



FLOCS#63829490

A Little Bit of Heaven Child Enrichment Center

Parent Handbook

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"Train up a child in the way he should go; and when he is old, he will not depart from it." Proverbs 22:6

A Little Bit of Heaven Child Enrichment Center has been established as an outreach ministry of Lake Gibson United Methodist Church.

Statement of Faith

A Little Bit of Heaven Child Enrichment Center of Lake Gibson Methodist Church centers its work and teachings around the Trinity, God the Father, Son, and Holy Spirit. (Mathew 28: 19/20)

We believe that the Holy Scriptures (The Bible) is the inspired Word of God to guide us in God's mission in the world. We believe that Jesus Christ is the Word made flesh and who died and rose for our salvation. (John 1:14)

We seek, through our caring for and teaching of the children entrusted to us, to share God's love with them and their families. (Mathew 19:13; Ephesians 3: 14- 19)

We believe we are saved by God's grace as a gift through faith in Christ Jesus. (Romans 3:24-25)

Our Mission

At A Little Bit of Heaven, our mission is to provide a nurturing and faith-filled environment where young children can grow in their relationship with God, build a strong foundation in Christian values, and develop a love for learning. Through play, exploration, and guided instruction, we seek to instill in each child the teachings of Jesus Christ, fostering kindness, compassion, and respect. Our goal is to support the spiritual, emotional, and intellectual development of every child, preparing them to become confident, compassionate, and faithful disciples in their journey of life.

We intentionally incorporate comprehensive curriculum resources such as **FunnyDaffer** and **FrogStreet**, which not only strengthen academic readiness but also emphasize the moral and ethical dimensions of learning. These tools help children understand the importance of responsibility, empathy, cooperation, and respect for others, ensuring that their educational journey reflects both excellence in learning and the values of Christian character.

Our Philosophy

Our philosophy is to provide a safe, clean, enriching and nurturing atmosphere for young children in which they can experience and learn about the world around them. Our foundation is based on sharing the love of God and sharing a sense of awe about God's creation. We strive to nurture children in the areas of physical, cognitive, language/literacy, social, and emotional growth.

A child's total development is affected by the quality of care and education he or she receives. We believe a child should be fostered with a love for Jesus as well as a love for learning. In order to do this, a child must be given a positive Christian environment, care and guidance, loving encouragement, and a wealth of interesting experiences. We will value all children for the individuals they are and help them to grow in wisdom, in strength, and to realize their self-worth.

with values they will carry with them into adulthood.

Goals

Our goal is to treat each child as a unique individual and provide a program of hands-on learning. They should be stimulated by their natural curiosity, be encouraged to be creative, and explore and learn from their environment on an individual basis daily. We know that each child learns in different ways and at different rates. Our goal is to provide a developmentally appropriate environment.

- **Physical:** To help children increase their large and small muscle skills and feel positive about what their bodies can do.
- **Cognitive:** To help children become confident about learning.
- **Language/Literacy:** To help children understand the world and other people. Children learn that communication meets their needs, brings pleasure and friendship, and helps them understand their culture.
- **Social:** To help children feel comfortable in school, trust their new surroundings, make friends, and feel they are part of a group.
- **Emotional:** To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude towards life.

We are a Church related Program

Our Preschool is a ministry of Lake Gibson Methodist Church. The Church seeks to provide quality early childhood education for the children in our community and the children in our congregation. The Church provides support in many ways, especially in providing the wonderful facilities for our classrooms.

Chapel Service/Classroom Bible Times/Special Activities

Chapel is held every Wednesday from 9:30-9:45 am in the church sanctuary. It is a time to teach reverence, respect, and good listening skills when we worship in God's House. Classes are encouraged to sing special songs for the chapel services. Bible stories and songs are used to teach good morals and values during the Chapel as well as in the classroom. Christian enrichment is also incorporated into every day learning. We invite special guests to talk to the children. (Community Helpers) These are areas of interest for learning experiences. We strive to offer a well-rounded program of hands-on learning, music, Bible study, arts and crafts, and academic studies, to prepare all of our children for their eventual entrance into Kindergarten.

Lake Gibson Methodist Church Ministry to Children and Families

Lake Gibson Methodist Church offers a worship opportunity on Sunday, at 10:30 AM before Memorial Day. A nursery is provided for infants to four-year-olds.

Sunday school classes are available on Sunday mornings from 9:15 AM – 10:15 AM. (Between Church Services.) We encourage learners of the preschool age to participate in Sunday school.

You can also view service by visiting (lakegibsonumc.com). Click on “Online Live Streamed”
You can also view service each Sunday at 10:30 here & [On Facebook](#) & [On Youtube](#)
LGMC’s [Google](#) / [Apple](#) / [Spotify](#) Podcasts

Pledges

A demonstration of the individual's love and appreciation for our country, our Savior, and the Bible is a freedom afforded to every citizen in our country and an opportunity provided to every student of A Little Bit of Heaven Child Enrichment Center each day.

Role of Parents

We encourage and appreciate your ideas for special activities and invite you to share your own special skills and talents.

Every parent is welcome to visit in his/her child's classroom, but please remember that the teacher's first responsibility is to the children and that conferences should be arranged at other times.

If parents have concerns or need assistance with problems related to the Child Enrichment Center, they may discuss the issue, if applicable, with the staff involved. If they are not satisfied, they may discuss their concerns with the Director. Please call in advance if possible. Parent conferences may be scheduled at the director's discretion. Annual parent/teacher conferences will be scheduled for children ages infant to three and twice a year for VPK students. Yearly parent surveys will be handed out as well.

Social and educational events may be scheduled throughout the year to encourage interactions between families, staff, and church. We especially need your help during these times whenever your schedule allows.

Parent's Role in Spiritual Development

Establishing a Christian home that honors God is one of the greatest challenges of parenthood. There is no substitute for raising a child in an environment where Christ heads the family and the parents remain sensitive to God's love and direction.

If you have no Church home, we invite you to attend our worship service. A nursery is available for infants during worship services.

Our Program

A Little Bit of Heaven Child Enrichment Center child care license and minimum standards are available upon request at any time.

Many factors are used to determine our programs. Those factors will impact availability and structure of our programs. We reserve the right to change our programs and availability at any time to ensure quality in the best interest of our students and teachers.

At A Little Bit of Heaven Child Enrichment Center, we will be using FunnyDaffer and Frog Street for learning curriculum. We strongly believe play is not just a way for children to pass time — it is the foundation of how they learn, grow, and make sense of the world around them. In early childhood, play serves as the child's natural language for discovery and development.

Play gives children the opportunity to:

- Understand the world.
- Interact with others in social ways.
- Express and control their emotions.
- Develop symbolic capabilities (pretend play).
- Practice newly acquired skills.
- Develop both fine and gross motor skills.

Each day, the children will experience age-appropriate toys, explore activity centers, and participate in group activities, story time, and outside activities.

Our school is accredited and licensed by the Florida League of Christian Schools (FLOCS #63829490). All policies, procedures and childcare ratios are followed according to their standards.

We are also part of the Early Learning Coalition of Polk County, which makes us responsible to the Department of Children and Families (License #X10PO0531) for certain standards. We are contracted to offer Voluntary Pre-Kindergarten.

We have a Child Enrichment Center board whose responsibilities are to oversee and assist the Director with the daily operation of the school, set or change policies, stay current with licensing changes, and be aware of the needs of the school. They are also our liaison with the Lake Gibson Methodist Church congregation and Church Council.

“To prepare God’s people for works of service, so that the body of Christ may be built up...”
Ephesians 4:29

Recognition of Students

Children will be promoted to the next class based on the beginning of the school year (August), child’s age and readiness. When a child’s birthday occurs, the child will be evaluated and placement will be determined based on the results of the evaluation and space availability in the next class.

We will formally acknowledge VPK students that are completing a class. Parents, family, and friends are encouraged to attend graduation.

Children’s Programs: If the school decides to do a musical program for parents and families are scheduled for some religious holidays. You will be notified of the dates and times of the children’s programs.

Our Staff

Everyone on our staff is required to have the State of Florida required 45 hours of mandatory training or its equivalent. All staff will also be completing a minimum of 15 hours of early childhood education training per year. The State also requires fingerprinting and an extensive criminal and FBI background check, which is done upon employment. All of our teachers have Child/Infant CPR and First Aid Training. The staff is also annually trained in infection control, procedural safeguards, and cultural competency. You can be assured your child's education is in the hands of trained professionals!

Child Abuse Reporting Law Requirements

Teachers are mandated reporters and are trained to recognize and prevent child abuse. A Little Bit of Heaven Child Enrichment Center by Florida State Law must report immediately to the Florida Abuse Registry, 1-800-962-2873, or Police in any instance when there is a reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. The staff will not notify parents when the Police or Department of Children and Families is called about a possible child abuse, neglect, or exploitation, except on the recommendation of the Department of Children and Families or the Police. Proper staff of the church will be notified.

Discipline Policy

Children in our care must be treated with love and respect. A Little Bit of Heaven Child Enrichment Center staff uses positive guidance. Teachers redirect inappropriate behavior by encouraging the child to find alternative ways of expression. At A Little Bit of Heaven Child Enrichment Center, the children will learn how to express their feelings without using aggressive behavior. The staff will guide the children to develop self-control and orderly conduct in their relationship to classmates and adults.

For acts of aggression and fighting (i.e. biting, hitting, etc.) the children will be immediately separated and immediate comfort and care/treatment for the injured child will be provided. Parents/legal guardians will be notified of the incident with an Accident/Incident form. Each incident is documented and reviewed by the director or assistant director to assess the adequacy of caregiver supervision and appropriateness of response.

If your child shows acts of aggression and fighting (i.e. hitting, kicking, pushing, biting etc.) three times within a given week (beyond what is typical), a conference is arranged to discuss the probable causes. During this conference, a plan of action will be designed to help alleviate the behavior that the staff and parents will abide by. This plan will be documented for future reference.

If the behavior does not lessen in a time frame that is deemed appropriate by the director and the behavior is now compromising instruction within the classroom, the parent will be asked to come and pick up the student.

If the behavior continues without resolution, the preschool reserves the right to dismiss the child. Proper staff will be notified.

Biting:

Biting occurs for many reasons whether it is teething, communication issues, frustration (having to share or wanting certain materials), attention seeking, being overly tired, or simply just trying to get a reaction from someone. This is especially true with children that are of the toddler age. If a child bites 3 times in a day, the child is to be sent home for the remainder of that day. If the biting continues and has now added undue stress to the children, the preschool reserves the right to dismiss the child from the program. This decision is solely based on the discretion of the director.

The center reserves the right to dismiss a child if he/she appears unable to participate in group experiences, has behavioral problems that are disruptive to the classroom, or has difficulty recognizing authority.

The center also reserves this right if the parents involve the school in domestic or custody disputes. Most importantly, the center reserves the right to dismiss a child if there is any verbal or physical abuse by a parent to a staff member or another child at any time for any reason. This will result in immediate dismissal of a child without notice and without a refund of paid tuition. Dismissal of a child is at the sole discretion of the director or A Little Bit of Heaven Child Enrichment Center Board.

If there is a problem that you do not feel can be worked out in a calm, controlled manner with our staff, you may request a meeting with our director, assistant director and a member of the board. The director will work with you and the appropriate staff members to resolve the problem.

Attendance Policy All Classes

Each day is a unique teaching/learning experience. Attendance is expected unless unavoidable due to illness, etc. Excessive absences may result in your child not being able to adjust to the teacher, other students, or to the classroom routine. It may also result in poor developmental achievements.

If there are excessive absences, a parent, teacher/director conference will be called. Cut off for drop off time is 9:00am, no exceptions, unless there is a doctor's note for an appointment and the child must be in the preschool by 10:00am.

Payment/Tuition

Please note that tuition must be paid in full without deduction for absences, holidays, or teacher's conferences. Tuition is based on availability for a child, not on attendance of a child. Due to staffing and other operating expenses are arranged on the basis of fixed enrollment levels and employee benefits. Obligations must be met on a continuing basis. Few of the operational costs of the facility are eliminated when a particular child is absent. We are confident that you will understand our need for financial stability, and we appreciate your cooperation.

- We do not accept direct payment from companies. Parents/guardians are responsible for payment and must then be reimbursed by their companies when applicable.
- Tuition is charged on a weekly basis.
- Payments are due at 6:00 PM on Friday of each week for the following week. Any payments made after this time are considered late. There will be a \$35 late fee if not paid on time in addition to the tuition due.
- All payments must be made payable to A Little Bit of Heaven Child Enrichment Center.
- Past due tuition and late fees must be paid before drop off on Monday morning. If past due tuition and late fees are not paid before drop off Monday morning, your child will not be able to attend until all fees are paid.
- There will be a Non-Sufficient Funds or Unavailable Funds fee for all returned checks in the amount of \$50. If two checks are returned for Non-Sufficient Funds or Unavailable Funds, you will be required to pay by cash or money order for the remainder of your child's enrollment at the Center.
- A Tuition Agreement Form must be completed, signed, and turned in upon registration. Additionally, any delinquent account will be reported to the credit bureau reporting agency.
- Annual supply fee is due at the beginning of August.

Withdrawal Policy

You must fill out a withdrawal slip and turn it into the office two weeks in advance of withdrawal. If this is not done, you are responsible for two weeks of tuition. Vacation days cannot be taken as advance notice of withdrawal. If payment of two weeks' notice or two weeks tuition is not submitted, your delinquent account will be reported to the credit bureau reporting agency.

Vacation

- Vacation time can only be taken on a full week basis; no vacation time can be used for a partial day or a partial week.
- Vacation may be taken after a child has been enrolled for a minimum of six months.
- Vacation may NOT be carried over from one school year to the next. Your child cannot be present at school on any vacation day.
- Your child's tuition account must be paid in full with a zero balance in order for vacations to be approved.
- Vacation requests can only be approved by the Director or Assistant Director.
- To ensure proper credit to your account a vacation form must be completed and turned into the office two weeks prior to the time vacation is wanted. Ten days of vacation are allowed each year.
- If there is a balance owed to a child's account. The balance must be paid in full/current before a vacation request can be approved.

Late Pick-Up Fees

Children must be picked up from the center no later than 6:00 PM. A Little Bit of Heaven is only licensed from 6:30am to 6:00pm. We will not accept early drop offs and late pick ups will be charged a late pick up fee. Any child at the Center after 6:00 PM will be charged a Late Pick-Up fee assessed as follows:

\$5.00 per minute per child.

If you are late picking your child up more than 3 times, services will be terminated.

Students Arrival and Release

To promote independence and self-confidence, we encourage you to walk your child into the building and their classroom instead of carrying them. This also helps reduce any issues with separation anxiety. For safety reasons we do not want students walking into the building alone. Children cannot be dropped off at the curb or left in the lobby. Please walk your child into the classroom and allow the teacher to acknowledge you and your child. Children will not be allowed to leave the classroom without an adult under any circumstances. Prompt arrival at pick-up time reassures your child and provides them with a sense of security. For the safety of your child, once your child is picked up from the teacher/classroom, you are accountable for your child's actions and whereabouts for your time remaining in the building.

Students will only be released to a parent or an authorized adult (18 or older). On the back of your enrollment form you can list people authorized to pick up your child. Just because someone drops off your child, this does not authorize them to pick them up. All changes to authorized persons must be made at the front desk in writing. Minors cannot walk children in

and out of the building. No child will be released to an unauthorized person. The front desk staff will request photo identification of any persons picking up children that they are not familiar with.

If your child is picked up for an appointment, they may not return until the following day.

All of the above is necessary to ensure the safety of your child.

Orientation

We understand that it takes time for children to adjust to our program. We require at least two weeks of consistent attendance when a child begins at the center. When you leave your child at the center, try to make it a short and happy experience. Children tend to become apprehensive when their parents linger. A brief parting time can make for a better day for parents and children.

NOTE: All new children are on a four-week trial basis to see if they can adjust to their class without any extreme behavioral problems. If a student shows signs of serious behavior issues, needing a one on one, running out of classrooms or the building and is disruptive, a student can be excluded before the two-week trial basis is up.

Health Records

Florida law requires that the Department of Health Immunization (DH 680) and Physical (DH 3040) must be turned into the office within 10 days of enrollment. Both the immunization and physical forms may be obtained from a licensed doctor or the State Health Department. Additional copies of the following documents are required: your child's birth certificate.

We will send you a reminder before your child's immunizations or physicals are due to be updated. In order for your child to continue attending the center, the new and updated forms must be turned in by the date specified on your reminder. If the forms are not turned in by the date specified, your child may not return to the center until the updated forms are turned in. Tuition is still due for any days missed.

Annual Payment Report

Upon request, an annual payment report will be provided to parents as proof of the total tuition paid for the year. We will not automatically provide these forms. Our Tax ID number will be made available to you on this form. The first copy is free. You must sign an acknowledgement that you received your copy. There is a \$10.00 fee for additional copies being requested by the parent.

Safety

A Little Bit of Heaven Child Enrichment Center meets all local and state licensing regulations, including being licensed by Florida League of Christian Schools (FLOCS #63829490). Fire drills are conducted on a regular basis. The fire alarm system, emergency lights, and fire extinguishers are checked yearly for proper function.

The Center conforms to all fire regulations as designated by the State Fire Marshal.

A Little Bit of Heaven Child Enrichment Center, four/five-year-olds preschool classrooms are not toddler-friendly. They are equipped and developmentally appropriate for three to five-year-olds; so some of the toys and equipment may be hazardous in the hands of little ones. Consequently, in order to ensure the safety of all the children, please keep your infants and toddlers with you at all times when they come with you to drop-off or pick-up.

A Little Bit of Heaven Child Enrichment Center is a smoke-free environment. At no time will parents, staff, or others smoke in the building, or on the grounds (parking lots, entrance area, and playground) or on field trips.

At A Little Bit of Heaven Child Enrichment Center, there will be no consumption of alcohol or usage of illegal drugs at any time in the building or on the grounds.

Inclement Weather Policy

Closures due to inclement weather

Although the preschool attempts to follow the lead of Polk County Schools for inclement weather closing, A Little Bit of Heaven CEC reserves the right to change when deciding to re-open and or close.

Tornado

If severe weather arises and a tornado alert is issued, we will proceed to the center of the main hallway, where the children will crouch and cover their heads. This procedure is practiced and documented.

Hurricanes

A Little Bit of Heaven Child Enrichment Center will follow the Polk County School Board decision regarding school closing when a hurricane is approaching our area. If the county schools are closed for the day, we will also be closed, however if conditions change for the better, A Little Bit of Heaven will open for the needs of our families. All information and any update will be available through Brightwheel, email and our school Facebook page.

Due to severe weather approaching, Parents are required to pick up their children immediately should schools be closed while already in session. Please listen to broadcast reports because we may not be able to reach you by telephone and keep an eye on your email, Brightwheel app, text or Facebook.

Emergency Procedure

In the event of a flood, all children will be evacuated to the Family Life Center (gym) on the second floor. This is the highest point on the property. All parents or emergency contacts will be notified to pick-up their children immediately.

If the building experiences an extended loss of power, heat or water service, parents or emergency contacts will be notified to pick up their children within 1 hour of losing any of these services. The center will remain closed until power, heat, or water is restored.

In the event of a fire, A Little Bit of Heaven Child Enrichment Center students and staff will evacuate the premises immediately and gather behind the playground or in front of the sanctuary. Fire drills will be practiced and documented monthly so the children are familiar with what to do.

In the event of a terrorist attack, the children will be kept safe by whatever means is deemed necessary and appropriate, based on the threat at hand. If the threat is to the building the children will be evacuated to the playground or to the Family Life Center while the authorities are contacted. If the threat pertains to the exterior of the building and the children are safest in the

building, the building will be locked down while the authorities are contacted.

If the center must be evacuated, we will put the children in the vehicles and go to a designated safe zone as directed by the authorities. We will then call all the parents to inform them of what has happened and where we are and to come pick up your child.

In the event there is a threat due to outside issues, the exterior of the building will be locked down and all children will remain inside.

During any emergency procedure, teachers will keep their attendance forms with them at all times so that accurate head counts can be made. The director is responsible for checking the rooms and giving the all clear signal. If the director is absent, the person in charge is responsible for these activities.

Rest Time

All children will be required to participate in afternoon rest time, approximately from 12:30 – 2:30 PM. If your child is not tired or cannot sleep, we will allow for quiet book time during this period.

Address or Phone Change

In order for us to be able to reach you in the case of an emergency, please be sure to notify the office **IN WRITING** of any changes in your phone numbers or address. All phone numbers and addresses must be up to date at all times.

Permanent School Closure

In the unlikely event our school unexpectedly closes, parents will be notified in writing at least 14 days prior to the last day of operations, and a copy of the student's file will be provided to each parent or legal guardian. All records will be maintained at Lake Gibson Methodist Church for five years thereafter.

Discrimination Policy

A Little Bit of Heaven Child Enrichment Center is a non-profit ministry of Lake Gibson Methodist Church. Enrollment in the center shall be granted without regard to sex, race, creed, or national origin.

Child Pick-Up/Drop-Off Policy

To ensure the safety of children and your automobile, please do not leave your automobile running when picking up or dropping off your children. Please follow the flow of traffic one way around the church building. For the safety of your children, escort your child to and from their classroom.

PLEASE DO NOT ALLOW YOUR CHILD TO RUN AHEAD OF YOU TO OR FROM THE PARKING LOT!

Upon arrival, parents must be signed in using Brightwheel in the front office. All children must be signed out when they leave the building. Only persons designated on the Authorization Pick-Up Form or listed in Brightwheel will be allowed to pick-up children. Until your child's teacher becomes familiar with you or whomever you designate to pick up your child, a photo ID will be required. If it becomes necessary for someone else to pick up your child, you must either send a letter or email stating who will be picking the child up. A photo ID will be required of the person you designated to pick up your child. We will not release your child to anyone without proper identification and permission. This is done for the protection of the child and is non-negotiable.

If at any time, a teacher suspects that a person is under the influence of drugs or alcohol, or acting in any unusual manner, A Little Bit of Heaven Child Enrichment Center office personnel will be notified and the necessary action will be taken to ensure your child's safety.

Any court ordered visitation rights or non-custodial visitations by parents or others should be made known to the director and assistant director.

All persons signing a child in or out must be at least eighteen (18) years of age.

Preschool Visitor Policy: Drop-Off Procedure

At A Little Bit of Heaven, we are committed to providing a safe and supportive environment for all children. To ensure the smooth transition for students and minimize distractions during drop-off, we ask that all visitors, including parents and guardians, adhere to the following guidelines:

1. Limited Time During Drop-Off

To maintain a calm and safe environment, we request that parents and guardians limit their time in the building during drop-off. We encourage quick goodbyes to ensure children can begin their day with minimal distraction and to allow staff to focus on supervision and safety. Please aim to spend no more than 5 minutes at drop-off.

2. Efficient Drop-Off Process

- Parents should park in designated parking areas and walk their child directly to their classroom entrance.
- Please say your goodbyes outside the classroom or in the designated drop-off area.
- If you need to speak with a teacher or staff member, please schedule a time outside of drop-off hours to avoid crowding and disruptions.

3. Visitor Access

- Only authorized visitors will be allowed in the building during drop-off times. Please make prior arrangements with the office for any special requests.
- All visitors, including parents, are required to sign in at the front desk upon arrival.
- Visitors may be escorted and accompanied by an administrator during their visit.

4. Safety First

- For the safety of all children, please do not linger in hallways, classrooms, or other areas once drop-off is complete.
- Parents should keep personal conversations to a minimum and refrain from using cell phones while in the building during drop-off.

5. Special Circumstances

If your child is having a particularly difficult drop-off or you need additional support, please contact the office in advance so we can provide the appropriate assistance. We are here to help!

Thank you for your cooperation in helping us create a calm, safe, and efficient start to each child's day.

Illness

Any child who is suspected of having a communicable disease, such as measles, mumps, chicken pox, ringworm, scarlet fever, hand-foot-mouth disease, pink eye, thrush, flu, COVID-19, etc., or develops any of the following symptoms, including but not limited to, fever of 99.9 degrees or greater, diarrhea, rash, and/ or vomiting. The parent will be contacted and asked to immediately pick up the child within an hour. Please refrain from bringing your child to school if they have already shown any of the below symptoms during the previous twenty-four hours.

Children cannot remain at the center with:

- A fever of 99.9 degrees or above
- A fever of 99.9 degrees, if combined with another sign of illness
- A skin rash
- Diarrhea
- Vomiting
- Nasal discharge that is green or yellow
- Complaining of ear pain
- Severe coughing
- A sore throat or difficulty swallowing
- Evidence of head lice
- Eyes that are pink, burning or itching, or producing discharge
- Rapid or difficulty breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Stiff neck
- Infected skin patches
- Pain of which the child complains and that interferes with normal activity
- Evidence of infection
- Excessive fatigue
- A moist or open cold sore

If these symptoms of conditions are observed in your child during the day, you will be called to pick up your child immediately. If your child is sent home for any of the above reasons or other illness not listed, they will not be permitted to return for 24 hours. If your child is sent home for the day, they will not be permitted to return the next day. If any symptoms remain please keep your child home until show no signs of illness. This will help to ensure that the illness has passed and that your child will be well enough to resume school activities.

Children may return when:

The child has been symptom free for 24 hours and/or on antibiotics for 24 hours. We will not administer any medications except those outlined in the Medication Administration

Guidelines. Even with a doctor's note, the center reserves the right to refuse to let your child return, if obvious symptoms are still present. It is extremely important that you notify the center immediately if your child is diagnosed with a communicable disease. A doctor's note does not override our 24 hour symptom free expectation. **DO NOT BRING YOUR CHILD TO THE CENTER IF HE/SHE ALREADY HAS SYMPTOMS OF AN ILLNESS.**

Head lice policy

If a Little Bit of Heaven Child Enrichment Center staff observes head lice in your child's hair, you will be asked to pick your child up immediately and begin treatment to correct the problem. Children may not return to the center without a doctor's or Health Department's note stating that they are free of nits and lice, and they are re-checked and cleared by the director. Any signs of bug knits, eggs, or live lice your child will not be allowed to return to school.

Documentation Request

We are happy to provide a copy of any documentation you request with a 48 hour notice. You can email the office at officeofalboh@gmail.com with your documentation request.

Medication Administration Guidelines

A Little Bit of Heaven Child Enrichment Center does not administer any medication. If your child needs to have medication dispensed during the time the child is at the preschool, the parent or a designated person will need to come and give your child the medicine. Diaper rash cream may be applied with parental consent and a signed non prescription medication form.

If in an emergency a child has either an asthma attack and needs a rescue inhaler or if an epi pen needs to be used the preschool will administer after being properly trained in the administration of the inhaler or epi pen. As a precaution both the inhaler and epi pen must be supplied by the parent. Please inform your physician that your child is in full day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember A Little Bit of Heaven Child Enrichment Center is designed for well children.

We ask that you do not bring your child to school on the same day they have received their vaccinations. Vaccinations can cause irritability, fevers, diarrhea, and other side effects. It is best that the child stay home and be closely monitored. Please inform the teacher if your child is medicated. Antihistamines, decongestants, and antibiotics can alter a child's behavior. If your child has a life-threatening condition, please leave detailed written instructions signed by your doctor.

Personal Supplies Needed

- We require that each child bring a blanket for covering up at naptime. This blanket should not be large so it can fit in the child's cubby. Their mat must have a fabric cover that covers the entire mat. These items will be sent home each Friday to be washed & returned Monday with the student at drop off. Do not send pillows.

Infants to One Year Old

- Diapers
- Wipes
- Food, formula, bottles, Sippy cup
- At least two changes of clothes.

One Year to Five Year Olds

- Diapers, wipes, pull-ups as needed and age appropriate
- Thin small blanket that will fit into a gallon size ziploc bag.

- Change of clothes (more than one) especially if potty training.

Remember to put your child's name on everything.

All bottles, sippy cups, food containers must have first name, last name and the days date.

Clothing

Each student should have a change of clothes in a zip lock bag placed in their cubby. If a student has an accident at school the teacher will assist them in changing and place the wet clothes in a bag. Keep in mind that the children do messy art activities and play on the ground. With our warm weather, some children like to change into a dry shirt after they have gotten sweaty on the playground.

Please label all clothing and belongings.

Remember we learn by doing! Please allow your child to wear clothes that he or she can play in.

- Dress your child in loose, comfortable, and easy to wash clothing. We cannot be responsible and will not replace damaged clothing. If girls wear dresses, they must wear shorts under them.
- Children should wear tennis shoes and closed toed shoes. For the safety of your child no sandals or flip-flops. If they arrive without proper footwear, you will not be able to drop your child off.
- Children in diapers or training pants are required to wear disposable diapers/pants at the center.

Jewelry

Children may wear necklaces, bracelets, or rings on a regular school day. If the child has pierced ears, please make sure earrings are small hoops. The preschool is not responsible for lost or broken jewelry.

Things Not to Bring to School

- Candy
- Chewing gum
- Any breakable object
- Loose change
- Small items that may get swallowed or lodged in the throat
- Beads or barrettes in infant/toddler hairstyles
- Toys, except on show and tell day or when requested by the teacher

Birthday Celebrations

Birthdays are very important to preschoolers. Special attention is given to your child on his/her

special day in the classroom. Please contact your child's teacher in advance to plan for the birthday celebration at the center. Any items brought in as a special treat must be store purchased. Anything made from home will not be given to children due to allergies.

Food/Nutrition

Parents will be responsible for providing their child's breakfast, lunch and afternoon snack. Please bring items that are nutritious and follow the MyPlate guidelines:

<https://www.myplate.gov/tip-sheet/healthy-eating-kids>

As parents, we know that you want to provide your children with a lunch that meets their nutritional needs each day. We know that children can be picky eaters, therefore when fixing their daily lunches, please make sure that they will eat what you send. Keep in mind that they are little humans who need a variety in their menu just as we adults do. Remember that their little bodies are growing daily and their food requirement increases with their growth. Be sure that you provide plenty of food for your child each day. Cookies and chips are not a lunch. Parents who do not pack a full lunch that closely follows the food pyramid will be asked to bring back a lunch that day. If a parent cannot bring back a lunch then the school will provide one but that parent will be charged. We do offer two days out of the week when you can purchase special lunches: Pizza on Wednesday (\$3), and Wendy's on Friday (\$5). These lunches are at the expense of the parent.

Please put your child's name on everything.

Hand Washing

We ask parents to take their children to wash their hands before leaving them in the morning. Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Studies have shown that proper hand washing is one of the most effective ways to prevent the spread of germs. In an effort to provide as germs free a learning environment as possible, the children are required to wash their hands when they arrive at school.

Potty Training

We will work with you and your child during this important step. Each child is a unique individual and has his or her own pace when it comes to potty training. We all need to have patience and provide encouragement for your child. Please remember that this is a team effort. Consistency in practices at home and school are essential for your child's success. Therefore, communication is a must. Please be sure you send pull-ups for naptime, if necessary, and an extra set of clothing. Any soiled clothes will be returned to you in a plastic bag for laundering.

Potty training is a huge milestone for children and parents. Consistency is the key to success. Please discuss your child's potty training with his/her teachers before you send your child to school in training pants or underwear. If you begin potty training before your child is two and he/she loses interest, stop and try again in a few weeks; every child is different.

All students MUST be potty trained before entering the 3 year old class.

Donations

A Little Bit of Heaven Child Enrichment Center is a nonprofit organization funded mainly by tuition. The IRS considers any donation of money or new or used materials acceptable tax deductions. Tax receipts can be provided, when requested, to anyone making a donation to the center.

Parent Participation

Parents are encouraged to become involved in program activities, both through fundraising activities and through classroom involvement. Also, parents may have a special profession, interest, or skill, which can be integrated into the daily program. If you can, attend special events throughout the year and the staff can always use assistance with special crafts or reading to students. We would love for you to volunteer when/if you are able! We do many activities throughout the year such as Trunk or Treat, Pie Social, and more.

Fund-Raising

We are grateful for our staff, equipment, and our facilities; however, there is much more we would like to provide for our students. Since we are solely tuition funded, it is imperative that we have fund-raising campaigns. Knowing that you have a keen interest in your child's education and in this school, we invite you to participate in the projects as they are announced and if you have any ideas for fundraising, please let us know!

Guidance

At A Little Bit of Heaven, CEC our families are very important to us. We want you to know that our Center is very active in the community and enjoy a wealth of information and resources. If at any time your family is in need of community assistance please do not hesitate to contact our offices for referral information that may assist your family.

All children will be screened and evaluated throughout the year. If there are any concerns as a result of these screenings they will be reviewed at a mandatory conference. The conference form will be signed by the parent and a copy will be placed in the child's folder. The director will assist you with any referral to other agencies such as Early Steps or Child Find if it is necessary.

Parent/Teacher Conferences

A parent/teacher conference will be held 2 times a year for VPK students and once a year for other students. At that time the teachers will give parents information about the children and a

recommendation for the following school year. The teachers and the director are available throughout the year for individual conferences with parents if needed.

Accident/Incident Reports

Records of accidents and incidents shall be documented daily and maintained for one year. Documentation shall include the name of the affected party, date and time of the occurrence, description of the occurrence, actions taken and by whom, and appropriate signatures of center staff and custodial or legal guardian.

Handbook Revision

The school reserves the right to change or amend the handbook during the academic year. Parents will be notified in writing when there is an update to the parent handbook.

Camera Policy

The function of surveillance cameras is to assist in protecting the safety and property of the A Little Bit of Heaven. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal, criminal, or policy violations. A Little Bit of Heaven will not install cameras in faculty/staff offices or in bathrooms. It is our goal to ensure the safety of ALL children, staff, parents, and visitors, as well as the security of our facility.

- Surveillance cameras may be installed in locations where the security of A Little Bit of Heaven property or people would be enhanced. This includes all locations that engage in, credit card transactions, and classrooms.
- Appropriate signage will be installed to provide notice of the cameras and enhance the crime prevention value of the camera.

Video monitoring for security purposes will be conducted in a professional, and ethical manner. Monitoring individuals based on characteristics, race, gender, sexual orientation, disability or other protected classification is prohibited. Recorded images CAN routinely be checked. Because we respect the privacy of all children, parents, and staff in our facility, our 24-hour video surveillance system/security cameras are for internal purposes only. Recorded information will only be accessed by authorized staff only. Which include, Director of ALBOH, Assistant Director of ALBOH, Pastor and/or Chairman of SPPR. Information obtained through video monitoring will be used exclusively for safety, security, compliance with A Little Bit of Heaven policy. Should monitoring reveal activity that violates laws or policy, an investigation will be initiated. All information retained will only be released if necessary for law enforcement and or subpoena by the court. Any person who tampers with or destroys video security equipment will be subject to termination.

Preschool Technology Use Policy

At A Little Bit of Heaven, we recognize that technology can be a valuable tool for learning when used in moderation and in ways that align with developmental goals. Our approach to technology use focuses on balance and supports hands-on, creative, and social experiences for young children.

1. Limited Screen Time

We limit screen time to ensure children engage primarily in active play, exploration, and social interactions. When screens are used, they are age-appropriate, educational, and incorporated into group activities. Screen time is only utilized in VPK and for after school on special occasions. Please make the director or assistant director aware of any unwarranted screen time in other rooms.

2. Purposeful Use

Technology is used to enhance learning, such as through interactive educational apps, videos, or digital storytelling, all with guidance from teachers. These activities are designed to support cognitive, language, and social development.

3. Active Engagement

Screen time is always accompanied by meaningful, adult-guided discussion or follow-up activities to encourage interaction, critical thinking, and creativity.

4. Balanced Learning Environment

Technology is used as one tool among many. Our classroom emphasizes hands-on activities, outdoor play, and face-to-face interactions, which are essential for early childhood development.

5. Parental Involvement

Parents are encouraged to engage in conversations about appropriate screen time at home, and we recommend setting consistent boundaries for technology use outside of preschool hours.

This policy ensures that technology is used thoughtfully and in a way that complements the developmental needs of young children.

Preschool Confidentiality Policy

At A Little Bit of Heaven, we are committed to maintaining the privacy and confidentiality of all children, families, and staff members. This policy ensures that sensitive information is handled responsibly and with respect for everyone in our community.

1. Confidential Information

Confidential information includes, but is not limited to, personal details about children, families, and staff members, health records, assessment data, and any other information shared within the preschool setting.

2. Protecting Privacy

- All staff members are required to maintain confidentiality regarding any information about children, families, and staff that they may encounter during their work.
- Children's personal records and information will be stored securely and only accessible to authorized personnel.
- Communication between staff and families about a child's progress or any concerns will be handled privately, either in person, by phone, or through written communication.

3. Disclosure of Information

- Information will only be shared when required by law or when explicit written consent is obtained from the parent/guardian.
- Any concerns related to a child's health, safety, or wellbeing will be discussed with the child's family in a confidential manner, respecting their right to privacy.

4. Staff Responsibilities

All staff members, volunteers, and contractors must sign a confidentiality agreement upon hiring. They will receive training on the importance of confidentiality and the procedures for handling sensitive information.

5. Social Media & Public Sharing

- We do not share any personal information or images of children on social media or public platforms without parental consent.
- Any photos, videos, or work shared in a group setting (e.g., classroom displays or newsletters) will be done with respect for privacy, and parental consent will be obtained where necessary.
- If a parent or guardian takes photos or recordings of other children, termination of services will be effective immediately.

By working together, we ensure a safe, trusting, and respectful environment for all children and families at A Little Bit of Heaven.

Acknowledgment of Receipt of Parent Handbook

I, _____, hereby acknowledge that I have received a copy of the A Little Bit of Heaven Parent Handbook and that I have read, understood, and agree to abide by the policies and guidelines outlined in the handbook.

I understand that the policies and procedures in the handbook are subject to change, and I will be notified of any updates. I also acknowledge that it is my responsibility to stay informed about the preschool's policies and any new information provided.

Parent/Guardian Name: _____

Child's Name: _____

Date: _____

Signature: _____

