



LIFE CHRISTIAN ACADEMY

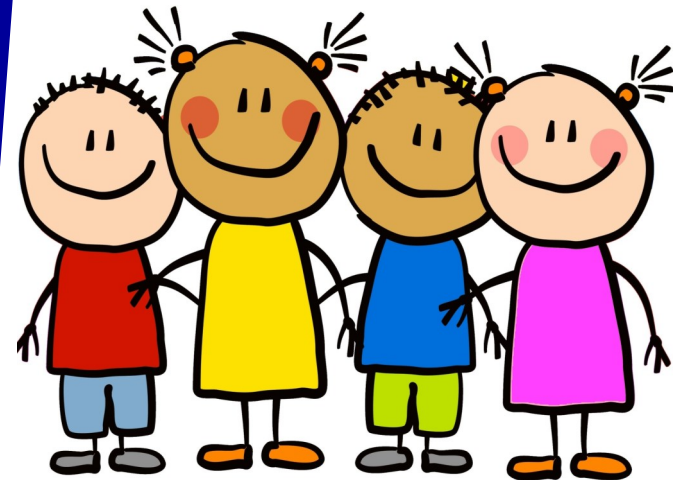
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Life Christian Academy
Proverbs 22:6

Life Christian Preschool and Daycare Proverbs 22:6

Parent Handbook



2024-2025

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Please Label Everything

Calendar 2024—2025

Days We are Out of School

Monday, September 2nd—Closed Labor Day
 Monday, October 14th—Closed for Parent Teacher Conference
 Thursday & Friday, November 28th-29th—Closed for Thanksgiving Break
 Tuesday, Wednesday & Thursday December 24th-26th—Closed for Christmas Break
 Wednesday, January 1st—Closed for New Years
 Monday, January 20th—Closed for Martin Luther King Jr. Day
 Monday, February 17th—Closed for President's Day
 Friday, March 21st—Closed for Parent Teacher Conference
 Friday, April 18th—Closed for Good Friday
 Monday, May 26th— Closed for Memorial Day
 Thursday, June 19th—Juneteenth
 Friday, July 4th— Closed for Independence Day

Important Dates

Friday, August 9th Open House Closing @ 3pm Open House 5-6pm
 Monday, August 12th - First Day of school
 Saturday, October 26th —Fall Festival
 Wednesday, November 27th —Thanksgiving Feast—Close @ 2:30pm
 Monday, December 23rd —Christmas Celebration—Close @ 2:30pm
 Friday, February 14th —Friendship Party
 Thursday, April 17th—Easter Eggstravaganza
 Friday, May 16th. Last Day of School
 Monday, May 19th First day of Summer

Pre-Kindergarten (K4)

So many great things will happen in our class! Our objectives are to help better prepare your child for kindergarten emotionally, socially, and academically in a positive and nurturing environment. Your child will follow the Footsteps to Fours curriculum. Below you will find some of the skills we focus on in Pre Kindergarten:

Reading readiness

Bible study

Writing

Math concepts

Fine motor skills

Self awareness

Science

Please note that school begins at 8:30am.

Snack is from 8:00-8:20 am. We ask that you drop your child off and say your good-byes at the door.

Please Label Everything

Welcome

Thank you for 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)	\$215.00 per week
K-1 (12-15 months to 2yrs old)	\$190.00 per week
K-2 & K2/3	\$170.00 per week
K-3 (has to be 3yrs old before September 1st)	\$160.00 per week
K-4 (has to be 4yrs old before September 1st)	\$150.00 per week

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 this time as we all settle in to our new routine. Our main goal is for your child is to have a successful year at LCA. We do have a two (2) week acclimation period for all students. If we feel that they are not meeting the requirements or we are not able to meet their developmental needs we may reevaluate your child's enrollment.

If you have any questions or concerns please do not hesitate to contact us.

Please Label Everything

Payments

All payments are to be made at the preschool/ daycare office. Please do not leave cash without getting a receipt. All payments applied are non-refundable. 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 or E-Check. 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 \$10.00 insufficient fee. If no payment is received by Friday, your child may not come to School 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.

Please Label Everything

What you can expect...

K-2T/K2 Class

Your child will be potty training, using utensils properly, drinking from a regular cup, staying in centers, cleaning up their messes when asked, following two or more step directions, sitting during circle time, singing ABC's, learning numbers and shapes, responding to their name, and much more!

Your child will have to be fully potty trained and be able to follow two step directions before transitioning to the K3T/K3 class.

K3T/K3 Class

Your child will follow Pathways to Preschool curriculum, learn to recognize and write their letters, numbers, and colors, sit and participate in circle time, and daily bible study, be able to walk in a line, be able to self-regulate, participate in group activities at the table, play with their peers, problem solve, and much more!

In the K3T/K3 class parents are ask to drop their child off at the door and allow them to enter their class independently in order to prepare them for the K4 class.

Your child will be expected to meet all above milestones and the developmental checklist in order to progress to our K4 program.

What you can expect...

K-0 Class

Your child will be learning how to set up, crawl, stand, walk, grasp objects, respond to simple verbal request, drink from a sippy cup, lay down and go to sleep independently and much more!

Your child has to be walking, no longer taking a bottle, and down to one nap in order to transition to the K1 class.

K-1 Class

Your child will be learning to climb, run, get in and out of the toys, hold their spoon, clean up small centers, stay on their cot during naptime, repeat animal noises, sing-a-long, follow one step directions, and much more!

Your child must be a master at walking, able to stay on their cot during nap time, and eat with a spoon in order to transition to the K2T/K2 class.

Please Label Everything



Late Fees

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

We have a ten (10) hour policy. Late fees will be assessed to your account for children staying after your 10 hours. Children must be picked up by these times to avoid late fees. (Also, please see Daily Policy on pg. 6) Please remember that this will go by our clock here at the daycare, so please adjust your clocks to ours. 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: You will be charged \$1.00 per minute after your allotted ten (10) hours or after 6:00 pm. After 10 minutes you will be charged \$5.00 per minute.

Please Label Everything



Arrival and Departure

Transportation

Life Christian Daycare/Preschool offers no transportation.

Daily Policy—Please read

Ten Hour Daily Policy

Your Child/Children will be allotted a ten (10) hour time window that can be utilized during the day. (i.e if dropped off at 6:45am they have to be picked up by 4:45pm) Anything over the 10 hours we will apply the late fee policy (see pg. 5) If this becomes a habit this could be cause for dismissal.

All children must be signed in and out daily.

There will be an iPad on the table in the front lobby, **parents only**, please sign them in and out on Procare. You will be given a code to access the doors to get enter the daycare part of the building. **All students need to arrive prior to 9:00am.** If someone other than parents are picking up your child, please notify us as soon as possible. Please inform 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 in ProCare, 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.

Potty Training

When your child enrolls into the two-year-old classroom, he/she 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 sides) during the first stages of potty training. Please do not send your child in underwear until you have spoken with your child's teacher. Please speak with your child's teacher regarding 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 retain enrollment and move to a K-3 class your child must be fully potty trained. It is vital that we work together for your child's success.

Immunizations & Messages

Immunizations

ALL CHILDREN MUST HAVE AN UPDATED SHOT RECORD OR EXPEMPTION FORM ON FILE AT THE PRESCHOOL/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 Procare. Verbal notes sent by children are unacceptable. Your phone calls are important to us however there are times when the director/assistant director can not take your calls due to being out of the office. Please be sure to leave a message so that we can return your call.

Director/assistant director phone numbers are located on the back of your handbook.

Please Label Everything



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 flip-flops or open toed shoes.** Socks should be worn with all shoes. Tennis shoes are preferred for preschool 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 backpack or place on their hook. 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.

Please Label Everything



Health

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 100.3 degrees
2. Diarrhea (2 or more diarrhea's)
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

Quarantine varies dependent on the DHS Good Health Handbook guidelines. Your child may return to school after he/she has been symptom free or under treatment for a full 24 hour period or with a doctors statement to be released in a group situation. The 24 hour policy is subject to change.

Fundraisers

Fundraisers

The preschool has fundraisers in the fall and in the spring. The money raised in these fundraisers are 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.

Pictures

Pictures

We have school pictures taken in the fall and spring. Spring pictures include PreK graduation photos. Please make sure to watch for these dates on Procure and Facebook. We take individual pictures as well as sibling photographs.

Please Label Everything

Vacations & Cancellations

Vacations

You may schedule up to two weeks of vacation 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 a week 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 Cancellations

For all preschool closings please watch Facebook pages and ProCare for info. If Life Christian Academy is closed due to bad weather the preschool will be also be closed.

If we are ever closed due to bad weather, please keep in mind you are still required to pay for the full week.

Please Label Everything



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.**

Medication

Our staff can only administer medication to your child with a signed medication permission form. Medication forms are located in the office.

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 will need to keep your child at home.

Please Label Everything



Biting and Aggressive Behavior

Biting

If your child bites more than three times in one day they will be sent home for the day. If biting is 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 preschool 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 for K1-K2

1st occurrence- Hitting, kicking, biting, or any violent behavior towards staff or other students will result in the parent being notified through Procure.

2nd occurrence- Parent will be notified by phone or in person of the child's behavior.

3rd occurrence- Child will be sent home for the day.

4th occurrence- Child will be placed on a 3 strike program.

5th occurrence- If your child violates the 3 strike program enrollment will be terminated.

*Failure or refusal to pick up your child for behavior 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 may be asked to come and pick up your child.

Summer, Birthdays, & Holidays

Summer

LCP loves summer time!! Summer usually begins the 3rd week of May and runs until the 1st week of August. We enjoy water days, snowcones, the outdoors, and much more. Summer is more relaxed and even though we keep the children engaged in their academics we also like to have fun.

Birthdays

Birthdays are very important to the children. If you would like us to celebrate your child's birthday you can bring cupcakes, cake, or cookies to have during snack time. 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 loves to party! We celebrate with a fall festival, Thanksgiving feast, Christmas Celebration, Friendship party, and an Easter Eggstravaganza. Look for sign up sheets for items to bring for party days. As always, parents are welcome to all parties but we do ask if you attend you plan to take your child with you to avoid upsetting the child. We are closed for most Federal holidays throughout the year. A calendar is located on the back page of this handbook. **Please keep in mind when the daycare is closed for holidays, you are still required to pay for the entire week.**

Breakfast, Lunch, & Snacks

Breakfast

Breakfast time is from arrival to 8:00 am for K-1 through K-4. We do not provide breakfast. If your child is eating breakfast at preschool you will need to provide it. All breakfast brought in after 8:00 am will be served for snack at 9:00 am

Lunch

Lunch is served at 11:00 am. Lunches and milk are included in your childcare fees. If your child has special dietary needs you will need to provide your child with a lunch and or a milk substitute.

Snacks

The children have a morning snack at 9:00 am and an afternoon snack at 2:30 pm that they are required to provide. Please see monthly snack calendar posted in classroom. Some snack ideas include: fresh fruit, squeezies, yogurt, granola bars, cookies, goldfish, cheezits, cheese sticks, fresh veggies, and meat sticks.

Please Label Everything



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 or redirection. When children do not respond to verbal guidance or redirection, they may be required to sit in time out or walk the track outside. The teacher will contact you if a serious discipline problem has arisen. If your child is having consistent discipline problems you may be asked to come to the school and discipline your child or take your child home. Here at Life Christian Preschool we have a three (3) strike program. If we continue to have disciplinary issues and/or aggressive behavior your child will be put on the three strike program.

A child using foul language, threatening, 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. 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.

Please Label Everything



Visits and Meetings

Classroom Visits

We encourage you to come and observe 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 and administration for a visit. Sometimes a visit at the end of the day works well because your child can go home with you.

Conferences and Parent Meetings

Communication with each child's parents is very important to us. Life Christian Preschool holds two parent teacher conferences a year. Please feel free to schedule a conference with teachers or with the directors when the need arises. Communication is the key to your child's happiness in child-care. Feel free to come to your child's teacher or directors if you have any questions or concerns.

Please Label Everything



Outside Play

Outside play is an essential part of our curriculum. Your child will go outside every day weather permitting. During the colder weather, your child will need a coat. Children should dress appropriately for outside play. All girls wearing dresses must wear shorts or tights to enable them to play freely outside. You will need to provide sunscreen for your child. If the temperature is 40 degrees to 90 degrees, we will go outside. **However if the wind chill is low or heat index is high, we will not take children outside.**

Please Label Everything

