

Preschool



2018-2019

*“Train up a child in the way he should go: and when he is old,
he will not depart from it.”*
Proverbs 22:6

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SCHOOL YEAR: School calendars are available on the web site (www.libertychristiansch.net) or in the school office.

PURPOSE: Liberty Christian School is a ministry of Liberty Baptist Church. The mission of Liberty Christian School is to glorify God by providing a Christ centered education and to provide our community the option of placing their children in a loving Christian environment which stresses academic excellence as the best foundation for learning.

We seek to provide an opportunity for each student to develop within the framework of the student's God given potential, abilities, and personality; individuals who are knowledgeable, and of good Christian character, academically equipped to pursue higher studies and challenges.

LCS does not discriminate on the basis of race, color, religion, and national or ethnic origin.

CURRICULUM:

Liberty Christian School uses the A BEKA CURRICULUM which is advanced in academics. The curriculum is planned to meet the needs of the average to above average student. Textbooks and materials teach personal initiative, hard work, patriotism, love of God and country, and other Christian principles that have made America great.

CHILD REQUIREMENTS:

The preschool will accept children who are two years old through five years old. Children must be potty trained and not wearing pull ups by age three (3) to continue attending LCS.

FORMS REQUIRED: (STUDENTS CANNOT START SCHOOL WITHOUT THESE FORMS)

1. Current physical on Florida HRS form #3040.
2. Current shot record on Florida HRS form #680 Part A, B and/or C Immunization Certificate.
3. Photocopy of birth certificate is required for all children.
4. Registration form must be filled out completely on each child.
5. Medical release form completely filled out and notarized for each child.
6. Photo Release form. (OPTIONAL)
7. Food Permission Form

HOURS:

LCS preschool is open Monday through Friday at 7:00 a.m. and concludes operation at 6:00 p.m. On **PROGRAM NIGHTS** we will close at **5:30** p.m.

LATE FEE

Children picked up after 6:00 p.m. will be charged \$1.00 per minute. Habitual (after 3rd time) \$5.00 per minute. Early closing days late fee applies.

ARRIVALS AND DEPARTURES:

You are required to **SIGN your child in each morning and make eye contact with the teacher. We cannot be responsible for your child until he/she is properly signed in.**

For your child's protection we require a note from you if your child is to be picked up at any time by anyone other than the person(s) listed on the registration form. **Please advise those picking up your child to bring their picture I.D. to the pick-up area. Children must be signed in and out by parents or by those people authorized on the registration form.**

Parents will be asked to show identification when picking up their child until the teacher knows them. **This is for your child's protection.**

New licensing regulations require the school to call if a child does not show up for school. Please help us by either calling or emailing (lcs@libertybaptistchurch.net) the school if your child will be absent that day from school.

SCHOOL CLOSINGS DUE TO STORMS

LCS follows the Pinellas County School District's closing announcements due to storms. However, we may re-open prior to the county schools (public schools often stay closed longer due to providing shelters) Please check the school website and Facebook for LCS updates.

PARENTS:

1. **SMOKING WILL NOT BE PERMITTED IN THE BUILDINGS.**
Please dress modestly to bring and pick up your children.
2. Daily check your child's folder. This is the way we communicate with parents on a daily basis.

OPEN DOOR POLICY:

Liberty Christian School has an Open Door Policy and we encourage our parents to visit the school. Parents are **required** to check in with the school office **before** going to the classroom or lunchroom.

ILLNESS:

The school is not staffed to care for sick children. If your child becomes ill at school, the office will call you to pick up your child. Child must be picked up within two (2) hours from the notification. The following guidelines have been developed to protect your child from unnecessary illness.

PLEASE KEEP YOUR CHILD HOME WHEN HE/SHE:

1. Is in the first three days of a fresh cold.
2. Has an elevated temperature, vomiting, or diarrhea, **2 days out.** (See paragraph below)
3. Has an unidentified rash. (Admit with doctor's note after rash has subsided.)
4. Has a sore throat. (one full day out)
5. Has lice or nits, **2 days out.** In order to return to school, the child must be brought to the school office for a head check at 9:00 a.m. The child must be nit free in order to be admitted back to class.

MEDICATION POLICY:

STATE STATUTES mandate that the prescribing physician authorize self-administration. There are specific forms available from the physician that must be completed. Permission forms must be filled out and submitted to the school office.

DRESS CODE:

For your child's safety - each child must wear sturdy tennis shoes with tie or Velcro closure only. **If your child comes in shoes other than those noted, you will be called to bring appropriate shoes or pick up your child.**

Each child should also be dressed in comfortable clothes that are appropriate for play, yet easy for the **child to handle independently during toilet training** and while playing. (No shirts with inappropriate language or pictures or midriff revealing shirts.) We recommend that girls wear modest mid-calf shorts under their dresses for playing on the monkey bars.

HAIR: Boy's hair cannot exceed collar length.

JEWELRY: Inappropriate jewelry on boys or girls may not be worn (i.e. earrings for boys, large dangling earrings for girls.)

PIERCINGS No visible piercings (other than one in each ear for girls)

WHAT TO BRING: Label all personal articles with child's name.

<u>Age 2</u>	<u>Ages 3-5 - must be potty trained</u>
2 changes of clothes (including socks)	2 changes of clothes (including socks)
1 extra pair of tennis shoes	1 extra pair of tennis shoes
5 diapers daily	

NAPTIME ARTICLES:

Children may bring a SMALL blanket, pillow and stuffed animal.

*Naptime articles are to be taken home on Fridays to be laundered.

No toys are to be brought to school except on special "show and tell" days. Toys brought to school will be placed in the child's cubby or the school office for the parent to take home at the end of the day.

LOST AND FOUND:

All articles left in the classroom, halls, and grounds will be placed in the school office. Periodically we will display unclaimed items in various areas. Items unclaimed will be given to the Hope Children's Home or the needy through the church missions program. **[Please label all articles with your child's name to insure a safe return home.]**

SCHOOL SNACKS: Served 8:00 a.m. and 2:00 p.m.

We provide a daily morning and afternoon snack in the preschool. No food is to be in the classroom after 8:15 a.m. Snack menus are posted in the hallways.

LUNCH PROGRAM:

Lunches must be ordered in advance through our caterer, Saltwater Catering. See school website for contact information (also available in the school office)

If a child forgets his lunch and you do not bring his lunch to him before his lunch period, we will provide a PB&J lunch and bill your account.

Lunch menu is posted on the web site each month. (Copies are also available in the school office.) Parents must contact Saltwater Catering to set up an account in order to place lunch orders. If a lunch was ordered but the child will not attend, lunch must be cancelled with the caterer by 9 a.m. in order to avoid being charged.

Lunch Boxes:

****Each lunch box should be clearly marked with the child's name.**

****Licensing requires an ice pack to keep items cold in your child's lunch box.**

****We are not able to heat up lunches.**

****No candy, chocolate, or carbonated drinks may be sent to school for lunch.**

****Please do not send glass containers to school.**

NOTE: Lunch and milk fees may change during the year.

COURT ORDERS: Liberty Christian School abides by all legally served court orders. Parents are responsible to submit a copy of court orders that pertain to the school to be kept on file in the school office.

DISCIPLINE POLICIES:

We believe discipline is a positive process of setting limits and boundaries that are governed by love and respect in order to help children develop behavior for successful living.

Our school verse is Proverbs 22:6 *"Train up a child in the way he should go; and when he is old, he will not depart from it."*

A combination of love and discipline is essential for healthy child development. Teachers are encouraged to give children a balance of **love**, which helps us understand them; **respect**, which helps us value each child as a special individual; **order**, which requires from the teacher enough firmness and intelligent control to create a satisfactory personal and group environment; and **impartiality**, which leads us to treat children both uniquely and consistently.

Learning takes place in an environment which includes discipline and order. We support our teacher's efforts to properly instruct, lead, and discipline their students. Every student is expected to follow the rules and policies of LCS.

Effective discipline is the result of consistency and communication between parents and teachers. Daily notes are used as a way of communication in preschool.

Methods of Discipline

1. The first method of discipline is redirection (encouraging the child to a new interest.)
2. If redirection does not result in appropriate behavior the next step is time out where the child can think about his actions and the consequences.
3. If a child displays consistent aggressive behavior towards other students or staff members the principal will call a conference and expulsion may be necessary.

LCS discipline policy prohibits all childcare personnel from subjecting any child in their care to any humiliating, frightening, or severe punishment of any sort which includes spanking, withholding food, rest or toileting. Any form of physical punishment is absolutely prohibited at all times.

DISMISSALS:

Any of the following will result in your child's dismissal from LCS:

1. Tuition is delinquent for two weeks without satisfactory arrangements having been made with the financial office.
2. A student's poor conduct, attitude, or aggressive behavior.
3. Parents will not cooperate with the policies of the school.

FUNDRAISERS:

Each family is encouraged to participate in our fundraising activities as tuition does not cover the full expenses of educating a child at LCS. We use fund-raisers and depend on tax-deductible gifts to help us meet our budget requirements.

ACCIDENTS/INSURANCE:

LCS has a program of safety awareness with frequent inspections by the Pinellas County License Board, the Fire Marshall, and the Health Department.

If an accident occurs that requires medical attention, please contact your health insurance provider for reimbursement of the medical costs. LCS does not carry student accident insurance. Medical requirements for student injuries suffered at school are the responsibility of the parent.

PRE-SCHOOL FINANCIAL INFORMATION:

Tuition Billing: Tuition is an ANNUAL FEE and therefore no reductions are made for absences, vacations, or holidays. Tuition will be separated and billed in two sessions as follows:

Summer Session - The summer session will be billed in one lump sum on the June statement, along with the summer activity fee for Building 3.

Academic year - Tuition will be billed in 10 equal monthly installments on the 1st of each month from August through May.

****SEE CURRENT PRE-SCHOOL TUITION SCHEDULE FOR DETAILED INFORMATION.****

TUITION PAYMENTS: Tuition may be paid annually, monthly semi-monthly or weekly. Annual payment is due August 17th. Monthly payments are due on the **1st of each month** in advance of service. Semi-monthly payments are due on the 1st and 15th. Weekly payments are due on the **Monday** of each week in advance of service. Payments may be made in one of the following ways:

1. **Checks** can be dropped off in the finance office or drop boxes found in each school building. **There is a \$35 fee for checks returned by the bank.**
2. **Cash** payments must be handed to school finance office personnel in building #2. You will receive a receipt when paying cash. **Please do not** place cash in any drop box or leave with any teacher.
3. **Credit/Debit card** payments can be made in person, taken over the phone or set up as recurring payments through the finance office. A 2% convenience will be billed separately. Please contact the finance office for details.
4. **ACH** payments can be processed on the 1st and/or the 15th of each month. Please contact the financial office for details. There is a \$35 fee for payments returned by the bank.
5. **Bill Payment** service is offered by most banks at no charge. Please contact your financial institution for more information.

A \$10 late fee may be added to your account if weekly payment is not received by Wednesday. If you pay monthly or semi-monthly a \$30 fee may be added if payment is not received by the 15th of the month. Tuition is expected to be paid on time to ensure your child's continued education at LCS.

Please note: **YOUR CHILD'S ACCOUNT MUST BE PAID IN FULL BY THE END OF THE CURRENT BILLING SESSION.**

Withdrawal – If a child/ren is/are withdrawn, **a two-week notice is required and tuition is payable for those two-weeks.**

Enrollment Status – If a child is switched from part time to full time, or vice versus, a **\$25** administrative fee will be assessed.

Please contact the Finance Office regarding your student's account. The Principal and Asst. Principal do not have access to your account and are unable to assist with billing and/or payment questions

Renee Davis (727) 576-1317 ext. 114 email rdavis@libertybaptistchurch.net
Monday – Friday 8:00 a.m. – 4:00 p.m.

PLEASE retain your monthly tuition statements for income tax purposes, as duplicates may take several weeks to be re-issued. OUR TAX I.D. NUMBER is: EIN 59-1509657.