to keep all children in our care as healthy as possible and learn while in a group setting. Children may not switch days to make-up on a missed day. Example: A child who attends Monday/Wednesday class and is absent on Monday may not attend on Tuesday or Thursday. If your child misses a day due to illness, vacation, etc., the parent/guardian is still responsible for the full tuition payment. Refunds are not given due to absences, holidays, etc.

Outbreaks:

Learning Academy Preschool requires all parents to report outbreaks of contagious disease or conditions including Head Lice. Once an exposure is reported, the school will post a notice to all parents informing them of the situation. Final authority in all medical issues is the HHSC/DFPS.

Immunization Requirements for Children:

Each child enrolled in LAP must meet applicable immunization requirements as specified by Texas Dept. of State Health Services in 25TAC97, Subchapter B. Children **must have all immunizations as required by state law***. Except as otherwise provided in 25TAC97.62, all immunizations required for a child's age must be completed and on record at LAP by the child's first day of school, including hearing and vision screenings for four-year-olds. The record of these tests is submitted to the Texas State Department of Health as required.



A current immunization record along with a signed statement of good health is required before a child may participate in our program. If immunization records have not been provided to the school before the first day of school, **children will not be permitted to start until their file is complete**. Each time your child receives an immunization, an updated shot record needs to be turned into the LAP office.

As a licensed facility, LAP undergoes State-conducted surprise inspections of the student files. Without a current health statement and immunization record, we would be considered in noncompliance with the State of Texas Minimum Standards (746.609).

LAP also encourages families that have had contact with countries either by visiting abroad or having high rates of HepA to get vaccinated (746.3611).

If for any reason (medical, religious, etc.) your child is not current on immunizations, you must provide us with an Exemption for Reasons of Conscience Affidavit or present a letter from a medical professional stating the reason your child is not current on his/her immunizations. To protect all students, those students with any of the above will not be allowed to attend school with undiagnosed rashes. A doctor's note will be needed for admittance to school while a rash is present.

Emergency Medical Treatment:

In the event parents cannot be reached and the child requires emergency medical treatment, the preschool personnel trained in CPR and First Aid will render aid and contact the child's doctor or emergency medical technicians as necessary and as authorized on the Medical Release on the LAP Registration Form.

If it is determined that a true medical emergency exists for your child, 911 will be the first call made. Parents will be called second. All numbers on contact sheets will be called until a parent or guardian is reached. If an ambulance ride is suggested, we will do our absolute best to reach a parent prior to your child leaving in an ambulance. In the rare instance that a parent cannot be contacted, we will defer to the judgment of trained medical personnel.

Allergies:



Our policy is an allergy that medically mandates a child to have an epi-pen will require a completed medical form and an allergy emergency care plan that will accompany the medication and child during the school day. Both forms are available on our website and through our preschool office.

If the best way to protect a child is to ban substances from a room, we will request that all students in that room comply with the restriction. In this case, we would send a letter to all families involved with that class requesting the allergen be kept out of the classroom. For instance, peanut butter would be restricted if a child is so sensitive as to require an epi-pen for her reaction to airborne particulates. Such a request is only made when the medical documentation with the parent's and doctor's signature supports the request. Please let us know throughout the year if your child gets tested for allergies or becomes extremely sensitive to a new substance. We want every child to experience a healthy, happy school year.

Allergy Care Plan:



FARE
Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Name: _____ D.O.B.: _____

Allergic to: _____

Weight: _____ lbs. Asthma: ☐ Yes (higher risk for a severe reaction) ☐ No

History of anaphylaxis: ☐ Yes ☐ No

PLACE
PICTURE
HERE

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

FOR ANY OF THE FOLLOWING: SEVERE SYMPTOMS



LUNG

Shortness of breath, wheezing, repetitive cough



HEART

Pale or bluish skin, faintness, weak pulse, dizziness



THROAT

Tight or hoarse throat, trouble breathing or swallowing



MOUTH

Significant swelling of the tongue or lips



SKIN

Many hives over body, widespread redness



GUT

Repetitive vomiting, severe diarrhea



OTHER

Feeling something bad is about to happen, anxiety, confusion

OR A
COMBINATION
of symptoms
from different
body areas.

1. **ADMINISTER EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
 - Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
 - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
 - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
 - Alert emergency contacts.
 - Transport patient to ER, even if symptoms resolve.

ADDITIONAL PHYSICIAN COMMENTS

MILD SYMPTOMS



NOSE

Itchy or runny nose, sneezing



MOUTH

Itchy mouth



SKIN

A few hives, mild itch



GUT

Mild nausea or discomfort

FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE AND CALL 911.

FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine and call 911.

☐ If this box is checked by the child's physician, the child has an extremely severe allergy to _____ and should be given epinephrine at the first sign of any symptoms, even if mild.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: ☐ 0.1 mg IM (intramuscular) ☐ 0.15 mg IM
☐ 0.3 mg IM ☐ 1 mg IN (intranasal) ☐ 2 mg IN

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

☐ Patient may self-carry ☐ Patient may self-administer

PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE

DATE

PHYSICIAN/HCP AUTHORIZATION SIGNATURE

DATE

FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (FOODALLERGY.ORG) 8/2025

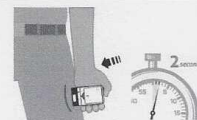


FARE
Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

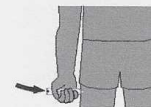
HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

1. Remove Auvi-Q from the outer case. Pull off red safety guard.
2. Place black end of Auvi-Q against the middle of the outer thigh.
3. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
4. Call 911 and get emergency medical help right away.



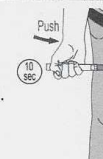
HOW TO USE EPIPEN®, EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, VIATRIS AUTO-INJECTOR, VIATRIS

1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, remove the blue safety release by pulling straight up.
3. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
4. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



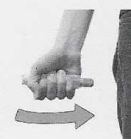
HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENALICK®), USP AUTO-INJECTOR, AMNEAL PHARMACEUTICALS

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip. Grasp the auto-injector in your fist with the red tip pointing downward.
3. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh. Press down hard and hold firmly against the thigh for approximately 10 seconds.
4. Remove and massage the area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, pull off the blue safety release.
3. Place the orange tip against the middle of the outer thigh at a right angle to the thigh.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

HOW TO USE NEFFY® (EPINEPHRINE NASAL SPRAY)

1. Remove neffy from packaging. Pull open the packaging to remove the neffy nasal spray device.
2. Hold device as shown. Hold the device with your thumb on the bottom of the plunger and a finger on either side of the nozzle. Do not pull or push on the plunger. Do not test or prime (pre-spray). Each device has only 1 spray.
3. Insert the nozzle into a nostril until your fingers touch your nose. Keep the nozzle straight into the nose pointed toward your forehead. Do not point (angle) the nozzle to the nasal septum (wall between your 2 nostrils) or outer wall of the nose.
4. Press plunger up firmly until it snaps up and sprays liquid into the nostril. Do not sniff during or after the dose is given. If any liquid drips out of the nose, you may need to give a second dose of neffy after checking for symptoms. Call 911 immediately after first use.
5. If symptoms don't improve or worsen within 5 minutes of initial dose, administer a second dose into the same nostril with a new neffy device.



Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.

EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: _____

DOCTOR: _____ PHONE: _____

PARENT/GUARDIAN: _____ PHONE: _____

OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

Medication Policy

At times, it is necessary for a student to take medication at school. For the safety of the student, the following policy has been developed.

1. Only medication that cannot be given outside of the school day will be administered at school (i.e. mealtimes, physician at designated time, every three hours).
2. All medications taken at school must have been prescribed by a physician or dentist licensed to practice in Texas.
3. All student medications must be in the original container and properly labeled with the student's name, medication name, dosage, and times taken. Medication will not be accepted in any other container. Prescriptions more than one year old or expired will not be accepted.
4. All student medication must be accompanied by a signed note from a parent or guardian requesting that the student be allowed to take the medication.
5. All medications are to be given to the director and kept in the school office. A note should also be sent to the classroom teacher to keep them informed. Only a one-week supply should be sent. Unused portions will be returned to the parent by the classroom teacher. It is up to the parents to request this at dismissal time.
6. Over-the-counter medications such as cough drops, cough syrup, antihistamines, and aspirin are not allowed at school unless accompanied by (a) a signed doctor's order giving specific instructions for taking and (b) a signed parent note.

Special Needs Policy

If a child's parent has shared with LAP an Individualized Educational Program (IEP) from a school district or an Individualized Family Service Plan (IFSP) from ECI, LAP will make every effort to incorporate the plan, where applicable, into the child's daily activities.

LAP is not responsible for the purchase or maintenance of adaptive equipment recommended for a child.

LAP is not responsible for ensuring ECI, or another qualified service provider visits the operation to provide services. However, LAP will allow qualified service providers in the classroom.

A child-care center is considered a place of public accommodation under the Americans Disabilities Act (ADA), Title III, because it holds itself out to the public as a business. Americans with Disabilities Act (ADA), Title III (Title 3) & Childcare Operations – FAQ

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and Commonly Asked Questions About Childcare Centers and the Americans with Disabilities Act have additional information regarding ADA and child-care operations.

Outdoor Play Policy

Children go outdoors each day unless there is severe cold, drenching rain, excessive heat, or unhealthy air quality. Real-time conditions, specific to our area, are monitored by staff, and access to the outdoor environment will be limited or cancelled, when necessary. Children should dress appropriately to move their bodies and for current weather conditions. When it is raining, please do not send your child an umbrella. Parents should keep children home if they are not able to go outdoors.

If outdoor recess is cancelled, LAP has several designated indoor play areas. Staff will use the back of the Sanctuary, the music room, or a couple of classrooms upstairs.

Food: Lunch and Snacks at School

All Lunches and Extended-Hours Snacks are Provided by a Student's Parents.

Parents will strive to provide finger foods that meet the daily minimum requirements for a preschooler's nutritional needs. Teachers will encourage healthy foods to be eaten before dessert.

Lunch is a fascinating time in pre school days. Some preschoolers do not eat as well at school as they do at home. This is very common, please do not worry.



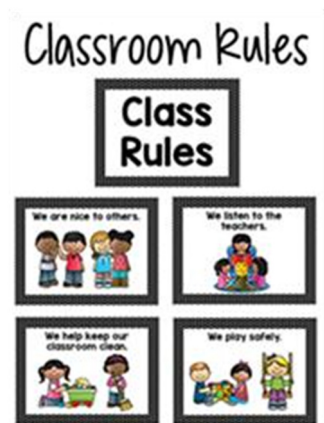
If you send lunch/snack in re-sealable containers, i.e. Tupperware, lunch containers etc., we will send home any uneaten portions so you will know how much your child is eating. Most children can successfully open these containers, and this models "Living Green" by reducing trash. Thank you for helping us teach the children independence and to be good stewards of Planet Earth. Please send a water bottle and make sure it seals

well.

Guidance Policy

Our Guidance Plan will be taught to the children beginning the very first day of school. Like any other subject, it is taught and reviewed constantly so the children can experience getting it correct. Teachers will continue to go over the expectations throughout the school year. Success in the classroom, as in life, hinges on the ability to choose wisely. This is a positive, nurturing, and supportive teaching staff. They will do everything possible to encourage your child to make good choices, but there are consequences when children choose poorly.

This facility allows no corporal punishment and does not utilize all-class reprimands for the fault of one student. Only the procedures outlined in the guidance policies may be utilized by a classroom teacher. Any variations must be discussed with the director and the parents before initiating.



Rules:

1. Be kind
2. Share with others
3. Follow directions

Rewards:

1. Stamps
2. Stickers
3. Sit by teacher
4. Special notes
5. Other classroom privileges by teacher choice

When deciding on an appropriate consequence, Learning Academy Preschool personnel will consider a variety of factors, including but not limited to:

- ✦ The frequency of the misconduct
- ✦ The age and class level of the student
- ✦ A disability that impairs the student's capacity to appreciate the inappropriateness of his/her conduct
- ✦ The degree of severity and the effect of the misconduct
- ✦ The student's demeanor
- ✦ The student's conduct history

Guidance procedures are designed to keep children on task and appropriately participate in class activities. Learning Academy Preschool personnel may use one or a combination of the following procedures to encourage a student's participation and/or to prevent or intervene in classroom issues:

- Verbal reminders and redirects
- Seating changes
- Removal of school or personal items
- Visual warning reminders
- Calm down time
- Counseling
- Individual behavior contracts
- Assignment of school-related tasks
- Student removal from the group or the classroom
- Continued discipline problems will result in a Parent conference (by Teacher or Director, via phone or in person)

In case of violent behavior (biting, hitting, kicking, or scratching), the child will be taken to the director, and the parents will be called. If the situation does not improve, the child will be asked to leave the program (length of time to be determined by the director).

LAP will use a Guidance Report to notify you of any incident that could warrant suspension or expulsion. The behavioral referral will be used for but is not limited to:

- Excessive biting or harming of another child or adult
- Behavior from an uncontrolled child that is harmful to themselves or others
- Verbal or physical abuse of any person or property by a child, parent, relative, or friend

The Guidance Report will document date, time, and number of times of incident along with a description of the incident and the action taken. A plan of action will be outlined after communication with parents has occurred. Other reasons for expulsion and/or suspension have previously been outlined under guidance and discipline and withdrawal policies.

Teachers and the Director are always willing to discuss classroom occurrences. Choose a predetermined time by making an appointment through the preschool office at 972429-0801 or requesting a return phone call. The drop-off or pick-up line is not an appropriate time for a parent-teacher conference.

It is always our goal to be Christian role models for all the children in our care. We will continue to be at our absolute best with your help and support.

Your signature on the registration form will indicate you have received, read, and understand this policy. Please address any questions you have regarding this policy to the Director immediately.

Biting

Biting is profoundly serious and unacceptable. If a child bites, LAP will work with the family to develop a plan to correct the problem. However, if the problem is aggressive, breaks skin, does not abate within a reasonable amount of time, or diverts an inordinate amount of staff time away from other children and program implementation, LAP will remove the child from the program until the biting is resolved.

Suspension and Expulsion Policy

Each student at LAP is subject to suspension or dismissal from preschool for the willful violation of policies and procedures by the child or parent, as set out by LAP and the Texas Department of Family and Protective Services.

Birthdays and Parties at Preschool

It is very exciting to share a birthday party with your classmates. You may send items to celebrate, but please notify the teachers and check for allergies ahead of time.

Classroom Parties

LAP will have Fall, Christmas, and End-of-Year parties that will take place at 1pm.

Reporting and Types of Child Abuse

The law requires any person who believes that a child or person 65 years or older or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to the Texas Department of Family and Protective Services (DFPS) Abuse Hotline. A person making a report is immune from civil or criminal liability, and the name of the person making the report is kept confidential. Any person who suspects abuse and does not report it can be held liable for a Class-A misdemeanor. Additional reporting requirements apply to teachers and other professionals. A professional must report suspected abuse or neglect of a child within 48 hours of suspecting the child has been or may be abused or neglected. (TFC 261.101 (b))* A professional cannot delegate this duty to another person to make the report. Reporting suspected child abuse makes it possible to protect the child and for a family to get help.

For life threatening or emergency situations, call your local law enforcement agency or 911 immediately, and then make a report to DFPS.

There are two options for reporting abuse, neglect, and exploitation to the Texas Department of Family and Protective Services.

By Phone: Call the Abuse Hotline, 24 hours a day, 7 days a week, toll-free **1-800252-5400** from anywhere in the US to report abuse or neglect that occurred in Texas.

By Secure Internet Website: From your internet browser, go to <https://www.txabusehotline.org>.

Financial Agreement & Tuition Policy | Learning Academy Preschool

2026-27

This agreement outlines the financial responsibility of the parent or guardian for the 2026-2027 school year. Tuition is based on the number of days in the 9-month school year and is divided into nine equal monthly payments. Payments are billed on the 1st of each month and are due by the 15th, beginning in August and ending in April.

Fees

- **Registration Fee (non-refundable):** \$175.00, this includes a school T-shirt
- **Supply Fee (Due by June 1, non-refundable after August 1st):**
 - Two-day program \$175 ▪
 - Four-day program \$350
- **Program Monthly Tuition:**
 - Two-day program: \$290.00 per month ▪
 - Four-day program: \$540.00 per month ○

Paying-in-Full Option:

- Families may choose to pay the full year of tuition by August 15th and receive a 3% discount.
- Two-day program (paid in full): \$2,531.70 ○ Four-day program (paid in full): \$4,714.20

Payment Methods

- Registration and supply fees must be paid by cash or check.
- Tuition payments may be paid by cash, check, or credit. Credit card payments are processed through the Child Pilot app and incur a processing fee, which is paid at the time of transaction.

Once all paperwork is submitted and entered into the system, you will receive an invitation to join Child Pilot.

Late Payments and Fees

- Payments not paid by the 20th will incur a \$25.00 late fee per week.
- A \$45 fee will be assessed for any Non-Sufficient Funds check, and cash payment will be required.
- A late pick-up fee of \$10.00 will be charged after 2:00 pm.

Withdrawal Policy/Tax Statements

- A 30-day written notice is required to withdraw your child from the program. If a 30-day notice is not given, you will be responsible for the next month's payment.
- End of year statements are available on the Child Pilot app.

Closings:

- LAP will follow the Wylie ISD closing and reopening dates for BAD WEATHER DAYS.