



3K - 5K PARENT HANDBOOK
2019-2020



Table of Contents

Welcome	Page 3
What Christian Montessori Offers	Page 3
Association	Page 3
Staff, Program, Procedures	Page 4
Arrival And Departure	Page 4
Communication With The School	Page 4
Medical	Page 5
Dress	Page 5
Visits	Page 5
Discipline	Page 6
Conferences	Page 6
Birthdays	Page 6
Tuition	Page 6
Lunch/Snack	Page 6
Rest Time	Page 7
School Closing	Page 7
Toilet Training	Page 7
Extra Clothing	Page 7
At Home	Page 7
Volunteers Needed	Page 7
Fund-raising	Page 8
Family Directory	Page 8

Life Academy welcomes you!

Our goal is to provide a supportive, responsive environment for all the children. Our commitment at Life Academy is to provide an environment of academic excellence based upon Christian beliefs and Montessori methods of learning. Our program follows the 9 month school year, Beginning of September through the end of May.

Please read this handbook carefully and keep it handy for future reference when some information will seem more relevant. Our newsletters will keep you informed of changes, as well as what the children are doing at school.

What Christian Montessori Offers Your Child

Montessori is a way to grow in an environment that:

- Permits your child to find and to participate freely in activities suited to his/her Individual needs and level of capability.
- Helps your child become an orderly, integrated person with self direction, inner discipline, and a sense of responsibility.
- Fulfills your child's need to become independent and to be able to make wise choices.
- Makes it easy for your child to learn social skills, as well as basic cognitive skills.

Our primary aim is in the fostering of:

- Christian character
- The joy of learning
- Socialization
- Respect of self, others, and environment
- Independence and a sense of mastery
- Self confidence and self-esteem

We believe that a child must be permitted the independence, self discovery and freedom to learn not just in his/her academic growth, but physically and spiritually. Life Academy is a non-denominational school where we strive to bring cultural awareness to the children. We strive to meet the needs of the child which in turn helps the child gain self control, trust and an understanding of the world. This gives the child the needed self-esteem to function at his/her own pace within our world.

We actively help the children work out their conflicts in a positive light and lead them to an understanding of choices and consequence.

Life Academy is a member of the following associations:

The Association of Christian Teachers and Schools
Christian Montessori Fellowship

STAFF

The teaching staff is made up of trained professionals, assistants, and cultivated volunteers. We require our staff to further their education through seminars, and workshops. We believe that the parents and the environment created at home together with our partnership will influence the child's life in a positive way.

PROGRAM 3-5K

3 half day program (Monday, Tuesday, Thursday) 8:00 am – 11:30 am

3 full day program (Monday, Tuesday, Thursday) 8:00 am – 2:45 pm

5 half day program (Monday – Friday) 8:00 am – 11:30 am

5 full day program (Monday – Friday) 8:00 am – 2:45 pm

ARRIVAL AND DEPARTURE

The children can arrive at 7:45 am and need to be in their classroom by 8:00 am.

We ask that parents bring their child into the foyer and supervise them as they remove their coat, put on their “house shoes”, and make the separation for the child to enter the classroom area. **We ask that the parents do not enter the classroom area during-drop off or pick-up time.** This can be very disturbing to the children that have already been dropped off and made their separation. We try to establish an atmosphere of calm for the day. Much time can be lost if the children are over-excited when they arrive at school – plan ahead and have a happy calm drive to school. During departure time, the children will be ready between 11:30 am and 11:35 am for the half day children and between 2:45 pm and 2:50 pm for the full day children. **Please note that your child's pickup is to arrive no later than 11:30 am for half day children or 2:45 for full day children.** If you are a few minutes early, please wait in your car. We ask that you do not go looking for your child and take him/her out of the group. This is a busy transition time and we need to make it as smooth as possible for the children, staff, and parents.

There is a late pickup charge of \$1.00 per minute after the 5 minute grace period (example: 11:30 pickup arrives at 11:36 = \$6.00 charge). God has given us grace and we extend it to others, in case of an emergency please call the school and leave a message if you don't get an answer. A habit of tardiness effects the entire school, please respect the staff and other students.

COMMUNICATION WITH THE SCHOOL

Notes from parents are always welcome. If you need to speak with a teacher personally, please send a note with your child. If necessary, the teacher can contact you after class. We try to keep adult conversations to a minimum at arrival and departure, the children need the teachers at this time. We will not interrupt the classroom during the school day for the teacher to talk on the phone.

ILLNESS

All children are included in outdoor activities throughout the year. A child who comes to school is well enough to go outside.

If your child is absent due to illness, we do require a phone call so we can have an understanding of the disposition of the child.

If your child develops a contagious disease, please let us know immediately so that we may send out notices of exposure. Upon having the following diseases, students must have written consent from either a physician or the health department to return to school.

Chicken Pox	Measles	Mumps	Pneumonia
Whooping Cough	Pinworms	Scabies	Ringworm
Impetigo	Pink Eye	Head Lice	Hepatitis

Please pay special attention to those sicknesses that do not require a doctor visit. Have your child stay at home until 24 hours have gone by without any throwing up, diarrhea, or fever. All children are required to be up to date on school immunizations, unless a waiver based on health, personal, or religious reasons. Completed Immunization Forms must be on file no later than **September 15th** of the given school year.

MEDICATIONS

On occasion, it may be necessary for your child to take medications during the school hours. When this is necessary, please fill out the **Parent's Medication Authorization Form**. We only administer medicine at lunch time by a staff person and we cannot administer medicine without the authorization form completed and signed. The prescription medicine must require a noon time dosage or the medicine must be given before they come to school or after they are picked up from school. The medication **must** be in a prescription bottle given to you by the pharmacy. **We will not allow over the counter medicine to be administered at the school.**

HOSPITAL

In the event of an emergency with your child when you cannot be reached, we require you to fill out and return an emergency release form.

DRESS

At this age children are very interested in dressing. This is the time to encourage independence in this activity. When preschoolers are starting to dress themselves, the parent can help the child along by assuring that they can reach and manipulate the fasteners, and that they can get in and out of the clothes with ease and happiness. Coats, boots, and shoes should be the same.

VISITS

One of the best and most delightful ways of learning about the Montessori approach to education is to observe a class in session. Please make an appointment when you want to visit the classroom. When you do come to observe, we do ask that you do not bring children. The teachers will need the first six weeks of the school year to normalize the class, so visits will not take place until the middle of October.

DISCIPLINE

The teacher is the link between the child and the environment. Through awareness of the activities of each child, the teacher can allow each child to make positive choices among the materials in the environment. The Montessori teacher controls the environment not the child. In certain circumstances, the teacher may find that they need to distract and redirect a child's energies to a positive one. If the behavior becomes a safety issue, or a matter of being disrespectful the child will have a "time-in" with the teacher or staff person to discuss other options of how to handle a situation. If the "time-in" is not effective the child will have a "time to self" to reflect on their choices, ending in prayer with the teacher and allowing the child to re-enter the learning environment. For those students who are having a tougher time with rules, respect, etc., the parents will be required to meet with the teacher for a meeting. Both parents will be required to attend these meetings with the goal to eliminate the negative behavior and failure to participate and/or eliminate the negative behavior will be a cause for dismissal from the program.

CONFERENCES

We schedule two conferences during the school year – the first falls toward the end of November and the second in April. Both conferences will be a scheduled time with the teacher and the parents. We will send out conference sheets to schedule your conference, but of course, we welcome scheduled visits at any time during the year.

TUITION

Life Academy is a non-profit organization. A quality experience for your child at the school is assured by maintaining a staff and beautiful environment. As an educational institution providing a costly environment, low tuition, and many volunteers, we ask that you pay your tuition promptly. All tuition payments are due by the 5th of the month and a \$30.00 late fee will be assessed for all late payments. **All Tuition Must Be Paid In Full By May 5th.**

BIRTHDAYS

Your child may bring a birthday treat (healthy preferred) for the whole class and the class will sing Happy Birthday. The child may wear an outfit of choice and a special hat, badge, etc. on their birthday. Summer birthdays are celebrated in May.

LUNCH/SNACK

The food you send with your child is an important part of their day. We encourage nutritious and wholesome food for snacks and lunches. We require families to pack a fruit and a vegetable or two fruits or two vegetables. Because of food allergies we do not allow children to share lunches. We encourage the children to eat the food their parents have packed for them. If a child does not finish, the food packed will be left in their lunch box so that you know what they have eaten. Please understand that we do not have the time to prepare food, therefore anything that needs to be heated must be in the container you want it heated in and ready to serve after being in the microwave for 1 minute or less.

There are a few items we do not allow in your child's lunches. These items include candy, soda pop or any highly processed food items. These items have little to no food value and can contribute to how a child functions during the day.

If you forget Lunch/Snack there will be a \$5.00 charge to provide the Lunch/Snack for that day.

REST TIME

Full day students are required to take a rest time in the afternoon. Each child will need a sleeping bag or blanket and a pillow. We ask that you put the bedding items in a pillowcase for transporting and please label everything. One comfort item is allowed. **We do not allow the bedding or comfort item to be transported back and forth each day.** The parents will take the bedding and comfort item home for the weekend to be cleaned and returned on Monday morning.

SCHOOL CLOSING

If the Manitowoc Public School District (MPSD) cancels school due to the weather we will also cancel school. If MPSD has a late start or early dismissal due to weather we will also follow that schedule.

For School cancellation notifications by text, go to <http://fox11online.com/>, hover over the weather tab and click on "closings signup" and fill out the form and select Manitowoc under schools.

If you feel you cannot safely get your child to or from school due to weather they will receive an excused absence or tardy. Please call and let us know of these circumstances and leave a message if the phone is not answered. **Please note we have staff who travel a long distance, due to safety concerns, school may be canceled or delayed and you will be notified by email and/or text in this situation.**

TOILET TRAINING

The children must be potty trained before they are accepted into class. It is also important that they must be able to care for themselves after using the toilet. This will save embarrassment some children feel when they have to ask someone else to help them clean up. Even though children are toilet trained they still may have occasional accidents. It is important that they have a change of clothing that is weather appropriate. If there is a problem which does not allow for this to be accomplished at this **time, we need to know. We will help you work with your child.**

EXTRA CLOTHING

You will need to provide a complete change of clothing in a zip lock bag, for your child to keep at school. Don't forget to **label all clothing** with your child's name, especially the underwear, and socks!

AT HOME

When your child returns home, please check pockets and backpacks for tiny cubes, blocks, or other small items that may belong to one of the school's works. We would appreciate the item being returned to us as soon as possible.

VOLUNTEERS NEEDED!!

Please let us know if you are interested. Some of the areas needed are cleaning, copying, laminating, cutting, lunch room supervision, and recess supervision.

FUND RAISING

Due to the low tuition rates every family will be required to participate in fund raisers throughout the year or pay the fee to opt-out (tuition only covers about 80% of your child's education expense even with the many volunteers at Life Academy).

Other ways you can help raise funds:

Box Tops For Education is now digital - download the app and scan all of your grocery receipts.

Kwik Trip Cards – 5% of purchases will go to Life Academy if you purchase cards from Life Academy. Cards are available in \$10, \$20, \$50, \$100 and can be used at the pump or in the store.

Car Wash Cards – 5 Ultimate washes for \$36: Undercarriage Flush, Presoak, High Pressure Wash or Soft Foam Wash, Triple Shine Vehicle Enhancer/Cleaner, Spot Free Rinse & 95 Second Super Dry. (regular price \$10 per wash) Please see Pastor Mike for KT cards.

Amazon purchases – login at <https://smile.amazon.com> and a percentage of your purchases will be donated to Life Academy. Select New Life Ministries of Manitowoc, Inc. as your charitable organization.

OfficeMax – when you check out just tell them you want donations to be made to Life Academy and 5% of your purchase will be donated.

FAMILY DIRECTORY

Shortly after the beginning of the school year, we will publish and distribute a listing of all the families in the school. This listing will facilitate your communication with other parents should you wish to set up car pools, etc. **This list is not to be used for solicitation purposes.**

Please let us know with an email if you wish to be excluded from the directory.

info@lifeacademywi.org