 Little Angels Learning Center and Preschool of FUMC

Welcome to LALC. The following is some basic information that will help you adjust to your new center.

1. If you want to reach your director it is best to reach her by email at [little-angels@icfirstchurch.org](mailto:little-angels@icfirstchurch.org) or her cell at 319-541-3538. I get so many sales calls on my work phone that I direct people to email me or leave a message. I try to check messages daily but your best bet is my cell or email. I do not get your emails on weekends but you can call or text me.
2. Our web site: has all the info you will need. All our paperwork that is due yearly, parent handbook with important dates can all be found at [www.littleangelsadvantage.webs.com](http://www.littleangelsadvantage.webs.com)
3. Ask your lead teacher for their cell and email. Please note that they can only respond at nap time or if the room is in ratio per DHS regs.
4. Across from my office there is a parent bulletin board. You will find the following on it:

* Lead staff contact information
* Yearly Calendar of dates we are closed
* Tuition rates
* Dates of when all paperwork is due

1. There is a black tuition mailbox hanging on the wall across from my office. This is where you can put personal paperwork, checks for extra events etc.
2. Outside my office door, on the wall, is a three tiered metal file holder. You may place paperwork in the folder marked “parents only.”
3. Please do not leave paperwork on my desk. I am afraid I will lose it.
4. My favorite and preferred method of collecting your paperwork is when you scan it and email it to me. This creates less of a paper trail and less of a chance for things to get lost.
5. I keep in contact with parents through a group email list serve “constant contact”. I do send out a lot of emails so if you notice you are NOT getting weekly emails from me, let me know.
6. If you are a new family, please ask me if I have added you to the list serve.
7. Our hours are 7:30am – 5:30pm. Please be prompt as many of my staff has obligations right after work. If you have issues at arrival with staff not being on time, the only way I can fix that is if you let me know. Please just shoot me a quick email or call and I will take care of it.
8. Please **DO NOT** arrive INTO the classrooms **before** 7:30am. Some of my teachers arrive early to set the room up and prepare mentally for the day. They need this time to adjust and prepare for the day so please honor this. You can wait in the lobby.
9. LALC will pull tuition directly from your account anywhere between the 12th and 15th of the month. LALC reserves the right to change this date and will give you 30 days’ notice if a change needs to be made.
10. Please watch all signs that are posted around the building. If an important event, day off etc is to happen I will often remind you by email and posted signs.
11. Any extra fees: key fab= $8 each, crib sheets, cot sheets & blankets varies. See your lead. Infant labels=$5 each

Thank you for joining our LALC family. We are honored to care for your little one; please let us know if you have any questions, concerns or comments. Communication is a priority for us.

Cathy Stange

Director, LALC