



Little Horizons Academy

Parent Handbook

2025-2026

2950 North Shiloh Rd, Garland TX, 75044
(972) 675-2062

Updated July 2025

Assalamu alaikum wa rahmatullah wa barakatu

Welcome to Little Horizons Academy!

Thank you for choosing our school. We look forward to working with you and your little one during the upcoming years as we work toward building confident and inspired young Muslims.

Little Horizons Academy is owned and operated by the Islamic Services Foundation.

We aspire to nurture rising leaders by providing an inclusive, exceptional, Islamic environment that empowers children to always aim for the stars.

Our School is open to you any time your child is present in LHA. However, for the safety of all children, we do request that you make your presence known to your child's teacher or the front office any time you are on campus.

Thank you for your continued support and partnership in guiding our children toward a bright and successful future inshallah.

Sincerely,

Islamic Services Foundation



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LHA Contact Information

	Name	Email	Extension
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Front Desk	Ms. Ayesha Taranum	frontdesk@lhaprep.org	500
Finance	Ms. Nadia Hassan <i>Finance Manager</i>	finance@bhaprep.org	112
Sycamore	Ms. Sumayah Bairuti Ms. Hala Khalil <i>Sycamore Administrator</i>	sycamore@bhaprep.org attendance@bhaprep.org	130
Admissions	<i>Office of Admission</i>	admissions@bhaprep.org	125 133
Facilities	Br. Arbad Ismail <i>Facilities Manager</i>	facilities@bhaprep.org	168
Nurse	Ms. Neda Ahmad <i>School Nurse</i>	health@bhaprep.org	160
Behavioral Counselor	Ms. Zaira Abubaker <i>Behavioral Counselor</i>	zabubaker@bhaprep.org	

Our Philosophy

We believe children are born with the intrinsic urge to learn and we aim to nurture them into confident Muslims.

As a non profit organization, Little Horizons Academy welcomes families and encourages them to build a parent-teacher approach where the well-being of their little one is a priority in obtaining an early childhood education.

Our Mission

We aspire to nurture rising leaders by providing an inclusive, exceptional, Islamic environment that empowers children to aim for the stars.

Little Horizons Academy aims to elaborate on education, social-emotional growth, and establishing Islamic foundations centered on the love of Allah. Grounded in the teachings of Islam, we strive to create a nurturing environment where children develop a profound love for Allah, embody Islamic values, and are inspired to become compassionate and responsible global citizens.

Our Preschool's Mission encompasses:

1. **Spiritual Nourishment:** We strive to cultivate a deep love and connection with Allah through age-appropriate Islamic teachings, stories of the Prophet (peace be upon him), and the recitation of Qur'an. We encourage children to develop a sense of gratitude, empathy, and respect for all of Allah's creation.
2. **Excellence in Education:** Our educational approach integrates Islamic principles with modern teaching methodologies. We aim to provide a high-quality early childhood education that fosters cognitive, emotional, physical, and social growth. By nurturing curious minds, we lay the foundation for lifelong learning.
3. **Moral Values and Character Development:** Through Islamic ethics and moral teachings, we aim to develop strong character traits in our students. Honesty, kindness, compassion, and respect are values we encourage in all aspects of their lives.
4. **Inclusivity and Diversity:** We celebrate the diversity of our community and promote an inclusive atmosphere where children from all backgrounds feel welcomed and cherished. We teach our students to appreciate and respect different cultures and beliefs, fostering a spirit of unity and understanding.
5. **Parent and Community Engagement:** We recognize the crucial role of parents in their child's development and education. We actively involve parents in their child's learning journey, forming a strong partnership to support their growth at school and at home. We also engage with the local Islamic community, reinforcing the values of collaboration and shared responsibility.
6. **Safe and Nurturing Environment:** The emotional and physical well-being of our students is of paramount importance. We maintain a safe, secure, and caring environment where children feel confident to explore, create, and express themselves freely.
7. **Play-based Learning:** We believe that play is an integral part of early childhood education. Through play-based learning, we encourage imagination, creativity, and problem-solving skills, allowing children to discover and learn at their own pace.

Our Vision

Confident and inspired young Muslims with a lifelong passion for learning.

At Little Horizons Academy, we aim to be a leading Islamic Preschool that nurtures young hearts and minds, preparing them to become exemplary individuals grounded in Islamic values, knowledge and character. We strive to create a vibrant learning and exploratory community where children embark on a lifelong journey of faith, education, and service to humanity so they may achieve success in this life and the hereafter.

Little Horizons Academy History

The Birth of LHA

Brighter Horizons Academy (BHA) is a PK-12th Grade private school that was established in 1989. Since then, it has reached enrollment numbers of over 900 students mashallah! In order to best serve our Preschool stars, a specialized center has been established across the street from BHA. This Preschool Center, *Little Horizons Academy*, is launching in 2023 in a newly remodeled building designed specifically to suit the needs of children ages 3-5.

What Makes Us Different

- ✓ Islamic environment- your little one will be brought up with Islamic teachings integrated into every aspect of their early childhood.
- ✓ Daily Sheet Information- parents are able to see pictures and receive an update on what their child is learning that week.
- ✓ Secure front entrance
- ✓ Frog Street Curriculum that exceeds state and national requirements
- ✓ Arabic, Quran, and Islamic Studies curriculum that is effective and in place for years
- ✓ Activity space for after-school students, inclement weather activities and extracurricular activities
- ✓ Classrooms with Smart Board Technology
- ✓ Two gender-separated restrooms in each classroom
- ✓ Outdoor playground space divided into age-appropriate sections
- ✓ Shaded structure covers the playground to provide comfort for outdoor play
- ✓ All staff certified in CPR and First Aid
- ✓ Complete salary and benefits used to attract and retain highly qualified teachers
- ✓ Trained teachers
- ✓ On-site Director and Assistant Director with vast experience
- ✓ On-site Cook that serves Halal and nutritious food
- ✓ Partnership and shared resources with Brighter Horizons Academy, the largest Islamic School in the South
- ✓ Completely renovated building with an exciting space theme

Purpose of this Handbook

This handbook was written to answer many of the most frequently asked questions parents may have. This handbook contains information and policies and privileges that Little Horizons Academy upholds. Therefore, parents are responsible for knowing and understanding its contents. Please make sure to take the time to become more familiar with it and ask any questions that you may have. This handbook is meant to be a reference for parents to use throughout the year and is intended to help avoid any misunderstanding when questions arise.

Little Horizons Academy obtains the right to interpret the contents of this handbook, which includes regulations regarding the conduct of parents and students. This handbook is not used as a contract, nor will it be implemented as such. Little Horizons Academy reserves every right to modify or amend the content written in the handbook at any time throughout the year or as we deem appropriate.

If you have any questions about the policies written in the handbook, please contact the Director of Preschool for Little Horizons Academy.

Equal Opportunity

LHA does not discriminate on the basis of race, color, national origin, citizenship, handicap or disability or any other legally protected status in regards to admissions or in the administration of its educational policies and administered programs.

This school makes its programs and services accessible to individuals with disabilities. LHA welcomes requests for accommodation. LHA will attempt to provide reasonable accommodations to qualified students with mental or physical disabilities, to the extent that such a request does not cause a fundamental alteration to LHA's programs/curriculum and to the extent that it does not create an undue hardship for LHA.

The first step in requesting an accommodation is to provide the Director or member of management with documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist. Upon receipt of such documentation and recommendations, we will communicate with the family in an interactive process to obtain additional information or discuss the circumstances related to the request.

Communications

We encourage parents to have good communication with the child's teacher, however, any information regarding administrative processes, such as admission and related processes, financial policies, tuition, vacation or absence, withdrawal, etc., must be directed only to the Director or member of management. Where indicated, any communication with the Director or member of management does not include your child's teacher and does not satisfy that requirement.

Methods of Communication:

1. **Sycamore:** Attendance, documents, weekly newsletters, finances
2. **Class Dojo:** Student portfolios of learning
3. **Email:** School announcements, newsletters, classroom weekly newsletters, specific child-related
4. **Phone:** Emergencies, request for conferences

Family-School Involvement

We welcome family input and encourage you to schedule a visit to your child's classroom and speak with your child's teacher. If you would like to request a conference, please call during school hours or email the teacher directly to set up a convenient time. Conferences can be requested at any time and may include the teachers, administration or both.

On a daily basis, please check the Family Communication Board on Class Dojo and be sure to read any correspondence that is sent home with your child. Also, be sure to check your child's cubby box and classroom folder daily for messages and artwork. Notices and messages sent by you should be written and submitted to the teacher or front desk staff.

We welcome any questions. If there are family situations that affect your child, please discuss them with your child's teacher, Director or Assistant Director. Remember that any information regarding a personal issue is kept confidential and we are glad to help whenever possible.

Role of Families or Other Caregivers: Our General Expectations for You

The relationship between Families and School Staff is vital to the success of a child's experience. A partnership must be formed the first day, with open communication and understanding that the development and growth of the child is our top priority.

Families can assist and help ensure a smooth transition by doing the following:

- Supervise your children at all times while escorting them inside LHA and in the parking area.
- Drive safely through the parking area.
- Have all forms completed promptly.
- Update forms, as needed, when changes occur (i.e., new phone number, address, etc.).
- Keep immunization records updated.
- Keep staff informed of special needs or changes that might affect your child's behavior.
- Notify LHA if your child is ill.
- Notify LHA if your child will be absent.
- Notify LHA if you will be later than usual picking up your child.
- Provide a change of clothes marked with your child's name. *This request is for all ages. Our School is not responsible for the lost clothing. Please change clothing seasonally to accommodate the changes in weather and the growth of your child.*
- Children should be dressed properly for the weather and play.
- Do not allow children to bring in toys. (This rule does not include special transition toys such as a blanket or other security items to which your child is significantly attached.)
- Participate in LHA's special activities.
- Attend scheduled family meetings and conferences.
- Ask questions, make suggestions or address concerns as they arise.

Parent-Teacher Conferences

Families are encouraged to attend the Parent-Teacher conferences on the two designated days (see School calendar). However, parent-teacher conferences may be scheduled any time during LHA year at the request of the family or teacher. Arrangements should be made directly with the teacher.

Problem Solving or Grievances

Differences between individuals in our community should be addressed directly whenever possible. The nature of your concern or issue will determine the person at LHA that you need to contact first, as explained below:

Billing Questions: Contact the Finance Manager (finance@bhaprep.org)

Concerns with the Center: Talk directly to the Director or Assistant Director or send us an email.

Harassment, Bullying or Hazing: Please contact the Director or Assistant Director immediately if you believe you or your child is a victim of harassment, bullying or hazing or any other serious misconduct.

Ideas and Suggestions: We are always open to your input. Our goal is to team up with our families to make LHA the best preschool it can be.

If your concern cannot be resolved by the parties involved, the matter should be taken directly to the Director or Assistant Director.

If we do not know of your concern or problem, we cannot help resolve it. So, please contact us immediately if you have any concerns or issues.

Web Page

LHA's official website is www.lhaprep.org

Classroom Experience

Class Assignments

Classes are formed primarily by age. The child's age by October 1st of the current school year will ordinarily determine class placement, but developmental level will also be considered. On the Preschool side, we promote in accordance with the traditional school calendar.

The following is a brief description of each of our programs. We also have more specific detailed program goals for each level that can be obtained by asking at the front desk.

Prekindergarten 1 (3 Year Olds)

Preschool children love to learn new information and master new tasks. Our program is designed to facilitate this learning through many self-directed experiences. Throughout the day children have opportunities to explore the learning stations within their classrooms. Children benefit greatly from having clearly defined interest areas that are arranged to promote independence, foster decision-making and encourage hands-on learning. Each learning station enhances the child's core components of development: socio-emotional, language, cognitive, physical and aesthetic. The curriculum enhances the learning stations through a thematic approach.

Children have many opportunities to see how reading and writing are useful before they are instructed in letter names, sounds and word identification. An abundance of these experiences provide children with opportunities to develop language and literacy skills.

Physical developmental needs are met daily with opportunities to use large muscles, including running, jumping, and balancing. Small muscle skills will be strengthened through play activities such as puzzles, painting, and cutting.

We have designed our preschool program to be part of a nurturing and loving environment where your child is our number one priority. When children receive warm, responsive care, they feel safe and secure.

Prekindergarten 2 (4 Year Olds)

The concept that children learn best through play is reflected in the setup of each classroom with learning stations designed to foster choice and independence. This environment encourages experimentation and provides comfort in freedom of choice. The atmosphere encourages independence and the building of self-esteem. We have developed our Prekindergarten program using the criteria from the Texas Essential Knowledge and Skills (TEKS) to make sure our students are well prepared for Kindergarten. Literacy focuses on a balanced approach between phonics and whole language. Math skills are developed through hands-on experience and experimentation with manipulatives.

Kindergarten (5 Year Olds)

In Kindergarten, children learn through a combination of structured lessons, hands-on activities, play-based learning, and group interactions. Educators utilize a range of teaching strategies, including storytelling, games, manipulatives, and technology integration, to create an engaging and supportive learning environment.

The classroom environment encourages exploration, collaboration, and independent thinking. Educators provide opportunities for children to ask questions, share ideas, and participate actively in their learning. They also focus on developing social-emotional skills, such as empathy, self-regulation, and conflict resolution, to foster positive relationships and emotional well-being.

After School Care

Because our center has Exemption Status from Child Care Licensing, we can only offer care to students up to 2 hours after dismissal time. This means our center must close by 5pm at the latest. However, the center will have various club offerings at the end of the school day. Details will be shared with parents on club offerings, fees, etc. Parents are responsible for picking up their child within 10 minutes of the end time of the club. After Care charges will begin 10 minutes after the official end time of the club.

Admission and Related Processes

Hours of Operation

LHA is open from 7:30am to 4:30pm, Monday through Thursday and 7:30am to 4pm on Fridays throughout the school calendar year. Please refer to the School Calendar for the days off, holidays, half-days, Parent/Teacher Conferences, etc.

Please refer to any notices posted 2 weeks in advance of an upcoming holiday or school closure!

Emergency Situation, Severe Weather

We will make all efforts to stay open during severe weather. If Garland ISD is open, our school will be open. If GISD is closed we will make an independent decision. If we are NOT open, you can find out by:

- Check your email for communication
- Check with local news channels

Go to your parent portal on ClassDojo or sycamoreschool.com to check the status

Office of Enrollment

LHA abides by the Enrollment Policies set forth by Brighter Horizons Academy. Please see the student handbook on www.bhaprep.org for details on the process, required documents, etc. A few highlights from the policy handbook are included below:

Read the Parent/Student Handbook (which should have already been read at the time of the application)

- Please note: students may not start school until up-to-date immunization records are on file.
- All new students will be on an academic probation for the first 9 weeks of attendance. During this time, new students are expected to progress along with their classmates in order to continue their enrollment with LHA. In the case the counselor, teacher, or administrator has recommended the child to be tested by an Independent School District (ISD) and/or a physician for any academic, social, emotional, or 14 behavioral concerns, the parents must initiate the process within 2 weeks of being notified. Failure to follow this policy may result in removal from the Academy.

Families are encouraged to have their children with them the first time they visit LHA. It is important that the child and the parent feel absolutely comfortable with our staff and the facility.

Withdrawal Policies

For parents that decide to withdraw student(s) during the school year or during the summer a thirty-day notice is required. If thirty-day notice is not given in writing, parents are obligated for the next tuition installment.

1. One withdrawal form must be filled out per student withdrawing.
2. For parents/guardians who decide to withdraw student(s) during the school year or during the summer, a thirty-day (30) written notice is required. If thirty-day (30) notice is not given in writing, parents/guardians are obligated for the next tuition installment. The financial account must be fulfilled for current standing.
3. If school is in session at the time of withdrawal and the student has been attending school during that academic year, all textbooks must be returned to the respective teacher directly who will sign off the final withdrawal form, and all library books must be returned to the respective librarian who will also sign off the final withdrawal form.
4. No school records will be released to the parents/guardians or to transferring schools until the withdrawal process has been completed and the financial account fulfilled. The respective Principal will not sign off the withdrawal form until the withdrawal process has been completed.
5. Failure to attend class - even at the beginning of the school year - is not a withdrawal and parents/guardians will not receive adjustment of charges (tuition or other fees) if the student does not attend class.
6. The student will remain in the school's system (Sycamore) until the withdrawal date provided by the parents/guardians either on the withdrawal notice or the withdrawal form.
7. There will be no refund on the tuition or any other fees for the month during which withdrawal notice is given.
8. Parents/guardians will be financially responsible for the tuition and fees based on the above policy, without regard to the reason why you are withdrawing. There will be no exceptions.

Withdrawal Procedure

Below is the procedure to withdraw a student:

1. Fill out a Withdrawal Notice form (online or paper) OR provide a written notice to the Office of admission (by email, or on paper)
2. Read and fill out the Withdrawal Packet which will be sent to you once you have notified the school of withdrawal (hard copy or email) or available at the Front Desk. The Withdrawal Packet includes the following:
 - a. Information sheet on the policy and procedure for withdrawal
 - b. Withdrawal Form to be filled out
 - c. Meet with the Enrollment Administrator for an exit interview. (Note: The meeting can be over the phone or in person).
 - d. Meet with the Financial Administrator for any outstanding balance and payment (if needed). (Note: The meeting can be over the phone or in person).
 - e. Return all textbooks to the respective teacher who will sign off the withdrawal form
 - f. Return all library books checked out to the respective library (if applicable)
 - g. Turn in the completed Withdrawal Form.

For any questions related to the Withdrawal Policy and Procedure, please contact the Office of Admission by phone at 972-675-2062 ext. #125 or by email at admissions@bhaprep.org.

Admission and, as applicable, re-enrollment is dependent on the following:

1. All deposits, registration and other required forms, teacher references and interview must be submitted, completed and evaluated. Any false or misleading statements made during the interview or on any submitted documents shall be grounds for denial of admission or immediate dismissal.
2. All financial obligations must have been met in a timely manner.

Occasionally, formal acceptance may be given on a probationary basis. In such case, the Director reserves the right to revoke acceptance or to dismiss a child at any time.

The Director and Assistant Director reserves the right to place children in a classroom, to determine the teachers for a particular classroom and to determine whether a particular child continues to meet LHA's requirements.

Retention

If the administration feels a child is not making significant progress, is performing below grade level expectations, has excessive absences or is not exhibiting grade level readiness, then he/she will be retained. The administration will meet with parents to discuss recommendations for retention.

Age Ranges of Children Accepted

We accept children ages 3 years to 5 years of age. All children must be observed by LHA and go through the enrollment process with the Office of Enrollment at Brighter Horizons Academy, prior to admission to assure that our program can effectively meet their needs.

First Day

By your child's first day of School, the following forms must be completed, signed and reviewed by the administrative staff:

- Enrollment Application
- Parent Guardian Enrollment Agreement
- Parent Handbook
- Health Information Packet
- Child pick-up List
- Tuition Information

No child may start attending our School without updated immunization records. For those who are enrolled and need to update their vaccinations during the academic year, the child may not continue enrollment in our school for more than 30 days without a current immunization report. Please let the administrative staff know of any allergies or special dietary requirements prior to your child's first day.

Families are responsible for notifying LHA of any change on the enrollment form submitted. This includes but is not limited to phone numbers, emergency contacts, work locations, or child's physician.

LHA will conduct a New Family Orientation during the days prior to the start of the school year.

Financial Policies

The Tuition and Fees policies are posted on the LHA website and the BHA website.

The ISF Guardian or ISF Wakeel Program

The ISF Guardian or Wakeel Program was first introduced in August 2021. And is currently in place to directly support Brighter Horizons Academy (BHA) and Little Horizons Academy (LHA), which are subsidies of the Islamic Services Foundation (ISF). Guardianship programs such as the ISF Wakeel Program are common practice amongst religious private school systems. Private schools are then guaranteed annual financial support towards a more sustainable and empowered organization to maintain the school system.

According to the U.S. Public Education Spending Statistics, K-12 schools in Texas spend a total of \$9,871 per student, which they receive funding for from federal, state, and local sources. Alhamdulillah we have been blessed by Allah (SWT) to continue to provide top tier Islamic educational services to our beloved community at an affordable cost. By the grace of Allah (SWT), we have been around for more than 30 years, and we are confident that with the help of our generous families through the Wakeel Program, we will sustain our operation for the next century Insha'Allah.

There are currently two programs in the Wakeel Program:

Our recommendation is for families to contribute a maximum of 1% of their annual income every year (i.e., if your family income is \$500,000, we recommend an annual contribution of \$5,000).

Program A: \$1000 per family

Program B:

- \$330K+ Family Income: \$1000 min. of 1% of annual income
- \$150-300K Family Income: \$1000 Contribution
- \$75K-\$150K Family Income: \$500 Contribution
- <\$75K Family Income: \$200

By joining the Wakeel Program, we ask each family to pledge to the following:

I pledge to become a Wakeel of BHA and will do my best to accomplish the following:

- Support the organization financially by giving donations and volunteering for activities as my time permits
- Attend Friday prayers and religious activities, such as Ramadan and Eid prayers
- Set a good example as a Muslim for my children and for the people around me
- Support the educational mission of the school by encouraging and motivating my children outside school hours to:
- Live the life of a good Muslim by being responsible, truthful, reliable and honest in all their activities and dealings
- Pray the regular daily prayers (even outside school hours, on weekends and during vacations)
- Do and encourage good. Avoid all sins, large and small
- Help others in need and donate to the poor
- Strive to be the best version of themselves in public and in private

These are the values, we hope to uphold of our Wakeel Program participants, as role models for the community.

Frequently Asked Questions:

1. Why is this program being launched?

This program will help the Academy become financially self-sufficient and empowered to provide the highest quality education to our community.

2. How does the program work?

The Wakeel Program collects recurring annual donations from our families, as additional operating funds to compensate our teachers fairly and invest in new programs.

3. Is the recurring contribution per student or per family?

The annual contribution is per family, NOT per student

4. What will these additional funds be used for?

- These additional funds will be used to invest in our staff and students.
- Offer comprehensive benefits to make the Academy an employer of choice that retains the most qualified staff in the DFW area
- Invest and diversify the programs offered at the Academy (Extracurriculars, Athletics, College Prep, etc.)

9. Will my income or tax return information be requested?

- Submitting Tax Return information is not required when participating in Option A program
- If you choose option B, tax return information must be provided to ensure the correct contribution is added to your account. Tax Returns can be sent via email to the confidential financial aid department, fast@islamicservices.org, with "Wakeel" typed in the subject line

10. When do I have to make my annual Wakeel contribution?

We encourage our families to make their contribution before December 31st of each school year, in order for ISF to issue a Tax Exemption Donation Receipt, in a timely manner. For the upcoming year, it would need to occur prior to December 31st, 2023. However, if families are unable to pay the total contribution amount as a lump sum, we will work with you to divide it into installments.

11. Are the financial contributions tax deductible and zakat eligible?

- Yes, Wakeel contributions are tax deductible
- Please consult with your Imam for zakat eligibility

Tuition Information

- Tuition is paid monthly in advance with no deductions.
- Tuition is charged for your child's space and is due whether or not your child is present.
- Since the expenses of LHA are based on fixed enrollment levels, the center cannot give credit for absence, vacation, holidays or closed days due to inclement weather.
- If our School must close due to unexpected circumstances, such as inclement weather, then full payment of tuition is required. We reserve the right to close any additional days needed and full tuition payment is expected.
- We reserve the right to change tuition and/or program fees due to unforeseen increases in expenses. Families will be notified of any changes in tuition within four weeks of the change.
- Any additional services such as late pick-up, field trips, etc. must be paid the same day the services are rendered.
- We reserve the right to dismiss any student at the discretion of LHA's Director or member of management.
- Tuition includes educational programs, internet viewing system, breakfast, lunch, and afternoon snack.

Late Pickup Fee

If you will be late arriving to LHA for pick up, please call and notify the administration. The late pickup fee is due on the same day. If children are left at LHA one hour after closing and no attempt to contact LHA has been made, legal authorities will be contacted.

Attendance

LHA operates on Monday-Thursday from 7:30am-4:30pm and 7:30am-4:00pm on Fridays throughout the school year (August-May). Students are expected to attend school on a daily basis. Though the option to enroll into Kindergarten and/or Prekindergarten is optional for parents, once a child is enrolled, Texas attendance laws are enforced. Therefore, the school will take attendance and retain students who are absent more than 10% of the school year.

School Hours

Refer to the below table for school hours. Please refer to LHA's calendar schedule for holidays. Since we are licensed only for specific hours of operation, no early drop-off or late pick-up can be allowed.

Early Drop-Off	7:20am-8:00am
Breakfast	8:00am-8:20am
Daily activities begin	8:20am
Early Dismissal	2:20-2:40pm
Dismissal	2:45pm
Aftercare charges begin *\$10/hour	3:15pm
Extended aftercare charges begin *\$10/hour	4:00pm

*Under no circumstance can a child be at LHA after 5:00pm. This includes all students and BHA/LHA staff children. A \$50 fee will be charged for every 10 minutes a child is picked up after 5pm.

Arrival

We recommend all children arrive by 8:00am so they can participate in the morning Breakfast Service. Morning activities usually begin at this time and this will help your child to be a fully participating group member. Upon arrival into the classroom, the child will put away their belongings in their designated cubby and will wash their hands. This will help us minimize the spread of illness. Please note that if your child arrives after breakfast time, we will not be able to provide this service. Please do not arrive during nap time to avoid disruption.

Departure

To pick up a child from our School, follow the Driveline procedures and have your Driveline Card with the pickup code clearly visible on your dashboard. A staff member will input the code and your child will meet you at the front of the building.

If the person picking up the child does not have a Driveline Card, they must park and enter the building. They will be asked to provide a picture ID to the front desk so they can match the person to the name given by the family as authorized pickup.

Inclement Weather

This School takes into consideration several factors when making a judgment as to whether we will open late or close early due to inclement weather. We do our own assessment of the conditions including local authority recommendations, local road conditions, and forecasted temperatures. Please call LHA, check our website, watch the local news station for announcements about closings due to inclement weather or other unforeseen circumstances.

Checking In and Out

It is important that LHA knows who is in the building at all times. All teachers are required to take attendance in the morning.

If you are arriving after the school day has begun, please be sure to sign-in your child at the front desk and make sure that you leave them in the direct care of a faculty member.

The paperwork you fill out upon enrollment regarding your child lists family members or friends whom you authorize to pick up your child. When friends or family come to pick them up, we will ask them to present a picture ID and compare the name to the names in the child's file. We will then release your child to them. Please make sure that only those people whom you are comfortable with having this privilege are on that list. The front desk is always monitored and a staff member should admit visitors. This helps to maintain the security of our facility.

Custody Issues

Please let LHA know if there are custody orders concerning your children. We do not have the right to withhold a child from any parent having custody or joint custody. In order to deny a parent from picking up their child, there must be a current, signed court order stating that they should not have access to the child and we must have a copy of the order in the child's file. The center cannot become involved in custody disputes; we cannot mediate or keep track of which parent can pick up on which days. We would be forced to dis-enroll a child if LHA has to become involved in such disputes.

Health and Safety

LHA Health and safety policies align with BHA's. Updated policies can be found on the BHA website: <https://www.bhaprep.org/health-office/>

General Safety Statement

All of the policies, rules and regulations presented in this handbook are designed to make the time your child spends at our school safe and rewarding. We have taken a number of steps to promote the safety and protection of your child while in our care. They are as follows:

- All exits and entrances are locked
- Frequent observations of the classrooms are performed by the administration.
- All common areas of LHA are able to be viewed via the closed-circuit internet camera system which is password protected.
- Presence of an armed security officer during operating hours
- Check in and background check of all visitors
- Entry of visitors by appointment only

Parking Lot Safety

It is important that parents drive slow and remain alert in the parking lot area. The use of cellphones is prohibited while driving on the lot. Parents should follow any directions given by the Security Officer or staff. Please note- the Security Officer may not assist drivers in exiting the property onto Shiloh Road. Drivers should be cautious when leaving the property. LHA is not responsible for any accidents or theft which may occur on or near the property.

Classroom Safety

Our School is located in an area which is free from conditions that are deemed hazardous to the safety and moral welfare of the children. Our School provides equipment and furnishings that are child-sized, sturdy, safe and in good repair. Individual teachers are responsible for the set-up of their classroom. It is part of their daily routine to wash and sanitize toys and furniture and to watch for and eliminate any hazards present in the classroom. Teachers are provided with guidelines as to what equipment and toys should exist in each classroom.

Playground Safety

A safe, age-appropriate outdoor environment is provided for our children. The following rules are enforced for indoor and outdoor play areas:

- When a class has outdoor time, all children must stay with their class.
- Teachers will supervise the children on the playground at all times.
- In case of an accident, one teacher may bring a child in for first aid.
- At no time will the class be left on the playground without appropriate supervision.
- The administration and the teachers will inspect the playground daily and report any unsafe conditions immediately

Sick Policies

Our ultimate goal is to provide a place where your child can learn, develop and have fun in a safe and healthy environment. LHA is not equipped with the staff or facilities to care for sick children for an extended length of time. We depend on you to assume care for your sick child. The following guidelines for excluding children help us to keep many communicable illnesses out of our facility and thereby maintain regular attendance from the majority of the children and staff.

The school clinics are equipped to provide basic first aid only. All health services staff are CPR/AED certified and have received emergency preparedness training. If your child is seriously injured or seriously ill, we will immediately notify you or your authorized emergency contacts.

Urgent Care/Urgent Pick-Up – Parents are notified when a student becomes ill at school and are expected to make arrangements to pick up child within the hour.

School Isolation – If your child develops any of the symptoms listed below (but not limited to) during the day we will isolate him/her and contact the parent(s) to arrange pick-up.

- An oral temperature of 100.0 F degrees or feeling feverish
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse nasal discharge
- Identification of nits or lice on child's hair or clothing
- Students who are unable to participate in normal school activities.

- Excessive coughing conducive to learning

Parents are required to pick up their child within the hour from notification. If you are unable to or the health department is unable to contact you, the health department will contact the authorize emergency pick up that is on file.

Quarantine – If your child is sent home from school because of an illness, we ask that he/she not return within 48 hours after the symptoms have diminished including the need for fever reducing medication. A child who is showing any contagious infections must stay home for a **minimum of 48 hours**. In addition in the case of lice, the entire family must treat their hair with a pharmaceutical lice treatment shampoo, disinfect linens, and remove the nits/eggs from the hair of the affected student(s). In all areas students must be seen and cleared by the health office, even with a doctor's note of clearance to be admitted back to class. Students who are unable to participate in normal school activities will be sent home. **Students who are sent home or are not in school due to any health related reasons are excluded from all LHA school activities including after school activities (sports, Clubs, Events, etc.).**

*BHA and LHA administration and Health Office reserve the right to adjust the policy for the safety and well being of our staff and students.

If your child becomes ill at school, we will contact you and isolate your child from other children until she/he is picked up from School. If your child is absent because of illness, please contact us and let us know the reason. We will need this information to prevent the spread of contagious disease in the facility.

Infectious Diseases

If a child or staff member is diagnosed with an infectious or communicable disease, you will be notified by a sign on your child's classroom door. The sign will contain the name of the disease, the date it was diagnosed and any symptoms that would alert you to the presence of the disease. It is your responsibility to report to LHA any infectious or communicable disease for which your child is diagnosed.

LHA should be notified by the family if a child or sibling has contracted a communicable disease such as measles, pink eye, strep throat, head lice, hepatitis, meningitis, mononucleosis, or any other communicable diseases. The student with the communicable disease must be cleared by a doctor or nurse before returning to School.

Potty Accidents

All students are required to be potty trained upon enrollment into the academy. The academy has the discretion to unenroll students who are not potty trained. The first week of school will be considered a grace period to allow children to transition into a new space. After the first week, three consecutive accidents within a two-week period triggers the implementation of this policy. In the first instance this policy is triggered, parents may elect to hold the student's spot for one month by paying full tuition for that month while the student is potty trained at home

Medication Policy

We require that families provide a signed authorization including administration and dosage procedures for each medication to be administered. Complete the medication form, available at the front office.

Any potential adverse reaction to the medication must be listed on the authorization so that the child can be properly monitored and families notified accordingly. This authorization is required at the beginning of each calendar week.

We do not permit giving non-prescription, over-the-counter medication or topical, non-medical ointment, repellent, lotion, cream or powder without written authorization from the child's family and written doctor's authorization and instructions stating:

- The child's full name
- The name of the medication or the prescription number
- The amount and frequency of dosage
- The name of the prescribing physician
- The date the instructions were signed by the physician
- Over-the-counter medicines must be in their original containers

Special circumstances requiring the administration of additional medications must be discussed with LHA.

We will not administer any medication after its expiration date or for non-medicated reasons, such as to induce sleep.

We will not accept a Medication Authorization Form that states the medication to be given "as needed." Parents must indicate the exact conditions under which the medication should be given.

Only ONE medication can be listed on each Medication Authorization Form.

If your child receives an antibiotic please note that the first doses must be given at home for 24 hours prior to your child returning to School. If his/her doctor specifies a 2 times per day dosage, those doses should be administered both before and after School. If the antibiotic should be given 3 times per day we will gladly include it in our afternoon medications. Please note that the 1st doses of antibiotics must be given at home for 24 hours prior to your child returning to School.

Prescription medication must be in its original container bearing the pharmacist's label.

All medications must be dropped off and picked up at the front desk, each day. These medications will be stored in a locked secure area inaccessible to the children.

Medication may not be transported to the classroom by families.

NO MEDICATION MAY BE PLACED IN THE CHILD'S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.

All medication must be taken home daily to ensure proper family control.

Children are not allowed to bring any type of medication to LHA to administer themselves.

Thank you for adhering to this policy to ensure the health and safety of all children.

Emergency Medical Care

Each child, upon enrollment, must have the Health and Emergency Permission on file. It is the family's responsibility to keep this information current. In the case of a medical emergency, you will be notified immediately.

If warranted, emergency medical personnel will be contacted to provide transportation to the nearest hospital specified on the Health and Emergency Information form. A member of LHA administration will accompany the child.

The emergency medical procedure for LHA is:

1. Administer First Aid/CPR
2. Contact Parents (if a severe emergency, Center will contact 911)
3. Contact emergency contacts (if parents are not available)
4. Have emergency medical team transport child to the closest hospital

Products used in the clinic

Over-the-counter products are stocked in the clinic for treatment:

- Bacitracin Antibiotic
- Hydrocortisone Cream
- Aloe Vera Lotion
- First Aid and Burn Cream
- Saline Eye Wash

Please inform the school nurse if you do not want your child to be treated with these products.

Immunizations

LHA must have on file the Immunization Records for each child with specific dates recorded. These forms are obtained from a private physician or the local Health Department. The immunizations must include:

- A signature or rubber stamp
- Child's first and last name
- Child's birth date
- The vaccine type and number of doses
- The month, day and year the child received each vaccination

Vision and Hearing Screening

In compliance with the Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, LHA requires children to have a screening or professional examination for possible vision and hearing problems. Children who are enrolled for the first time (4 years of age or older), must be screened within the first 120 days of enrollment. All children already enrolled at our school, will need to provide documentation of screening.

Accident Reports

Staff members may apply simple first aid at LHA for minor injuries such as cuts, abrasions, bruises and insect bites. If any of these occur and first aid is administered, a Incident Report will be completed. This report will state the nature of the injury, the cause and the treatment. It will be signed by the teacher who completed the report, a member of administration and the family. LHA will then log the incident in the child's file. If an accident is caused by or involves another child, that child's name cannot be given out and will not appear on the report. Families will be notified immediately if a child receives any injury other than a minor one.

Reporting Abuse and Neglect

All staff are trained in identifying signs of abuse and neglect. In the event a trained staff member feels a child has been abused or neglected, that staff member has legal responsibility to report his/her suspicion to LHA Administration. At that time the administration will determine if the suspected abuse or neglect is accurate. If the administration then feels that the suspicion is founded, they will contact social services to begin a formal

investigation. All activity will be documented, including the initial report by the staff member. The staff member may choose to remain anonymous.

All allegations of abuse or neglect will be received by the state agency overseeing child care as well as LHA. The county department of social services will determine if an investigation is needed within the 24 hours of the complaint. Even if the county department of social services determines the allegation does not warrant investigation, the complaint shall be investigated by the state child care service and LHA.

We take our responsibilities to report suspected child abuse, neglect and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding LHA's mandatory reporting obligations, please consult the Director or member of management.

[Childhelp National Child Abuse Hotline](#)

Provides information on the Childhelp National Child Abuse Hotline (Call or text **1.800.4.A.CHILD [1.800.422.4453]**). Professional crisis counselors are available 24 hours a day, 7 days a week, in over 170 languages. All calls are confidential. The hotline offers crisis intervention, information, and referrals to thousands of emergency, social service, and support resources.

[Reporting of Accidents and Hazards](#)

All accidents, including those which do not involve serious injury, must be reported immediately to the Director or member of management by the staff member. Only through full knowledge of accidents can we strive to maintain a safe and healthy place.

Immediately report any unsafe conditions, defective equipment or other hazards to the Director or member of management. Children are expected to assist in maintaining safe conditions. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility.

[Emergency Procedures](#)

If an emergency situation develops such as severe weather, fire, physical problems with the building, or power failure, the children's safety is our first concern. Evacuation route diagrams are posted throughout the facility. LHA is equipped with a fire alarm system and fire extinguishers.

Fire drills are performed on a monthly basis and all staff members are instructed on proper tornado procedures. In the event of a natural disaster such as a hurricane, snow storm, etc. and it becomes necessary to close the center, the families will be notified as soon as possible of the situation to make arrangements to pick up their child. If the family cannot be reached, the emergency contact will be called (this person should be local to LHA).

[Comet-Care](#)

Comet-Care Room is located in the lobby, near the front desk, for any child needing to be removed from the classroom due to illness or a minor injury needing first aid. This room provides a safe, healthy environment for the child while families are contacted.

[Emergency Contact List](#)

LHA Center: (972) 675-2062
 Fire Department: (972) 781-7100
 Police Department: (972) 485-4840
 Health Department: (972) 205-3210
 Poison Control: (800) 222-1222

Child Conduct

Basic Expectations

Our discipline policy at LHA is built around our understanding of child development. Our goal is to allow each child to find and develop their own personal self-management skills. As teachers and staff, we offer children choices so they feel powerful in their ability to gain self-control. We use positive behavior management techniques such as positive phrasing and “I” statements as ways to further develop self-discipline. In situations where children are having a difficult time managing negative emotions, they may be removed from the over-stimulating environment to a quiet area where a teacher or member of the administrative staff can work one-on-one to resolve the situation. Families will always be informed if a situation such as this has occurred. If a child continues to have a difficult time, a team meeting with the family will be required. This meeting will consist of the team developing a plan of action to best meet the needs of the child and the family.

Academic Support

1. Child may be referred to *Child Find Texas*, through Garland ISD

Purpose and Goals of Child Find, Evaluation, and ARD Supports Network

Child Find is legally required, and is an important first step to finding children with disabilities and getting them the support and services they require to be successful in school. The full and individual initial evaluation (FIE) is a critical component when determining the eligibility and needs of the child. The role of the ARD committee is to develop the IEP to enable a child with a disability to achieve the prescribed goals resulting in positive outcomes. [TEA Special Education Strategic Plan, April 2018]

The Child Find, Evaluation and ARD Supports Network assists LEAs by providing resources and training that are aligned with implementing effective Child Find practices, conducting comprehensive evaluations, and practicing collaborative admission, review and dismissal (ARD) committee processes that lead to a free appropriate public education (FAPE) for students with disabilities. Additional information can be found on” <https://childfindtx.tea.texas.gov/>

Discipline

Praise, positive reinforcement and redirection are effective methods for the behavior management of children. When children receive positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from the LHA Parent Handbook and the NAEYC Code of Ethics.

At LHA, we use a method of ‘redirection’ to guide children toward appropriate behavior. If a child is engaged in behavior that is not conducive to a safe and happy learning environment, the teacher will “redirect” the child toward appropriate behavior.

Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements

- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps or toilet training
- Pinching, shaking or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

"Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children." (NAEYC Code of Ethics – Principle-1.1)

Child Behavior

Expectations

Students are expected to function within the daily routine of the classroom. A Preschool setting requires a child to be compliant and responsive to teacher directions. Children who are unable to function within the setting or who create disturbances throughout the day such that it interrupts lesson delivery, will be asked to remove their child from the academy until they are old enough to function within the LHA environment.

Children will be subject to disciplinary action up to and including immediate dismissal for:

- Abuse or damage of School property
- Bullying/Harassment/Hazing
- Committing a serious breach of conduct inside or outside of LHA
- Disrespect
- Disruption of School functions
- Fighting
- Lewd or obscene behavior
- Possession or use of a weapon, among other things
- Profanity or vulgarity
- Sexual or other misconduct
- Stealing
- Threatening behavior
- Verbal or physical assault
- Violation of School's
- Possession or sale of tobacco, alcohol, drugs, or drug related items
- Inappropriate use of the Internet.
- Willful disobedience
- Causing harm to another student with intent to harm

Consequences

In addition to determining the appropriate disciplinary action pursuant to LHA's Discipline Procedures, LHA reserves the right to impose additional or different requirements as appropriate for the circumstances in its sole discretion. If the above mentioned disciplinary procedures have been exhausted and the child needs to be removed from the classroom, if he/she physically harms another child, or if he/she engages in dangerous and destructive behavior, then the following disciplinary process will be implemented:

Discipline Consequences can include but is not limited to:

1. **First infraction:** Warning and/or communication with parent depending on the severity of the action
2. **Second infraction:** Sent home for remainder of the day
3. **Third infraction:** Sent home for the remainder of the day + consecutive school day
4. **Fourth infraction:** Sent home for a week + conference with administration to discuss further action. Possible removal from the academy if the action is putting other children in danger.
5. **Further infractions:** Removal from the academy

Note- the administration reserves the right to utilize discipline consequences in any order depending on the situation and circumstances. Any student that causes intentional harm to others will be immediately suspended.

*Parents have 1 hour to pick up their child from the time they were contacted by the school. After an hour has passed, they will be charged \$10 for every 10 minutes they are late.

Biting

LHA understands that occasional displays of aggression, like biting, are typical in young children and are part of normal early childhood development. Repeated incidents of biting will not be tolerated. Our objective is to ensure that our School maintains the highest level of safety within our environment and our staff members respond appropriately to aggressive behaviors.

Harassment, Bullying, Hazing, or Causing Physical Harm to Others

Our School is dedicated to fostering an environment that promotes kindness, acceptance and embraces differences among individuals. Therefore, we will not tolerate any type of harassment, bullying or hazing.

Harassment includes, but is not limited to, slurs, jokes and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, national origin, citizenship, or disability.

Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, namecalling, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) and emotional aggression (teasing, threatening and intimidating others). LHA also prohibits cyber-bullying (creating websites, instant messaging, e-mails, text messaging, using camera phones or other forms of technology to engage in harassment or bullying).

Any of these types of offensive conduct can create an uncomfortable learning environment.

All concerns relating to harassment, bullying or hazing should be reported immediately to the Director or member of management. When LHA administration becomes aware of harassment, bullying or hazing, the situation will be promptly investigated. Any child or parent found to have violated this policy will be subject to disciplinary action, including immediate dismissal of the child from School. No retaliation or adverse action will be taken against any person who makes a good faith report of harassment, bullying or hazing.

Any student that causes intentional harm to others will be immediately suspended.

Dismissals

The staff will work with each child to meet the needs of that child and every effort will be made to provide a positive learning experience.

However, this School reserves the right to ask families to make alternative arrangements for care if it is determined that a child's needs cannot be met or the child has not adjusted to group care provided by LHA. In the event behavior becomes disruptive to the program or poses an unsafe situation for the child or other children in LHA, alternative arrangements will be required.

A dismissal will only be considered after careful consideration of the safety of the children, the staff and the center.

If you, the parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any LHA Policy or Procedure, it may be necessary to dismiss your child from our School.

Threats/Weapons

LHA has a zero-tolerance policy in regard to threats and weapons. The possession of dangerous weapons, such as guns and knives, or the display of any item that may be perceived as threatening, whether on or off School property, may be cause for immediate dismissal. Similarly, threats will be addressed as a serious issue. LHA will determine the appropriate consequences depending on the circumstances.

Pursuant to section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter H, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun.

Pursuant to section 30.07, penal code (trespass by license holder with an openly carried handgun), a person licensed under subchapter H chapter 411, Government code (handgun licensing law), may not enter this property with a handgun that is carried openly.

Behavior Probation

Children who are placed on behavior probation may be required, at LHA's discretion, to have their family sign a probationary agreement with LHA as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

Family Cooperation

A positive and constructive working relationship between LHA and its families is essential to the fulfillment of LHA's educational purpose. Thus, LHA reserves the right not to extend the privilege of enrollment or re-enrollment to a child if LHA reasonably concludes that the actions of the child's family make such a positive and constructive relationship impossible or otherwise seriously interferes with LHA's accomplishment of its educational purpose. Moreover, LHA reserves the right to expel a child at any time if, in the judgment of the Director or member of management, the conduct of anyone directly associated with the child, including but not limited to the child's family, in or out of LHA, is not in keeping with LHA's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of the child's enrollment contract.

Family Code of Conduct

Prohibited Behaviors

As members of our school community, ISF Board expects that all interactions with staff and leadership teams be conducted in a respectful and courteous manner. Harassment, abuse, or any behavior/actions that undermines the well-being of the staff and leadership teams is strictly against policies and principles and will not be tolerated. This Board intends to hold parents to the highest standards of ethical conduct and character as Muslims and, more importantly, as role models to our students.

In order to provide a peaceful and safe school environment, the following behaviors by parents/guardians and visitors is prohibited:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with any LHA operations, including but is not limited to, the effective operation of a classroom, an employee's office or duty station, a campus lobby, or school grounds, including events, parking lots and car-pickup
- Threatening to do bodily harm to an employee, visitor, fellow parent/guardian or student
- Threatening to damage the property of an LHA employee, visitor, fellow parent/guardian or student.
- Damaging or destruction of school property
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral
 - School staff and administration may not always be immediately available to speak with you. The only way to ensure that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/e-mails within 24 hours. Staff are not expected to return calls or respond to emails on the weekend. Your calls and visits will be responded to consistent with this practice if someone is not immediately available to speak with
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.
- Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all
- This includes use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, Twitter, Flickr

Consequences

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in school-sponsored events under the criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with LHA to meet the child's educational needs.

Should parent behavior escalate to the Board, the following actions will take place by the Board:

- Motion presented to the ISF Board of Directors for the withdrawal of all students from all ISF schools.
- ISF Board of Directors and school leadership (HOS, Principals, Directors etc.) will, within 5 business days, conduct a review of your family's history spanning the entirety of the enrollment at any of our

schools, including first-hand accounts, eyewitness testimonies, documentation of previous correspondences and interactions, and any other evidence.

- ISF Board of Directors will then hold a closed-door hearing on the motion and vote on a decision with a simple majority vote.
- Families will be made aware of the decision. If the decision is in favor of removal, families will have 2 weeks to withdraw all children from our schools.

Other General Policies and Procedures

Uniforms

Students shall be expected to maintain a neat, clean, and well-groomed appearance at school. Designated uniform shirts must be purchased from our uniform vendor: Verona. Bottoms may be purchased at any retail store.

Uniform requirements:

- Boys– designated uniform shirt and navy pants
- Girls- designated uniform tops and either White Tights or Navy Tights/Pants
- Shoes: Any color shoes are acceptable. Shoes must be sneakers and closed-toed (to prevent foot injury on the playground)
- LHA tshirts are reserved for Fridays, PE days, and for special events

Standard of Care

LHA is exempt from Child Care Licensing Regulations and the certificate is posted in the front lobby. The center is regulated by Cognia and LHA is currently undergoing the candidacy for accreditation with Cognia.

LHA chooses to implement the minimum standards throughout the center for the safety and best practices of our children. However, it will not be regulated through Child Care Licensing.

Texas Law requires caregivers to report suspected child abuse or neglect to the Texas Department of Protective and Regulatory Services or law enforcement. Failure to report suspected abuse or neglect is a crime. Anyone suspecting abuse or neglect should call 1-800-252-5400.

Baby-Sitting

LHA expects parents and employees to avoid activities that create a conflict of interest to the company. If you decide to arrange off-premises care with a staff member, the staff member undertakes such service on his/her own behalf- not as a staff member of LHA. LHA offers no assurance of the fitness of its staff members for performing these services and none should be implied or inferred under any circumstances. LHA employees are prohibited from transporting children who do not belong to them, to and from the center.

Procurement Fee for Hiring Our Teachers

Hiring our teachers is highly discouraged, because it presents a conflict of interest for the teacher. If a parent does hire a teacher for a position (i.e. nanny or caregiver) that competes with LHA during enrollment or for a period of 12 months after withdrawal from LHA, then parents shall have 30 days to notify the center and pay the center a \$3500 placement fee, since you were introduced to the teacher through our school. Understand that this fee is common and in line with what many nanny agencies charge for placement.

Computer and Systems Usage Policy

All persons using LHA's computers, the computer systems, or personal computers on School property or over LHA's systems are required to abide by this policy. Failure to do so will result in appropriate disciplinary action determined by LHA's Director. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary actions, up to and including dismissal.

Purpose: The purpose of providing access to the Internet and LHA's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support LHA's educational objectives.

Privilege: The use of LHA's systems is a privilege and not a right. Inappropriate or illegal use of LHA's systems or of the Internet will result in loss of the privilege and disciplinary action up to and including dismissal.

Filtering System: LHA uses a filtering system to block inappropriate content from all users of our network. No filtering system is foolproof; therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate. The child must report the situation to the teacher or administrator in charge of the activity. Although LHA does filter content, some inappropriate content may still get through via the Internet. Obtaining material that is explicitly labeled as not intended for minors will be considered a violation of LHA's rules. Furthermore, making public or passing on any material that is pornographic, violent in nature or is in any way harassing is unacceptable and will be dealt with immediately by the appropriate administrator. LHA has the ability to monitor all Internet use including E-mail and instant messaging. Users should assume that ALL activity is not private and is being monitored for content and appropriateness.

Internet Safety: Children should never give out personal information (address, telephone number, name of School, address of School, date of birth, social security number, credit card number, etc.) over the Internet. Also, children should not meet with someone that they have contacted on-line without prior family approval. Safety is the responsibility of the family and child. LHA is not liable in any way for irresponsible acts on the part of the child.

Pirated/Personal Software: The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. LHA will not in any way be held responsible for any software brought to School by a student.

Network Access: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to LHA's web page is prohibited. Obtaining another's password or rights to another's directory or E-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a child who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty and will be treated as a violation.

School's Right to Inspect: LHA reserves the right to inspect user directories for inappropriate files, to remove them if found and to take other appropriate action if deemed necessary, including notification of families. Do not assume that any messages or materials on your computer or LHA's systems are private.

E-mail, Chat Rooms, Instant Messaging and Social Networking Sites: E-mail is one of the various systems that transmit some form of electronic representation of a page or message from one location to another. It should be clear that E-mail mail cannot be used to harass or threaten others. LHA reserves the right to

randomly check E-mail. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content that would be inconsistent with the mission and philosophy of LHA or inappropriate in an educational institution. Children should be aware that deleted E-mails can be undeleted.

Participation in “chat rooms,” instant messaging, posting messages, blogs, or browsing social networking sites (such as Facebook, You-Tube, Instagram, Snapchat or any other similar sites) using School equipment is prohibited. In addition, any person who believes that they have been harassed or threatened by any of these methods of communication should immediately report the concern in accordance with LHA’s No Harassment/No Bullying/No Hazing policy. Children should also be aware that teachers and administrators may periodically check such sites and may determine that off School property behavior violates the Disciplinary Procedures by making disparaging or negative comments about LHA, administration, or faculty members in a manner that is disruptive to LHA’s educational mission or activities.

Viruses: Every effort is made by LHA to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer lab. LHA is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of LHA community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and children will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any child who accesses inappropriate material on the Internet or receives harassing, threatening, or inappropriate materials via E-mail or on the Internet must immediately report the concern to the teacher who is supervising the activity or to the Director or member of management so that the situation can be investigated and addressed appropriately. Children who violate any aspect of this Computer/Network Policy will be subject to appropriate discipline, loss of computer or Internet privileges and possibly dismissal.

Confidentiality

Information pertaining to the children enrolled at LHA and the staff employed at LHA is considered confidential.

To set up play dates or send party invitations, etc., families often ask for the phone numbers and/or addresses of other children in LHA. We will happily pass notes or messages from you, but we cannot release confidential contact information.

Lost and Found

All items turned in to the Lost and Found will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization.

Meals and Snacks

Our School will provide a nutritious breakfast and lunch every day along with a snack in the afternoon. The food served will be halal and follow the meal patterns established by the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) that is administered by the Texas Department of Agriculture.

Absolutely no peanut products may be brought into our School. This includes food products that are cooked with or near nut oil.

Meals and snacks are provided by LHA and are according to the stated calendar shared with parents. Mealtime is seen as a part of the learning process. Children are served in their classrooms and are encouraged to display proper table etiquette. They are also encouraged to taste all the food that is served but are not forced to eat anything. At no time the food will be withheld as punishment. Second helpings will be available to all children.

LHA's Food Service Program is dedicated to ensuring that every student has access to balanced and nutritious meals. This initiative aims to reduce the risks associated with health-related issues stemming from inadequate diets.

In alignment with our dedication to promoting healthy habits and enhancing the overall learning experience for our students, LHA has made important modifications to LHA's Food Service Program. These changes will be implemented starting October 1st.

Single Lunch Choice: In an effort to provide a more nutritious lunch offering and reduce food waste, we will offer only one lunch choice each day.

Opt-out Option: Parents may opt out of the Food Service program and provide meals for their child(ren) in a lunchbox or labeled baggie, in accordance with the requirements and restrictions noted below. However, opting out does not waive the fee, which is included in the monthly tuition.

Requirement: Food sent from home must meet nutritional standards and should not be limited to snacks. Furthermore, an effort should be made for meals to align with the school's lunch offering for the day to maintain consistency among students.

Restrictions: When sending food from home, please be aware that it should not contain any type of nuts (e.g., hazelnuts, peanuts, almonds, walnuts, cashews, pistachios, pecans, brazil nuts), sesame seeds, or items with tahini (such as hummus). If food containing nuts or any of the above-listed allergens is sent, the school will not serve it to your child, and alternative options may or may not be available.

Allergies and Special Diets

A menu is posted including all food that will be served for snacks and meals. Any special diets for food allergies, not available by LHA, must be provided by the family. This includes children who prefer water or juice instead of milk during meals. No tuition discount is given for food brought in by families. No food shall be brought in for your child or the class without prior approval from the administration.

Families are responsible for any special diet required for their child with no adjustment to tuition given (refer to Meals and Snacks).

Naptime

All younger children are required to have a quiet time following lunch and are encouraged to sleep during this time. Children who are five years of age and older are not expected to nap but are provided with quiet time. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated by the daily schedule. Children may bring a small item to comfort them and help them rest. The item, including pillows, must be small enough to fit into their school cubby. Nap sacks will be sent home every Friday for parents to wash and bring back on Mondays.

Personal Belongings

Upon enrollment in our program you should bring the following for your child:

- At least two complete changes of clothing appropriate for the weather with each item labeled with the child's name- including socks and underwear
- You may bring a lightweight blanket or soft toy for rest time that is labeled with the child's full name.
- All children will be outside during the day, weather permitting. Please make sure your child has adequate clothing for outside play. This includes closed-toe shoes only. No open-toe shoes – flip flops or sandals – will be allowed at School.
- If your child is too sick to go outside, a physician's note explaining the reason should accompany the child before the exclusion is accepted.

Photo Release Policy

Upon enrollment, you will receive a copy of our Photo Release Policy to read and sign. Many pictures will be taken in your child's class and throughout LHA during the time that your child is our School. Other families and teachers may take snapshots of parties and special events within the program. These pictures may be printed and posted in a variety of ways or sent out to parents in the form of an email. By enrolling your child in the center you consent that other parents whose children attend LHA may see your child's image. No names will be used on any photographs leaving the center. You will be required to sign a release as a condition of enrollment. If for any reason you do not want your child photographed, please let the Director or member of management know as soon as possible. Also, be sure you make the classroom teachers aware of your wishes.

Prohibited Items

The following items should not be brought to LHA by children:

- Cell phones or calling devices
- CDs, DVDs, iPods, PS2s and similar items
- Cameras and video cameras
- Skateboards
- Electronic games
- Beepers
- Inappropriate reading material
- Any other items that would distract from learning.
- Chewing gum or candy

Safeguarding Valuables

Children should not bring excessive amounts of money (over \$5.00 is considered excessive) or other valuables to LHA. Valuables such as expensive clothing, blankets, toys, electronics, jewelry (necklaces, bracelets, earrings, etc.) should not be brought or worn to School. LHA will not be responsible for lost, stolen or damaged valuables.

Special Events

Birthdays – Please note that distribution of birthday cards, gifts or invitations to birthday parties and planning of or participation in birthday parties on school property are not allowed.

Eid parties will take place in the classroom throughout the year. Generally the PTO room parent will notify families of an upcoming party and many times families are asked to volunteer to bring food or drink. No homemade food will be accepted for School parties due to possible food allergies present in the classroom. Food must be commercially made with an ingredient label. It must NOT contain nuts or be processed near nut

oil. It must not contain raw eggs. If any children in your child's classroom have an egg allergy, cake cannot be served. **NO PEANUT PRODUCTS PLEASE.**

Goody Bags

Parents may bring goody bags for the students in their child's class only for the following occasions:

1. First three school days of Ramadan
2. First three days upon returning from Eid Break
3. Last week of school

Goody bags should include items that are age and Islamically appropriate and not include toy weapons. Food items should be individually wrapped with the ingredients clearly labeled on it. No home baked goods or bakery items allowed.

School Clubs

School Clubs are third-party companies. Parents are responsible for following the policies and procedures set forth by the school clubs. Any questions, accommodations, payments, grievances should be directed to the third party vendor. LHA is not responsible for what occurs in the school clubs. This includes IQI Quran Memorization.

Telephones

Children are allowed to use the office phones for emergencies. Cell phones may only be used with the permission of the administration. Students must keep their cellphones off and in their backpack during school hours. Students may not wear smartwatches or make unauthorized calls. The academy is not responsible for lost, stolen, or broken devices.

Toys

LHA provides many toys for the children's learning centers. Therefore, we request that toys not be brought from home. Please note this does not include special transition objects such as blankets or other security items to which your child is significantly attached.

Visitors and Volunteers

Families and visitors must first report to the staff at the front desk with a photo ID before visiting any class or any other location on School property during School hours. Families who want to volunteer must be in contact with the Director or Assistant Director.

Children have a dress code that stresses cleanliness and modesty. Families are requested to be an example of these ideals when visiting LHA and attending field trips.

Former families, children or guests of children are not permitted to visit during School hours.

Exception: Prospective children who would like to "shadow" a child at LHA may do so by contacting the administrative staff in advance to set up an appointment.

Parents and visitors may not access areas that are intended for staff only. The kitchen is strictly prohibited to parents.

LHA is a Gang Free Zone

Texas Penal Code states any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Pest Control

LHA focuses on prevention and control of pests. Our center is treated monthly but our staff takes measures to prevent pest infestations such as removing trash, wiping areas where food was consumed, sweeping the floors after lunch, taking out the garbage regularly, fixing leaks and spills right away, and sealing cracks and crevices. Extenuating circumstances may require unplanned treatments. To confirm treatment dates or methods, please speak to the front desk.

Final Statement

We at LHA want to provide you with the highest quality care for your child. We believe that nurturing children in a loving, wholesome environment is a community need that we do best, because we commit ourselves to providing superior child care and early education services.

*Whenever center policies or procedures are changed or updated, you will receive a written copy for your records.