

# PROCEDURES FOR LAA

We are embarking upon the establishment of a Christian pre-school in the community. In order to ensure that your child is most comfortable at Little Angels Academy, the following explains the basic requirements of our Program.

1. Each child must bring **a small baby pillow 12"x16" and a baby blanket 36"x36"**.

These must be taken home every Friday for washing, and be returned the following Monday. Each child must bring a change of clothing in case of an accident.

PLEASE MAKE SURE EVERYTHING IS LABELED.

2. Please do not send children with toys, money or valuable jewelry to the academy.

3. We provide breakfast, lunch and snacks every day. All meals provided by Little Angels Academy are wholesome and nutritious and are included in tuition payments. (Our menu will be posted by the kitchen). If you desire to bring extra snacks for your child, please only include items that are wholesome (no cookies, chips, or candy please).

4. **CHILDREN IN THE 2 AND 3 YEAR OLD CLASSES NEED THE FOLLOWING:**

- A BIB FOR LUNCH
- 1 BOX OF TISSUE
- 1 CONTAINER OF BABY WIPES

5. **CHILDREN IN THE 4 AND 5 YEAR OLD CLASSES NEED THE FOLLOWING:**

ONE BOX OF TISSUE

6. **CLASSES BEGIN PROMPTLY AT 9:00 A.M.**

7. **PARENTS WHEN YOU PICK UP YOUR CHILDREN PLEASE ENSURE THE FOLLOWING:**

A. You **must sign** him/her out

B. For your child's safety, you must call and inform the daycare if someone other than an authorized person is picking up your child. He/She WILL NOT BE RELEASED IF THIS PROCEDURE IS NOT FOLLOWED.

C. It is your responsibility to inform the academy of any changes in emergency contacts, telephone numbers, and anything that relates to the child's well being.

We hope that with your cooperation and support this will be a happy and rewarding experience for you and your child.