

## **Life Christian Academy**

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Life Christian Academy  
Proverbs 22:6

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# **Life Christian Preschool and Daycare Proverbs 22:6**

*Parent Handbook*



**2018-2019**

## Table of Contents

<b>Welcome and Prices</b>	<b>3</b>
<b>Payments</b>	<b>4</b>
<b>Late Fees</b>	<b>5</b>
<b>Health &amp; Medications</b>	<b>6</b>
<b>Symptoms</b>	<b>7</b>
<b>Biting and Aggressive Behavior</b>	<b>8</b>
<b>Discipline Techniques</b>	<b>9</b>
<b>First Day of School</b>	<b>10</b>
<b>Arrival and Departure</b>	<b>11</b>
<b>Dress Code</b>	<b>12</b>
<b>Visits and Meetings</b>	<b>13</b>
<b>Outside Play</b>	<b>14</b>
<b>Field Trips &amp; Pictures</b>	<b>15</b>
<b>Breakfast, Lunch &amp; Snacks</b>	<b>16</b>
<b>Birthdays &amp; Holidays</b>	<b>17</b>
<b>Vacations &amp; Cancellations</b>	<b>18</b>
<b>Parent's Night/Fundraisers</b>	<b>19</b>
<b>Immunizations &amp; Messages</b>	<b>20</b>
<b>Potty Training</b>	<b>21</b>
<b>Infant/Toddler Room</b>	<b>22</b>

## Calendar 2018—2019

### Days we are out of school

Monday, September 3rd. Closed Labor Day  
 Friday, September 21st. Parent Teacher Conference—Closed  
 Thursday, November 22nd. Thanksgiving Day—Closed  
 Friday, November 23rd. Closed  
 Monday, December 24th. Christmas Eve Day—Closed  
 Tuesday, December 25th. Christmas Day—Closed  
 Tuesday, January 1st. New Years Day—Closed  
 Friday, February 15th. Parent Teacher Conference—Closed  
 Friday, April 19th. Good Friday—Closed  
 Monday, May 27th. Memorial Day—Closed  
 Thursday, July 4th. Independence Day—Closed

### Important Dates

Monday, August 13th - Day of school  
 Saturday, October 13th—Fall Festival  
 Friday, November 16th—Thanksgiving Feast  
 Friday, December 21st—Christmas Party  
 Friday, December 21st—Christmas Program  
 Thursday, February 14th—Valentines Party  
 Thursday, April 18th—Easter Party  
 Friday, May 17th.—Fun Day  
 Friday, May 17th. Last Day of School  
 Monday, May 20th First day of Summer

# Infant/Toddler Room

## K-0 Class

Children enrolled in the K-0 class need the following items brought daily:

**Milk in bottles (with lids)**

**Pacifiers (with clip)**

**Several changes of clothes**

**Plastic bag for soiled clothes**

**Special medications for diaper rash**

**Please label bottles, lids, & pacifiers with name.**

**Please mark all of your child's belongings with first and last name. Diapers will also need to be brought.**



**We recommend you bring a package in at a time to keep here at the pre-school and the teacher will let you know when you are low. Please do not send items with sentimental value. We cannot be responsible for items**

**that are lost.**

**If your child is unable to eat what is on the menu, you will need to send the appropriate amounts for the day. If your child is able to eat the items on the menu, you need not to send any extra food. Please remember that our teachers will cut and mash up food on our menu to make items suitable for the children to eat.**

# Welcome

Thank you for considering or choosing Life Christian Preschool/Daycare for your child. We hope the information below will answer any questions regarding fees: **All registration fees and the first week tuition are NON-REFUNDABLE.**

Registration Fee: \$50.00 (paid annually)

K-0 (3 months to 12 to 15 months)	\$185.00 per week
K-1 (12-15 months to 2yrs old)	\$163.00 per week
K-2 & K2/3	\$146.00 per week
K-3 (has to be 3yrs old before September 1st)	\$135.00 per week
K-4 (has to be 4yrs old before September 1st)	\$133.00 per week

These fees apply to full day students. Full day students attend preschool classes and daycare. Preschool classes end at 11:00 am and daycare begins.

We also have Preschool only classes for K2, K3 & K4, that begin at 8:30 am and end at 11:00 am. Preschool classes have the following fees:

Registration Fee: \$50.00 (paid annually)

5 days:	\$102.00 per week
3 days:	\$80.00 per week (for K2 & K3 only)
2 days:	\$60.00 per week (for K2 & K3 only)

These rates are for K-2 thru K-4. We do not have preschool days for infants. Preschool days must be picked upon enrollment and will be consistent all year. For example: If you choose 2 day school, you must decide which days, such as Tuesday and Thursday, and those will be your days for the rest of the school year.

We also have Mother's Day Out which consists of one or two days of preschool and daycare. The children can attend any time between 6:00 am and 6:00 pm. These spots are limited and must be chosen upon enrollment and remain consistent throughout the school year.

Registration Fee: \$50.00 (paid annually)

1 full day:	\$51.00 per week
2 full days:	\$98.00 per week

Please note that spaces for preschoolers and mother's day out are limited and may be picked by the office.

## Payments

All payments are to be made at the preschool/ daycare office. Please do not leave cash without getting a receipt. All information regarding your account is handled by the finance office.

### Due Date

**Your account must stay current. You will need to secure your account with a Credit/ Debit card. Your payment is due on Wednesday for the following week. If not paid by Thursday, there will be a late fee of \$5.00 or if your card is declined there will be a \$5.00 insufficient fee. If no payment is received by Friday, your child may not come to daycare or preschool on Monday. Your account must stay one week ahead. If the account does not stay one week ahead your spot will be filled with children on our waiting list. If you drop & need to be reinstated the fee is \$20.**



## Potty Training

When your child attends the two year old classes, we will begin potty training (at signs of readiness-see below). With your help, potty training can be accomplished in a short period of time. Please send pull ups (easy-open ones) during the first stages of potty training. Please do not send your child in underwear until you have spoken with your child's teacher. Eventually, training pants can be worn. Please speak with your child's teacher regarding potty training. Please keep in mind, we are not a one on one facility. Your child must show signs of readiness before we will attempt potty training.

### Signs of Readiness

1. If they are able to communicate with us.
2. If they are dry after naptime.
3. If they can follow directions easily.
4. If they know when they need to use the restroom.
5. When diapers are dirty, they want them changed.
6. They are interested in using the potty.

In order to move to K-3 Class:

We must have an opening, your child must be fully potty trained, and the oldest child in their class.



## Immunizations & Messages

### Immunizations

ALL CHILDREN MUST HAVE AN UPDATED SHOT RECORD ON FILE HERE AT THE PRE-SCHOOL/DAYCARE. A RECORD MUST BE PRESENTED UPON ENROLLMENT. ANY TIME THAT YOUR CHILD RECIEVES NEW IMMUNIZATIONS, **YOU MUST BRING A COPY INTO THE OFFICE.**



### Messages

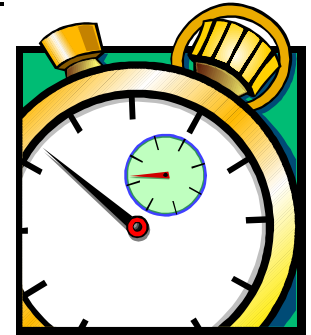
Messages between parents and teachers should be in person, by phone, or by written notes. Verbal notes sent by children are unacceptable. Your phone calls are important to us. There are times when the director/assistant director can not take your calls. Please be sure to leave a message. It is much easier to call you back, rather than you trying to get a hold of us. Teachers are to make return phone calls on their breaks. If you leave a message to have your child's teacher call you, please keep in mind that it will be when they get a break.



## Late Fees

Our daycare is open from 6:00 am to 6:00 pm.

**We ask that no one enter the building before 6:00 am. This gives our staff time to prepare for the day. If you bring your child in before 6:00 am, you will be asked to keep them with you until 6:00 am.**



Late fees will be assessed to your account for children staying after 6:00 pm. Late fees will also apply for 1/2 day (preschool only). Classes are over at 11:00 am. Children must be picked up by these times to avoid late fees. Please remember that this will go by our clock here at the daycare, so please adjust your clocks to ours. All the children that are not picked up on time will be sent to the preschool office for pick up. All late fees will be totaled at the end of the week by the finance office. The finance office will send statements out for all charges.

**Late Fee: \$1.00 per minute after 6:00 pm**

**Late Fee: \$1.00 per minute after 11:00 am for preschool only students.**

## Health and Medication

### Absenteeism

There is no discount for absenteeism.

### Symptoms

For the benefit of all the children and their best health in mind, we will not accept a child with the following symptoms:

1. Fever: anything above 100 degrees
2. Diarrhea (2 or more diarrhea diapers)
3. Vomiting
4. Consistent sore throat
5. Constant coughing
6. Pink eye or Conjunctivitis
7. Head Lice
8. Impetigo
9. Any contagious disease such as measles, mumps, rubella, chicken pox, etc.
10. Consistent nasal discharge
11. Rash other than heat rash
12. Mouth sores with discharge

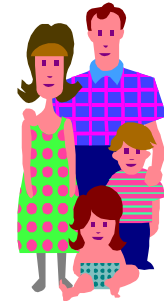
**Your child may return to school after he/she has been symptom free of ANY of above symptoms for a full 24 hour period or with a doctor's statement to be released in a group situation.**



## Parent's Night & Fundraisers

### Parent's Night

The preschool will be open for all to come and review the rooms and touch base with the teachers during parent's night. This is an excellent time to bring grandparents and other family members to see the school. Parent's Night is usually during the first few weeks of school.



### Fundraisers

The preschool has fundraisers in the fall and in the spring. The money raised in these fundraisers is used to buy new items for our classrooms and playground. If you prefer to make a donation rather than participate, we would appreciate your help. These fundraisers help us keep the cost of preschool and daycare from escalating.



## Vacations & Cancellations

### Vacations

A two week vacation may be scheduled with the preschool office any time from August to August. You are not required to pay for this two week period when your child is absent. You are required to let the preschool office know in advance. We will not put you down for a vacation week unless you have notified us that you will be taking one. Vacation weeks may not be taken from the middle of one week to another.



### Preschool/Daycare Cancellations

Please call #281-6855 for information concerning the closing of Preschool/Daycare in case of bad weather.

At times, K-12th may be closed but the daycare will be open. **If we are ever closed due to bad weather, please keep in mind you are still required to pay for the full week.**

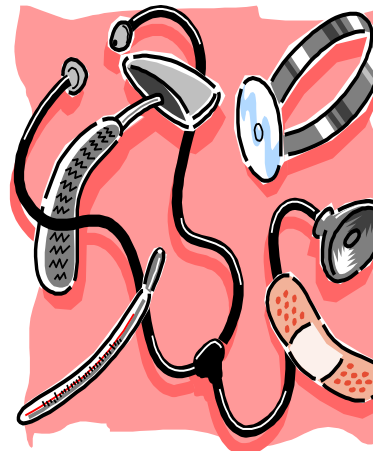


## Symptoms

This is an Oklahoma State requirement, and keeps our daycare from continually having contagious illnesses. If your child develops any of the above symptoms while here at the preschool, you will be notified to pick up your child immediately. **You will be given 45 minutes from the time called. If you are any later than the 45 minutes, you will be charged a late fee of \$1.00 per minute.**

Our staff will administer prescription medication to your child, if the parent has signed the "Medicine Sign in Sheet". We will give over the counter medication for coughs or runny noses only if it is signed in on the Medication sheet.

**Please keep in mind that all children are required to go outside with their class. If your child is too sick to go outside, you may need to keep your child at home.**





## Biting and Aggressive

### Biting

If your child is biting on a consistent basis it may be a cause for dismissal if the problem is not rectified in a reasonable amount of time. Please contact the pre-school office if you have any questions or concerns.

### Aggressive Behavior

If your child is having a problem with aggressive behavior such as slapping, hitting, kicking, fighting, biting, spitting and pinching against another child or staff member on a consistent basis, this could be cause for dismissal.

### Dismissal Procedures

1<sup>st</sup> occurrence- Hitting, kicking, biting, or any violent behavior towards staff or other students will result in the parent being notified by phone or text.

2<sup>nd</sup> occurrence- Parent will be notified in person of the child's behavior.

3<sup>rd</sup> occurrence- Child will be sent home for the day.

4<sup>th</sup> occurrence- There will be a probation period of 7 school days *of attendance*.

5<sup>th</sup> occurrence- If your child is sent home 2 more times, enrollment will be terminated.

\*Failure or refusal to pick up your child after the 5<sup>th</sup> occurrence will result in automatic termination.

### Other Behavior

Because we are a preschool, our teachers need to be able to teach their curriculum. If your child is consistently disrupting class time with negative behavior, you will be asked to come and pick up your child.

## Birthdays & Holidays

### Birthdays

Birthdays are very important to children. We celebrate birthdays during snack time. You may want to send some cookies or cupcakes. Only commercially pre-packaged non-potentially hazardous food items may be brought. If you plan to bring a special treat for your child's birthday, please notify his/her teacher in advance. Parents are always welcome to join us at any party or celebration.



### Holidays

Life Christian Preschool is a Christian organization, and we do not celebrate Halloween. We do celebrate other holidays such as Thanksgiving, Christmas, New Years, Valentines, Easter, Fourth of July, etc. We recognize other special days of the year, and there are other major party days. Look for sign up sheets for items to bring for party days. Only commercially pre-packaged non-potentially hazardous food items may be brought. As always, we encourage parents to come and join the celebrations! We are closed for some holidays throughout the year. You have a calendar located on the back page of this for the year to list our closings.



**Please keep in mind when the daycare is closed for holidays, you are still required to pay for the entire week. Mother's day out students are required to pay their regular weekly rate, even if the daycare is closed for a holiday or bad weather.**

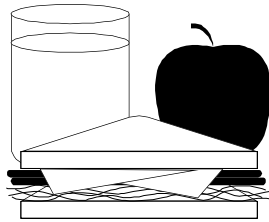


## Breakfast, Lunch, & Snacks

### Breakfast

Breakfast will be served at the following time for full time students only.

**Breakfast is from 7:30-8:00 am for K-1 through K-3/4. If your child needs to eat breakfast here, you must have your child here by 7:30 am. Breakfast will not be served after 8:00 am**



### Lunch

Lunches are provided in your daycare fees. Due to the lack of refrigerator space, we ask that lunches are not sent from home. Occasionally, the teacher may ask for a sack lunch. If so please be sure to send items that do not need to be kept cold. Preschool only children (1/2 day) do not eat lunch here. Lunch is for those who stay for daycare. Lunch is served at the following times:

K-1, K-2:	11:00
K-3, K-4	11:00

### Snacks

The children have a morning snack around 9:30am that consists of crackers, cookies, or fruit and water. In addition, after children wake up from nap and the cots are put away, an afternoon snack is given. This snack ranges from cookies to cup cakes and is usually served around 3:15 pm. No food or drinks may be stored in cubbies.

## Discipline Techniques

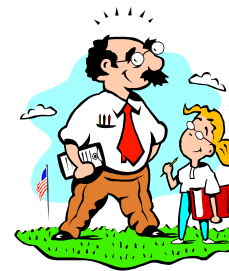
The majority of the discipline is indirect. That is, staff prevents problems by room arrangements, daily schedules, and activities. Beyond that, the teachers use verbal guidance—stating the rule and the reason. When children do not respond to verbal guidance, they are required to sit in a chair. This is called “time out”. The teacher will contact you if a discipline problem has arisen. If your child is having a consistent discipline problem, you will be asked to come to the school and discipline your child or to take your child home. We do have behavior slips that will be sent home which states what your child needs to work on. A preschool setting may not be appropriate for a child who seems to be constantly in need of disciplinary actions. If your child should fit into this category, please consider another type of daycare setting.

**A child using foul language, making obscene gestures, or consistently causing physical harm to others will be sent home. We do reserve the right to release a child from our facility if discipline becomes a consistent problem.**

Children are imitators. If your child comes home displaying inappropriate behavior, please inform his/her teacher. If you will monitor what your child watches on TV, you may observe where a lot of rough play comes from. Most of the

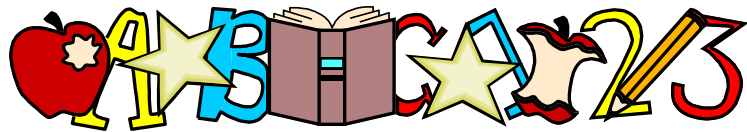
foul language preschoolers use, they have heard from TV programs.

We want to provide a safe environment for all the children. We may contact you for a conference if we have a consistent problem. If at any time you feel a conference is needed, please contact the preschool office.



## First Day of School

The first few days of school can be very hectic for everyone, including staff, children, and parents. Please be patient during these first two weeks of school while we start settling everyone in to the new routines. After the first two weeks, everyone will settle in and begin to adjust. If you have any questions on how to prepare for the first two weeks, please do not hesitate to ask.



## Monthly Newsletters

The preschool office puts out a monthly newsletter every month to let parents know what is going on in your child's classroom and what your child will be eating each day. We encourage you to read these newsletters. It is hard to communicate to everyone, so this is an effective way to let you know what is going on that month.

## Fun Day and Pictures

### Fun Day

At the end of each year the preschool will host a fun day. You will be given information about this day in advance. Parents are welcome to come join the fun. This is a great day to spend with your child and also a wonderful opportunity to meet friends.

**You're Invited**

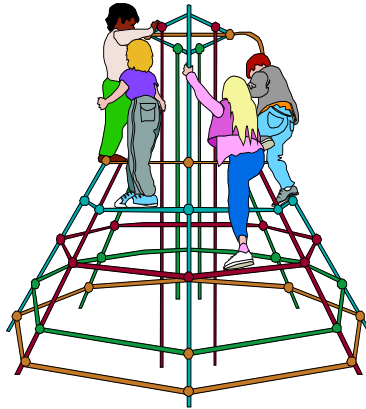
### Pictures



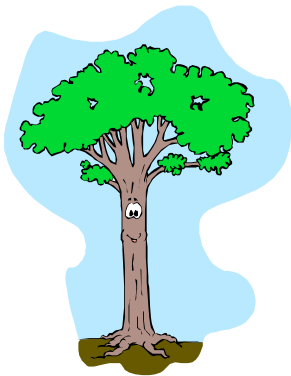
We have pictures taken throughout the year. Please make sure to watch for these dates in your newsletter. We take individual pictures as well as group photographs.

## Outside Play

Outside play is an essential part of our curriculum. Your child will go outside every day that the weather is tolerable. During the colder weather, your child will need a coat, hat, and gloves. **If your child is not well enough to go outside, you will need to keep them at home.**



Children should dress appropriately for outside play. If the girls wear dresses they should wear shorts or tights to enable them to play as if they were wearing pants. If the temperature is 45 degrees to 90 degrees, we will go outside. **We will however, use our common sense. If the wind chill is low or heat index high, we will not go outside.**



## Arrival and Departure

### Preschool Only Students

Students must be accompanied into the building by an adult. Classes begin at 8:30 am. **NO EARLIER.** Classes end at 11:00 am. Your child may not arrive before 8:30 am and must be picked up by 11:00 am to avoid late charges. No lunch will be served to preschool only children.

### Transportation

Life Christian Daycare/Preschool offers no transportation.

### Daycare & Mother's Day Out

Students must be accompanied into the building by an adult. He/She will have classes in the morning (K-2, K-3, K-4), lunch, and then daycare begins.

### All Children

#### **All children must be signed in and out daily.**

Students must be accompanied into the building by an adult. There will be a sign in sheet in your child's room. **All students need to arrive prior to 10:00am in order to not affect their lunch and naptime.** If someone other than parents are picking up your child, please notify us as soon as possible. Please notify the person that they will be asked for their photo I.D. We can not let your child leave the preschool/daycare without it. Please update your child's file to include emergency, work, home, or cellular numbers as soon as there are changes. You may also put who is eligible to pick up your child, but you must still let the preschool office know when someone else is picking up your child. Please do not send a child to pick up a student. **ALL CHILDREN MUST BE PICKED UP BY AN ADULT.** This is for the safety of the children. Thank you for your cooperation. If you have any further questions, please contact the preschool office.

## Dress Code

### Dress Code

Your child will participate in a variety of activities including painting, water and sand play, outdoor play, etc. Please dress your child in clothing appropriate for these activities. Shoes that permit running, climbing, and balancing are preferred. **Please do not send your**

**child in Rain boots or flip-flops.**

Socks should be worn with all shoes.

Tennis shoes are preferred for pre-

school play. **Girls who wear dresses**

**must wear shorts underneath.** Any shirts that depict any sort of violence will not be allowed. If you have any questions, please contact the preschool office.



### Personal Items

Please do not let your child wear or bring any type of jewelry to preschool/daycare. We will not be responsible for lost or broken items. Please make sure your child's name is clearly labeled on all their personal belongings. The staff does their best to keep up with items, but as a safeguard be sure to label everything. Please place coats, hats, glove, etc. in your child's cubby. Please do not send money with your child to school. They tend to play with coins, and these are a choking hazard to other children.

## Visits and Meetings

### Classroom Visits

We encourage you to come and spend time or a day with your child in our classroom setting. This experience will help you better understand your child and your child's teacher. Please consult with the teacher for a visit. We welcome you to come at any time to drop by and visit, however, you know your child and how they will react to departures, so please use good judgment in planning a visit. Sometimes a visit at the end of the day works well because your child can go home with you. An early morning visit can sometimes upset your child for the rest of the day. Use your own judgment as to how your child will react.

### Conferences and Parent Meetings

Communication with each child's parents is very important to us. Please feel free to call the preschool office for an appointment with teachers or with the directors when the need arises. A letter with information about class activities is sent home monthly along with a menu. A daily schedule is posted in each class. If they have left to go somewhere else, the sign will be marked. Communication is the key to your child's happiness in daycare. Feel free to come to your child's teacher or directors if you have a question or concern.

