



2017-18 Parent Handbook

**A ministry of
Lighthouse Christian Fellowship
Preschool and Children's Day Out**

Notice of Availability: a copy of the most recent licensing inspection reports and a copy of the Minimum Standards are available for review in the church foyer, or see the Director. You may contact the local licensing office at 972-633-6600.

Little Lighthouse Preschool

Lighthouse Christian Fellowship
4331 E. Prosper Trail
Prosper, TX 75078
972-562-2500
www.lighthousetx.com
Kerry Carothers, Church Administrator

Susan Ellis, Director
Work 972-562-2906
sellis@lighthousetx.com
www.littlelighthousepreschool.org

School Days & Times

Tuesday, Wednesday, Thursday
9:00 a.m.-2:00 p.m.

Licensing

Little Lighthouse Preschool will be following all licensing guidelines required by the Texas Department of Family and Protective Services. LLP will comply with laws, rules and standards of the Minimum Rules for Licensed Child Care Centers and the Texas Department of Health. Parents may contact the local licensing office at: www.dfps.state.tx.us. **You may contact the local licensing office at 972-633-6600.**

STATEMENT OF PHILOSOPHY

Program Information

- Registration
- Registration Forms
- Withdrawals
- Dismissal from Program

Preschool Tuition

- Registration Fees
- Supply Fees
- Monthly Tuition Rates
- Tuition Discounts
- Tuition Payments
- Late Payment Charges

Health and Wellness

- Medications
- Immunizations and Medical Records
- Hand Washing/Toothbrushes
- Diapers and Diaper Changing Routines
- Toilet Training Procedures
- Change of Clothes

Safety Procedures

- Arrival Time
- Sign In Procedure
- Dismissal to Another Person
- Emergency Procedures
- Relocation Plan
- Inclement Weather- Cancellations

Daily Policies and Procedures

- Curriculum/Snacks/Lunch
- Items NOT to bring
- Daily Reports
- Parental Involvement

Discipline and Guidance Policy

Little Lighthouse Preschool

STATEMENT OF PHILOSOPHY

Little Lighthouse Preschool provides a Christian environment in which the spiritual, educational and social needs of preschool children can be met. We offer a structured program within a caring, loving and nurturing atmosphere that allows children to grow, to experience new things and to feel secure and capable in God's world.

Our goals for the children are to develop a strong sense of self-esteem, to develop small and large muscle skills, to encourage creativity and decision making skills, to enjoy group interaction, dramatic play, free play, to foster social development with other children and adults, and to develop language, pre-math and pre-reading skills.

Little Lighthouse Preschool curriculum will offer a variety of exciting and stimulating activities geared to the children's ages and development. We are implementing the Frog Street program that you can check out at www.frogstreet.com. We also have Spanish, Music & Movement and Chapel time on Tuesdays. These activities promote and encourage independence, cooperation, and decision-making.

As a licensed preschool, we have founded our program on the premise that learning should be an exciting experience for our children. We truly respect the families as the primary and most important providers of care and nurturing. We also believe parents and teachers are partners in children's care and education. We have an **open door policy**, and you're welcome all of the time.

Program Information

Program Days

Meet the Teacher: Thursday, August 31st 6:30-7:30pm

First day of School: Tuesday, September 5th,

Last day of School: Thursday, May 17th

Two Day Option: Tuesdays and Thursday, 9:00 a.m.-2:00 p.m.

Three Day Option: Tuesdays, Wednesdays, and Thursdays, 9:00 a.m.-2:00 p.m.

Ages

2 years old to 5 years old (year prior to kindergarten)

Registration

Little Lighthouse Preschool does not discriminate in enrollment or dismissals on the basis of race, color, sex, religion or national origin or handicap. Registration is open first to those currently enrolled, their siblings, and church members and then to the public.

If you are enrolled with a permanent position in the current LLP school year, you will have priority in enrolling for the next school year. If you withdraw your child before the next year's enrollment period, or drop out before the end of the school year, you will not be eligible to enroll with "currently enrolled." Our currently enrolled students are given an opportunity to register their children for the upcoming school year during January. At this time a new enrollment form must be completed and a new registration and supply fee collected. Registration is then opened up to new families. After registration, any remaining spots are filled on a first-come, first-serve basis. We will put a child's name on a class wait-list when a class has been filled. A registration fee is not collected for children on the wait-list until they secure a class spot. Children are placed in classes according to date of birth and at times, gender. Children are not moved into another room when they have a birthday. The group "ages" together through the school year.

Registration Forms

The following forms must be completed and turned into the LLP office prior to your child attending LLP:

1. Enrollment Form
2. Parent Authorization
3. Medical Release Form
4. Immunization Records
5. Hearing and Vision Screening for 4 and 5 year olds

Withdrawals

If it is necessary to withdraw your child, we request you fill out a form in the office in writing at least two weeks prior to leaving. NO refunds will be given.

Dismissal from Program

LLP reserves the right, after thorough evaluation, to dismiss any child for the following: failure to pay tuition, serious illness of the child preventing attendance, the center is unable to meet the needs of the child, or determination by the center is that continued enrollment is not in the best interest of the center or other children enrolled.

Preschool Tuition

LLP is a non-profit organization. Tuition is figured as an annual fee and is based on one school year's budget requirements, which includes salaries, building expenses, and supplies.

Registration Fees

A non-refundable fee is collected at the time of registration. This fee is collected each school year.

Tuesday and Thursday Program	\$150
Tuesday, Wednesday and Thursday Program	\$200

Monthly Tuition Rates

Two Day: Tuesday and Thursday Program	\$215 per month
Three Day: Tuesday, Wednesday and Thursday Program	\$290 per month

Tuition Discounts

Lighthouse Members	\$15 off
Second Child	\$15 off

***You may only qualify for one discount**

Please note:

The tuition rate is the same each month regardless of how many school days are in that month. We do not adjust your tuition if your child does not attend, nor will refunds be given for missed days due to inclement weather or illness. Please remember that you are paying for the space reserved for your child, not for your child's attendance.

Tuition Payments

Tuition is due the first week of every month. Any payments received after the 10th of the month will be subject to a late fee. Make checks payable to **Little Lighthouse Preschool or LLP**. Please give tuition to Director or place in the Tuition box in the foyer; do not place in your child's bag.

Late Payment Charges

A payment is considered late if it has not been received by the 10th of each month. A late charge in the amount of \$15 will be assessed for any late payments. If you are late with your payment, the late charge will be added to your account. A continual problem of late tuition payments and/or insufficient funds could result in your child being dropped from the LLP program

Health and Wellness

LLP assumes and requires that responsible parents do not send a child to school if he/she shows any signs of illness. This is not only for the protection of your child, but also for the protection of other children and teachers. Sick children will not be accepted. If symptoms of illness are observed, the child will be isolated from other children until the parent or designated person arrives for the child. The designated person responsible for pick up will need to do so within one hour for the time called. Please be aware that the classroom teacher and director are responsible for making the decision to accept or turn away children due to illness.

LLP requires that a child be free of fever, vomiting, diarrhea or any other symptom for a **minimum of 24 hours prior to returning to school**. If there are any questionable symptoms of a contagious illness (i.e. fever, chicken pox, fifth disease, a cold, a cloudy nose, rash, etc., or a continuous allergy problem) observed by the classroom teacher or director, the parent will be asked to take the child home. .

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following symptoms exist; nor will they be accepted in the school facilities:

1. Fever of 100° or more
2. Vomiting and/or diarrhea
3. Any symptoms of childhood diseases, such as Scarlet Fever, Measles, Chicken Pox, Strep Throat, Flu, etc. – or any infectious contagious diseases
4. Chicken Pox - all sores must be completely scabbed over and dry underneath
5. Common cold - from onset through 1 week
6. Sore throat
7. Croup
8. Fifth Disease
9. Any unexplained rash
10. Any skin infection - boils, ringworm, impetigo, thrush, and Hand-foot-mouth disease
11. Pinkeye or other eye infections. (All eye infections are contagious. The child must be on medication for 24 hours before returning to school)
12. Any communicable diseases
13. Cloudy, or green runny noses, persistent cough
14. Mononucleosis
15. Head Lice

Medications

Regarding medication, it is the policy of LLP that **NO** medication will be administered at school by the staff. Medication may not be placed in a child's bag, lunch, or juice for the child to take themselves either. This includes such things as inhalers. If your child must take medication during the day, arrangements must be made for a parent to come and administer it. The only exception to this policy is if failure to medicate might result in the onset of a life threatening reaction and that time could be a critical factor. The Director and staff must be informed of any severe allergies a child may have AND we must have documentation from a doctor.

Immunizations and Medical Records

Each child is required by the Texas Department of Protective and Regulatory Services (TDPRS) to have on file, at the time of admission, all current medical records and forms returned to LLP. This information must be provided yearly. All children who are four years of age or older must have on file hearing and vision screening results by a health-care professional. Tuberculosis testing is not required for children of LLP. The following must be on file at the time of admission:

- Immunization Records
- Statement of child's health from a health care professional
- Hearing and Vision screening results for children 4 and 5 years old

Hand Washing

Children and staff will be required to wash hands with antibacterial soap and warm water several times throughout the day in an effort to omit the spreading of germs which could lead to illnesses or communicable diseases. Hand washing will take place before and after lunch, after diapering and toileting, and when coming in from outdoor play as well as indoor play (and as necessary in the interim).

Toothbrushes

Parents who wish to have their children brush their teeth after meals will need to provide a toothbrush, toothpaste, and a toothbrush cover. Please label the items with your child's name, as they will be stored in individual containers in a storage box. Brushing will take place after each meal once hand washing is completed.

Diapers and Diaper Changing Routines

Parents must supply all disposable diapers, wipes, diaper rash creams, ointments, or powder to be used at the time diaper changing. Please provide written instructions to be handed to the teachers for certain changing directions.

Toilet Training Procedures

LLP will continue to assist children who are in the process of toilet training at home while in our care. Parents must provide a sufficient amount of undergarments, pull-ups, and training pants in the event more than one set is needed throughout a day. Their teachers will escort them to the toilet once an hour and when the child recognizes he/she needs the "potty". Please speak with your child's teacher for concerns or ways to help your child be successful while trying to accomplish this task. Children 3 years and older must be potty trained. Our 3's classrooms are not equipped with required diaper changing necessities per the state requirements.

Change of Clothes

Please send your child with an extra changing of clothes that is appropriate for the season. All articles of clothing need to be marked with the child's name and may be kept in a zip lock bag. Children are encouraged to wear play clothes that can be worn without worry of playground dirt, paint, etc. Flip flop type shoes and sandals are not appropriate, as this will enhance the risk of injuries as a result of trips and falls

Safety Procedures

Entering the Building

For safety reasons, please park in the front of the church and walk your child into the building. We will not allow any drop-offs under the breezeway. Under no circumstances will this be permitted. We have plenty of parking for everyone. Please do not park in the handicap spaces unless you have a permit.

Arrival Time

Children are to arrive at 9:00 a.m. and be picked up by 2:00 p.m. Our class activities start at 9:00 a.m. so when a child is late, he/she misses out. Late arrivals can be a disruption to the class. Doors will be locked at 9:15 a.m. and unlocked again at 1:45 p.m. If you arrive after 9:15 a.m. you will need to use the west side entrance door, by the playground. The west door has a doorbell and we will unlock it for you.

It is important for the teachers to focus their attention on the children. If you have something important to tell the teachers, please write a note or schedule a conference. Out of consideration, the teachers have been instructed not to discuss any personal issues about a child at the door with parents.

Checking In Children

Each morning you must sign in at the classroom door. By your child's name, enter the time of arrival and your initials. In the afternoon, please sign out by entering the time of dismissal and your initials. The sign in sheet has a space for an emergency phone number. Please leave the number each day that you want us to call first in an emergency. Also indicate on the sign in sheet if someone other than the parent will be picking up your child that day, we must know that information ahead of pick-up time.

Leaving Your Child

Parents, this can be an anxious time for some children. We have found that it is best if you leave and pick up your child at their classroom door. It is also less stressful on the child if you make your "goodbyes" brief. Please, do not go into the classroom or peek in the door, as this can be a distraction to the class. If you are concerned about how your child is doing after drop off or during the day, you may call or come by the office and we will gladly check on your child.

Dismissal to Another Person

In accordance with state law, we must have on file the names of the persons to whom your child may be released when you are not able to pick them up from LLP. Please inform the teacher in writing when there is a change in your pick-up schedule. **YOUR CHILD WILL NOT BE RELEASED TO ANYONE ELSE OTHER THAN THOSE LISTED ON YOUR CONSENT TO RELEASE FORM.**

Emergency Procedures

Parents are responsible for keeping current the emergency numbers on file at school. Please keep these records current.

In an emergency, LLP's first responsibility is the safety of the children. They will be moved to a designated safe area where LLP staff members will supervise them until parents can be notified. In order to assure the LLP is a safe place for all children, we have adopted the following policies & procedures:

1. Staff members are responsible for the children in their care at all times.
2. Each classroom is equipped with a battery-operated flashlight. An attendance list is posted close to the door and should be taken by a staff member when evacuating the children.
3. An emergency evacuation plan for fire and severe weather is posted in each classroom.
4. LLP has a fire drill every month and a severe weather drill every 3 months.
5. LLP will follow all directions required by the Prosper Fire Dept. regarding appropriate evacuations procedures.
6. The Assistant Director will be responsible for assisting the children during the evacuation process and the Director will be calling the appropriate emergency personnel.

Sick Child

If a child gets sick at school, the parent will be notified immediately. If we are unable to contact one of the parents, an attempt will be made to reach an emergency contact person on the child's enrollment form. The child will be isolated in the office until a parent picks up the child. Sick child is someone who has a temperature, throws up, or has a rash that does not have a medical release from the doctor.

Accident

All of our teachers and staff are trained in CPR and First Aid. For minor accidents, appropriate first aid procedures will be administered. In case of a more serious medical emergency, paramedics will be called immediately and then parents called. Emergency numbers are posted in every classroom. Medical Release forms for every child are located in a binder in the office.

Loss of Electricity

The preschool classrooms have windows and remain reasonably light even when the lights are off. Therefore, it is unlikely that school would need to be closed early. Every classroom is equipped with a flashlight. If, however the decision is made to close early, parents would be called to pick up their child.

Fire

The classroom is equipped with a smoke alarm. Fire Extinguishers are located in the hallways. We practice monthly fire drills and an evacuation plan is posted in the classrooms. In the event of a Fire, teachers are to take their students across the parking lot and sit on the curb in front of North Parking Lot. Should evacuation be necessary, teachers will take their sign-in sheets to make certain all children are accounted for. Directors are responsible for bring the emergency backpack. Inside the backpack there is

a First Aid Kit and a list of all students and emergency numbers for each student. The Directors are responsible for bringing all medical release forms. These are located in a binder in the office.

Tornado

In the event of severe weather or tornado warnings, the teacher will take her class, sign-in sheet, and flash light to the chapel room. Children will be kept in the safe area until the all clear is given. Severe weather drills will be practiced every three months.

Lockdown

During a lockdown drill, students and teachers remain in the classroom with doors and windows locked. No one is allowed to exit the building and no one is allowed to enter the building. This includes parents. **If you are already in the building, you will not be able to exit. If you are outside the building, you will not be allowed to enter.** The building is in lockdown mode. Possible lockdown situations include intruders inside or outside the building, medical emergencies for staff and students, and other situations where it is necessary to “freeze” all students and staff simultaneously in the building. The teachers are to place the children in the bathrooms and lock doors. In rooms without bathrooms teachers are to place children in a safe corner away from windows and doors. Teachers are to remain calm and try to keep children quiet.

Relocation

If it is event of an emergency requiring evacuation we will take all children and staff to Cockrell Elementary parking lot, in Prosper. Each teacher will be responsible for bringing their parent contact information and student rosters, which are located on their sign-in clipboards. These clipboards contain all phone numbers and emergency numbers of parents/guardians. The Directors will be responsible for all medical release forms, which are located in a binder in the office. Children will walk guided by staff members and a head count will be taken before leaving the building and upon arrival of Cockrell. Staff will communicate by cell phone with local authorities and licensing in the event of an emergency and staff cell phones will be used to contact parents/guardians.

Cockrell Elementary

1075 Escalante Trail. Prosper, TX 75078. Phone (469) 219-2130

Bad Weather

LLP will follow whatever decision the Prosper ISD makes for inclement weather closures. **If P.I.S.D. is cancelled or delayed due to inclement weather, LLP will not meet.** Please listen to your radio or television to hear of local school closings. LLP will also send out a mass email as well. LLP will not refund tuition on school closings.

Reporting Child Abuse

LLP is appreciative that you have entrusted us to care for your child. We do not tolerate physical or verbal abuse of any kind towards children by employees or parents. If we suspect a child is being neglected or abused we are obligated to report it. If you suspect a child is being abused or neglected, please report it by calling the Child Abuse Hotline 1-800-252-5400. The website is www.txabusehotline.org

Daily Policies and Procedures

Curriculum

We will provide families with the outline of items to be covered throughout the year. This includes letters, themes, bible stories and bible verses. Research has shown that young children learn best through active hands-on experiences. Preschoolers will choose from art, blocks, home living, music, puzzles, and manipulatives where activities have been planned to help teach the topic of study. Daily activities are designed to provide appropriate experiences in the following early childhood development areas; social development, getting a long in groups, learning responsible behavior such as sharing and more, respecting others, expressing feelings appropriately, providing experiences with math and science, promoting children's curiosity, by encouraging, observing, exploring, and experimenting. The playground is an educational environment where children learn about their physical capabilities and social

Snacks

LLP believes in healthy eating. **LLP parents will bring healthy snacks on a weekly rotating basis.** Parents will be assigned weeks at the beginning of school to bring snack and juice and it is up to parents to switch weeks if they cannot bring snack that week. It is important to inform us in writing if your child has any allergies to certain foods. Please do not send cookies, chips or candy (chocolate).

Lunch

LLP does not supply children with lunches, unless on specified days. Children need to bring their own lunch with a drink. Please send nutritious foods that do not need to be heated or refrigerated. Send a prepared lunch that your child can handle easily. Follow these simple rules when packing a lunch:

- We suggest that the lunch be made up of primarily finger foods that can be served with little assistance.
- Please cut up all foods that could be a choking hazard (i.e. grapes, hot dogs, etc.).
- Pack any utensils needed in their lunch (i.e. spoon, fork).

Please be sure your child's name is on his lunch box, cup and all other containers.

Pizza Day: Once a month we will order PIZZA. If your child would like to participate, you can pay \$2.00 that week OR PREPAY \$18.00 for the entire year. ☺

Nap/Rest Time

Each day there will be a time for children to rest. If children are not able to nap, they may rest quietly or will be provided with quiet activities. Children need this time to restore their energy. Please bring your child's mat, a pillow, and blanket. Please remember to take your child's belongings home every Thursday to be washed and returned the following week.

Supplies Required

LLP will provide all necessary materials for daily projects. All supplies are washable and non-toxic and will be used under the supervision of staff.

Schedule

Please see the Director for your child's class schedule.

Items to bring to school

- Backpack large enough to hold multiple items
- Nap Mat or Blanket and pillow
- 2 Non-Spill sippie cups **LABELED** with your child's name
- Appropriate change of clothes
- Diapers for children not potty trained

Items NOT to bring to school

- **Toys** (unless requested by the teacher for a special activity)
- Play guns or knives
- Money
- Medicine

Toys

LLP cannot be responsible for lost toys or games brought from home. These items may be brought in only during "Show and Tell". One soft toy for nap/rest time will be permitted; but will be kept in the cubby before and after nap/rest time.

Daily Reports

Children will be sent home with a daily report from their teacher. The report will note the child's demeanor of the day, quantity of lunch eaten, amount of rest, and overall information about your child's day.

Special Events

We are excited about many different special events planned here at Little Lighthouse and sometimes at other places. When special events are being planned you will be notified on the daily report, or by email. The event is usually planned in advance for parental planning. Also, please check front bulletin boards, as many things will be posted there.

Birthdays

We would like to share with you in celebrating your child's birthday. We welcome any treats you provide; however, please send enough to share with your child's classmates. Please inform your child's teacher ahead of time of the treat.

Parent Involvement

Parents are extremely important to Little Lighthouse Preschool. We welcome parental involvement at all times, whether that is substituting, volunteering to read, demonstrating a special talent, or just helping the teacher in various ways. Please talk with the Director or the teacher if you would be interested, as a background check must be completed.

Confidentiality

LLP knows and understands the importance of trust between parents and childcare providers/Director. Our door is always open to you and we encourage you to schedule a conference with the teacher or the Director should a situation arise to be discussed. It is important for you as a parent to know that all children's records on file, meetings and conferences are extremely confidential. Should you need to schedule a conference please contact the Director.

Substitute Teaching

If you would like to get on our substitute list please sign-up in your child's class. You will be required to fill out an information sheet and a background check.

Discipline

Little Lighthouse Preschool will enforce class discipline by affirming positive behavior, keeping children aware of limits, and re-routing a child's interest. Refer to the Discipline/Guidance Policy attached.

ATTENTION: Biting, disruptive, or destructive behavior will not be tolerated. Parents will be notified and asked to sign an acknowledgment form. After three occurrences, your child will be terminated from the program. LLP has the responsibility to protect the children in our care from harm as well as its property.

Biting/Hitting/Pushing Policy

LLP policy on biting/hitting/pushing first & second offenses will be to get the victim to confront the perpetrator. After the hurt child has been calmed down, he/she goes with the help of the teacher to confront the biter/hitter/pusher to tell them how they felt and to not do it again. We feel it's very effective as no one (not even kids) like to be called on their behavior. We always tell the parents what has occurred and will send home an injury report. If we see a child that is a serial biter/hitter/pusher we ask that the child stay home from preschool for two full paid weeks and if at that time there is no improvement they will be dismissed from the program by conference of teacher, parent and Director.

Discipline and Guidance Policy for LLP

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) 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:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;

- (3) Redirecting behavior using positive statements; and
- (4) 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:

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

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Little Lighthouse Preschool Parent Handbook

I have read, understand and agree to the terms and conditions stated in this document.

Parent/Guardian Signature Child's Name Date

Discipline and Guidance Policy

My signature verifies that I have read and received a copy of the Discipline and Guidance policy

Parent/Guardian Signature Child's Name Date

