



Our Mission

The Lighthouse Learning Academy was founded to provide dependable, flexible childcare for families needing full-time, part-time, evening, daily, or drop-in care—available 6:00 a.m. to 12:00 a.m., including weekends (**Contingent upon sign sheet**). As the only local center with this level of access, we proudly serve families with affordable plans and dedicated support for lower-income households. Our faith-based curriculum fosters academic, developmental, and spiritual growth through daily Bible verses, engaging stories, and moral lessons—each child receives a personal Bible to guide their learning and character development.

Our philosophy at The Lighthouse Learning Academy believes that faith in Jesus Christ is the heart of all we do. We nurture each child academically, socially, emotionally, and spiritually helping them grow in knowledge, character, and faith. Our Christ-centered curriculum blends academics with daily Bible verses and stories, fostering curiosity, compassion, and a strong relationship with God. We believe every child is a unique creation of God, and our loving environment helps them discover their gifts and purpose for lifelong success.

We offer Care for:

Program Type	Age of Children
Starters (Infant Program)	6 Weeks-15 Months
Growers (Toddler Program)	15 Months- 23 Months
Explorers (Early Head Start Program)	2 - 3 Years of Age

Leaders (Preschool Program)	4 - 5 Years of Age
Achievers (School Age Program)	6 - 12 Years of Age (Enrolled in Kindergarten or Higher).

Full Time Care Services

The Lighthouse Learning Academy provides comprehensive childcare services for infants, toddlers, Early Head Start preschoolers, preschoolers, and school-age children. We accommodate diverse family schedules by offering flexible hours, including early drop-off and late pick-up options to support working parents.

Our program includes nutritious meals served throughout the day: breakfast, morning snack, lunch, evening snack, and dinner (with dinner available specifically for families with late-shift work schedules). Additionally, daily rest periods are incorporated into our routine to ensure that each child receives appropriate nap time to support their growth and well-being.

Part Time Care Services

The Lighthouse Learning Academy also offers part-time childcare services designed to accommodate parents who require care on a non-daily basis. This flexible option allows parents to select three days per week, with the ability to rotate days as needed to best suit their individual schedules.

All meals, snacks, and scheduled nap times are included to ensure a consistent and nurturing environment for every child, regardless of attendance frequency.

Before And After Care Services

The Lighthouse Learning Academy offers before- and after-school care services exclusively for students enrolled in kindergarten and above. Our program provides a safe and supportive environment for children before school begins and after dismissal. The Lighthouse Learning Academy is committed to supporting academic success by offering homework assistance to help prepare our future leaders for a bright and successful future.

Extended Hours

The Lighthouse Learning Academy operates extended hours until midnight, Monday through Friday, to accommodate parents requiring childcare beyond the standard business hours of 6:00 a.m. to 6:00 p.m.

Weekend Care Services

The Lighthouse Learning Academy provides weekend childcare services on a limited, first-come, first-served basis. Weekend hours are from 6:00 a.m. to 6:00 p.m., with extended care available until midnight.

Sign-up sheets for weekend care will be made available every Monday morning and will close Thursday evening. To secure a spot, it is essential that parents complete the sign-up process unless they utilize drop-off services.

Drop-in care services

The Lighthouse Learning Academy offers drop-in care services on a first-come, first-served basis which has a 4 hour Maximum. Parents are required to complete an online reservation request prior to utilizing drop-in care for the day.

This service provides flexible, unscheduled childcare at any time throughout the day or night to accommodate varying family needs. All meals are included as part of the drop-in care program.

If you need any additional hours, it is a **\$30/hour flat rate fee**.

Creative Corner Program

The Lighthouse Learning Academy's Creative Corner enhances our center's engaging activities by integrating artistic experiences that children will truly enjoy. This includes our summer programs, birthday celebrations, and holiday events, where we thoughtfully incorporate creative elements to enrich each occasion.

Late Fee Policy

At The Lighthouse Learning Academy, we understand that unexpected delays can happen. To offer families grace and flexibility, each family receives **one "Curiosity Pass"** per year, which allows a **one-time waiver** of any late pick-up fee.

After the Curiosity Pass has been used, the following late fee policy applies:

A late pick-up fee will be applied when a child is left beyond your child's scheduled pick-up. A 15-minute grace period is given to each parent, After the grace period you are required to pay \$50.

Tuition

Full time Care

Infant	Toddler	Early HS	Pre-School	School Age
\$270 Week	\$245 Week	\$200 Week	\$170 Week	\$145 Week
\$540 Bi - Weekly	\$490 Bi - Weekly	\$400 Bi - Weekly	\$340 Bi - Weekly	\$290 Bi - Weekly
\$1080 Monthly	\$980 Monthly	\$800 Monthly	\$680 Monthly	\$580 Monthly
\$12,960 Annually	\$11,760 Annually	\$9,600 Annually	\$8,160 Annually	\$6,960 Annually

Part time (3 Day)

Infant	Toddler	Early HS	Pre-School	School Age
\$162 Week	\$147 Week	\$120 Week	\$102 Week	\$87 Week
\$324 Bi weekly	\$294 Bi weekly	\$240 Bi weekly	\$204 Bi weekly	\$174 Bi weekly
\$648 Monthly	\$588 Monthly	\$480 Monthly	\$408 Monthly	\$348 Monthly
\$7,776 Annually	\$7,056 Annually	\$5,760 Annually	\$4,896 Annually	\$4,176 Annually

Drop in care (4 Hour Max Daily Rate)	Weekend Care	Before and After	Extended Hour	Registration Fee
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\$85 (Over 2 years old) \$100 (Under 2 years old)	\$75 Per Child (only 8 hours of child care)	\$66 (Before and After)	\$50.00(EXT)	\$150.00
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Enrollment Agreement

Thank you so much for your interest in The Lighthouse Learning Academy. This is an excellent choice for your child. We are honored to become a part of your child's early learning experience, and we're thrilled to welcome you and your child to the family.

This enrollment Agreement ("Agreement") ensures that we all get off to a great start. The information requested on this form also ensures that we comply with state childcare licensing regulations.

The most important thing we want you to know is our program is formatted from a carefully arranged structure where children learn through play and actual experiences which is the cornerstone of our program.

Child's Information

First Name:	Last Name:	DOB:	Gender:
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Child's Address:	Nickname:
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Parent Information

The safety of your child is our top priority! Please note that you must notify The Lighthouse Learning Academy office or director in all changes of address, telephone numbers, and emergency contacts no later than 7 business days after changes occur.

Primary Parent/Guardian:	Relation to child:	Cell Phone:
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Home Address:	Email:	Home Phone:	Cell Phone:
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Employer and Address:	Work Phone:	DL# And State:
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Secondary Parent/Guardian:	Relation to child:	Cell Phone:
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Home Address:	Email:	Home phone:	Cell phone:
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Employer and Address:	Work Phone:	DL# And State:
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Marital status:						
Married	Single	Divorced	Separated	Widowed	Court Decree	Other:

I understand and agree that The Lighthouse Learning Academy MUST receive proper authorization IN WRITING to release my child to anyone not listed. Staff will only release their child to the emergency contacts you authorize below and or on your emergency form. All emergency pickups must be 18 years old and must bring identification during pick up.

	Authorized Emergency Contact 1	Authorized Emergency Contact 2	Authorized Emergency Contact 3	Authorized Emergency Contact 4
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Name:				
Relationship:				
Address:				
Phone number:				

Does Your child Have an IEP/IFSP?

☐ **Yes**

☐ **No**

What are some things your child does well?	What are some things you want your child to work on?

Medical providers Information

Medical Care Provider Name:	Provider's Address:	Phone:
Health Insurance Provider:	Health Insurance Policy Number:	Additional Info:

Child Allergies

☐ Medications _____

- ☐ Food_____
- ☐ Respiratory_____
- ☐ Bee sting_____
- ☐ Reaction_____
- ☐ Reaction_____
- ☐ Reaction_____
- ☐ Reaction_____
- Other**_____

Are allergies severe or life threatening (If so, please talk to your center director about filling out an allergy plan)

☐ **YES**

☐ **NO**

Medication Authorization.

Medical Authorization. I will provide written permission and instructions to administer medication. I will complete and sign authorization forms. I will provide the medication in its original container (with the pharmacist's label for prescriptions).

2. Sunscreen. I authorize the staff to apply Sunscreen.

3. Diaper Ointment. I authorize the staff to apply diaper ointment.

4. Emergencies. In the event of an emergency, I understand that staff will attempt to contact me immediately and I authorize staff to:

- Consult my child's physician.
- Administer first aid and/or cardiopulmonary resuscitation.
- Transport my child via ambulance or other emergency medical service to a local hospital or other urgent care facility.
- Obtain any emergency medical or surgical treatment deemed necessary by medical professionals. Transport my child to a local emergency shelter in the event of an emergency evacuation.

Payment for Medical Care. I agree to pay all expenses incurred for such first aid and/or medical treatment and to indemnify and hold The Lighthouse Learning Academy harmless against any liability arising from or related to such first aid and/or medical treatment.

Tuition and Fee Information

Tuition and/or Childcare Fees. Your Child's Tuition and/or Childcare Fees are \$_____.

Tuition and/or Childcare Fee are due every Friday at 6 p.m. Tuition is paid every week. If late, there will be a late fee of \$20. Tuition and/or Childcare Fees are subject to change upon reasonable notice to parent/guardian. Tuition is nonrefundable under any circumstances.

2. **Late Payment Fee.** All Tuition and/or Childcare Fees are due in advance of services rendered. In-center tuition payments are due on or before close of business (6 p.m.) the Friday prior to service. If tuition is not paid by close of business Friday, a late fee of \$20 will be charged.

3. **Registration Fee.** A non-refundable registration fee of **\$150** is due at the time of registration. This fee will hold a spot for your child for 30 days prior to enrollment. If your child is not enrolled within 30 days of registering or is withdrawn from the program and is later re-enrolled, a new registration fee is due at that time.

4. **Academic Fee.** Is an annual fee due the first Monday in August \$100

6. **Late Pick-Up Fee.** A late pick-up fee will be applied when a child is left beyond your child's scheduled pick-up. a 15 Min grace period is given to each parent, After the grace period you are required to pay 50 dollars.

7. **Accepted Forms of Payment** Tuition will be pay through your ProCare portal. Credit cards, Zelle, Cash if ONLY communicated with the Director.

Additional Fees. Your child may have the opportunity to participate in special programs, summer programs, or field trips which are subject to an additional fee.

9. Summer Program. Begins Mid-June and ends Mid-End of August. Summer tuition is \$_____. Parent(s)/ Guardian(s) are also responsible for a summer activity fee which covers all special guests, activities, and trips. Summer tuition is due every Friday by 6 p.m. If late, there will be a late fee of \$20. Please refer to the summer schedule for the activity fee and tuition

Disenrollment: If at any point you decide to Disenroll your child you must give 2 weeks' notice or you still will be charged for that last two weeks of care. When disenrolling you must provide written documentation of Disenrollment. If you provide documentation of Disenrollment and would like to re-enroll it is at the discretion of the Director, and you will have to re-enroll and pay the registration fee again.

Sick Policy and Covid 19 Procedures

1. COVID-19 PROCEDURES.

- a. Before entering the building, temperature needs to be checked and documented
- b. Hand sanitizer must be applied before entering the building
- c. Tables are bleached and wiped down with soap water after every use
- d. Masks and face coverings must be worn for all individuals that enter the building
- e. If a child has COVID-19 symptoms, they must provide appropriate documentation from a physician clearing the student before they may return.

2. Sick Policy.

- a. If a child has a temperature of 100 degrees or more, the parent/guardian must be called, and the child must be picked up immediately. Parents must wait 24 hours or provide appropriate documentation from a physician clearing the child before they may return

- b. Any child that experiences diarrhea more than 3 consecutive days must be picked up and cannot return for 24 hours. In addition, the Parent/Guardian must provide clearance documentation from a physician before the child may return.
- c. If a child vomits, the parent/guardian will be contacted, and the child will be sent home. Parents/Guardians are required to wait 24 hours and provide clearance documentation from a physician before the child may return.
- d. In any case that your child may have to quarantine (still responsible for tuition) the child cannot return without proper documentation.

Food Items my Child does not like:

Permission to Photograph

I give permission for my child to be photographed/videoed in Alphabets Learning Center and during program functions and field trips. I consent to the use of these photographs/videos for any legal use, including but not limited to publicity, advertising, and web content.

Parent/Guardian Initials_____

Dress Code

Uniforms shall be worn by all children. Footwear must be always worn. Footwear that is considered unsafe such as loose sandals, flip flops, shower shoes, wheelie shoes and such footwear are prohibited.

- Hats or other head coverings, except in the case of religious observance, may not be worn in the building.
- No clothing may be worn that promotes illegal substances, alcohol or tobacco products. In addition, clothing with messages or graphics deemed offensive, profane, violent, derogatory, or otherwise inappropriate are prohibited.
- All clothing must have your child's initials labeled on the interior of the garment with permanent ink

Miscellaneous Terms

1. **Modifications** Any changes or modification to the terms of this Agreement shall be made in writing and signed by the undersigned parties. 30 calendar days advance notice will be provided for all written modifications by which the undersigned parent(s)/guardian(s) agree to abide.

2. **Termination.** Alphabets Learning Center reserves the right to immediately terminate the enrollment of any child who is unable to adjust to the childcare program. In addition, if the

parent/guardian becomes delinquent on payment or violates any terms of this Agreement, Alphabets Learning Center may immediately terminate this Agreement. However, Alphabets learning center should give at least 7 calendar days advance written notice for any termination without cause.

3. **Court Orders.** I agree that should my child(ren) be the subject of an executed, court approved custody, separation or other form of legally enforceable agreement determining the custodial status of such child(ren), I shall provide copies of all such agreements to Alphabets Learning Center and shall provide to Alphabets Learning Center any and all changes, amendments, and updates to such agreements in a timely manner. \

I have read, understand, and accept all terms of this Agreement. I will promptly update any information provided for in this Agreement if there are any changes. A child may be disenrolled from Alphabets Learning Center without prior notice if, in the sole opinion of Alphabets Learning, it is in the best interest of the child or Alphabets Learning Center. The Lighthouse Learning Academy reserves the right to alter its policies and/or program at any time. The terms of this Agreement, including the tuition and fees, are subject to change in whole or in part by The Lighthouse Learning Academy with 60 calendar days' notice.

This Agreement begins on (Start date) _____

Primary Parent/Guardian Signature	Date
Center Director Signature	Date