

Lakewood Christian School

# Pre-K



Welcome to  
Preschool

## Parent Handbook

Florida DCF License # CO10K0045 EIN # 59-3436735

*Dear Parents,*

*Welcome to Lakewood Christian School. We are pleased that you have chosen us for your child to experience a nurturing environment structured to meet the needs and challenges of preschoolers. Our goal is to provide an educational and developmental program that teaches children Christian values as they broaden their understanding of the world in which they live. We use a Christian educational program that is developmentally appropriate for the age of your child.*

*Lakewood Christian School is a ministry of the Lakewood Community Church. We are licensed by the Florida Department of Children and Families. You have placed your child in our care for nurturing and development. It is our goal that the time spent with us will become a treasured part of your child's memory.*

*Sincerely,*

*Margaret Wakeland, Director*

*Stephanie McAvoy, Principal*



## **ENROLLMENT**

The Center shall obtain and keep current the following enrollment information from the child's parents:

1. Completed Registration Forms Online.
2. A copy of:
  - a. your child's birth certificate,
  - b. a current physical (required within 2 weeks of enrollment)
  - c. Florida Certificate of Immunization (form DH680) or religious exemption form (required within 2 weeks of enrollment)
3. The names and addresses of the parents.
4. Telephone numbers or instructions as to how the parents are to be reached during the hours the child is at the center.
5. Names, addresses, and telephone numbers of persons who can assume responsibility for the child if for some reason the parents cannot be reached immediately in an emergency.
6. Names and addresses of all persons authorized to take the child from the center.

**Please inform the school when there are any changes to the contact information or your authorized pick up list.**

## **OPERATING HOURS**

The center opens at 7:00 A.M. and closes promptly at 5:30 PM. We cannot accept children before 7:00 a.m. **A maximum of 10 hours per day is the allowed time your child may be in our center.** Parents of any child not picked up by closing time, 5:30 p.m, as indicated by the **center's clock**, will be charged with a late fee. Late fee charges are as follows: \$35.00 per child, picked up between 5:31- 5:35 p.m. After 5:35 p.m. an additional \$1.00 per minute up until the time of pick up will be added. Late fees are to be paid to the staff member. Payments are due at pick up or the following day. **Do not send late fees to the school.** **Excessive tardiness, for both arrival and pick up may result in dismissal.** Thank you for your cooperation.

## **TUITION**

**The tuition fee is \$600.00 monthly or \$300 bi-weekly.** Tuition fees are due in advance, and can be paid in person by check, cash, or on line. ACH and Credit card payments can be made online through the Praxi app, service fees may apply. A payment dropbox is located in the prek classroom and the front office. Families enrolled in the School Readiness program are responsible for the balance not covered by the program. We can not carry an accumulation of owed tuition. Even if your child is absent, tuition is due as long as the child is enrolled. A \$35.00 service fee will be charged for each returned check.

**Tuition is due on Monday morning. The tuition will have to be paid for the child to return to the center the following week.**

## Additional Fees

A \$150 Curriculum and \$200 Registration fee is due upon enrollment of each school year.



## CURRICULUM

Our emphasis is learning. The center uses a proven and effective curriculum for development of your child's creative learning skills. Lessons, play, stories, and physical programs are designed with care to meet the needs of every age level. Parents may be asked to supply some materials for projects as indicated in a parent note. It is the goal of the center to build the self-esteem of the children so that they feel good about themselves, accepted and loved, and an important part in their world.



## DROP-OFF & PICK UP POLICY

Parents may drop off and pick your child at the Preschool Entrance. Please arrive by 8:00 a.m. Arrivals after 8:15 will need to enter through the Main Entrance. All preschool **children are to be escorted to and from the building by an ADULT.** Please allow your child to carry his/her own lunchbox and hold your hand. This encourages independence. Only parents/ legal guardians and those you designated on your registration forms may pick up your child. You must contact the office to add or authorize any other person to pick your child up from the center. Please provide the center with a written letter stating who will be picking up your child and their contact information. Upon arrival, a copy of that person's valid Driver's License will be made and placed in your child's folder. It is the center's policy not to release any child if there is a suspicion that the adult is possibly under the influence of drugs, alcohol, or otherwise impaired.



## TARDINESS

It is important that students are on time. Younger students need this transition time to get ready for the day, wash their hands, put away belongings, etc. **Students should be at school by 8:00 a.m.**

Students will be considered tardy unless a legitimate written excuse from an authorized individual is submitted to the principal upon the student's arrival. (A legitimate excuse is one that entails an emergency or an unforeseeable circumstance. Running out of gas, failure to set an alarm clock, etc. are not considered legitimate excuses.) **Three unexcused tardies will be considered an unauthorized absence. Excess tardies and low attendance may result in dismissal.** Students will be considered tardy after 8:15 a.m. Arrivals after 8:15 must enter through the school's main entrance.



We are a smoke free campus. In accordance with Florida Statute 386.212 (1): **No smoking or vaping on campus.** Please do not come to the door smoking or vaping.

## **ATTENDANCE/ABSENCES**

We are a full time 10 month program. Regular attendance develops dependability and responsibility and is essential for students to gain the maximum benefits from their education. The full fee will be charged for all absences. Fees are similar to tuition and are based on enrollment, not attendance. No refund, credit, or makeup day is provided for children who are absent due to illness, vacation or any other reason. Parent shall notify Provider of any absence as soon as the Parent knows that child is unable to attend on a particular day.

Documentation of absences is required for ELC/ School Readiness and Step Up for Students scholarship recipients. We accept written notes signed by parents/guardians, emailed excuses and Doctor's Excuses. Absences are considered excused in case of quarantine, illness, death in the family, and emergency situations. If an extended absence is anticipated, contact the office to discuss the situation. In some cases the student may be given work to maintain academic progress.

ELC/SR parents are responsible for daily fees not covered by ELC due to excess absences. Excessive unexcused absences and tardies can result in dismissal from the center.



## **Holidays and Closures**

The preschool calendar is the same as the K-12 school year calendar. Dates are as follows:

<u>Date</u>	<u>Student Holidays</u>
<u>September 2</u>	<u>Labor Day Holiday</u>
<u>October 14</u>	<u>Student Holiday/Teacher Work Day</u>
<u>November 11</u>	<u>Veterans Day Holiday</u>
<u>November 25-29</u>	<u>Thanksgiving Holidays</u>
<u>December 23-January 7</u>	<u>Christmas Holidays</u>
<u>January 6</u>	<u>Student Holiday/Teacher Work Day</u>
<u>January 7</u>	<u>Student Holiday/Professional Development</u>
<u>January 20</u>	<u>Martin Luther King Jr. Holiday</u>
<u>February 17</u>	<u>President's Day Holiday</u>
<u>March 14-21</u>	<u>Spring Break Holiday</u>
<u>March 24</u>	<u>Student Holiday/Teacher Work Day</u>
<u>April 18</u>	<u>Good Friday</u>
<u>May 26</u>	<u>Memorial Day Holiday</u>

## **VISITING CLASSES & PARENT VOLUNTEERS**

Parents are welcome to visit the classes. New parents may contact the office for a time to visit rooms for observation. We do not allow free access to the center to just anyone. Only authorized personnel and visitors are permitted. As a precaution, in the event of an increase in local communicable disease cases, Lakewood will enforce a “No Visitor” policy.



## **Severe Weather and Emergency Closures**

Lakewood Christian School will follow the protocol of Okaloosa County School District’s Emergency Operations Center. If there is a threat of severe weather for our area, please stay tuned to the local news, media and the OCSD website for up to date announcements concerning school closures. In the event that OCSD schools are canceled, all classes at Lakewood will also be canceled. Families will be notified by email of school closures and reopening dates.

## **Health Policy**

**Your child must have written proof of good health upon admission to the center.** The statement of health must be from a licensed physician or authorized agent of the Okaloosa County Health Department and should attest that:

1. The child is in good health, or that any known irregular condition is under treatment.
2. Immunizations appropriate to the child’s age are up-to-date.



**The Florida Certification of Immunization Form and Student Physical are due within the first two weeks of enrollment.**

In keeping with the standards of the Okaloosa County Health department, immunizations must be kept current. Noncompliance with the rulings will result in your child not being permitted back into the center until such requirements are met. A copy of your child’s physical exam and health records will be kept on file and reviewed periodically. It is your responsibility to notify the center when your child receives new immunizations and to furnish an updated copy of the Certification of Immunization to the center.



## ILLNESS



Exposure to a new group of children may cause more illness until immunity is developed. Building up this immunity may only take a few weeks. Please keep in mind you may need an alternative plan for child care. We will take every precaution to safeguard your child against illness. However, most children experience a normal number of infections.



Symptoms of illnesses that are a cause for keeping your child at home are: runny nose, excess coughing, sneezing, ear ache, red eyes, headache, skin lesions/eruptions, sore throat, fever, chills, diarrhea, vomiting, lice (we have a “no nit” policy to return to school), or any other contagious illness/disease. Please call the center if your child is ill, especially if diagnosed with a contagious illness.



**A child must be free from symptoms (fever, vomiting, diarrhea) without the use of medication for 48 hours in order to return to school.** If your child is prescribed antibiotics, he/she needs to be on antibiotic medication for **24 hours** before returning to school.

Please keep your child’s fingernails clean and trimmed. Children may accidentally scratch another child while playing. Long nails trap dirt and bacteria that can infect broken skin. Short nails can be cleaned much easier. Please help by teaching your child how to clean his/her nails.

## MEDICATIONS

Should your child require medication to be dispensed by the center, the following steps must be followed:



1. Medical authorization form must be completed and signed by the parent/legal Guardian.
2. All medication must be in the original container with the child’s name, name of the physician, medication name, and medication directions written on the label.
3. Staff records the time and date of all medications dispensed
4. Medication which has expired or is no longer being administered shall be returned to the parent or legal Guardian.

Refrigeration is available for medications if needed. The center does not furnish any medication and we do not administer any nonprescription medicines.



## **NO backpacks.**

**Backpacks are not permitted at Lakewood.**



## **TOYS AND PERSONAL BELONGINGS**

Please do not bring toys to school unless the teacher has designated a “show and tell day”. Toy knives, guns, weapons etc. are not allowed at school.

Please label personal items and clothing. Permanent markers and iron-on labels seem to be the most durable method of labeling. Teachers will see that items are kept safely in children’s cubbies or in designated areas. Do not send your child to school wearing keepsakes, family heirlooms, jewelry, or expensive clothing items. We can not be held responsible for items lost or taken by accident.

## **CLOTHING**

Dress your child for action!! Khaki or black shorts, long pants, skorts, or skirts with shorts are to be worn with a uniform shirt. All shirts must cover shoulders and midriff. We ask that you furnish the school with a seasonal change of clothing, in case of an accident. **Closed toe tennis shoes/sneakers are best for sturdy footing. Crocks, Flip flops, cowboy boots, rain boots, and sandals are not appropriate and are not permitted.** Children will play outside all year round except in weather extremes. PLEASE label all clothing.

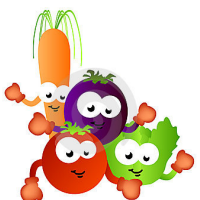
## **REST PERIOD**

Preschoolers have a daily rest/nap time. We provide cots for each child to rest on. Your child may bring their own blanket.

Even if your child does not sleep, they will be asked to rest quietly on their cot while the other students nap. The teachers create a soothing environment to help the children relax. There is always supervision in the classroom, including nap/rest time. Please, no pillows or sleep toys. Cots are cleaned and disinfected weekly by staff. All bedding will go home on Friday to be laundered.

## **LUNCHES**

It is the responsibility of the parent to provide lunch for your child. Lunch boxes need to be small enough to fit on the lunch cart. Foods must be able to go from the lunch box to the table. Please label lunch boxes, food containers, water bottles and individually wrapped food items with your child’s name.



Please keep lunches simple and well balanced. Parents can assist us in teaching healthy nutrition and good eating habits by preparing healthy lunches. We do not allow soda, chocolate, candy or excessive sugary snacks.



Please keep food in **bite sized pieces** (ex. hotdogs, grapes), **½ inch or smaller**, to prevent choking. **Per DCF Handbook 3.9.3 (C) Children who are under 4 years of age will not be served any foods that are associated with young children's choking incidents.** These foods are, but not limited to:

- **Whole/round hot dogs**
- **Popcorn**
- **Chips**
- **Pretzel nuggets**
- **Whole grapes**
- **Nuts**
- **Cheese cubes/sticks**

If there are any food restrictions or a special diet is required for a child by a physician, please provide a copy of the physician's order, along with a copy of the diet.

### **REFRESHMENTS & SNACKS**

Your child will have 2 snack breaks. Parents are to provide a morning and afternoon snack for their child. Keep it simple. Label individual snacks, ziplock bags etc. with the child's name.

### **BIRTHDAYS**

If your child has a birthday and you would like to bring something special for the class or center, please contact your child's teacher to make arrangements. Only store bought bakery items such as cupcakes, cookies or cakes are accepted. Due to allergy concerns, items must have a label listing all the ingredients.

### **GUIDANCE/DISCIPLINE**

Each child is a special and unique person, deserving of our respect, nurturing, and guidance. We use positive methods of guiding and relating to children. Our teachers will remain positive and supportive of the child, while they are learning to assume responsibility for their actions. Guidance will be consistent, based on individual needs, directing the children toward an acceptable expression of their feelings. The guidance techniques that the teachers will use include: redirecting and offering choices to the children, guiding children in problem-solving methods, taking into consideration the children's feelings while encouraging them to use words when expressing emotions, giving them a chance to try again, helping children see the consequences of their actions, as well as modifying the environment or routine to better meet the children's needs. There will be no physical or degrading punishments. We use "time out" in the class areas and on the playground. The next step is "time out" in the office. In the event of extended or continuous misbehavior upon the part of the child, a parent will be called to come and take the child from the premises. If the usual guidance techniques are unsuccessful, the principal will ask the parents to come for a conference to discuss the situation and help set goals for managing the child.

## **DISMISSAL OF A CHILD**

The Center reserves the right to dismiss any child if after entering he/she seems to be unable to participate in group experiences, continued disruption of educational time, or for extreme aggressiveness towards classmates and/or staff. Children can also be dismissed if **parents** do not comply with school policies or work with staff in finding solutions to behavioral issues. **As agreed upon, tuition and fees are non-refundable as stated in the fees contract that was signed at enrollment.**

It is our desire to work with the children and parents to promote a loving, learning atmosphere for all of the children. We appreciate the continued support of our parents in maintaining this.

## **Withdrawals**

Withdrawals begin in the office. **A written two week notice must be given for all withdrawals** in order to secure readmission at a later date. **All fees are nonrefundable.** Other refunds and exceptions are at the discretion of the Director.

**\*\*Parent requests for demographics, transcripts, student records, etc. will require 3 business days to process and return to you. Please call in advance if you should require any of these documents.**



## **PRACTICAL TIPS FOR ARRIVING AND DEPARTING**

Allow your child to walk to the door, holding your hand. Let them carry their lunchbox. Encourage independence and confidence. Separation anxiety may be experienced by your child upon coming to a new place. They may cry, cling to you, resist entering the premises, beg to be taken home, etc.

Don't be afraid to give them to us. Kiss them goodbye, tell them you will be back later and leave quickly. The longer you linger, the harder it is for them to settle into the routine. We will comfort them, dry their tears and ease them into play with others or right beside us. It will not be long before the tears cease and your child is happy and secure when they arrive. The teachers know that the transition period is different for each child and they work with the individual child to help them become comfortable. Parents are welcome to call the school to check on your child at any time.

No matter how long your child has been attending the center, it is best to leave quickly in the morning. We do not recommend lengthy interaction with the staff. You may call the front office if you have any questions, concerns or would like to schedule an appointment for a conference. We are here to help anyway possible.

### **MODIFICATION / AMENDMENT**

Provider reserves the right to modify and/or amend this agreement upon 4 weeks written notice of any changes in the basic rates or services; provided, however, that any changes in the ELC School Readiness reimbursement rates shall be effective immediately.

### **THE UNDERSIGNED HAVE READ AND UNDERSTAND THIS AGREEMENT.**

Names of Child/ Children to be enrolled:\_\_\_\_\_

Parent Name:\_\_\_\_\_

Signature:\_\_\_\_\_Date\_\_\_\_\_

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