



## **2019-2020 Back to School Packet**

Dear Parents,

Welcome to the 2019-2020 school year at Lafayette Academy. We are so excited to have you join our school family! This packet has a lot of information about our upcoming Back to School Night and school year. Thank you for taking the time to read through it now and contacting us with any questions you might have prior to back to school night on Aug. 8<sup>th</sup>.

### **Our Mission**

Our mission is to provide a loving, Christian environment where children can develop socially, emotionally, physically, intellectually and spiritually.

### **Our Philosophy**

Teachers and administrators at Lafayette Academy are proud of our school and its environment. Each member of the staff supports the school's philosophy to:

- \*Provide an environment that instills a joy of learning by encouraging and supporting curiosity, discovery, and creativity.
- \*Empower children to construct knowledge through active engagement, hands-on learning, and social interaction.
- \*Guide, support, and challenge learners to work toward reaching their full potential in all areas of development.
- \*Respect each child and encourage respect in all interactions.

**If you need to contact us, our school phone number is: 812-946-9244 Our email address is: [lafayetteacademypreschool@yahoo.com](mailto:lafayetteacademypreschool@yahoo.com) Our school website is: [www.lafayetteacademypreschool.com](http://www.lafayetteacademypreschool.com) Please "like" us on Facebook for updates and information.**

**Back to School night will be Thursday, August 8<sup>th</sup>. Please come at your designated time.**  
5:00-5:30-Mrs. Jaime's afternoon 3's class, Mrs. Hannah's afternoon kinder prep & Mrs. Andrea's Kinder Prep's Class

6:00-6:30-Mrs. Laura's 3's, Mrs. Jaime's am 3's, & Mrs. Rachel's 3's

7:00-7:30-Mrs. Tracy's Kinder Prep, Mrs. Hannah's am Kinder Prep & Mrs. Paula's Kinder Prep

**Please bring the following to Open House: (It is much easier to have everything on this night so it's not coming in once school starts). Thank you!**

1. Completed Student Registration Form
2. Completed Handbook page of initialed and signed items
3. Completed Tuition Contract Form
4. First month's tuition (check made payable to Lafayette Academy or L.A.P.)
5. School Supplies (listed below)
6. **Photocopy of Immunization Record-Please bring on this night!**
7. \$10 for L.A.P. school bag available for purchase at Open House (for new students-we would like all students to use this bag if possible. It is big and open and easy for preschoolers to use rather than a zip style backpack).
8. \$2 for take home communication folder (available at Open House)
9. Optional: Lafayette Academy t-shirts will be available to purchase

### **School Supplies-All Students**

- 1" Clear View binder-any color (a piece of paper can slide in front-please put student's name on it)
- 1 big refill pack of baby wipes (for messy fingers)
- 1 container of antibacterial wipes (Lysol, Clorox, or store brand)
- 1 roll of paper towels (soap free)
- 1 package of 5-ounce drinking cups
- 6 glue sticks
- Coffee filters-for snacks each day
- 1 box of colored sidewalk chalk OR Crayola colored pencils
- Girls-Large Ziploc bags, Boys-Small Ziploc bags
- 1 \$10 Walgreens Gift Card (for photo developing all throughout the year and end of year portfolio pictures of your child)

## Dropping off your preschooler and parking lot etiquette

Drop off: Our front door will have a teacher present starting 10 minutes before class begins. For instance, if your class is 8:30-11:30, doors are open and drop off begins at 8:20. Dismissal works the same way. If your child's class ends at 11:30, pick up takes place from 11:20-11:30.

\* You may walk your child in each day or release them at the front door to the teacher present and she will watch them walk to his/her class. We are not able to safely keep our eyes on all cars in the parking lot at once therefore we cannot assume responsibility to watch little ones left in cars if you're wanting to walk your preschooler to his/her class. Thanks for understanding! Please be on time! When families are late at drop off or pickup, our doorbell must be rung, and it requires a teacher to leave her class to get the door. We understand traffic and things can come up occasionally. Thank you!

\*\* Please do not use cell phones on school property. We must keep our attention on children at all times. L.A.P. parking lot is a NO CELL PHONE ZONE. Thank you!

**Inclement Weather:** We follow the lead of New Albany Floyd County Schools for weather related closings:

\* If NAFC Schools have a delay, the morning classes at Lafayette Academy will be closed, but the afternoon programs will be open.

\* If NAFC Schools close early due to severe weather, Lafayette Academy will close at 11:30, and afternoon classes are cancelled.

\* If NAFC Schools are closed, Lafayette Academy will be closed

\* Please text @lap20192 to 81010 to receive important messages via text through the program "Remind 101." These messages will come from Tracy regarding important updates such as a sudden snow delay. We want ALL families to sign up for this free service. It's an easy way to contact all families at once. Please do this now so you don't forget. It is very important. Thank you!

# Student Registration Form

Child's full name: \_\_\_\_\_

Child's gender: Male \_\_\_ Female \_\_\_

Name child is called: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Full Address: \_\_\_\_\_

Home phone #: \_\_\_\_\_

Family email address: \_\_\_\_\_

Child's Pediatrician & Phone #: \_\_\_\_\_

Mother's name: \_\_\_\_\_

Mother's cell #: \_\_\_\_\_

Occupation/Employer/Work #: \_\_\_\_\_

Father's name: \_\_\_\_\_

Father's cell #: \_\_\_\_\_

Occupation/Employer/Work#: \_\_\_\_\_

Child lives with: \_\_\_\_\_

Any custody issues? \_\_\_\_\_

Siblings & ages: \_\_\_\_\_

Elementary School you plan to attend: \_\_\_\_\_

General health/allergies/ medications taken daily: \_\_\_\_\_

\_\_\_\_\_

My child can have Neosporin on a scrape \_\_\_\_\_ My child can have sting relief antiseptic if stung \_\_\_\_\_

Any special needs or services: \_\_\_\_\_

\_\_\_\_\_

Emergency Contact #1 w/phone number: \_\_\_\_\_

Emergency Contact #2 w/phone number: \_\_\_\_\_

Emergency Contact #3 w/phone number: \_\_\_\_\_

My child can be picked up by any of these additional adults: \_\_\_\_\_

\_\_\_\_\_

**Permission, Release Form, Handbook items-PLEASE READ & INITIAL ALL SECTIONS**

Student's name: \_\_\_\_\_(Initial all sections on left)

\_\_\_\_\_ I hereby grant permission for my child to use all of the play equipment and participate in all activities of the school.

\_\_\_\_\_ I hereby grant permission for the Head of School or authorized school personnel to take whatever steps necessary to obtain emergency medical care if warranted. These steps may include but are not limited to attempting to contact a parent, guardian, the child's physician or any of the persons listed on the emergency information provided to the school by the parent or guardian. If the above mentioned cannot be contacted, school personnel will do any or all of the following: call another physician, call an ambulance, and have a child taken to an emergency hospital in the company of a staff member. Any expense incurred while enlisting the help of medical personnel as listed above will be borne by the child's family.

\_\_\_\_\_ I hereby grant permission for my child to be included in the documentation of programs and activities at Lafayette Academy through the use of photography, video and printed materials as is deemed appropriate by school personnel. The forms of documentation may include but are not limited to promotional literature published by Lafayette Academy, articles and/or photographs to be published in area newspapers, and photographs for school web page, Facebook and/or classroom blogs.

\_\_\_\_\_ It is agreed that Lafayette Academy and staff assume no liability for injuries sustained as a result of participation in any and all Lafayette Academy programs.

\_\_\_\_\_ In consideration for my child's opportunity to participate in school activities, I hereby agree to release, hold harmless and indemnify Lafayette Academy, its agents, representatives and employees from all claims, damages, or other liabilities for injuries to my child which are not the result of gross negligence, intentional neglect, or willful or wanton conduct by the school, or its agents, representatives, or employees.

\_\_\_\_\_ I understand that if Lafayette Academy's Staff feel that they can't meet the specific educational needs of my child and/or keep my child and others safe, it may be recommended that my child find an alternate preschool setting to better meet his/her needs.

\_\_\_\_\_ I understand that my child should not attend or return to school until they are completely well including no fever, diarrhea, or vomiting for at least 24 hours.

\_\_\_\_\_ I understand that it is vital that I am on time for drop off and pick up at preschool. If I am late for drop off or pickup, I am forcing a teacher to leave her classroom to let me in which leaves classrooms understaffed. We understand circumstances can arise, but this should never be the norm.

**To be signed by both parents or legal guardians.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Tuition Contract: (Pay for whole year, half the year, or monthly installments. All months are divided evenly based on the overall cost for the year.)**

2-Day-Threes (8:30-11:30): \$1440/year or \$144 even installment each month

3-Day-Threes (11:30-2:00): \$1760/year or \$176 even installment each month

2-Day-Threes w/extended Day (8:30-1:30): \$2320/year or \$232 even installment each month

3-Day-Kinder Prep (8:30-11:30) or (11:00-2:00): \$2040/year or \$204 even installment each month

3-Day-Kinder Prep w/extended Day (8:30-1:30): \$3360/year or \$336 even installment each month

4-Day-Kinder Prep (8:30-11:30): \$2700/year or \$270 even installment each month

4-Day-Kinder Prep w/ extended Day (8:30-1:30) \$4250/year or \$425 even installment each month

5-Day-Kinder Prep (8:30-11:30): \$3360/year or \$336 even installment each month

5-Day-Kinder Prep (8:30-1:30): \$4950/year or \$495 even installment each month

**Tuition Payment Plans:**

Plan 1-Full Payment: Annual tuition balance paid in full by August 8, 2019.

Plan 2-Two Payments: 50% of the annual tuition paid on August 8, 2019 & 50% of the tuition paid by January 10, 2020.

Plan 3-Ten Payments: Annual tuition divided into ten equal monthly payments with the first payment due August 8, 2019. Each month thereafter, payment is due on the first school day of each month.

\*If paying monthly, please pay on your first day to school each month. Envelopes will come home but you can send your check prior to receiving your envelope. Please put tuition in your child's folder. **All months are divided evenly regardless of days.** Thank you!

Child(ren): \_\_\_\_\_ Total per month: \_\_\_\_\_

Fees are non-refundable and non-transferable for days lost to unplanned closing of school, sick days, vacations, participation in other extended programs that conflict with a prior commitment, team sports, personal days, or situations that result in the forfeiting of services, etc...The signed Enrollment Contract is binding as of August 8, 2019 at which time families are liable for the entire school year's tuition.

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

## Our Minds-in-Motion Program

Our teachers have been trained in the Minds- in- Motion program located in Louisville and we have implemented the "maze" at our preschool! We have a whole room devoted to gross motor movement. We like to say that children get to work their bodies AND minds daily in our green room.

What is Minds-in-Motion? "A revolutionary way to accelerate a child's potential for academic, athletic, and social success. Our research-validated program is designed to stimulate a child's **VISUAL** processing, **AUDITORY** processing, as well as their **MOTOR** skills. The outcome is a better integrated and balanced child who will perform better in school and at home.

### **Physiological Development and Cognitive Abilities**

The link between early physiological development and more complex cognitive abilities is one of the bedrock beliefs of Minds-in-Motion. In fact, we have built a company around the notion that spurring physiological development in children leads to measurable gains academically, socially, behaviorally, and athletically. As educators and parents, we know the ability to learn efficiently and effortlessly is one of the crucial foundations of success.

### **Success Requires Sensory, Motor & Neural-Development**

A growing body of mainstream scientific research clearly points to the critical role that sensory/motor/neural development plays in the learning process. **This all-important neural development cannot be bolstered by a traditional desktop learning approach.** It requires addressing a whole host of physiological issues through integrating movements. The various exercises and protocols form the basis of the Minds-in-Motion "MAZE" - a simple, proven program that addresses the physiological needs of today's 21<sup>st</sup> Century learners." (Information taken directly from the Minds-in-Motion website). For more information visit: [mimlearning.com](http://mimlearning.com)

## Our Playground

Our students love our outdoor play area in the back of our building, and we will utilize it daily weather permitting. Please make sure your child wears closed-toed shoes, a jacket if chilly and has sunscreen applied before school as you deem necessary.

## Birthdays

We love celebrating birthdays at LAP! If you would like to send in a treat for your child's special day, we ask that you let your child's teacher know in advance. The treat should be peanut-free and cookies, donuts or something similar work best. The large cupcakes full of icing are adorable, but quite a mess with preschoolers so we ask that you refrain from sending those in. Thank you for understanding!

# Lafayette Academy Preschool's School Calendar 2019-2020

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug. 8-Back to School Night  
Aug. 12-First Day!

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb. 17-President's Day-  
No School

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept. 2-Labor Day-No  
School  
Sept. 25-Trike-a-Thon @  
FKE Back parking lot  
6:00-7:30  
Sept. 30-Oct. 11-Fall  
Break

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March-16-27 Spring  
Break

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sept.30-Oct. 11-Fall  
Break

APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 5-Election Day-No  
School  
Nov. 12 & 14-Picture  
Day  
Nov. 27-29 No School-  
Thanksgiving Break

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 5-Election Day-No  
School  
May 12-Kinder Prep  
Graduation @ FCHS  
auditorium at 6:00  
May 15-Last Day of  
School-Trip to Hubers

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 18-Christmas  
Program @FCHS  
Auditorium 6:00  
Dec. 23-Jan. 6-No  
School-Christmas Break

JUNE '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 8-12 Tentative  
Summer Camp Dates

JANUARY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 7-First Day Back  
Jan. 20-MLK Day-No  
School

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 13-17 Tentative  
Summer Camp Dates