

Parent Handbook 2017-2018



The Lakeway Church Christian Preschool

2203 LAKEWAY BLVD.
LAKEWAY, TEXAS 78734

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DIRECTOR: Maegan Pratt
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Lakeway Church Christian Preschool | 2017-2018 Calendar



AUGUST '17						
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		

28 First Day of School & After-School Classes

JANUARY '18						
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			

1-5 Christmas Break
 8 Staff Development
 9 Spring Semester Starts
 9-12 Parent/Teacher Conf.
 15 MLK/Holiday
 16-19 Parent/Teacher Conf.
 24-25 2018 Pre-Registration For Current Students
 2018 Registration Forms Passed Out
 29-30

SEPTEMBER '17						
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

4 Labor Day/Holiday
 26-29 Fall School Pictures (Group & Individual)

FEBRUARY '18						
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			

1-2 Registration Forms Due by 2:30pm
 13-14 Valentine's Parties
 15-16 Staff Development
 19 Presidents' Day/Holiday

OCTOBER '17						
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				

4-5 Community Helpers
 9 Columbus Day/Holiday
 10 Staff Development
 12-13 Fall Picture Retakes
 28 TLC Trunk or Treat
 30-31 Fall Festival

MARCH '18						
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

1-2 Ranch Lakeway
 9 Staff Development
 12-16 Spring Break
 26-27 Spring School Pictures (Group & Individual)
 28-29 Easter Parties
 30 Good Friday

NOVEMBER '17						
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		

16-17 Thanksgiving Feast
 20-24 Thanksgiving Break

APRIL '18						
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					

12-13 Spring Picture Retakes
 16-20 NAEYC Week of the Young Child
 27 Staff Development

DECEMBER '17						
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						

3 TLC Gingerbread Trail
 7 Teacher Holiday Lunch
 20-21 Christmas Parties & PreK Christmas Pageant
 22 Holiday
 25-29 Christmas Break

MAY '18						
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		

30-4 Teacher Appreciation
 16-17 End of the Year Parties
 PreK 4/5 Graduation
 17 Last Day of School
 18 Staff Development
 21-25 LCCP Closed
 28 Memorial Day

- First & Last Day of
- LCCP Closed
- LCCP Event
- The Lakeway Church Event
- LCCP Parent Teacher Conference

Notes:

Why We're Here

The purpose of The Lakeway Church Christian Preschool (LCCP) is to serve children and their families in an environment of Christian love and education.

Within this framework, it is our philosophy that early childhood should be a time of fun, warmth, security, exploration, and discovery. Preschool children are creative and receptive, and we strive to nurture and encourage these qualities in our students.

The Preschool's vision is to prepare a foundation upon which children can form a growing relationship with God, through Jesus Christ, and a love of learning. We promote this vision through development of the child as a whole.

Within the framework of our vision, the preschool curriculum includes sharing and conversation time; chapel and faith building activities; stories, songs, and finger plays; creative art activities and crafts; games and large muscle activities; food preparation; science and nature activities; developmentally appropriate exposure to shapes, colors, numbers and letters; and celebration of birthdays and Christian holidays.

It is our mission to create an environment in which every child matures spiritually, socially, emotionally, physically, and cognitively by:

- ❖ Establishing a familiarity with the Bible and Christian traditions
- ❖ Witnessing the love of Christ modeled for them
- ❖ Developing self-discipline
- ❖ Learning to give, share, and treat others respectfully
- ❖ Cultivating a positive self-image as a child of God
- ❖ Regarding his or her body as a temple of the Holy Spirit
- ❖ Exploring the world through play
- ❖ Preparing academically for elementary school

All of these objectives will be achieved through a developmentally appropriate Christian curriculum to include Chapel services, Bible stories and rich learning activities.

Policies

LOCATION AND GOVERNING COMMITTEE

The Lakeway Church Christian Preschool (LCCP) is an extension of The Lakeway Church (TLC) into the community. It is our privilege to serve you and to share in the wonder of childhood with your family!

The Lakeway Church Christian Preschool is licensed by the Texas Department of Family & Protective Services. It is administered by the Director of Preschool Ministries and governed by the TLC Elder Council, in conjunction with an ad hoc Preschool Advisory Committee (PAC). The Advisory Committee consists of the Preschool Director, a teacher representative, the Director of Administration, the Director of Children's Ministries, the Discipleship Pastor, and other representatives as needed.

The Lakeway Church PAC reports directly to the TLC Elder Council and meets on an as-needed basis.

CHILDREN SERVED

LCCP is open to children ages 18 months through 5 years (with some exceptions, per director approval). We welcome children of any race or religious belief. Class size will be appropriate to the ages of the children and follow State Minimum Standards. LCCP values a low child to teacher ratio.

PARENT VISITATION

The staff members at The Lakeway Church Christian Preschool always welcome you to observe your child's class or enjoy our sweet chapel service. Since drop-off can be a difficult transition for many children (especially at the beginning of the school year), we encourage each parent to leave their child with his/her teachers as soon as possible after giving a reassuring hug and goodbye.

It is important to leave your child secure in the knowledge that you have kissed him/her, he/she is loved, and a known parent/caregiver will be picking him/her up after class. Children usually stop crying soon after their parents' departure, as they become engaged in the day's activities and steadily develop the self-confidence that comes from increased independence. You are welcome to call anytime to check on your child, and his/her teachers will inform you of any prolonged crying or sadness.

TIME OF OPERATION

The Preschool will operate on the same schedule, insofar as possible, as the Lake Travis ISD for vacation days, holidays, and bad weather days, excluding dates at the beginning and closing of the school year. The 2017-2018 Preschool year runs from August 28, 2017 to May 18, 2018. The 2018 Summer Fun camp schedule will be determined at a later date. Please consult the LCCP Calendar and website for more information.

Regular-Day Classes	Monday-Friday	9:00 am - 1:00 pm
After-School Enrichment Classes	Monday-Friday	1:00pm - 2:30 pm

LATE PICKUPS

If an emergency situation arises and you will be late picking up your child from school, please call (512) 261-6632 as soon as possible to make proper arrangements. If you are up to 10 minutes late picking up your child, a Late Pickup Fee of \$10 per family (siblings) will be charged. After 10 minutes, an additional \$1 per minute will be charged until your child is signed out in the office. Late Pickup Fees are due immediately upon pickup. There will be no waivers.

INCLEMENT WEATHER

During inclement weather, we will follow any LTISD campus closures. If LTISD has a 2 hour delayed start, LCCP classes will begin at 10:30 am. If LTISD closes, LCCP will remain closed for the day. Notifications about such closures will be sent to the email address provided on each child's registration paperwork. Parents must pick up children within 30 minutes of an announced mid-day closing time to avoid late pickup fees. There will be no make-up days.

ARRIVAL AND DEPARTURE

The Preschool begins promptly at 9:00 am and ends at 1:00 pm (or 2:30 pm if a child is enrolled in after-school). Teachers use the time before 9:00 am for preparation, so *classrooms will not open prior to 9:00 am*. Please call the school if you are unavoidably delayed to let teachers know you are on your way. This policy relates to the afterschool and summer programs as well.

It is extremely important to inform teachers and document the arrival and departure of each child. Parents must sign and note the time on the daily attendance sheet at drop-off and pick-up each day. Parents must receive a visual and/or verbal confirmation from the child's teacher as well. Upon arrival, teachers will perform a visual and physical health check for different or new symptoms, such as fever, rash, bruises, etc.

If your child will be absent due to illness or vacation, please notify the office at 512-261-6632.

For safety reasons, the only public entry into the school is through the front door by the office. All staff and substitutes have a criminal history check run on them every other year.

PARENTS' HIRING OF STAFF MEMBERS

In some instances (with director approval) parents have hired a staff member to take care of a child before or after Preschool hours. In such an event, the staff member and the child's parents are to understand that this private caregiving is not within the member's scope of employment activity and that the staff member is not acting on behalf of LCCP during such non-Preschool times. Accordingly, LCCP assumes no responsibility for the actions or well-being of either the staff member or of the child during such non-Preschool times. PLEASE NOTE: *a Texting teacher is not allowed during school hours; please contact the preschool office for any inquiries.*

ADMISSIONS AND DISMISSALS

The Preschool office keeps waiting lists that must be updated annually. A child will be notified as soon as a place is available. The following policies have been established to afford your child with the maximum protection and a positive preschool experience:

1. Each child in the Preschool must be at least 18 months of age (as of September 1st of the current school year) to pre-kindergarten. *Any exception must be approved by the Director.*
2. We must receive a completed enrollment packet for each child in the school by the first day of class. The immunization record must either be stamped or signed by your doctor to be considered in compliance with the DHS/State Health Department and may be emailed to the Assistant Director of Preschool Ministries or faxed to (512) 261-7099.
3. Per state licensing, children with outstanding forms will be asked to stay home until their admission paperwork is completed and turned in to the preschool office.
4. If your child is not yet ready for the group experience, if his/her actions chronically impact the classroom setting in a negative way, or if his/her needs are not best met in the group setting, the Director reserves the right to remove the child after a confidential conference with you. We do not believe any child should remain in school unless he/she

derives some benefit from the program and/or experience.

5. All children entering 4/5-year-old Pre-K classes **must be fully potty-trained** and must be able to do the following by September 1, 2017:
 - Be able to *tell* their teachers and clearly say the words "I have to go potty" *before* they have to go.
 - Be able to pull down their underwear and pants and get them back up without assistance.
 - Be able to wipe themselves after using the toilet.
Be able to get off the potty by themselves.
 - Be able to wash and dry their hands by themselves.
 - Be able to postpone going if they must wait for someone who is in the bathroom or if they are in transit to the bathroom.

If a Pre-K student has chronic accidents and does not meet the above criteria, they will be required to stay home until fully potty-trained.

HEALTH

Every effort to prevent the spread of disease is made by the Preschool staff. This includes frequent hand washing by children and teachers. Care is taken to disinfect diaper changing areas after each change. The following guidelines are set by Texas Department of Family & Protective Services in order to protect your child as well as others from contagious illness. While we regret any inconvenience caused by strict adherence to these guidelines, our concern for all the children dictates a conservative approach when handling health matters.

- If your child becomes ill at school, you will be notified immediately and expected to arrange to have your child picked up from school within 30 minutes of being called. In the event a parent cannot be reached after a period of time, a person listed on the child's emergency contact list will be notified and asked to come for your child. In most cases, your child will be in the office with the Director or teacher until the guardian can arrive to pick up the child following notification by staff.
- Your cooperation is needed in maintaining high health standards for our school. Parents are asked to keep their child at home or will be notified to pick up their child if any of the following occur:
 - Fever (oral temp of 100°F or armpit temp of 99°F)
 - Diarrhea (2 or more times in 24 hours)
 - Vomiting (2 or more times in 24 hours)
 - Head lice and/or nits
 - Combination of runny nose, coughing and/or sore throat
 - Rashes with fever
 - Sore or discharging eyes
 - Any other behavior changes or signs/symptoms of illness as deemed by the Director and the child's teacher.
- If allergies, illness, or injury prevent your child from playing outside, a guardian must pick up their child during playground time. Small children do not understand why they cannot play when everyone else is outside.
- Should a child have an illness diagnosed by the doctor as a contagious disease, his or her parent must notify the school immediately. The diagnosed child will remain anonymous, but we are required to alert parents to the fact that their children may have been exposed.

IMMUNIZATIONS

Each child enrolled must meet applicable immunization requirements. All immunizations required for the child's age must be completed by the date of admission. Students may not be allowed to attend class without proper medical forms on file by the start of the school year. Current Texas immunization requirements can be found at: <https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>

LCCP Immunization Policy, effective for children of new families who enrolled after May 2015:

- LCCP's Immunization Policy was crafted to demonstrate special sensitivity to the health and safety needs of the many pregnant women, infants, and young children who are in contact with, and a part of, the LCCP community.
- With few, specific exceptions (see below), all enrolled children must meet the current Texas Minimum State Vaccine Requirements set by the Department of State Health Services. Current requirements can be found on the Department of State Health Services website and will be posted each year in the preschool office.
- A complete immunization record from a physician's office must be on file by the by the first day of the school year and updated, as applicable, throughout the year.
- A child will not be allowed to attend class if his/her immunization record is incomplete.
- LCCP does not accept exemptions from immunizations for reasons of conscience.
- ***Exceptions:***
Rarely, exclusions from immunizations may occur due to medical contraindication. Therefore, it is possible that a non-immunized child may attend LCCP. Medical contraindication to vaccination must be documented by the child's physician, in writing, and submitted to the LCCP office at the beginning of the school year to be kept on file as part of the child's health record.

Under limited circumstances, LCCP will accept a vaccination schedule that is delayed from the Texas Minimum State Vaccine Requirements. Therefore, it is possible that a child who is not fully immunized may attend LCCP. For a delayed schedule to comply with the LCCP policy there must be a written note from the child's physician stating their approval of the delayed schedule. The note from the physician must also include pre-planned appointment dates on which the delayed vaccine(s) will be administered, with the goal of "catching up" to meet the Texas Minimum Vaccine Requirements. Documentation of the administration of the delayed vaccines will be due to the LCCP office immediately following the appointment date.

VISION & HEARING

The Special Senses and Communication Disorders Act require a screening or professional exam for possible vision and hearing problems. All children who are four years old by September 1 of the school year must be screened within 120 calendar days and provide the results to the Director in order to remain in Preschool. This screening can be done by your doctor at your child's checkup.

MEDICATIONS

To administer any type of medication to a child, we must receive a signed medication form (these are

available from the front office.) Prescription medications and epinephrine injectors must be in their original container labeled with the child's name, a date, directions and the physician's name. We must administer the medication as stated on the label directions. Guardians are responsible for replacing expired medications, as preschool staff is prohibited from administering such items. All medications and epinephrine injectors will be stored in the first aid area within the preschool front office and must be checked in and out by guardians who wish to take these items home on a daily or periodic basis.

Non-prescription medication must be labeled with the child's name and the date it was given to us. They also must be in the original container and administered according to label directions or directions in writing by a health professional. We will document each dose of medication given.

NUT FREE ROOMS

LCCP is not a nut-free school, but individual rooms may be designated as nut-free if a child within them has a severe peanut or tree nut allergy. In such cases, a "Nut-Free Room" sign will be posted outside the room, and parents will be contacted via the email provided on their child's registration form about the nut-free designation. While we realize this may inconvenience some families, we must first and foremost consider the safety of each of the children we serve. Children may be suspended from attending LCCP if guardians fail to comply with the nut-free designation two or more times. The director will attempt to place nut-allergy students of a similar-age within the same classroom to minimize the number of nut-free rooms.

CHILD ABUSE

We are required, under the Texas Family Code 261.101, to report any suspected cases of child abuse to the Department of Human Services Protective Services office and a local or state law enforcement agency. Call the Abuse Hot-Line @ 1-800-252-5400.

EMERGENCIES

Careful supervision is given to the children at all times. In the event of an emergency, the parents will be contacted. EMS will be called immediately, and an LCCP staff person will perform the necessary procedure(s) until EMS arrives. An LCCP teacher or administrator will accompany the child if transportation is necessary.

The Preschool has an emergency preparedness plan for emergencies such as fire, storms, etc. Drills are practiced regularly. Evacuation plans are posted in each room. There is always a staff member present in each classroom with CPR and first aid training. For an emergency requiring an evacuation of the Preschool building, all teachers and children will evacuate to the main lobby of Building D (Student & Children's Center) at The Lakeway Church. In the case of an evacuation that requires us to vacate all Lakeway Church buildings, we will evacuate to the Great Hall of the Parish Life Center at Emmaus Catholic Church on Lohman's Crossing.

PARKING

You may not stop in the fire lane (marked with a red line) for any reason while visiting LCCP. NO EXCEPTIONS.

The two "Visitor" spots closest to the office are reserved for families with a parent or sibling that cannot be exposed to others for reasons of illness or other physical limitations. You must notify the office of this situation as soon as you can. You will be asked to call us at the time of pick up or drop off. If you call a few minutes ahead of arriving, we will try to have your child(ren) and their belongings ready. You will need to pull into one of the spaces marked: "RESERVED PARKING--Waiting

with sick family member.” **Please do not leave your vehicle.** If you do not have a sick child, please **DO NOT PARK** in the two visitor spaces closest to the office.

RELEASE OF CHILDREN

Teachers and assistants will release students only to those who are authorized to pick them up. A record of those who are authorized to pick up a child is maintained in each student’s file. Until teachers can identify by sight those listed in the file, proper identification of one authorized to pick up a child may be requested by teachers by asking for the child’s identification code. This code word assigned to the child is a word (any word) chosen by the parents and designated on the Admission Form.

Children will not be released to other persons unless written permission is given by the parent. The teacher then shall release the child only when that person correctly gives the child’s identification code.

Preschool staff should be notified by email as soon as possible when someone other than the parent is picking a child up from the Preschool. When someone unknown to our staff is picking up your child, (s)he should be prepared to produce identification to the Preschool office staff.

In the event a staff member has been hired to take care of a child before or after Preschool hours, the child shall be deemed to be released from the Preschool during such time before or after normal Preschool hours, with written notice from the parent to the Preschool office.

CLOTHING

Everything brought from home should have your child’s name on it. We require that you send a seasonal set of clothing in a labeled sealable plastic bag for emergencies, including underwear for children who are potty-trained. Disposable diapers should be brought from home and labeled with the child’s name. Children should wear washable play clothes in which they can move easily and freely.

•PLEASE SEND AN EXTRA SET OF CLOTHES AS ACCIDENTS DO HAPPEN.

Clothing should be simple enough for the child to manage alone. We discourage big, heavy belts, complicated straps and snaps, etc., which the children cannot work for themselves. Boots, crocs and sandals are dangerous for the children to manage on the playground and are not allowed. **TENNIS SHOES ARE REQUIRED.**

PLAYGROUND

Outdoor play is an important part of the curriculum and is essential to the children’s health. The children will go outside as scheduled unless it is raining or the temperature is under 40 degrees. Please be sure that your child is dressed appropriately for this, including mittens, coats, sweaters and a hat on cold days.

The Lakeway Church Christian Preschool has a separate playground. Our procedure for going to the playground is as follows: Our staff will lead out all students with one adult in front and one adult at the end of the line. They are supervised at all times while on the playground.

SNACKS

Each day parents will provide a morning snack and drink labeled with their child's name. It will be placed in a basket in their room when their child is dropped off. We ask that the snack be LOW IN SUGAR and contain NATURAL INGREDIENTS.

Parents of children with food allergies are required to notify the Director in writing or via email regarding their child's allergy prior to the start of the child attending LCCP. The Preschool has policies for managing children's allergies and we implement those as needed based on the severity of the allergy (See "Nut Free Rooms" section). The Preschool reserves the right to prohibit specific foods from a classroom, if deemed necessary by a child's allergist/pediatrician. Parents will need to provide cups and eating utensils. Cold water will always be available.

LUNCH

A child must bring a lunch from home each day (s)he is in school. Parents acknowledge that by providing snacks and lunch from home, the parents are responsible for meeting their child's daily nutritional food needs.

Due to the risk of food-borne illness increasing in sack lunches, please pack two ice packs in your child's lunch box. Freezing your child's drink can serve as one ice pack. If you pack yogurt, it is best to freeze it. Best items to pack are: uncut fruits and pre-packaged vegetables, aseptic packaged milk, hard cheeses, peanut or almond butter sandwiches. *Save the mayo for home! Food must be placed in a sanitary container or plastic bag within your child's lunch box.

Thermoses with flip-top lids for long straws are much easier for the children to handle. Lunch boxes and thermoses must be labeled with your child's name.

CHAPEL

The classes will meet daily starting at 9:10 am as a group for a simple worship service. Bible stories, songs, verses and prayers will be taught. Recognition of birthdays and any other special event(s) happening in the children's lives will also be included. Parents are always invited to attend!

ART

Art activities allow children the freedom to experiment. We will provide them with a large variety of "tools" to do so. Art is not compulsory and children will bring home items, which they have been encouraged to make in their own way, not necessarily the way an example looks. Art is the process of being creative and we will help your child to blossom in his/her own creativity.

BIRTHDAYS

Birthdays are an exciting time in the life of a young child. Should you wish to serve a birthday snack for your child's class, please inform the teacher in advance. Please DO NOT send birthday party invitations to school UNLESS ALL children in the child's class are to be invited. **For safety reasons:**

- **NO CANDLES** due to licensing requirements.
- **NO BALLOONS**, because they could be a hazard if popped.

WATER ACTIVITIES

Some classes participate in an annual "splash day." We use sprinklers and water toys. Both the teachers and teacher assistants supervise the children at all times.

FIELD TRIPS

Field Trips may be taken at the discretion of the 4/5-year-old teachers and Director. We must have a signed field trip permission form from the parent for a child to participate. The teachers and director cannot provide transportation for these events. Your assistance on field trips will be needed and appreciated. Each child must ride in a child seat or a booster seat, as appropriate to the child's age. By law, each child must wear an LCCP shirt on any field trip.

ANIMALS

Many times animals may visit the school to assist teachers in exploring units of study. **If an animal will be visiting the Preschool, a notice will be emailed to parents or posted in the classroom 24 hours prior to the visit.**

VOLUNTEER OPPORTUNITIES

It is incredibly valuable for children to see that their parents and teachers love them and that their parents are interested in their preschool experience. Periodically LCCP staff and room parents will have a sign-up sheet for parents needed to assist with various classroom activities and events. Without parental help we would be unable to have these special activities for the children. They also give parents a chance to participate in their child's experience in a deeper and more meaningful way! Contact the Preschool Director to find out more ways you can serve.

MEDICAL PRIVACY

While a parent is, of course, free to post medical information about their own child on any of the Internet social networking sites, posting medical information about other children or Preschool staff members without their consent may be a breach of privacy and is prohibited.

SOCIAL NETWORKING SITES

While a parent is, of course, free to post pictures and videos about their own child at Preschool events on social networking sites, posting pictures of other children without their parents' explicit consent may be a breach of privacy.

TUITION

Tuition is due on the first of each month and is LATE AFTER THE 5th OF THE MONTH, at which time a \$25 late payment fee per family will be charged. *Tuition must be received by LCCP staff by the 5th to avoid a late payment charge, please ensure that any mailed checks/money orders or automatic payments from your bank are initiated far enough in advance, as these methods of payment can take up to 10 days.* Full payment is due by cash, check, or money order must be mailed or handed to LCCP administrative staff each month, regardless of the number of days expected to be in attendance. Rates are subject to change with notice to enrolled families. Checks should be made payable to LCCP and include child(ren)'s first and last names.

Please contact LCCP if special arrangements need to be made regarding when your tuition will be paid; any extension will be at the discretion of the director. If tuition is over two weeks late and payment arrangements have not been made and approved, your child may be subject to immediate dismissal.

Toddlers/Twos Monthly Tuition (9:00am-1:00pm)

(children younger than 3 years old as of September 1, 2017)

Days per Week	Monthly Tuition	Annual Activity Fee
T/Th	\$230	\$50
MWF	\$320	\$50
M-F (limited)	\$550	\$75

Threes/Fours/Fives Monthly Tuition (9:00am-1:00pm)

(children 3 years or older as of September 1, 2017)

Days per Week	Monthly Tuition	Annual Activity Fee
T/Th	\$215	\$50
MWF	\$310	\$50
M-F (limited)	\$510	\$75

Deposit	\$200 (See Tuition Deposit section)
Annual Enrollment Fee	\$100 yearly (non-refundable) \$75 for second child (non-refundable)
Annual Activity Fee	\$50/\$75 (non-refundable) - <i>Due in September</i>
4/5 Year Old Class Fee	\$15 (non-refundable) - <i>Due in October</i>
Late Pick-Up Fee (per family - siblings)	\$10 from 1:05-1:10pm* Additional \$1 per minute after 1:10pm* <i>*Due Immediately upon pick-up</i>
Waiting List Fee	\$25 (non-refundable)
Monthly After School Enrichment (1:00-2:30pm)	\$50/month/day for 3's/4's/5's Classes \$60/month/day for Toddlers/2's Classes
Drop-In After School Enrichment (1:00-2:30pm)	\$20 per day for 3's/4's/5's Classes* \$25 per day for Toddlers/2's Classes* <i>*Due immediately upon pick-up</i>

Parents must inform LCCP in writing by the 20th of the preceding month if they wish to drop/change their child's after-school activities for the following month. They are responsible for any after-school tuition incurred for the following month should they fail to meet this deadline. Changes to after-school enrollment will be considered based on availability.

We cannot refund tuition for days your child is absent. The monthly regular-day and after-school tuition rates are derived from an annualized tuition amount divided into nine equal payments (September through May), although individual months may have fewer school days than others. No adjustments are made in regular-day or after-school tuition for holidays, illness, vacations, bad-weather days or transfer. Days cannot be exchanged or made up.

RETURNED CHECKS

The fee for each returned check is \$25 (subject to change). Parents will be notified when a check is returned and expected to pay the full balance in addition to the returned check fee promptly. If a second check is returned, all future payments will have to be made by cash or money order. After 14 days with no payment, a child may be dismissed from the school or lose their eligibility to attend the upcoming school year.

We cannot carry your child's balance past fourteen (14) days without previous arrangement. In cases of extreme economic emergency conditions, partial scholarships may be available at the discretion of the PAC.

TUITION DEPOSIT

A \$200 deposit must be paid with registration to guarantee your child's place at the Preschool. A refund of the deposit is possible by means of a May tuition credit if the parent notifies the Preschool Director in writing by May 31st of the current year that their child will not be returning. If the parent withdraws the child during the summer months (June 1st through the first day of school in September) or without finishing the school year, the parent will not be refunded the deposit. At the end of each school year the tuition deposit will be used to satisfy any outstanding balances. By September 1st, the deposit must be brought up to the full \$200 amount in order to retain fall enrollment for your child.

COMMUNICATIONS

In order to stay on top of current events at LCCP, we recommend that you check the email you provided on your child's registration paperwork at least once per day. Your monthly tuition statement will also be sent to the email address you provide, so you are responsible for letting us know if you have not received your statement and will still be responsible for paying your balance on time to avoid a late payment fee. Email is the best way to communicate with the Preschool office. Please add these email addresses to your list of approved senders:

Maegan Pratt (Director)

maegan@lakewaychurch.net

Kelly Leonard (Assistant Director)

kelly@lakewaychurch.net

Rachel Sawyer (Accountant)

rachel@lakewaychurch.net

In the event of an operational policy change, parents will be notified in writing. LCCP teachers and staff seek to provide open communication with parents through notes/emails, monthly newsletter lesson plans, posted signs, and website content. We recognize that parent involvement is crucial to the success of our program, and establishing open communication between parents and staff ensures a positive school experience for your child.

In January you will have the option to have a formal 15-minute conference with your child's teacher at a specific agreed-upon time. Childcare for your enrolled child will be available during that time. It is the perfect opportunity to ask questions of your child's teacher. You may request to schedule a conference at any time throughout the year if you would like to discuss a situation with your child's teacher. Please remember that drop-off and pick-up times are busy and are not the appropriate venue for a private conversation with the teacher. Also, many teachers work outside the Preschool after school hours and need to leave promptly. The Director is available for in-person or telephone conferences daily in most cases. Advanced notice is always appreciated.

A record of your child's progress in the class will be kept by the teacher. Your child's teacher will request at least one conference per year to discuss your child's progress and needs.

DISCIPLINE

One of the main objectives of the LCCP program is to help children develop self-discipline and empathy for others. Our guidance techniques offer children clear expectations and options to choose a positive outcome. To encourage this, we practice discipline which:

- shows each child understanding and patience;
- redirects the child to another activity when necessary;
- sets reasonable limits;
- is consistent, loving and firm;
- helps the child talk about misunderstandings rather than hurting another child;
- is individualized and consistent for each child;
- is appropriate to the child's level of understanding; and
- is directed toward teaching the child acceptable behavior, empathy, and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishments;
- Punishment associated with food, naps or toilet training;
- Pinching, shaking or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting or yelling at a child;
- Subjecting a child to harsh, abusive or profane language;
- Placing a child in a locked or dark room, bathroom or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

BITING

Although not all children bite, biting is considered a normal behavior in a child's development, particularly for children under 3 years old. Some common reasons a child may bite include: teething, cause/effect and sensory exploration, or frustration when language skills are not fully developed and wants cannot be communicated efficiently. The Preschool staff takes action to reduce the number of biting incidents. We recognize how upsetting it can be for a parent to learn that their child has been bitten; however, we also acknowledge that biting is a normal expression in many young children, and they must be given an opportunity to learn how to express themselves in socially acceptable ways. LCCP's biting policy has been developed with both of these ideas in mind.

Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parent of the child biting and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

The staff's job is to keep the children safe and help a child that bites to learn how to interact more appropriately with adults and peers. We do not use disciplinary techniques intended to alarm, hurt, or frighten children.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Minor Mishap Form" is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age in years multiplied by one minute (two years old=two minutes).
3. The parents are notified.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 2 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified. If the child inflicts 2 bites in one day, the child must be picked up from the preschool for the remainder of the day (see "Aggressive Behavior" section).
2. If the child again inflicts 2 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for the next 2 days that they would normally attend.
3. If a child once again inflicts 2 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents may be asked to make other preschool arrangements.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

Note: This biting policy is designed for children under the age of 3 years, for whom biting is still a developmentally appropriate (though not desirable) behavior. For biting behavior in children 3 years and older, see the "Aggressive Behavior" section.

AGGRESSIVE BEHAVIOR

If a child bites, hits, scratches, or exhibits any another aggressive behavior twice in a 4 hour period, the child may be required to be picked up from Preschool for the remainder of the day. If such aggressive behavior persists, parents may be asked to have a parent/teacher and/or parent/director conference or you may be asked to make other preschool arrangements for their child.

COMPLAINT PROCEDURES

We encourage parents to share any questions or concerns they may have about their child's experience at LCCP. If you have a concern about a staff member and/or classroom incident:

1. Talk to the teacher in charge at the time the problem arose. If this person is the assistant teacher, the lead teacher should be informed as well.
2. If the problem is not resolved, reach out to the Preschool Director.
3. If the issue is still not resolved, please put your concerns in writing to the Preschool Director or Director of Administration, stating your desire to issue a formal grievance.
4. The grievance will be referred to The Ad-Hoc Lakeway Church Preschool Advisory Committee.

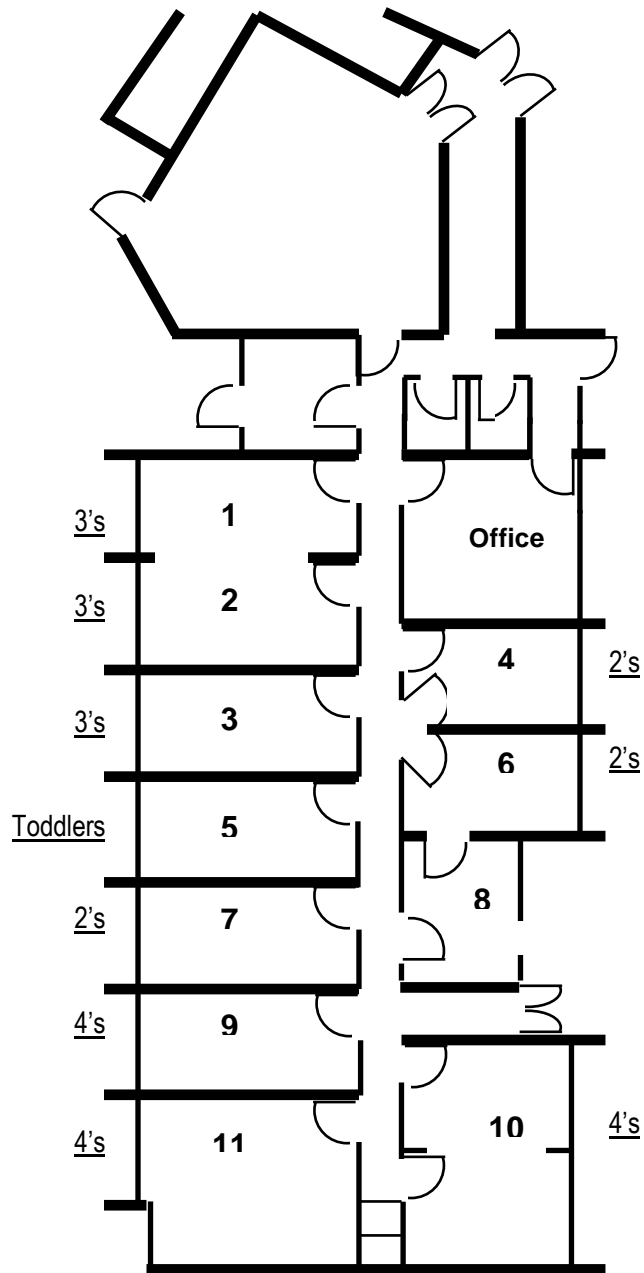
Most recent inspection reports are always posted in the office of the Preschool. A copy of the *Minimum Standards for Licensed Child Care Centers* can be found in the Preschool office or at the TDFPS website: www.dfps.state.tx.us.

Parents may contact the Child Care Licensing Office at 512-834-3426. Parents may also contact the Texas Department of Family and Protective Services Child Abuse Hotline at 1-800-252-5400 or their website at www.dfps.state.tx.us.

GANG-FREE ZONE

Under the Texas Penal Code, any area within 100 feet of a childcare center is considered a gang-free zone. Please inform the Preschool Director if you know of gang-related activity near the Preschool.

The Lakeway Church Christian Preschool Building Layout



Lakeway Church Christian Preschool

2203 LAKEWAY BLVD.
LAKEWAY, TEXAS 78734

PRESCHOOL OFFICE: 512-261-6632
lakewaychurch.org/preschool

Maegan Pratt, Director of Preschool Ministries
maegan@lakewaychurch.net

Kelly Leonard, Assistant Director of Preschool Ministries
kelly@lakewaychurch.net

Rachel Sawyer, Accountant
rachel@lakewaychurch.net

The Lakeway Church

2203 LAKEWAY BLVD.
LAKEWAY, TEXAS 78734

CHURCH OFFICE: 512-261-6331
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Larry Coulter, Senior Pastor

Luke Gordon, Discipleship & Young Families Pastor
luke@lakewaychurch.net

Melissa Alexander, Director of Children's Ministries
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Danny Hartmann, Director of Youth Ministries
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Jill Osborne, Director of Administration
jill@lakewaychurch.net