

THE LITTLE LEARNING  
**PRESCHOOL**

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# Parent Handbook

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# **Welcome & Program Overview**

# Welcome to

## THE LITTLE LEARNING PRESCHOOL

### Dear Parents,

Welcome to The Little Learning Preschool! We would like to thank you for choosing TLLP and would like to assure you that we have a commitment to the parents and to the little learners enrolled in our center. We believe that every child is a valuable gift to be nurtured and lead with love and compassion. Our commitment is that each child will receive quality loving care in an atmosphere that fosters positivity, acceptance and a desire to learn and grow.

It is our goal to provide a variety of exciting, stimulating activities each day so that your child can develop socially, emotionally, physically, and academically to the very best of his/her ability. Our goal is to help empower your little learner with principles that will positively impact their lives and future.

This handbook has been prepared especially for you, the parent of the child enrolled in our school. You will find many of our policies and operating procedures explained here. By reading this handbook, you will feel more confident in your family's adjustment into our program. We suggest that you keep this handbook for reference throughout the year. Whenever you have questions, please feel free to call or stop by the office.

You can find a copy of our most recent licensing inspection report posted in the front entry way. A copy of the minimum standard rules is available in the administration office or online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Furthermore, you can find a copy of our Emergency Preparedness Plan, most recent fire inspection, and most recent sanitation inspection available in the administration office.

The Little Learning Preschool family looks forward to working with you and your little learner!



**Erica Alexander**  
Owner-Director

# Our Mission

Our mission is to positively impact each child's social emotional growth and excitement for learning, empowering them to reach their full potential as Little Learners with Big Futures.

We believe that parents are the primary educators for their children - emotionally, academically, and socially. The role of The Little Learning Preschool is to assist parents in the care and education of each child.

# Our Educational Philosophy

## 01 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Partner with families, providing loving care, structure, and opportunities to explore.
- Encourages open communication and collaboration between families and teachers.

## 02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

## 03 Play-Based & Hands On

- We believe children learn best through play, relationships, and hands-on experiences.
- Builds foundational skills in literacy, numeracy, and social interaction.
- Develops problem-solving and critical thinking abilities.

## 04 Early Literacy & Language Development

- Creates a love and enjoyment of reading and learning
- Curriculum that progresses with each age group and prepares for Kindergarten and beyond

# Our Curriculum

As a Texas Rising Star participating program, we utilize the Circle Infant/Toddler and Circle PreK curriculum with lesson plans designed to let children discover, invent, pretend and challenge themselves. The State Board of Education voted to approve the adoption of the Circle Pre-K Curriculum in November 2020. Evaluation by the Texas Resource Review (TRR) found the curriculum fully addresses all Texas Prekindergarten Guidelines.

**Our curriculum focuses on the following key developmental areas:**



# Assessments

We use milestone checklists and Ages & Stages Questionnaires for children ages 0-5 to support your child's growth and share progress with you.

# OUR PROGRAMS

## Traditional Childcare and Preschool

Our Traditional Childcare Program serves children 6 weeks–12 years and offers a warm, nurturing environment focused on safety, growth, and age-appropriate learning. This program provides:

- 6:30 AM – 6:00 PM schedule
- Enrollment options for MWF, T/Th, or Monday–Friday
- Before & After School drop-off/pick-up for school-aged children 5–12 years
- Spring Break Camp and Summer Camp for school-agers
- Daily breakfast, lunch, and afternoon snack
- Structured Circle Curriculum lessons and hands-on learning

*Families in the Traditional Program receive year-round care, ongoing communication through Playground, and consistent classroom routines that support each child's developmental needs.*

## Half Day/Mother's Day Out

Our Mother's Day Out (MDO) Program serves children 18 months–5 years and is designed to provide a shorter instructional day in a warm, structured, and engaging setting. This program offers:

- 8:30 AM – 2:00 PM schedule
- Enrollment options for MWF, T/Th, or Monday–Friday
- Daily lunch and snack provided
- A focus on social-emotional development, communication skills, early academics, and joyful hands-on learning

*The MDO Program gives families a flexible half-day option while still ensuring their child receives high-quality early childhood education and nurturing care.*



Play is the natural medium for young children to learn, grow, and develop. Play affords children opportunities to explore, discover, attempt varying roles, relate to others, and exercise creativity (Simlansky, 1990)

## Age Groups

### 01 Infant/Toddler 6 Weeks – 24 Months

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- Support each child's individual physical, social, emotional, cognitive, and creative development.
- Provide a variety of experiences that encourage growth while meeting children's unique needs and routines..

#### Daily Structure

- Flexible schedules that follow each infant's natural routine (feeding, sleeping, play).
- Sensory play activities such as sand and water tables, whipped cream art and playdoh
- Engaging toddlers in age-appropriate play and exploration to build independence and learning.

### 02 Preschool 2s/3s & Prek3 2–3 years Old

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- Encourages language development, cooperative play, and problem-solving.
- Introduces early literacy, numeracy, and creative arts through play-based learning.

#### Daily Structure

- Morning meetings and structured group activities.
- Learning centers that focus on letters, numbers, and fine motor skills.
- Outdoor play to develop physical coordination and teamwork.
- Science, discovery and exploratory activities

### 03 Pre-Kindergarten (Pre-K) Class 4 – 5 years old

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- Prepares children for kindergarten readiness by enhancing cognitive, fine motor, and social skills.
- Engages students in structured activities, group discussions, and hands-on experiments to foster curiosity and academic growth.

#### Daily Structure

- Interactive literacy sessions (sight words, phonics, early writing practice).
- STEAM (Science, Technology, Engineering, Arts, Math) activities.
- Social-emotional learning through guided role-playing and problem-solving games.
- Outdoor exploration and physical fitness activities for 90 minutes a day

### 04 Schoolers K-12 Years Old

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- Support each child's growth and self-esteem through homework help, peer mentoring, and enriching activities.
- Encourage social, emotional, and physical development with teamwork, sports, and group play.

#### Daily Structure

- Homework assistance and engaging enrichment activities.
- Outdoor play (30 minutes daily for after school; twice daily for full day, weather permitting).
- Group games and opportunities for socialization with peers.

*Electronic media is only used for educational purposes. If used, screen time for children over 2 years of age is restricted to less than 1 hour/day.*



**Tuition &  
Enrollment**

# Tuition

Our rates are decided based on the average cost to care for each child on an annual basis, then broken into 52 equal weekly payment, or equal monthly payments for the half day program. Tuition is based on enrollment and due regardless of the child's attendance, illness or holiday/vacation days taken by parents and/or the provider.

## **Full-Day Program:**

Tuition is charged weekly and is due on the Friday prior to the upcoming week of care.

## **Half-Day Program**

Tuition is charged monthly and is due on the last day of the month, covering the upcoming month of care.

All tuition payments must be set up on automatic draft and may be processed via bank account (ACH) or credit/debit card. Credit/debit card payments will incur a processing fee of 3% + \$0.30 per transaction. ACH transactions will incur a \$1.00 processing fee per transaction.

# Additional Fees

## **Non-Refundable Registration Fee**

Full Day \$150; Half Day \$100 (due upon acceptance).

## **Non-Refundable Spot Holding Fee**

For families wishing to hold their child's spot with a start date longer than 2 weeks, a holding fee of the first two weeks' tuition is required.

## **Materials & Supplies Fee**

\$75 bi-annually (charged in Sept and Mar)

## **Late Tuition Fee**

Full Day \$25 if not received by 11:59pm on Sunday before the week begins.

Half Day \$25 if not received by 11:59pm on the 2nd + \$5/day starting on the 3rd.

## **Late Pick Up Fee**

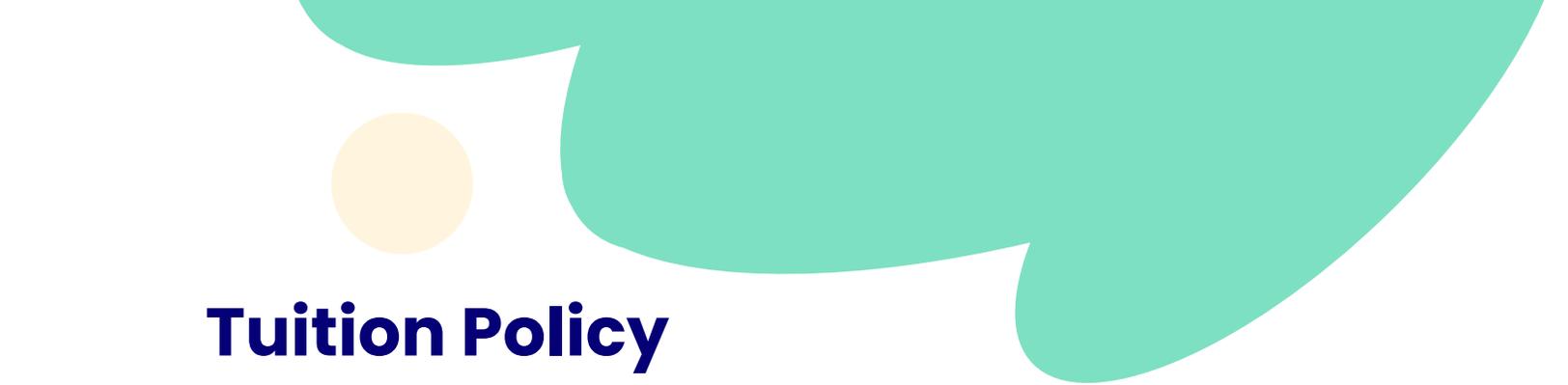
\$25 for the first 10 minutes then an additional \$1 per minute, per child. If you are running late, please contact the facility to advise of your arrival time. If we cannot get in contact with the parent/guardian, we will contact emergency contacts for pickup. If the child has not been picked up within 1 hour of closure, we will contact law enforcement.

# Discounts

**Sibling Discount** Families enrolling more than one child receive a \$10 discount on the oldest child's tuition.

**Military Discount** 5% discount on tuition with military ID

*Discounts cannot be combined.*



# Tuition Policy

The Little Learning Preschool reserves the right to adjust its tuition policy as deemed necessary. No account may be delinquent. ALL ACCOUNTS MUST BE KEPT CURRENT. Tuition is non-refundable.

At The Little Learning Preschool, we use the Playground app to manage tuition invoicing and payments. While we strive to ensure accurate and timely billing each cycle, occasional technical issues may occur on the provider's end that result in a parent not receiving an invoice. In the spirit of integrity and partnership, we ask that families notify us immediately if they notice they are not being invoiced as expected. Parents remain responsible for tuition regardless of system errors, and prompt communication allows us to correct any issues quickly and fairly.

Parents/Guardians assume full responsibility for payments of the total tuition, regardless of attendance, unless your child contracts a long-term illness certified by a doctor, and regardless of receiving a statement. Two weeks written notice is required for such a withdrawal from the program. All bills must be paid in full according to the payment plan created and signed by both the Director and parent at time of enrollment. Please remember that tuition is based on enrollment not attendance.

Tuition is due during Summer, Thanksgiving and Christmas breaks. If you withdraw your child(ren), or the center terminates care due to, but not limited, to unpaid fee and re-enroll at a later time, you will be responsible for the enrollment fee at the current rate at time of enrollment.

Thank you for your support. By enhancing our financial management, we are working together to keep tuition hikes under control and maintain a quality staff with worthy/live-able wages.

## Returned Payments

### ***In the event of a returned payment:***

- Returned checks have a \$30 fee and returned electronic payments a \$3.25 fee.
- Any returned payment must be repaid promptly with cash or certified funds, along with late fees if applicable.
- After three returned payments, we will only be able to accept cash or money orders going forward.
- If payments are not resolved, we may have to seek outside assistance and enrollment could be affected.

For your child's safety and to comply with state regulations, all health forms and enrollment documents must be completed and on file at the center prior to your child's first day of attendance.

## Required Documents for Enrollment

Parents must submit the following documents to complete the enrollment process:

- Completed Enrollment Form
- Physician's Health Statement
- Current Immunization Records or Notarized Exemption Affidavit
- Photo & Video Release
- Parent's Rights
- Emergency Contact Form
- Parent Handbook Agreement
- CACFP Registration
- Applicable Infant Forms

Parents are required to attend a parent orientation on or before their child's first day of care. The purpose of the parent orientation is to review school policies and procedures, clarify expectations, and support a safe, consistent experience for children and families. At any time after enrollment, parents may request a meeting with the Director to discuss questions or concerns regarding policies and procedures.

The Little Learning Preschool does not discriminate in regard to religion, sex, national or ethnic origin in our admission policies. Parents will be notified in writing of any changes to operational policies and enrollment agreement.

## Photo & Video Release

The Little Learning Preschool publishes a variety of information about our centers on our website, [www.TheLittleLearningPreschool.com](http://www.TheLittleLearningPreschool.com). From time to time we may wish to include your child's work and/or photo on our website, bulletin boards, newsletters, fliers, local publications, TV Broadcasts, DVD promotions and in our graduation video.



- No names will be used, and photos will only be used generically.
- No identifying marks or physical marks or physical characteristics, clothing or other articles bearing a student's name or any other means by which a student can be identified will be photographed.
- No other personal information about the student will be published on the website, bulletin boards, newsletters, fliers, or other forms of communication.
- We may also videotape and will occasionally use portions of the video for educational purposes.

# Enrollment Trial

To ensure that The Little Learning Preschool is a good fit for each child and family, we implement a 30-Day Trial Period for all new enrollments.

Our goal is to ensure that every child in our care thrives in a positive and enriching environment. We appreciate your cooperation in making this transition smooth for your child and our learning community. By enrolling your child, you acknowledge and agree to this 30-Day Trial Policy.

## 01 Adjustment & Observation

The first 30 days of enrollment we will assess each learner's ability to adapt to our daily routine, interact with peers, and participate in activities. During the observation period, we will request that parents complete a developmental screening -an essential tool to help us understand your child's developmental milestones and identify any areas where additional support might be beneficial.

## 02 Parent Communication

We will maintain open communication with parents regarding their child's progress, any concerns, or necessary adjustments to better support their transition.



## 03 Evaluation of Fit

If at any point during the trial period we determine that our school is not a suitable fit for the child—whether due to behavioral concerns, inability to adjust, or other challenges that impact the overall well-being of the child or school environment—we reserve the right to terminate care.

## 04 Termination of Care by TLLP

If we decide to discontinue care during the 30-day trial period, parents will be given written notice with an explanation of our concerns. In most cases, we will provide a 48-hour notice to allow time for alternative arrangements, unless an immediate termination is necessary for safety reasons.

## 05 Parent-Initiated Withdrawal

If parents choose to withdraw their child during the 30-day trial period, they must provide at least a 48-hour written notice and are responsible for tuition through that time.



## 06 Termination After the 30-Day Trial:

After the completion of the 30-day trial period, all terminations initiated by the parent must follow our two-week notice policy, with tuition due for the full two-week period.

# Suspected Child Abuse & Neglect

By law (Texas Family Code 261.101), all staff members at The Little Learning Preschool are mandated reporters of suspected child abuse and neglect. Any concerns will be reported to the Department of Family and Protective Services.

The center promotes awareness for both staff and parents through orientation, the parent handbook, and ongoing communication, and coordinates with appropriate community organizations and agencies as needed. All staff are required by law to report suspected abuse or neglect, and parents of a child who may be a victim are encouraged to seek assistance and intervention through Child Protective Services, law enforcement, medical providers, or other appropriate community resources.

## ***If you suspect abuse or neglect, you may contact:***

Local Licensing Office: 817-321-860  
DFPS Child Abuse Hotline: 1-800-252-5400  
Online: [Txabusehotline.org](http://Txabusehotline.org)

## Withdrawal/Termination

For our full day program, a 2 week's written notice is required when withdrawing your child from our center. For our half day program, notice must be provided at least 2 week's prior to the next month's charge. If notice is not given, you will be charged the regular tuition for the time period. Your last payment must be made by cash or credit card only.

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay (see tuition)
- Routinely late picking up child
- Lack of parental cooperation
- Serious illness of a child
- Physical or verbal abuse to any person on the property
- Our inability to meet the child's needs
- Failure of child to adjust to the center after a reasonable amount of time

\*Center administration has the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of the provider, staff or other children in attendance.

## Grievance Policy

Most problems that arise are due to misunderstandings that can be solved through communication. If a problem occurs, please discuss the problem with your child's teacher. If not satisfied, discuss the situation with the Director of The Little Learning Preschool. If the problem is still not resolved, you may contact:

Texas Department of Family and Protective Services  
1501 Circle Drive, Fort Worth, TX 76119  
817-321-8604  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

All inspection and compliance letters are available for your inspection at the Child Care facility or by contacting the Department of Public Health Services. Although negative reactions are generally shared with the above-mentioned party, please feel free to contact them with positive reactions as well.



# Daily Operations



We believe that consistent arrival times help us maintain a structured, organized, and enriching experience for every child.

## School Hours & Drop-Off/Pick-Up Policy



### 01 Operating Hours

Monday - Friday, 6:30 AM - 6:00 PM

### 02 Morning Drop-Off

Full Day Program 6:30 - 9:00 AM

Half Day Program 8:30 - 9:00 AM

### 03 Afternoon Pick-Up

Full Day Program - No later than 6pm (Late fees apply after 6:00 PM)

Half Day Program - No later than 2pm (Late fees apply after 2:00 PM)

### 04 Pick-Up Authorization

Must show Photo ID

### 05 Program Dates

Full Day Program - Year-round

Half Day Program - Year-round or optional, mid August to Friday before Memorial Day.

#### Drop-Off Policy

- Parents or guardians must sign in their child upon arrival.
- Children must be escorted into the classroom by an adult.
- Drop off may be extended to 11:30am for doctor's appointments with advanced notification.

#### Pick-Up Policy

- Only authorized individuals listed on the child's emergency contact form may pick up the child (Photo ID required)
- Parents must sign out their child before leaving the premises.
- Do not allow children to roam the building or walkout without you

**Unless it is an emergency, please finish all phone calls prior to entering the building during drop-off and pick up times.**

## Absences & Vacation

Parents must call or email the school office or report the absence via the Playground parent app.

- Tuition remains fully payable during absences to hold the child's spot in the program.
- Refunds, credits or make-up days cannot be granted.
- For after school pickup, notification must be made of an absence no later than 1pm.
  - *Failure to notify the center of changes to your child's pick up will result in a \$25 fee per occurrence.*
- Families receive one week (five consecutive days, Mon-Fri) of vacation, each calendar year.
  - Must be enrolled for at least one year before using vacation time.
  - A two-week notice is required to avoid charges.



We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care.



## Dress Code Guidelines

### Comfortable, Play-Appropriate Clothing

- Children should wear loose, breathable clothing that allows free movement.
- Clothes should be easy for children to manage (e.g., elastic waistbands instead of buttons/zippers).

### Shoes for Safety

- Closed-toe shoes with rubber soles are recommended.
- No sandals, flip-flops, or shoes with wheels (to prevent injuries)

### Weather-Appropriate Attire

- Cold Weather: Coats, gloves, hats, and closed-toe shoes.
- Warm Weather: Lightweight, sun-protective clothing and a wide-brimmed hat for outdoor play.

### Extra Clothing Requirement

- Parents must provide a labeled extra set of clothes (shirt, pants, socks, and underwear) in case of spills or accidents.



## Supplies

### Diapers/Pullups & Wipes

- Diapers & Wipes supplied by parents
- 2-3 weeks of supplies is recommended.
- Staff will notify parents when the supply is running low
- If your child does not have necessary supplies, you will be charged \$2/diaper fee and \$5/wipes fee for center supplied items.

### Infant Food

- Breastmilk in pre-prepared bottles
- Can of formula and 2-3 bottles
- Baby food if not utilizing center provided food

### Water Cup and Blanket

- Sippy cup/water bottle sent daily
- Blanket or rollup nap mat can be kept at the center and taken home Friday to be laundered.
- All supplies should be labeled

*We support breastfeeding families and recognize human milk as the optimal source of nutrition for infants. We will provide a comfortable location with an adult-sized chair for mothers to nurse their child upon request.*

**Please avoid bringing toys from home, electronic devices or expensive, sentimental items as the center will not be responsible for these items.**

# Holidays

## Holiday Closures:

New Year's Day

MLK Day

President's Day

Good Friday

Memorial Day

Juneteenth

Independence Day/Summer Break (1 week)

Labor Day

Indigenous People's Day

Thanksgiving (2-1/2 days)

Christmas Eve/Christmas/Winter Break (1 week)

New Year's Eve

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## School Breaks

Childcare is a rewarding and demanding career, and we believe that all employees deserve time to spend with family, rest and engage in self-care. Therefore, The Little Learning Preschool will take two school wide week-long vacations - 1 week during the week of Christmas-New Year's Day, as well as 1 week the first week of July around Independence day. We believe this increases company morale and allows our teachers to continue to provide quality care to our learners.

Payment is still required during these weeks as tuition is based on enrollment. Consistent tuition allows us to maintain financial stability and ensure the center's operations year-round. It helps cover staff benefits, facility maintenance, and other fixed expenses that continue even when we are closed. This structure ensures that we can sustain our programs and retain the passionate, skilled educators who make such a difference in your little learner's life.



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## Inclement Weather

- We follow FWISD/Keller ISD for weather delays/closures.
- In severe emergencies, parents will be notified by Playground app, email, or phone.
- Tuition remains due, as it is based on enrollment, not attendance.



## Staffing

The Little Learning Preschool is staffed with professionals who bring education and experience in the field of child care. This combination of assets is necessary to produce an atmosphere of learning, acceptance, and quality care. Teacher-to-child ratios are always maintained at high-quality levels. Opportunities for teachers' professional and personal growth are encouraged by the administration and in-service training is provided. All staff will submit to a background check and maintain annual hours of continued education, per Texas Child Care Licensing guidelines.

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## Safe Sleep for Infants

Infants 12 months old or younger may not sleep in a restrictive device. If an infant falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible.

Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib.

Per Safe Sleep guidelines we may not lay a swaddled infant down to sleep or rest on any surface at any time unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that swaddling the child for sleeping purposes is medically necessary.



# Transportation Policy

The Little Learning Preschool provides transportation to and from select schools and for school-sponsored field trips for enrolled children who have completed kindergarten through age 12. Transportation services are provided in accordance with Texas Child Care Licensing Minimum Standards.

Transportation is a privilege and not guaranteed.



## ✓ Driver & Vehicle Requirements

- Drivers are at least 21 years old, hold a valid Texas driver's license, have an approved background check, and meet licensing driving requirements
- Drivers complete required transportation safety training and maintain CPR/First Aid certification
- Vehicles used for transportation are properly insured, maintained, and inspected as required by licensing

## ✓ Student Safety

- Children must be enrolled in the transportation program
- Children must remain seated and properly restrained at all times
- Children must respect drivers and other riders

Failure to follow safety rules may result in loss of transportation privileges.

## ✓ Parent Responsibilities

- Parents/guardians must notify the school if their child will not need pickup on a scheduled transportation day.
- Notification must be received by 1:00 PM
- Notification should be sent through the Playground app or direct communication
- If the school arrives at the pickup location and the child is not present, a \$25 travel fee will be assessed

Repeated missed notifications may result in suspension of transportation services.

## ✓ Compliance

This policy applies to all transportation and field trips and aligns with Texas Child Care Licensing Minimum Standards. The school reserves the right to suspend or terminate transportation services to maintain safety and compliance.

**A copy of our complete Transportation Policy & Procedures Guide may be viewed in the administration office upon request.**





# Food, Health & Wellness

We promote healthy eating habits while ensuring the safety of all children with food allergies. Our meal and snack policies are designed to provide nutritious options while maintaining a nut-free and allergy-conscious environment.



## School-Provided Meals & Snacks



- As a participant of the Child & Adult Care Food Program (CACFP), we provide a nutritious breakfast, lunch and afternoon snack that is prepared following USDA child nutrition guidelines.
- All meals include balanced portions of proteins, grains, fruits, and vegetables.
- A monthly menu is shared with parents in advance.
- Breakfast 7:30 – 8:30am, Lunch 10:30–11:30am, PM Snack 1:40–2:30pm; Afterschool Learners –Served as children arrive
- For safety, foods and liquids hotter than 110°F are kept out of children’s reach.
- We do not use food as a reward for behavior.

## Allergy & Food Safety

- The Little Learning Preschool is a nut-free campus (no peanuts, tree nuts, or nut-based products).
- Parents must disclose food allergies or dietary restrictions during enrollment. A doctor’s note or FARE form is required for food allergies.
- Parent may request meal modifications for religious preferences.
- EpiPens and inhalers must be provided by parents if needed. **All staff are trained in EpiPen administration and allergy response.**



**If your child has a life-threatening allergy, a FARE form is required upon admission.**

# Home-Packed Meal & Snack Policy

- Parents may send home-packed meals if preferred.
- Nut-Free Policy: Peanuts, tree nuts, and nut-based products are strictly prohibited.
- Lunch should be healthy and balanced, avoiding sugary snacks and sodas

## Please Avoid:

- Chips, candy, chocolate, and soft drinks.
- Processed fast food or highly sugary items.



## Late Afternoon Snacks:

Our final school-provided snack is served from 2–2:30 PM. If your child stays beyond 4:30 PM and you feel they may need another snack, you are welcome to send one from home. It will be provided to your child individually by their teacher. Snacks from home will not be shared with other children, for safety and allergy reasons.

### Healthy Snack Suggestions:

- String cheese or cheese cubes
- Turkey Jerky
- Whole grain crackers
- Nut-free protein bars
- Fresh fruit with sunflower seed butter
- Veggies with hummus

Note: We cannot refrigerate or microwave home-packed meals. Please send lunches and snacks in a **thermos** or insulated lunchbox with an **ice pack**. Lunchboxes and reusable containers must be taken home and cleaned daily.



Our part in helping to keep your child from contracting an illness while under our care is to serve “well children.”

## Illness & Exclusion Policy



We believe in being proactive in the fight against the spread of illness and communicable diseases. This includes consistent practices of hand washing, cleaning and disinfecting. In addition, the following guidelines have been established to determine whether a child is to be admitted or allowed to stay in the program on a particular day. Daily Health Checks are made on each child upon their arrival, and any child showing visible signs of being ill, or anytime during the day will be sent home .

### *When to Keep Your Child at Home*

- Oral temperature of 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or
- Vomiting or diarrhea until episode free for 24 hours
- Rash with fever or unknown cause
- Persistent/wheezing cough WITH colored mucus
- Contagious illnesses (pink eye, strep throat, hand-foot-mouth, etc.)
- Any illness that prevents your child from participating comfortably in daily activities including outdoor play

In the event of a serious illness or injury and we are unable to contact you or any person listed on your enrollment form, at the discretion of the Director, the paramedics will be called and your child will be transported to an emergency facility.

### *List of Conditions for Exclusion*

- Covid - We will follow CDC Guidelines
- Flu - 72 hours from the start of symptoms and fever free 24 hours without fever reducing medicines
- Hand, Foot & Mouth - Minimum 72 hours from onset, AND all blisters are scabbed over, and no mouth sores present with drooling
- Chicken Pox - Minimum 5 days from onset and after all the blisters have scabbed over
- Measles - When all signs of the rash have disappeared
- Mumps - When all swelling has disappeared
- Pinworm- After being on medication for 24 hours
- Head lice - After all lice and nits are gone
- Scabies - When all lesions have disappeared or a doctor's note stating that the child is no longer contagious
- Pink eye - After treatment, no eye discharge and a doctor's note
- Impetigo & Strep Throat - After being on antibiotics for 24 hours and fever free 24 hours without fever reducing medicines
- Skin rash - Must be diagnosed by a physician and a written note must be received before the child is readmitted to the program.



Please notify the director if your child has been exposed to any contagious disease. We must exercise precautions in order to maintain a healthy environment and to avoid any epidemic situations.



## Medication Policy

Only physician prescribed medication will be administered and a medication authorization form must be completed and renewed monthly.

- All medication must be in the original container indicating the child's name, type and date of prescribed medication, amount and time of dosage and the length of time medication is to be distributed.
- All medication must be in its original packaging and handed directly to a member of the admin team.
- Medication can be dispensed by a caregiver with the supervision of the director or assistant director and documented on the medication authorization form.
- Any expired medication that is not picked up by the expiration date will be discarded.
- If any medication is kept at the center on an as needed basis, such as nebulizers, the form is valid for only four (4) months and a new form must be filled out when expired.
- No medication (including cough drops) should be left in a child's backpack/diaper bag.
- The Little Learning Preschool will not administer any fever reducing medication (I.E. tylenol, ibuprofen, etc).

## Immunization & Health Records

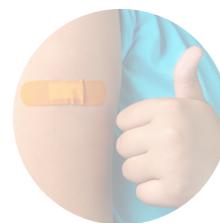
A physician signed health form must be on file for your child upon admission into the program.

All children must have up-to-date immunizations or a notarized exemption before the first day.

Immunizations must be kept current and an updated copy of records provided to the center.

Children 4 years old must complete a hearing & vision screening.

**Employees are encouraged to follow CDC recommendations for vaccinations.**



# Indoor & Outdoor Physical Activity



The Little Learning Preschool promotes daily indoor and outdoor physical activity in accordance with Texas Child Care Licensing Minimum Standards and Subchapter F (Developmental Activities and Activity Plan). Physical activity supports children’s physical health, social development, self-regulation, and overall well-being.

## 01 Benefits of Physical Activity

Daily physical activity helps children:

- Develop gross motor skills, strength, and coordination
- Improve focus, self-regulation, and overall health
- Build social skills through cooperative play

## 02 Physical Activity Schedule & Duration

Children are provided opportunities for physical activity each day, including:

- Morning and afternoon outdoor recess, weather permitting
- Additional indoor physical activity throughout the day

Activities are developmentally appropriate for each age group.

## 03 Types & Settings of Physical Activity

Children participate in both structured and unstructured physical activities in the following settings:

- Outdoor playgrounds
- Indoor classrooms
- Indoor soft play area, when outdoor play is limited or not permitted

## 04 Clothing & Footwear

To safely participate in physical activities, children should wear:

- Comfortable clothing that allows free movement
- Closed-toe shoes with secure soles

Clothing or footwear that limits safe participation may restrict a child’s involvement in physical activities.

## 05 Weather & Alternative Activity Plan

Outdoor play may be limited or suspended when weather conditions pose a health or safety risk, including:

- Real Feel temperatures of 39°F or below
- Real Feel temperatures of 99°F or above
- Rain, lightning, or weather warnings

When outdoor play is not permitted, children will engage in indoor physical activity, including use of the soft play area and classroom-based movement activities to ensure daily physical activity continues.



**With written parental permission, the school will apply sunscreen and insect repellent provided by the parent as needed. All products must be child-safe, age-appropriate, and clearly labeled with the child’s name.**



# **Family Guidelines & Communication**



# Behavior Policy

Our behavior policy involves the following procedures that will be utilized by our teachers and administration:

## 1. Prevention

- 1.Children are engaged in developmentally appropriate and exciting activities, given positive attention, notice and praise.
- 2.We model and reinforce sharing, taking turns, and kindness towards others

## 2. Redirection

The following actions will be taken in addressing challenging behaviors at our center to ensure the safety of everyone.

- 1.The child will be told that his behavior is inappropriate. The teacher will first talk to the child about the behavior and try to guide the child into using more appropriate ways to communicate.
- 2.The child will be redirected to a more appropriate activity and, if necessary, given a short time away from the rest of the class.
- 3.Parents will be notified about the behavior. If repeated incidents occur, staff will develop a plan of intervention that includes shadowing the child and a conference with the parents.
- 4.Follow-up will be made with the parents daily until the issue is resolved

## 3. Escalation

If a child's behavior is such that it may be harmful to other children or teachers in our facility, the parent will be called to pick up their child for the day. The child should be picked up within 45 minutes and cannot return for 24 hours. Should a child's behavior become an ongoing problem, our center reserves the right to withdraw your child at any time without notice.



Collaboration between our program and parents/guardians is critical in helping each child succeed and overcome any challenging behaviors.

# Potty Training



## Signs of Readiness

To begin potty training at school, learners must exhibit the following signs of readiness:

- Ability to communicate the need to use the bathroom (verbally or through gestures).
- Staying dry for at least 2 hours at a time during the day.
- Showing interest in the toilet or observing others use the bathroom.
- Independence in pulling up/down pants and sitting on the potty.
- Discomfort with wet or soiled diapers and a desire to stay dry.

## Expectations for Parents

Potty training is a team effort and we ask for parent collaboration to ensure consistency between home and school. Our expectations include:

- Beginning potty training at home before transitioning the process to school.
- Dressing your learner in easily removable clothing to support potty independence.
- Providing an adequate supply of extra clothing, underwear and shoes in case of accidents.
- Maintaining open communication with teachers to track progress and address challenges.

*We consider your learner fully potty trained after they have completed 4 consecutive weeks with no more than 2-3 accidents while wearing underwear only (no pull-ups) during school hours, including nap time. For children 3 and older, the non potty-trained tuition rate will apply until this milestone is reached.*



# Children with Special Needs

We understand and respect the differences and unique abilities in all children, and we are committed to providing any child with special care needs the accommodations recommended by a health-care professional or a qualified professional affiliated with the local school district.

**01** Utilize, as recommended, any adaptive equipment provided for your child's use.

**02** Ensure that if your child receives specialized services for any disability they can receive those services from a qualified service provider at the facility, at your request and approval.

**03** Ensure activities integrate children with and without special care needs.

**04** Ensure that caregivers adapt equipment and procedures and vary methods as necessary to care for any child with special needs in a natural environment.

# Celebrations & Special Events



## Water Activities

### Sprinkler Play

- No child will use sprinkler equipment on or near a hard, slippery surface
- Sprinkler equipment and water hoses will be kept out of children's reach when not in use.
- Each child must have permission to participate in water activities in order to participate.
- Parents will be notified in advance before we have the sprinkler play day.
- Parents will be asked to bring swim clothes, sunblock, towel, and other necessary items.



## Birthdays

**Birthdays are important to children and we are happy to celebrate your child's birthday with them.**

- Commercially made/store bought treats are welcomed for birthday celebrations.
- Please make sure you let your child's teacher know ahead of time so they can plan their afternoon snack time.
- We cannot hand out invitations to home parties unless all children in the class are invited.



## Field Trips

**During summer and spring break for K5 - 12 years old.**

- Field trip fees included in weekly tuition for regularly enrolled learners.
- Drop in learners will pay an additional fee for field trips.
- Each child must have a completed Field trip permission trip on file

# Parental Visits & Participation

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Parents are welcome to:

- Volunteer at events
- Share books, talents, or cultural traditions
- Join us for class/school wide parties or family activities
- Annual fundraisers
- Graduation
- For safety, background checks may be required for regular volunteers.



# Communication

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We value strong parent and family partnerships. Communication includes:

- Parent orientations – conducted prior to the first day to discuss policies and ask last minute questions
- Verbal/written communication – Daily updates via Playground app and at pick up, as well as in the monthly newsletter.
- Parent meetings and workshops are offered as a resource to parents and to respond to community needs. During meetings, each parent will receive information on their child's development and can set goals with teachers based on the results from developmental assessments conducted by the teacher.
- Family events/participation – Family events are held during the year to encourage families to join together in a social manner and provide a sense of belonging to the "program."
- Monthly newsletters- facility events, policy reminders, changes in procedures, hints on child rearing, information about books and articles on parenting.
- Parent/Teacher conferences

Policies are reviewed and updated annually or as deemed necessary by the center. Parents will be notified in writing of any policy changes.

Family Contact Information- Parents may update contact information by emailing the center at [info@TheLittleLearningPreschool.com](mailto:info@TheLittleLearningPreschool.com) or by calling the center. The center will update the information on file.

# Parental Notification

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After we have ensured the safety of the child, parents will be notified immediately after a child:

- Is injured and the injury requires medical attention by a health-care professional;
- Has a sign or symptom requiring exclusion from the child-care center
- Has been involved in any situation that placed the child at risk. (i.e a caregiver forgetting a child in a center vehicle or not preventing a child from wandering away from the child-care center unsupervised); or
- Has been involved in any situation that renders the child-care center unsafe, such as a fire, flood, or damage to the child-care center as a result of severe weather.

Less serious injuries such as, but not limited to, minor cuts, scratches, and bites from other children requiring first-aid treatment by employees, will be notified at pickup.

Written notice will be provided within 48 hours of becoming aware that a child in our care or an employee has contracted a communicable disease that the law requires us to report to the Texas Department of Health.

Written notice will be provided within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group.

# Divorce & Custodial Rights

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The Little Learning Preschool understands that some families have shared parental responsibilities. If there are any circumstances that are pertinent to one or the other parent a court order **MUST** be on file. The Little Learning Preschool will comply with any court order for a family in our care. The Little Learning Preschool will not get involved in parental disputes.

# Weapon Free & Gang Free Zone Policy

The Little Learning Preschool is a gang-free zone and weapon-free zone. This policy is established to comply with Texas Child Care Licensing Minimum Standards and to ensure the safety and well-being of all children in care.

This policy applies to all persons on the premises at any time, including parents, guardians, staff, volunteers, visitors, and vendors, and during all school-sponsored activities.

## Weapon-Free Zone

In accordance with Texas Child Care Licensing Minimum Standards, weapons are not permitted on the child-care premises. Weapons include, but are not limited to:

- Firearms or guns of any kind
- Knives, clubs, or any object designed or intended to cause bodily injury

Weapons are prohibited in:

- All indoor areas
- Outdoor play areas
- Parking lots and walkways
- School vehicles
- During school-sponsored activities

The only exception is for on-duty law enforcement officers, as permitted by law.

## Compliance and Enforcement

Failure to comply with this policy may result in:

- Immediate removal from the premises
- Termination of enrollment or services
- Notification of Texas Child Care Licensing and/or local law enforcement, when required

The operation will take any action necessary to maintain a safe environment for children.

## Gang-Free Zone

Gang-related activity is prohibited on the child-care premises. This includes, but is not limited to:

- Display or use of gang symbols, signs, or gestures
- Gang-related language, intimidation, or behavior
- Clothing or accessories that promote or represent gang affiliation

Any individual engaging in gang-related activity may be required to leave the premises immediately. Repeated or serious violations may result in termination of services and/or notification of appropriate authorities.



# Emergency Procedures & Evacuation

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## FIRE

1. Evacuate the area of the fire (always stay low as smoke and heated gasses collect near the ceiling first)
2. Activate the fire alarm (if so equipped)
3. Call 911, indicating the need for assistance from the fire department and law enforcement.
4. The director, or assistant director will designate a person, or persons, to go to the nearest intersection to direct the fire department vehicles to the scene.
5. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
6. Upon the arrival of the fire department the facility director, or assistant director, shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
7. Make certain that all children and staff members are accounted for and safe. Move to other locations as required. A fire deemed in any way to be a threat to the safety of the children, or the staff members calls for evacuation to the outside area, away from the building.
8. All windows and doors in the facility should be closed, and all electrical switches and breakers turned off. However, do not waste time doing this if the condition is an emergency.

*Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is imminent danger.*

*If the fire is small, any of the fire extinguishers may be used to put it out, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.*

### **The fire extinguishers are located as follows:**

1. Front Office
2. Kitchen
3. Front Door
4. Back Bathroom
5. Left side of Hallway (outside of L3)

The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:

- a. Yellow smoke may indicate the presence of toxic gasses. Evacuation should proceed immediately, and no effort should be made to extinguish the flame.
- b. Gray smoke with brown wisps is indicative of any electrical fire. Again the area should be evacuated immediately, and all should stay clear of the area.
- c. Gray-black smoke is indicative of a primary fire. The first priority remains evacuation of the immediate area. Staff members may attempt to extinguish the fire only if there is no severe danger of smoke inhalation.
- d. Ensure that no re-entry is attempted until authorized by the fire department.
- e. Children younger than 24 months of age and children who have limited mobility or who otherwise may need assistance will be relocated to the same area as everyone else. The director and any floating caregivers/teachers will assist caregivers in these classrooms with transitioning all children within this age group or with limited mobility to the safe area.

# Emergency Procedures & Evacuation

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## INCLEMENT WEATHER

### HURRICANE OR TORNADO

A. The safe places designated by the Director are as follows:

- Staff Break room
- Front Office
- Kitchen
- Staff Bathrooms
- Back Hallway outside of L6

B. Procedure for relocation

1. Do a head count
2. Grab flashlights, name to face sheets, first aid kit.
3. Have children line up and lead them to the designated safe place.
4. Direct all children to sit on the floor in designated area, not in front of doors.
5. **Tornado** – Direct all children to kneel down on their knees with their head between their legs covering their head with their hands.
6. Remain until the storm has passed.

C. After absolutely certain that the storm has passed

1. Staff members should do a head count
2. Provide any necessary first aid
3. Check the complete building for any damages such as fire, water, or structural.
4. Turn on and test utilities
5. Call 9-1-1 as necessary for injuries/structural damage

**Notify the Director as soon as possible with an update of conditions.**

**Notify any agents that services are needed.**

Children younger than 24 months of age and children who have limited mobility or who otherwise may need assistance will be relocated to the same area as everyone else. The director and any floating caregivers/teachers will assist caregivers in these classrooms with transitioning all children within this age group or with limited mobility to the safe area.

### **Important Reminders**

1. Always maintain flashlight and voice contact among staff members.
2. Make sure to do a head count before moving to safe place, after arriving at safe place, and after leaving designated area.
3. Advise all children to wear shoes.

# Emergency Procedures & Evacuation

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## **WARNINGS/WATCHES**

### **Severe Thunderstorm WATCH**

1. Advise all staff members of the weather condition.
2. Monitor radio / television news for updates and/or the Weather Radio.
3. Modify outdoor activities to ensure that relatively quick access to shelter is available.

### **Severe Thunderstorm WARNING**

1. Advise all staff members of the weather condition.
2. Monitor radio / television news for updates and/or Weather Radio.
3. Terminate outdoor activities and seek shelter.
4. Monitor sky conditions. If you see a dark, funnel shaped cloud, seek shelter and if possible, call 911 and report it.

### **Tornado WATCH**

1. Take all precautions included in a Thunderstorm Watch and in addition:
2. Upon approach of thunderstorms, cease any outdoor activity that would delay the seeking of shelter.
3. Monitor sky conditions. If you see a dark, funnel shaped cloud seek shelter and if possible, call 911 and report it.

### **Tornado WARNING**

1. Monitor radio / TV continuously.
2. Monitor sky conditions continuously. If you see a dark, funnel shaped cloud seek shelter and if possible, call 911 and report it.
3. Turn off all utilities if time permits.
4. Move all staff members and children to designated safe zones:
  - Staff Break room
  - Front Office
  - Kitchen
  - Staff Bathrooms
  - Back Hallway outside of L6

# ILLNESS OR INJURY

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## **A. MINOR**

- Treat with medical supplies on hand.
- Evaluate periodically to see if further medical attention is required.
- Document treatments and evaluations in the children's file.
- Consult family members.

## **B. MAJOR**

- Employ first aid techniques as trained.
- Contact 911, if immediate medical attention is required.
- If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, pediatric clinic, or hospital per instructions of the family member.

## **C. DEATH**

- If a death occurs at the Facility the following should be contacted immediately:
  - Call 911, request emergency assistance.
  - Contact local Law Enforcement; allow them to notify the family members.
  - Notify the licensing immediately
  - The facility director
- The body should not be moved or tampered with.
- All children should be moved to a part of the building away from the body.
- The children should only be told what is essential for them to know about what has occurred, but should be offered comfort and counseling as needed.
- No news media should be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the director. No filming or photography is to be allowed inside the building.

# UTILITIES AND MAINTENANCE EMERGENCIES

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## A. GAS LEAK

- 1.If any staff member or children smells gas, act quickly.
- 2.Open windows immediately.
- 3.Call 911 and report the possible gas leak.
- 4.Do not turn any electrical switches on OR off. Eliminate all flames.
- 5.Check all gas taps and turn them off.
- 6.If necessary, turn off the gas main. The shutoff valve is next to the meter. Using a wrench turn the valve a quarter turn in either direction.
- 7.If the gas odor remains strong, evacuate the area immediately.
- 8.Do not return to the building until the fire department announces it is safe.

## B. POWER FAILURE

- 1.The center has 15 flash lights which are located in each classroom, the director's office, the kitchen, and the staff break room. There are spare batteries located in the staff break room.
- 2.A battery-operated radio is located in the administration office. The radio may be used to monitor weather conditions, etc.
- 3.In the event of a power failure, the staff members on duty should contact the following:
  - a.Local Power Company. Phone: Oncor 1-888-875-6279
  - b.The on-duty supervisor, and/or the Director.

# BUILDING LOCKOUT

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If a suspected intruder is near but not inside the building, an announcement will be made: "This is a Code Red Emergency. Repeat, this is a Code Red Emergency."

All children outside must be brought inside immediately. Staff will lock all exterior doors and windows, close and cover windows, turn off lights, and secure classroom doors (use a doorstop if needed). Keep children away from doors and windows and maintain a calm environment. Activities may continue inside, but no one may enter or exit the building.

The Director or designee will call 911 and remain on the line until help arrives, following all instructions from emergency personnel. Teachers will keep children secured until the "All Clear" is given.

Law enforcement will assume control upon arrival and determine next steps, including possible evacuation or parent pickup if safe. No one may enter the building unless escorted by law enforcement.

Once the "All Clear" is announced, the Director/Assistant Director will update staff, support children as needed, notify parents, report the incident to licensing, and complete a written incident report.

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

# Parent Handbook Agreement

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, have read and reviewed the Little Learning Preschool Parent Handbook for the 2025-2026 school year. I acknowledge and agree to the following:

I agree to the general policies and procedures of The Little Learning Preschool regarding tuition and fees, attendance, late pickup fees, and non payment by 11:59pm Sunday, as well as other items specified in the Parent Handbook.

I understand that the enrollment fees and tuition are non-refundable.

I understand the health policy of The Little Learning Preschool. I also understand the requirement of written authorization to dispense prescribed medication.

I have read and understand the Discipline Policy of The Little Learning Preschool. I understand that if my child exhibits behavior that may harm himself or others, I will have to keep my child out 24 hours before he can return to the center.

I hereby agree to notify The Little Learning Preschool 2 weeks in advance of withdrawal, should such an event occur, or pay the difference.

I have read and understand the tuition policy regarding mandatory autodraft, ACH and debit/credit card vendor fees and late fees.

I have read and understand the requirements pertaining to my child's immunizations and my obligation to keep these forms current.

I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

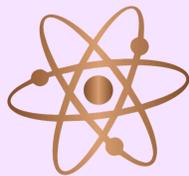
I am aware the of center's scheduled holidays, inclement weather and vacation weeks policies. I understand that tuition is due 52 weeks per year and that tuition is based on enrollment, not attendance or holiday/weather related closures.

**Parent/Guardian Signature** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Director's  
Initials & Date** \_\_\_\_\_



THE LITTLE LEARNING  
**PRESCHOOL**

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Little Learners.  
Big Futures.

**Contact Us**

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**The Little Learning Preschool**

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