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**Lake Hills**

**Early Learning Academy**

**Parent Handbook**

**2022-2023**

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**Welcome to Lake Hills Early Learning Academy!**

Dear Parents/Guardians and Students,

We want to extend a warm welcome and look forward to a successful year of learning and growing together. Our goal is to create strong traditions of excellence maintained by collaborative and active partnerships between home and school. We believe it is everyone’s responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible.

Our Mission: To provide high-quality Christian education for each student’s future-readiness. We want to provide children and families an individualized education that builds a foundation for a lifetime of success and a love of learning through specialized teachers, lessons and materials in accordance with the principles and philosophies of early childhood milestones. Lake Hills is a full early learning center with programs for[toddlers](https://nca.school/schools/early-learning-center/toddler-1/) through[Pre-K](https://nca.school/schools/early-learning-center/pre-k/). Our preschool students learn basic math concepts through art and movement activities, explore music from a variety of cultures, develop social-emotional skills, and are immersed in language and poetry every day. We share the love of Jesus with age-appropriate Bible curriculum and lessons.We believe children are a gift from God.  It is our desire and mission to nurture them in a way that meets their developmental, social, emotional, and spiritual needs.

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**Our Vision:**  At Lake Hills Early Learning Academy we aim to provide high-quality, comprehensive education that fosters your child’s love of learning and addresses the whole child academically, emotionally, and socially.

Educational Goals:

\*To enter a partnership with parents in the education of their children to lead them toward mastery of individually identified intellectual, social, physical, and daily life skills \*To foster in the children deep and persistent curiosity that will lead to lifelong pursuit of knowledge

\*To help children develop self-confidence

\* To assist each child, develop a habit of concentration

\* To instill in each child a sense of personal responsibility for the world in which we live

\*To spark in our children wonder, imagination, joy, kindness and self-regulated students.

For safety’s sake please send your child to school in CLOSED toe shoes only. No flip-flops or sandals that leave the toes exposed. No open back shoes, “crocs” are ok if strap is worn around the back of the heel.

We will be painting, coloring, gluing, and cutting. Please be aware that accidents happen when dressing your child for school.

**DISCIPLINE**

The purpose of a discipline policy is to insure a safe and orderly educational environment for learning. The maintenance of an orderly environment is the first step in reaching for excellence in education.

All students deserve an excellent learning environment that will enable them to reach their fullest academic potential. This can only be obtained through a safe, orderly and firm learning environment.

In preschool, each class is allowed to create five rules for the classroom. These rules; along with the basic rules of hands, feet and objects to yourself, and to use good manners, are reviewed frequently.

**STUDENT SAFETY**

All children are to have a current enrollment submitted.

Children will NOT be allowed to leave with any person who is not listed on the Child’s Dismissal Authorization Form, unless written or verbal permission is given to the teacher or office by the parent/guardian. If for any reason there is a change of transportation plans for your child, a written note or phone call is required. We will not change our prior transportation arrangement without a notice.

It is necessary for the teacher to have the phone number of someone to contact if you cannot be reached. If changes in address, phone number, babysitter, or custody changes occur during the school year, please notify the teacher as soon as possible.

**ARRIVAL/DEPARTURE**

Monday - Friday drop off at the center begins at 6:30 am.

Pick up time is 11:30 am for students attending Half Day mornings.

 Full day students may begin pick up at 3:15 p.m.

If your child must leave before departure time, please notify the teacher prior to picking up. We ask for you to do this to limit the amount of classroom interruption.

**ATTENDANCE AND HEALTH SERVICES – See COVID Building Plan**

Regular and punctual attendance is a must to receive the full benefits of our educational program. If your child is ill, please do not send them to school. Our school policy is that your child must be fever free and system free (without taking medication) for 24 hours before returning to school following an illness. This will help reduce the spread of germs in the classroom.

\*If your child has any special medical needs or allergies, please alert the teacher.

Please follow Academy’s safety dismissal procedures.

Changes in student dismissal procedure are permitted with prior written parent notification. In the event of an emergency, please contact the school office.

 Children should stay home or will be sent home for the following:

1. COVID-19 - Students may be excluded from school if they test positive for COVID-19 or exhibit two or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained:

 a) A fever of 100°F or greater

 b) Cough

c) Shortness of breath or difficulty breathing

d) Chills

e) Repeated shaking with chills

f) Muscle pain

g) Headache

h) Sore throat

 i) New loss of taste or smell

 Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC.

Currently those guidelines are:

1. Untested. Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

 a. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and c. At least seven (7) calendar days have passed since your symptoms first appeared.

2. Tested. Persons who experienced symptoms and have been tested for COVID-19 may return to school when released by a healthcare provider.

3. Tested with no symptoms. Persons who have not had symptoms but test positive for COVID- 19 may return when they have gone seven (7) calendar days without symptoms and have been released by a healthcare provider.

 2. Fever of 100℉ or greater – He/she should be fever-free for 24 hours without medication to reduce the fever before returning to school.

3. Vomiting or diarrhea – Please contact a healthcare provider for symptoms lasting longer than 24 hours. A student should not be vomiting or have diarrhea for 24 hours before returning to school.

4. Strep throat or a sore throat that is accompanied by a fever and enlarged nodules in the neck – Students may return to school 24 hours after beginning antibiotic treatment and being fever-free.

5. Cold and/or persistent cough – If a child is ill with a continuous runny nose, excessive coughing or fatigued, he/she should stay home.

6. Rash of unknown cause – A child should remain home until the cause is determined. If the rash is due to chicken pox, the child should remain home until all the lesions are scabbed.

 7. Conjunctivitis/pink eye – If a reddening of the white of the eye and inner eyelids is noted along with drainage, itching, pain and matting of the eyes, a child should not attend school until medical attention has determined if it is conjunctivitis (for which medication is required), allergies, or a cold.

8. Head lice or nits – Children may return to school after proper treatment. Medications Some students require medication during the school day. Authorization for Medication forms must be filled out by a parent and/or physician. Forms are available from the school nurse. Administering medication to students during school hours is discouraged and restricted to necessary medication that cannot be given at home. If the physician’s orders indicate that a medication must be given during school hours, the medication may be administered by complying with the following instructions: Prescription **Medications:**

1. The parent or guardian must provide the medication in the original prescription bottle (the pharmacist will provide properly labeled containers).

2. The parent or guardian must provide written permission which includes: the student’s name, date, name of medication, dosage, time of administration and a parent/guardian’s signature.

3. The parent should not provide more than a one week supply at a time.

4. Long-term medications (longer than two weeks) must be accompanied by a Physician’s Request form provided by the school.

Non-Prescription Medications:

1. The parent/guardian will provide the medication in the original container. The parent/guardian must provide written permission which includes: the student’s name, date, purpose of medication, dosage, and the time the medication is to be administered. 2. The parent should not provide more than a one week supply at a time.

**Parents/guardians are required to transport all medication**

Please contact the building director if there are extenuating circumstances regarding the transportation of medications.

Parents should make the school aware of any medical condition your child may have. If a child has a temporary injury or condition and should be excused from or have limited participation in physical activities, we require a note from the parent.

**EMERGENCIES-SEVERE WEATHER**

School may be canceled at any time when the weather might impose a safety hazard for our families.

**SNOW DAY POLICY IS AS FOLLOWS:** When the Ozark Public Schools are not in session due to bad weather, Lake Hills Early Learning Academy is not in session. Please listen to your local school cancellations. Ozark will be listed as Ozark R-6.

**SCHOOL PARTIES**

The following list of parties is planned each year at our school: Fall, Winter, Valentine’s Day and Spring. The students may bring in a special treat, if you wish. If you do not wish for your child to participate in the school parties, please notify your child’s classroom teacher.

Emergency Procedures Fire and tornado drills are held during the school year. Additional drills may be held for other possible emergencies such as earthquake, bomb threat, or armed intruder. Instructions for such emergencies are explained by teachers and posted in all classrooms. Each student should familiarize himself/herself with the emergency procedures.

**Prekindergarten/Preschool/Child Care**

To enroll a child in the program, we encourage a visit to the center to receive a tour and the necessary forms. Enrollment is based on availability.

The following enrollment forms must be completed and returned prior to admission to the program:

● Enrollment Form – Completed thoroughly front and back including full addresses and complete phone numbers.

● Immunization Records – An updated immunization record must accompany forms at the time a child is enrolled. Updates are required when new immunizations are given.

 ● Medical – A current medical examination form must be completed and signed by the child’s physician.

● Deposit – Non-refundable $100 deposit is due at the time of enrollment.

Please Note: End of Enrollment

A 30-day notice is required if a parent chooses to end a child’s enrollment.

Hours of Operation Monday-Friday 6:30 a.m. - 5:45 p.m.

Parents will let staff know of estimated drop-off and pick-up time daily. This will help the center with appropriate staffing. If Ozark Schools are closed or cancelled due to inclement weather the center will be closed, as well. Parents should listen to public announcements, our center’s FB page, and text messages concerning emergency closings. Parents should check their program calendars for scheduled closings.

Tuition & Fees:

 A non-refundable $100 deposit is due at the time of enrollment. Tuition is charged according to a child’s enrollment regardless of daily attendance. All accounts must be in good standing. If a balance of one week goes unpaid, the child will not be able to attend the following week until payment is made in full. Failure to pay tuition will result in loss of enrollment in the childcare program. Tuition is charged when school is in session and when school is closed. All tuition will be due on the first day of each week. Checks, money orders, and online payment through the school’s account are accepted for payment.

Please note returned checks are presented to the bank electronically; additional fees are applied for returned checks. No credits are given to absenteeism.

 \*A late fee of $7 will be charged per child after 5:45 p.m. for every five minutes a child is picked up late from the program.

Rates and Fees:

 ● 2’s & 3’s M, W, F ($37.00/day) $111.00/week

 ● 2’s & 3’s T, TH ($37/day) $74.00/week

 ●2’s, 3’s, 4’s, & 5’s Monday – Friday – ($37.00/day & $35.00/day)

($185.00/week, $175.00/week)

\*$40.00/day if not potty trained

 Nutrition:

The center will serve a morning snack and afternoon snack. Snacks are included in the cost of tuition. A home lunch must be packed and brought to school daily. We will not be serving lunch. Our academy will take part in family style meals.

**GENERAL INFORMATION**

Your child will need to bring a small blanket and a small pillow for nap time. A small stuffed animal is okay to bring for rest time only, but no toys can be brought to school.

Please make sure your child wears appropriate clothing/coat as the weather changes. We do ask that you keep a change of clothes suitable for the season in your child’s cubby or backpack in case of accidents.

You are welcome to schedule a parent-teacher conference as needed, just contact your child’s teacher. Your teacher may contact you for a parent-teacher conference as needed, as well.

It is helpful for parents to reinforce at home what is being taught at school. Newsletters will be coming home monthly to let you know what skills, themes, fun activities, and scriptures your child will be working on.

Please be sure to check your child’s backpack and remove all papers daily! This helps you to know what your child is working on and ensures that you will not miss any important upcoming dates and events.

Fun Days Are Ahead,

Michele Shuman

Director of Lake Hills Early Learning Academy

 It’s time to start preschool, I say

It’s time to start preschool, I say

It’s time to give a great big cheer,

And then be on our way!

**LAKE HILLS EARLY LEARNING ACADEMY**

**SCHOOL SUPPLY LIST**

* **Backpack**
* [**2 boxes Crayola Crayon**](https://amzn.to/2M7Chvb)**s**
* [**1 box Kleenex**](https://amzn.to/2JJh8c8)
* [**1 red plastic pocket folder**](https://amzn.to/2xYa0UR)
* [**1 blue plastic pocket folder**](https://amzn.to/2xYa0UR)
* **3- ring binder**
* [**1 box Washable Crayola thick classic markers**](https://amzn.to/2HyhInX)
* **10** [**regular Elmers Glue sticks**](https://amzn.to/2Jox7wV)
* **2 Chubby Beginner wood pencils (no characters or “fancy” pencils)**
* [**1 8 ct Crayola Washable Watercolors Paints**](https://amzn.to/2JoZLy2)
* [**1 pair 5″ Fiskars blunt scissors**](https://amzn.to/2JLoL25)
* **Baby Wipes**
* **1 box of Gallon size bags**
* **1 box of Sandwich size bags**
* **1 box of Quart size bags**
* **Blanket & Pillow**