

## TUITION / FEES

All tuition fees are payable September 1 through May 1.

### PRESCHOOL

- \$50 enrollment fee
- 2 days per week—\$230/month
- 3 days per week—\$345/month
- 4 days per week—\$460 per month
- 5 days per week—\$550 per month

### PREKINDERGARTEN

- \$50 enrollment fee
- 4 days per week—\$460/month
- 5 days per week—\$550/month

### PRIMARY & MIDDLE SCHOOLS

\$5850 per year

- \$100 enrollment fee (due upon enrollment)
  - \$150 book fee (due August 15)
  - \$150 supplies fee (due August 15)
- \$650 per month—September 1 through May 1

### EXTENDED CARE

- LCCS students only are eligible for Extended Care.
  - Charges are \$3 per hour
- There will be a \$5 per minute charge for any child left at LCCS past 5:30 p.m.
- The computer does the billing each weekend. Extended Care billing will in the Yellow or Red file on Monday. Extended Care fees are due that Wednesday.
- If a child is not clocked out, the computer bills that account at 5:30.



SUPERIOR EDUCATION FROM A  
CHRISTIAN PERSPECTIVE

## STUDENT/PARENT HANDBOOK

### MISSION STATEMENT

Lake Country Christian School provides academically able students with a superior education in a Christian world view.

### STATEMENT OF FAITH

We believe there is one God, existent in three persons—Father, Son, and Holy Spirit. Matthew 28:19

We believe the Bible is the infallible, inspired, authoritative, inerrant Word of God. 2 Timothy 3:16

We believe in the deity of Jesus Christ, His sinless life, atoning death, resurrection, ascension to the right hand of God, and His return in glory. John 1:1 -14 Luke 24:26 Hebrews 9:28

We believe that God created man and woman and marriage is between one man and one woman. Genesis 1:27 Matthew 9:4

## **TUITION / FEES**

- LCCS is a private school that operates on the tuition paid by each child. LCCS is not subsidized by any church or organization. It is a non-profit, 501(c)3 corporation
- The year's tuition can be paid for the year in September, by the semester in September and January, or monthly. The year's tuition is divided by 9, and the monthly tuition is due on the first of the month, September 1 through May 1.
- Tuition payments can be placed in the white mailbox by the office door, mailed to the school's address, or by square reader.
- Any account delinquent after the 5th of the month will be charged a late fee of \$20.00
- Any account delinquent after the 10th of the month will be considered as non-payment, and all monies will be due at once, and enrollment at LCCS will be terminated.
- If payment will be in jeopardy because of an unexpected situation arises that endangers payment, contact Mrs. Herje or Mrs. Glenna immediately
- Parents and caregivers must have your email address. Email is used for communication. Please check your email frequently.
- A monthly calendar will keep parents informed of school activities.

## **ATTENDANCE**

If a student is absent, the parents must call the office before 8:00 a.m., otherwise it will be considered an unexcused absence.

## **DRESS CODE**

- Students are not required to wear uniforms, however they are required to dress appropriately and modestly.
- Girls: no midriff or navels showing (no crop tops); no short shorts, no spaghetti strap tops; no tank tops; no underwear showing; shorts or leggings must be worn under dresses or skirts.
- Boys: pants must be heel length maximum; no navels showing; no tank tops; hair maximum collar length; bangs maximum eyebrow length; no sagging pants; no underwear showing.
- Both: no shirts with words or pictures that are inappropriate in a Christian school; must maintain personal hygiene.

## **FIELD TRIPS**

The permission form for field trips is in your Enrollment Packet. The field trips are listed on the calendar. Parents are always welcome to accompany your child's class on a field trip.

## **EDUCATIONAL PHILOSOPHY**

Lake Country Christian School is a family-oriented, non-profit (501(c)3) Christian School. It is not sponsored by any church or organization, but operates on students' tuition and contributions.

LCCS will:

- teach by daily Bible lessons (not teaching any church's specific doctrines) that God is the creator of the universe, Jesus is His Son, and the Holy Spirit is our guiding force.
- teach by lesson and example that God made each of us special, with a plan for our lives, and He loves us.
- provide an environment that gives our students the opportunity to learn by doing—moving from concrete, hands-on experiences, to more abstract concept development which promotes a lifetime of creative living and learning.
- encourage social development by providing opportunities dealing in and with appropriate and positive social situations.
- provide experiences to develop responsibility for one's own actions in self-help, health, and interpersonal areas, and to exercise appropriate independence.
- encourage physical development through participation in free play on the playground and athletic activities.
- encourage creativity by offering many kinds of materials and experiences in music, art, dramatics, literature, and oral skills.
- provide project-base experiences, especially in Science and Social Studies.

## MIDDLE SCHOOL

- Extended Care is from 7:30 to 8:20 and 3:00 to 5:30.
- Class is from 8:20 to 3:00.
- Students who arrive before 8:10 come to the Primary Classroom and will be taken to the Middle School by a teacher at 8:10.
- Middle School students will clock themselves in and out.
- Students must let a teacher know when their ride is ready to take them home.
- A teacher will take Extended Care students to the Primary Room after school.

LCCS STAFF WILL NOT ALLOW A STUDENT TO LEAVE WITH ANYONE WHO IS NOT DESIGNATED IN WRITING ON THE ENROLLMENT FORM BY THE PARENTS OR GUARDIANS.

- Note: Five (5) tardies is a reason for termination of enrollment.
- If a child is going to be tardy, the parents need to call the office before 8:00 a.m.

ENTER THE PARKING LOT FROM MAPLE DR. AND EXIT ONTO 41ST STREET.

## **STUDENT PHONE POLICIES**

- All phone notifications must be turned off.
- All phones must be turned off.
- Primary students' phones must remain in the book bag all day.
- Middle School students' phones will be turned in upon arrival.
- No You Tube or social medial at school

## REASONS FOR TERMINATION OF ENROLLMENT

- Non-payment and/or lack of adherence to LCCS tuition policies.
- Lack of cooperation from the parents with the school's effort to resolve differences and/or meet the student's needs through parents/staff conferences.
- Abusive behaviors and/or verbal threats by parents or students toward LCCS staff, other parents, or other students.
- Parents disciplining, in any way, students other than their own while at LCCS or any LCCS activity.
- Students exhibiting special needs related to a serious injury that are not possible to be met at LCCS.
- More than five (5) tardies.
- Vandalism of school property
- More than three (3) unexcused absences.
- Inappropriate dress
- Use of any social media while on school property
- Abusing personal electronic device usage.

## MEALS

NO STUDENT MAY BRING IN BREAKFAST AND EAT IT AT SCHOOL.

- All students need to bring a lunch every day that he/she can manage and has everything that is needed (drink, spoon, napkin, etc.)
- Lunch should be sent with your child at arrival.
- Do not bring in a restaurant lunch for your child.
- A microwave is available for Primary and Middle School students, but the students must be able to use the microwave by her/himself.
- No student can bring food that needs more than one minute to heat or cook.
- Do not send:
  - A. Vienna sausages in the can.
  - B. Candy, gum pop.
  - C. Unpeeled oranges or hard-boiled eggs
  - D. Pizza, hamburger, hot dog, taco, or chicken nugget Lunchables.
  - E. Go-Gurts
- Open beef jerky at home and put in a zip-lock.
- Snack will be served to Extended Care Preschool and PreK students at 3:00. Primary and Middle School students will have snack at 3:30 if staying for Extended Care.
- All snack food has to be eaten in the Playroom. No child can eat snack walking down the hall to the front door.

## **ARRIVAL / DEPARTURE**

### **PRESCHOOL & PREK**

- Extended Care hours are 7:30 to 8:50 and 2:30 to 5:30.
- Preschool and PreK hours are 8:50 to 2:30.
- A parent or designated adult **MUST** accompany the student into the building and check the student in on the computer. No student is allowed to use the computer.
- The parent or designated adult will help the student put belongings in his/her locker, taking the lunch pail out of the book bag. Then take the student to the classroom.
- Upon departure, a parent or designated adult **MUST** let a teacher know that he/she is leaving with the child.
- The Yellow File should be checked for communications.
- Class begins at 8:50. Students need to be at school by 8:45.
- There is a 20 minute grace period before Extended Care fees will be charged before and/or after school.

### **PRIMARY SCHOOL**

- Extended Care hours are 7:30 to 8:20 and 3:00 to 5:30.
- Primary School hours are 8:20 to 3:00.
- A parent or designated adult **MUST** accompany a student into the building and check him/her in on the computer.
- A student must be age 8 to use the computer to clock in or out.
- Upon departure, a parent or designated adult **MUST** let a teacher know that he/she is leaving with the child.
- The Red File should be checked for information

## **ADMISSION**

- Parents and the child must visit Lake Country Christian School before applying for enrollment. During the visit, the parents and child will have an interview with the Director, DeeAnn Herje, and a tour of the facility.
- Parents must complete the enrollment forms which include a health care summary and immunization record, as well as required family and emergency information. Parents will also be required to sign the Parents Contract for Enrollment, which states that the parents and student have read the LCCS Handbook, agree with the LCCS policies, and accept the required financial responsibility
- No student will be admitted who has ever been expelled or suspended from any other school, public or private.
- No student will be admitted who is or has been on an I.E.P.

## **WITHDRAWAL / TERMINATION**

- Students may be withdrawn from LCCS with a one-month written notice.
- If a student attends any days from 1 to 20+ in a month before withdrawal, full tuition is required for that month.
- If the LCCS administration and staff feel that a student's needs are not being met by this school, we reserve the right to terminate enrollment on a timeline that is in the child's best interest.

## **OUTDOOR PLAY**

- Outdoor play is an important part of LCCS students' day and total health. Unless it is raining, students will go outside each day.
- All students who are well enough to be at school are expected to go outside. Please do not request that your child stay inside if others are going out.
- Parents are responsible for seeing that their child brings appropriate clothes for outside play.
- Send a coat if it is cool. During the winter please send gloves/mittens and a hat to leave at school.

## **BAD WEATHER POLICY**

LCCS will be closed due to bad weather IF the Sand Springs Public Schools are closed. If they are open, LCCS is open.

## **EXTENDED CARE**

- LCCS students only are eligible for Extended Care.
- Charges are \$3 per hour.
- There will be a \$5 per minute charge for any child left at LCCS past 5:30 p.m.
- The clock-in/out computer does the billing each weekend. The Extended Care billing will be in the Yellow or Red file Monday. Extended Care fees are due that Wednesday.
- If a child is not clocked out, the computer bills that account until 5:30.

## **PARENT COMMUNICATION**

Lake Country Christian School is a family-oriented school, and personal contact with parents is maintained as often as possible. By sharing information concerning each student's activities and welfare, we can work together to meet the student's needs.

- Parents and caregivers must sign up in the office for the group text (REMIND). If you get a text from LCCS, please read it immediately.
- Parents and caregivers: We must have your email address. Email is used for communication. Please check your email frequently.
- A monthly calendar will keep parents informed of school activities.
- Evaluations will be sent home at the end of each quarter.
- Middle School students grades and assignments are available on each student's personal site.
- Parent-Teacher conferences will be scheduled in November and May. If parents or teachers would like any additional conference, DeeAnn Herje will schedule them.
- The administration will make every attempt to notify parents via phone, text, email, and written notes whenever a situation arises about which we feel that you should be aware. We require that parents keep the staff informed of their needs, concerns, and feelings concerning their student. Parents are expected to be a partner in their child's education.
- Each student is expected to be responsible for his/her own belongings.
- All student's belongings, including coats, need to be labeled.
- Check your Yellow or Red file and emails daily.

- Evaluations will be sent home at the end of each quarter.
- Middle School students grades and assignment are available on each student's personal site.
- Parent-Teacher conferences will be scheduled in November and May, and if parents or teachers would like any additional conference, DeeAnn Herje will schedule them.
- The administration will make every attempt to notify parents via phone, text, email, and written notes whenever a situation arises about which we feel they should be aware. We require that parents keep the staff informed of their needs, concerns, and feelings concerning their student. Parents are expected to be a partner in their child's education.
- Each student is expected to be responsible for his/her own belongings.
- All student's belongings, including coats, need to be labeled.
- Check your Yellow or Red file and emails daily.

### **SAFETY / SECURITY**

- LCCS conducts monthly fire or tornado drills with all students.
- Primary, Preschool, PreK building: the security system on the front door is for your child's safety and requires a security fob to get in. These are available for \$10 in the office.
- Middle School building: the doors are kept locked, and the teachers will open it when necessary.
- The front doors are lined with a shatter-proof security film.
- There are security cameras inside and outside of the buildings.
- Bullying in any form will not be tolerated and is grounds for expulsion.

### **ILLNESS / INJURY**

- LCCS is concerned with the total health of all students. We consider the health of each individual child, as well as the chance of an ill student exposing others.
- If the LCCS administration determines that a student is sick, the student will go to the school office, and the parents will be phoned.
- The student **MUST** be picked up within one hour.
- Parents or an emergency contact should always be available for a call while a student is at school.
- Parents or guardians should call the school before 8:00 if a student is sick.
- A student must be fever-free for 24 hours with no medication before returning to school.
- Medication **CANNOT** be sent in a student's book bag. Medication must be given to a teacher, and a medication for be filled out. A teacher will administer the medication.
- Minor injuries will be handled at school.
- In case of major injuries, parents will be notified immediately while first aid is being administered.

Lake Country Christian School Inc., admits students of any race, color, national origin to all the rights, privileges, programs, and activities, generally according to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, athletic, and other school-administered programs.