

Lakeland Christian Academy

Preschool Handbook

Celebrating God's greatest creation ... a child.

Mission

The mission of Lakeland Christian Academy is to provide a Christ-centered education to children through the pursuit of academic excellence.

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

Philosophy

Lakeland Christian Academy exists to complement the home and the church in promoting a child's spiritual growth, academic training, physical growth and social development; teaching God's truth in each subject area studied and that Jesus Christ is the center of all learning and living.

Core Values

Obedient - We please God when we obey.

"Children, obey your parents in the Lord: for this is right." Ephesians 6:1

Respectful - We please God when we respect people who are in charge of us.

"Honour thy father and thy mother." Exodus 20:12

Diligent - We please God when we work hard and do our best.

"And whatsoever ye do, do it heartily, as to the Lord." Colossians 3:23

Revision Policy

Lakeland Christian Academy reserves the right to change policy or procedure in the handbook at any time when, in the discretion of the administration, it deems the change to be in the best interest of the school.

Instructional Philosophy Statement

Lakeland Christian Academy exists to complement the home and the church in promoting a child's spiritual growth, academic training, physical growth and social development; teaching God's truth in each subject area studied and that Jesus Christ is the center of all learning and living.

Statement of Objectives

Lakeland Christian Academy seeks:

1. To complement the home and the church in promoting a child's spiritual growth.
2. To offer a Biblically based, Christ-centered education to children through the pursuit of academic excellence.
3. To provide learning experiences which develop the child's physical growth and social development.
4. To instill in students a respect for God and our fellow man.
5. To instill confidence in every child.
6. To foster responsibility and sound decision making based on Biblical standards.
7. To involve families in their child's education.

History of Lakeland Christian Academy

Lakeland Christian Academy is a non-profit corporation operating under the provisions of Article 1396-.03 of the Texas Non-Profit Corporation Act, with the Charter Number 01239543. LCA was incorporated on August 03, 1992 and is organized exclusively for educational purposes, including the making of distributions that qualify as exempt organizations under 509 (a) (1) of the Internal Revenue Service.

Over the years, LCA has grown in number and reputation as a private educational organization for preschool, elementary, and secondary education. The school is accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS).

LCA is located in Lewisville, TX in southern Denton County, approximately 15 miles north of Dallas. Denton County is a rapidly growing community with a rich diversity of cultures as well as employers. Quality education options for families have attracted many people to the area with young children. The demand for quality education continues to be a major concern for area families.

Organizationally, LCA is divided into four divisions; preschool education, elementary education, intermediate education, and secondary education. The preschool education program is a half-day option, with students beginning at 12 months of age and continuing to four years old. The elementary education is a Kindergarten through 4th grade program. The intermediate program is for students in 5th and 6th grade. The secondary education is a 7th-12th grade.

LCA believes in community relations and involvement, and has had local representatives from the following areas in our classrooms:

- Fire Department
- Health/Medical Field
- Civic Leaders
- Military Personnel
- Church/Clergy Leaders
- Pilots/Flight Attendants
- Cultural Diversity Activities & Events
- Local Radio and Television Personalities

Preschool & Pre-Kindergarten

Birthdays

After making arrangements with the teacher, parents are welcome to provide a special snack on their child's birthday. Snacks with high sugar content will be given as the last activity of the day. No red or purple juice is permitted in the classrooms. Speak with the teacher first, as many children have food allergies.

Correction

Praise for appropriate activity is always our focus. Spanking is not allowed. Snack will never be withheld for correction purposes. Each teacher is allowed to convey in their own format the correction process to the children. (Example: Green light, yellow light, red light or happy face, straight face, sad face). All classes follow the same basic guide:

- Redirection with an explanation is a consistent approach for LCA PS
- Reminders are also given consistently
- Short Time Out
- Longer Time Out
- Note to Parent
- Office Referral -- Speak with Director in the school office

A Third Office Referral will result in the student being unenrolled from the LCA program for the remainder of the school year.

Curriculum

LCA uses ABeka as the core curriculum for Preschool & Pre-Kindergarten. It is an academically accelerated Christian based curriculum. The ABeka curriculum can take children far beyond their years academically while letting them enjoy the social and emotional connections with other children of their own age. Special Emphasis programs for PS3 and PK4 classes are: Computer Lab, Math Lab, Science, Lab, Music Makers, Storybook Theater, Library, and Chapel.

Drop Off/Pick Up

LCA does not provide before and after school care. Students may enter their classrooms ten (10) minutes before class begins. Class starts promptly as scheduled. Please sign in Preschool & PreK children every day. No siblings should be left unattended in automobiles.

Pick-up time is promptly at the end of class. Beginning five (5) minutes after class ends, children will be taken to the school office. Parent will be charged a late pick-up fee of \$1 for every minute late, per child.

Lunch

Please send a nutritious lunch, with easy open lids. NO soda pop. Cool packs that keep lunches fresh are a good idea, as there is no refrigeration and heating available.

Medication

LCA has medical personnel on staff. With the exception of topical antibiotic ointment, no other over-the-counter or doctor prescribed medications will be administered by LCA or stored on property. Requested exceptions for Epi-Pens and inhalers should be discussed with the Director. If deemed acceptable, the Director in concert with the school nurse will provide written forms to be completed by the parent and doctor. Students are not allowed to administer their own medication, including vitamin pills.

Nondiscriminatory Policy for Students

The school admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education and admission policies and other school administered programs.

Parents & Volunteers

- 1) All parents & volunteers must sign in at the school office and wear a LCA Identification Tag.
- 2) For the protection of all LCA children parent volunteers will be subject to a criminal background check if there will be any interaction with children.
- 3) Outside arrangements must be made for siblings.
- 4) Parents are encouraged to be involved as much as possible. Teachers will post or send home information on needs that may arise in your child's classroom.

Playground

For the protection of all children, the playground is a secured area. Only enrolled students accompanied by LCA staff are allowed on the playground during designated school recess hours. The playground is not available for use by LCA student and their families between 8:00 a.m.-4:00 p.m.

Playground Safety Rules

- 1) Use equipment as intended.
- 2) Slide DOWN the slide, feet first, on bottoms -- not stomachs.
- 3) Toddler swings are for toddlers with adult supervision.
- 4) No climbing on fences.
- 5) No children are allowed in the playground without LCA staff.

Preschool Attire

All children should wear comfortable clothing and shoes. The children will be doing physical activities as well as craft projects during the course of a day. Clothing that is easily slipped on and off is advantageous to preschoolers who use the restroom alone. Preschool 3's and older students must be completely toilet trained. In winter months, all children need coats for playground time.

4 year old students must purchase a LCA Tee shirt and Sweatshirt for off campus activities.

Rules for Students

- Do as the teacher asks
- Keep hands and feet to yourself

Security

LCA takes the security of your child very seriously. The building is locked down after drop-off with a security call button on the outside office door. Security cameras are also located throughout the building, playground

and 1st floor classrooms. Fire, severe weather and other security drills are practiced routinely.

Sickness/Illness Policy

LCA loves all of the children! We want all of the children to remain healthy and happy.

For the protection of your child and other children, any child who appears ill cannot be accepted in any classroom.

If at any time during the day a child exhibits any of the following symptoms and/or illnesses, they will be returned to the parent for the remainder of the day.

Children with the following symptoms and/or illnesses must remain home:

- Any fever at the present time
- Fever of 100 degrees within previous 24 hours
- Vomiting and/or diarrhea within the previous 24 hours
- Any symptom of usual childhood diseases
- Common cold symptoms (including running nose, cough, sore throat)
- Unexplained rash
- Any skin infection
- Conjunctivitis (Pink Eye)
- For the wellbeing of ALL children, any child who bites another will be

returned to his/her parent for the remainder of the day.

Snack/Special Snack Days/Cooking Days

Routinely preschool snack is provided by LCA. If a special snack is planned to tie in with the learning theme, parents will be given the opportunity to help provide a special snack. For special snacks and for cooking items, teachers post a sign-up sheet listing requested items. Sign-up sheets will be posted for each special snack day. A parent may sign -up as often as desired.

Tuition

Tuition is due on the first day of each month, June through March. There are two options of payment: Option one is to pay by your charge card (Mastercard, Visa, Discover or American Express); Option two is to pay through automatic bank withdrawal from checking or savings. All pre-paid tuition and registration fees are non-refundable.

Visiting During School Hours

For the protection and security of all our children, all visitors to LCA must

check in and out at the school office and receive a visitor's ID tag to wear during school hours.

What Not to Bring to Class

With the exception of the items mentioned below, please leave all toys and personal items at home. Children will be provided with many things to do during their day at LCA, it is not worth the risk of damaging or losing a favorite toy.

What to Bring to Class

Nursery children and two-year olds need a complete diaper bag, including diapers, wipes and a change of clothing. With written instruction from a parent, teachers may administer teething gel and diaper cream. A personal comfort item may accompany the child to class. As soon as the child loses interest, the item will be stored in the child backpack. Every effort will be made to care for this "special" item. At the same time, please know to send it at your own risk. Older children (PS3 & PK4) may bring Show and Tell items, as directed by the teacher.