



## **2020-2021 Back to School Packet** (July 7, 2020)

Dear Parents,

Welcome to the 2020-2021 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. 6<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 (call or text). 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 and sign up for our Remind app (see below).

## Back to School night will be Thursday, August 6<sup>th</sup>.

Please come at your designated time. We ask that only ONE parent attend this year to help with social distancing. Please visit the classroom first, drop off supplies then head to our Minds-in-Motion room to drop off paperwork & tuition. Let's all do our part to stick to our designated time slot, practice social distancing and wear a mask if you feel more comfortable.

4:00-4:15- Mrs. Jaime's afternoon 3's class Mrs. Rachel's afternoon kinder prep (ONLY attending at this time students with last name's starting with A-M)

4:25-4:40- Mrs. Jaime's afternoon 3's class Mrs. Rachel's afternoon kinder prep (ONLY attending at this time students with last name's starting with N-Z)

5:00-5:15- Mrs. Jaime's am 3's, & Mrs. Rachel's 3's (ONLY attending at this time students with last name's starting with A-M)

5:25-5:40- Mrs. Jaime's am 3's, & Mrs. Rachel's 3's (ONLY attending at this time students with last name's starting with N-Z)

6:00-6:15- Mrs. Hannah's class & Mrs. Laura's class (ONLY attending at this time students with last name's starting with A-M)

6:25-6:40 Mrs. Hannah's class & Mrs. Laura's class (ONLY attending at this time students with last name's starting with N-Z)

7:00-7:15 Mrs. Rose's class & Mrs. Tracy's class (ONLY attending at this time students with last name's starting with A-M)

7:25-7:40 Mrs. Rose's class & Mrs. Tracy's class (ONLY attending at this time students with last name's starting with N-Z)

7:50-8:05 Mrs. Paula's class (ONLY attending at this time students with last name's starting with A-M)

8:15-8:30 Mrs. Paula's class (ONLY attending at this time students with last name's starting with N-Z)

**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 can be ordered (\$10)

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

- 1" Clear View binder-any color (a piece of paper can slide in front clear sleeve-please put student's name on binder spine or inside cover)
- 1 big refill pack of baby wipes (for messy fingers)
- 1 container of antibacterial wipes (Lysol, Clorox, or store brand)
- 1 large bottle of hand sanitizer
- 1 roll of paper towels (soap free)
- 1 package of 5-ounce drinking cups
- 6 glue sticks
- 1 Lysol spray to disinfect toys between all classes
- 2 dry erase markers-the kids love to use these and they love fun colors
- 1 \$10 Walgreens Gift Card (for photo developing all throughout the year and end of year portfolio pictures of your child)
- *Once school starts, please make sure your child has a water bottle that does not leak with their name written on it kept in their bag. Also please make sure they have an extra set of clothes in a Ziplock kept in their bags at all time in case of an accident.*

\* Please text @lap20202 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 need 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. If you signed up last year, you must sign up again. This is a different code. It is very important. Thank you!

## Dropping off and picking up your preschooler

(Please know that all of these requests are implemented to keep our students and parents as safe as possible)

\* **ARRIVAL/DISMISSAL:** Our front door will have a teacher present starting 10 minutes before class begins to open the door. 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. 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 classroom to get to the door. This interrupts her teaching and can leave the classroom understaffed. We understand traffic and things can come up occasionally, but should never be the norm. Thank you for working with us and understanding!

\* **DROP OFF:** In the past, parents have walked their child to class each day. **Due to adhering to the recommended social distancing recommendations, we are asking that parents drop their child at the front door to the teacher present and she will watch them walk to his/her class.** We understand that for some kiddos this will be a challenge on the first few drop offs. Please start talking to your child in advance about how big they are and how they can do this. If your child is brand new to our school and very upset, we understand that walking them to their class is the safest option. If this must happen, please make sure it is only one adult. **Our goal is that MOST students, especially those that have previously attended LAP will walk in on their own.** This will be new for all of us, so please be patient. We will have all teachers directing and encouraging students on where to go. If students know the expectation from day one, and are encouraged and praised by both parents and teachers, we believe this will work.

\* **PICK UP:** If your child is in our 3-year-old classes, ONE parent may walk in and pick up at the classroom door. If your child is in Kinder-Prep, we will call for your child to walk to the front door when you arrive. Please practice social distancing with all other parents to make everyone feel comfortable. Again, this is new for all of us so please be patient and offer grace as we try to navigate the quickest and safest way to do arrival and dismissal. This may need to be adjusted as the year progresses.

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

\* If your child will be absent, **please send a text to the school phone number or your child's teacher**. It is sometime hard to answer all calls while we are teaching and much quicker to see a text then listen to a voicemail. The same goes for an unexpected late drop off or pickup. 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

**Closings Due to Covid-19:** As you know, we are living in unprecedented times with school closures due to the virus. We cannot predict what this year will hold at this time and we've learned that things can change quickly. We are hopeful that with all of our new precautions in place and extra cleaning and sanitizing, this school year will continue on our normal calendar. We are undecided at this point if NAFC Schools need to close for a few days, if we will follow their lead. If our school is unaffected, we may continue to operate. We need to be fluid in our plans and will communicate often and promptly with you as needed. If we would have a temporary shutdown, we will provide learning packets and optional zoom learning meetings.

**New Covid-19 Related Precautions:** Masks are not required for students but if you'd like your child to wear one, you are welcome to provide them with one. Our teachers will wear masks in situations where they can't properly socially distance. **Our water fountain will be unplugged so please provide a non leaking water bottle (with child's name) in your child's bag for daily use.** We will be adding increased hand washing time and sanitization stations throughout our day. There will be increased cleaning in our building and disinfecting between classes. We will make our best effort to increase safety precautions without taking away from an authentic, developmentally appropriate preschool experience.

# Student Registration Form

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

Child's gender: Male \_\_\_ Female \_\_\_      Name child is called: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Family email address: \_\_\_\_\_

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

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

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 from typical preschool related illnesses- Covid-19 related illnesses will need to follow CDC guidelines on a return to school).

\_\_\_\_\_ 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.

**(Continued.... Additional disclosures related to Covid-19)**

\_\_\_\_\_ I understand if my child has a fever of 100.4 or higher, I will be called immediately to pick up my child. I also will not send my child to school with any possible Covid-19 symptoms such as fever, cough, sore throat or loss of appetite and smell.

\_\_\_\_\_ I understand that I should call the school immediately if my child or anyone in my household tests positive for Covid-19.

\_\_\_\_\_ I understand that LAP has implemented safe and healthy strategies during Covid-19 such as increased cleaning and sanitizing, increased hand washing, temperature checks, hand sanitizer stations, social spacing when possible, and limited adults in the building. However, I understand that no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19. I understand that the members of our family play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

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

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

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



**Tuition Contract: Pay in full, half the year, or monthly installments. All 10 months are divided evenly based on the overall cost for the year.**

2-Day-Threes (8:30-11:30): \$1500/year or \$150 even installment each month

3-Day-Threes (11:30-2:00): \$1800/year or \$180 even installment each month

2-Day-Threes w/extended Day (8:30-1:30): \$2380/year or \$238 even installment each month

3-Day-Kinder Prep (8:30-11:30) or (11:00-2:00): \$2100/year or \$210 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 6, 2020.

Plan 2-Two Payments: 50% of the annual tuition paid on August 6, 2020 & 50% of the tuition paid by January 8, 2021.

Plan 3-Ten Payments: Annual tuition divided into ten equal monthly payments with the first payment due August 6, 2020. 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. Cash or Check preferred. Credit card has small fee. 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 6, 2020 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." (Information taken directly from the Minds-in-Motion website). For more information visit: [mimlearning.com](http://mimlearning.com)

## Our Playground & Sensory Path

Our students love our outdoor play area in the back of our building, and we will utilize it daily weather permitting. New this year is our own painted Sensory Path! Students will jump, walk, and crawl their way across the path developing motor skills and offering a fun brain break before heading to the playground. 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!

AUGUST '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					

**Aug. 6** Back to School Night  
(see schedule in packet)

**Aug. 10** LAP begins

FEBRUARY '21						
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						

SEPTEMBER '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			

**Sept. 7** Labor Day-No School

MARCH '21						
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 22-April 2** Spring Break

OCTOBER '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

**Oct. 5-16** Fall Break

**Trike-a-thon-TBD**

APRIL '21						
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 '20						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Nov. 3** Election Day-No School

**Nov. 25-27** Thanksgiving break

**School Pictures-TBD**

MAY '21						
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 14** Last student day/Trip to Huber's

**Graduation Program-TBD**

DECEMBER '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		

**Dec. 21-Jan. 4** Winter Break

**Christmas Program-TBD**

JUNE '21						
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/July Summer Camps TBD**

JANUARY '21						
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. 5** Back to school  
**Jan. 18** MLK Day-No School

JULY '21						
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

