

Preschool



2010-2011

*“Train up a child in the way he should go: and when he is old,
he will not depart from it.”*

Proverbs 22:6

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PURPOSE:

Liberty Christian School is a ministry of Liberty Baptist Church. The mission of Liberty Christian School is to glorify God by providing a Christ centered education and to provide our community the option of placing their children in a loving Christian environment which stresses academic excellence as the best foundation for learning.

We seek to provide an opportunity for each student to develop within the framework of the student's God given potential, abilities, and personality; individuals who are knowledgeable, and of good Christian character, academically equipped to pursue higher studies and challenges.

LCS does not discriminate on the basis of race, color, religion, and national or ethnic origin.

CURRICULUM:

Liberty Christian School uses the A BEKA CURRICULUM which is advanced in academics. The curriculum is planned to meet the needs of the average to above average student. Textbooks and materials teach personal initiative, hard work, patriotism, love of God and country, and other Christian principles that have made America great.

ACCIDENTS/INSURANCE:

LCS has a program of safety awareness with frequent inspections by the Pinellas County License Board, the Fire Marshall, and the Health Department.

If an accident occurs that requires medical attention, please contact your health insurance provider for reimbursement of the medical costs. LCS does not carry student accident insurance. **Medical requirements for student injuries suffered at school are the responsibility of the parent.** If we were to provide this insurance, we would have to charge additional tuition to cover the costs. Your help in this area will allow the school to continue to provide affordable care and Christian education for your child.

CHILD REQUIREMENTS:

The preschool will accept children who are two years old through five years old. Children must be potty trained and not wearing pull ups by age three (3) to continue attending LCS.

COURT ORDERS:

Liberty Christian School abides by all legally served court orders.

SCHOOL YEAR: June 14, 2010 through June 10, 2011 for pre-school.

HOURS:

LCS preschool is open Monday through Friday at 7:00 a.m. and concludes operation at 6:00 p.m. On **PROGRAM NIGHTS** we will close at **5:30** p.m.

FORMS REQUIRED: (STUDENTS CANNOT START SCHOOL WITHOUT THESE FORMS)

1. Current physical on Florida HRS form #3040 (yellow).
2. Current shot record on Florida HRS form #680 Part A, B and/or C Immunization Certificate (blue).
3. Photocopy of birth certificate is required for all children.
4. Registration form must be filled out completely on each child.
5. Two (2) medical release forms completely filled out and notarized for each child.
6. Photo Release form. (OPTIONAL)

ARRIVALS AND DEPARTURES:

You are required to SIGN your child in each morning and make eye contact with the teacher. We cannot be responsible for your child until he/she is properly signed in.

For your child's protection we require a note from you if your child is to be picked up at any time by anyone other than the person(s) listed on the registration form. **Please advise those picking up your child to bring their I.D. to the pick-up area.**

Parents will be asked to show identification when picking up their child until the teacher knows them. **This is for your child's protection.**

School closes at 6:00 P.M. If your child is picked up after 6:00 P.M. there will be a late pick-up fee of \$1.00 per minute. If you are habitually late a \$5.00 a minute fee will be enforced.

PARENTS:

1. SMOKING WILL NOT BE PERMITTED IN THE BUILDINGS.
Please dress modestly to bring and pick up your children.
2. Daily check your child's folder. This is the way we communicate with parents on a daily basis.

OPEN DOOR POLICY:

Liberty Christian School has an Open Door Policy and we encourage our parents to visit the school. Parents are **required** to check in with the school office **before** going to the classroom.

DISCIPLINE POLICIES:

We believe discipline is a positive process of setting limits and boundaries that are governed by love and respect in order to help children develop behavior for successful living.

Our school verse is Proverbs 22:6 *"Train up a child in the way he should go; and when he is old, he will not depart from it."*

A combination of love and discipline is essential for healthy child development. Teachers are encouraged to give children a balance of **love**, which helps us understand them; **respect**, which helps us value each child as a special individual; **order**, which requires from the teacher enough firmness and intelligent control to create a satisfactory personal and group environment; and **impartiality**, which leads us to treat children both uniquely and consistently.

Learning takes place in an environment which includes discipline and order. We support our teacher's efforts to properly instruct, lead, and discipline their students. Every student is expected to follow the rules and policies of LCS.

Effective discipline is the result of consistency and communication between parents and teachers. Daily notes are used as a way of communication in preschool.

Methods of Discipline

1. The first method of discipline is redirection (encouraging the child to a new interest.)
2. If redirection does not result in appropriate behavior the next step is time out where the child can think about his actions and the consequences.
3. If a child displays consistent aggressive behavior towards other students or staff members the principal will call a conference and expulsion may be necessary.

LCS discipline policy prohibits all childcare personnel from subjecting any child in their care to any humiliating, frightening, or severe punishment of any sort which includes spanking, withholding food, rest or toileting. Any form of physical punishment is absolutely prohibited at all times.

DISMISSALS:

Any of the following will result in your child's dismissal from LCS:

1. Tuition is delinquent for two weeks without satisfactory arrangements having been made with the financial office.
2. A student's poor conduct, attitude, or aggressive behavior.
3. Parents will not cooperate with the policies of the school.

FINANCIAL INFORMATION:

Tuition may be paid annually, monthly or weekly.

1. Weekly tuition is due on **MONDAY** of **each week in advance of service.**
2. Monthly tuition is due on the **FIRST DAY** of every month in advance of service.

Payments

1. Checks may be placed in the "tuition boxes" located in the hall of each building.
2. Cash payments **must** be made in the school office in building #4.

A 10% LATE FEE WILL BE ADDED IF PAYMENTS ARE NOT RECEIVED ON TUESDAY, for weekly tuition, and the FIFTEENTH day of the month for monthly tuition. If payment is not received by Friday, the child **CANNOT return to school until full payment is made.**

THERE IS A \$35.00 SERVICE CHARGE FOR CHECKS RETURNED BY THE BANK.

** Returned checks will be automatically redeposited.

The School Financial office is open:

Monday	12:00 p.m. – 2:00 p.m.
Tuesday thru Thursday	11:00 a.m. – 4:00 p.m.

If you need to talk with student accounts personnel, Rebecca Bonneau, call (727)576-1317 or e-mail her at Rebecca@libertybaptistchurch.net

Weekly tuition –No payment is due for the two weeks at Christmas and the week of July 4th when the school is closed. All other weeks are treated as a full week regardless of vacation, illness, or holidays.

Monthly tuition – For those paying monthly, the weeks of Christmas and the 4th of July have already been factored into your monthly rate..

Withdrawal - If a child/ren is/are withdrawn during the school year, a **two-week notice is required** and **tuition is payable for those two-weeks**.

****SEE SCHOOL TUITION FEE SCHEDULE SHEETS FOR DETAILED INFORMATION**

PLEASE retain your weekly or monthly tuition receipts for income tax purposes, as we cannot issue duplicates. OUR TAX I.D. NUMBER is: EIN 59-1509657

ILLNESS:

The school is not staffed to care for sick children. If your child becomes ill at school, the office will call you to pick up the child. Child must be picked up within two (2) hours from the notification. The following guidelines have been developed to protect your child from unnecessary illness.

PLEASE KEEP YOUR CHILD HOME WHEN HE/SHE:

1. Is in the first three days of a fresh cold.
2. Has an elevated temperature, vomiting, or diarrhea, **2 days out**. (See paragraph below)
3. Has an unidentified rash. (Admit with doctor's note after rash has subsided.)
4. Has a sore throat.
5. Has lice or nits, **2 days out**. In order to return to school, the child must be brought to the school office for a head check at 9:00 a.m. The child must be nit free in order to be admitted back to class.

WE MUST INSIST that you abide by the five above-mentioned rules. This helps us greatly in preventing an epidemic. All of these precautions are for the benefit of **your** child.

MEDICATION POLICY:

We are **NOT** able to administer medication at school. No over the counter medication will be given.

Students with Asthma:

If the student requires an asthma inhaler while at school, STATE STATUTES mandate that the prescribing physician authorize self-administration. There are specific forms available from the physician that must be completed. Permission forms must be filled out and submitted to the school office.

LOST AND FOUND:

All articles left in the classroom, halls, and grounds will be placed in the Elementary after care room next to the school office. Periodically we will display unclaimed items in various areas. Items unclaimed

will be given to the Hope Children's Home or the needy through the church missions program. **[Please label all articles with your child's name to insure a safe return home.]**

SCHOOL SNACKS:

We provide a daily morning and afternoon snack in the preschool. Morning snacks are not served after 8:15 a.m. No food is to be in the classroom after 8:15 a.m. Snack menus are posted in the hallways.

LUNCH PROGRAM:

Hot Lunch:

We have a caterer that provides lunches for us. School lunch is \$15.00 each week or \$3.00 a day and is billed to your account each week.

If a child forgets his lunch and you do not bring his lunch to him before his lunch period, we will provide lunch at a cost of \$3.00 and bill your account.

A monthly menu is sent home in advance to parents so you know what is being served. Both a hot lunch option as well as a cold lunch option of peanut butter and jelly is offered each day.

Lunch Boxes:

****Each lunch box should be clearly marked with the child's name.**

****Please use an ice pack to keep items cold in your child's lunch box.**

****We are not able to heat up lunches.**

****Lunchables: Please remove candy before bringing to school.**

****No candy, chocolate, or carbonated drinks may be sent to school for lunch.**

****Please do not send glass containers to school.**

**** Milk or juice can be purchased for \$3.25 a week or 65 cents a day.**

NOTE: Lunch and milk fees may change during the year. We charge only the amount the caterer charges us.

WHAT TO BRING: Label all personal articles with child's name.

- a.) Two-year-olds MUST HAVE two (2) changes of clothes; 2 pairs of socks and 1 extra pair of tennis shoes (Velcro or tie). UNTRAINED 2's MUST bring 5 diapers daily, or you will be billed \$1.00 per diaper used.

b.) Preschoolers (ages 3 – 5) who are potty trained must have two (2) complete changes of seasonal clothes and 1 extra pair of tennis shoes at school at **ALL** times.

NAPTINE ARTICLES:

Children may bring a SMALL blanket, pillow and stuffed animal.

*Naptime articles are to be taken home on Fridays to be laundered.

DRESS CODE:

For your child's safety - each child must wear sturdy tennis shoes with tie or Velcro closure only. **If your child comes in shoes other than those noted, you will be called to bring appropriate shoes or pick up your child.**

Each child should also be dressed in comfortable clothes that are appropriate for play, yet easy for the **child to handle independently during toilet training** and while playing. No shirts with inappropriate language or pictures or midriff revealing shirts. We recommend that girls wear shorts under their dresses for playing on the monkey bars.

HAIR: No faddish hair styles will be allowed. Boy's hair cannot exceed collar length.

JEWELRY: Inappropriate jewelry on boys or girls may not be worn (i.e. earrings for boys, large dangling earrings for girls.)

PIERCINGS & TATTOOS: No visible piercings (other than one in each ear for girls) or tattoos are permitted.

SPECIAL PROGRAMS:

We ask that all preschoolers (ages 2-5) participate in our Spring Program. This program is the accumulation of the preschoolers' weekly music times and is enjoyed by parents and friends alike.

NOTE: On days of all school programs we close at **5:30 P.M.**

FUNDRAISERS:

Each family is encouraged to participate in our fundraising activities as tuition does not cover the full expenses of educating a child at LCS. We use fund-raisers and depend on tax-deductible gifts to help us meet our budget requirements.