Parent Handbook
2026-2027

Lakeway Church
Christian Preschool
est. 1989

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LAKEWAY, TEXAS 78734

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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.

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 Health and Human Services Commission. It is administered by the Director of Preschool Ministries and governed by the TLC Elder Council and Preschool Advisory Committee (PAC).

CHILDREN SERVED

LCCP is open to children ages 2 years through Pre-K (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. LCCP & TLC offer the Green Room and the TLC Nursey for nursing moms if needed.

Interested parents will be encouraged to do tours by appointment only. LCCP is open for visitations during operating hours; however we do reserve the right to request an appointment for non-enrolled families to tour our preschool.

TIME OF OPERATION

The Preschool will operate on the same schedule, 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. In the event LTISD shuts down LCCP will continue to run and follow the protocol and regulations from our state licensing and governor. The 2026-2027 Preschool year runs from August 24, 20256 to May 20, 2027. The 2027 Summer Fun camp will be for 8 weeks starting end of May and running to the second to last week of July. 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 10:00 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. Notification will also be sent via announcement through the PLAYGROUND app. 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. If LTISD Bad Weather make-up day falls on Good Friday, LCCP will not make up that day.

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 will check their child in/out through our Playground app. 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 by posting absence in the PLAYGROUND app, email or calling at 512-261-6632.

If your child had excessive absences or late arrival (10 or more within a semester) it will prompt a conversation with the preschool director and evaluation of enrollment. Our goal is to partner with our families to ensure your child is given an opportunity to thrive in our care.

For safety reasons, the only public entry into the school is through the front door by the office.

Parent Drop-Off and Pick-Up - 2026-2027

- DROP OFF: Parents will drop off children in the classrooms.
- PICK UP: Parents will come inside the preschool and pick up their children in their classroom.
    - We have designated 2 parking spots for those who need assistance with drop off or pick up
- If you arrive after 9:10am you will drop your child off at chapel.

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 hours. Accordingly, LCCP assumes no responsibility for the actions or well-being of either the staff member or of the child during such non-Preschool hours. PLEASE NOTE: *Texting teachers 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 2 years 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, 2026:
    - 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 Health and Human Services Commission 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 listed at the end of the handbook occur.

- 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

LCCP encourages each child enrolled to meet applicable immunization requirements stated on in the link below. **Immunization records must have a doctor signature or office stamp to be consider an official record accepted by the Austin Health Department.** Students may not be allowed to attend class without proper immunization records or affidavit along with a medical form or statement from their doctor stating they have had their yearly well exam and can attend school. LCCP does not require employees to obtain vaccine preventable immunizations.

Current Texas immunization requirements can be found at:
https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx
Affidavit Request
https://co-request.dshs.texas.gov/

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 current 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 in 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 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. Epinephrine injectors will be kept with the child's teacher.

ALLERGY ACTION PLAN: All children with an allergy noted on their registration form will be required to fill out an allergy action plan that will be kept in their file as well as in their classroom.

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.

LCCP staff members do not administer insect repellant or sunscreen to the children. If a parent wants their child to have insect repellant or sunscreen, it will need to be applied before school begins.

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 "Families Needing Assistance" 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 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. If you do not have a sick child, please **DO NOT PARK** in the two **"Families Needing Assistance"** spaces closest to the office **OR** the spaces marked **"Memorial Garden"**.

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. Children will not be released to other persons unless written permission is given by the parent.

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 or added to the Approved Pick Up list on the PLAYGROUND app.

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 as well. 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 less than 40 degrees or over 98 degrees. LCCP administration will evaluate the circumstances with local weather stations and adjust outside times accordingly and then provide alternative movement/play activities in the Fellowship Hall/Big Room. Please be sure that your child is dressed appropriately for this, including mittens, coats, sweaters, and a hat on cold days.

SNACKS/LUNCH

Each day parents will provide a morning snack, afternoon snack (if attending after school classes) and water bottle 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.

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. Parents will need to provide cups and eating utensils. Cold water will always be available.

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: CUT fruits/hotdogs 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 9:15 am as a group for a simple worship service. Children will learn bible stories, songs, verses and prayers. 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 due to allergies and scheduling. Birthdays are celebrated in the classroom during a specific time provided 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. Children will wear name tags with LCCP information.

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 24 hours prior to the visit.** Proper handwashing will be required after interactions with animals. No animals are to be brough into the preschool without permission from the administration.

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 or sign up genius 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

LCCP Monthly Tuition (9:00am-1:00pm)

Days per Week	Monthly Tuition	Annual Activity Fee
T/Th	$350	$300
MWF	$420	$300
M-F	$770	$300

Deposit	$350 (See Tuition Deposit section)
Annual Enrollment Fee	$275 yearly **(non-refundable)** $250 for second child **(non-refundable)**
Annual Activity Fee	$300 **(non-refundable)** - ***Due September 1st***
Pre- K Class Fee	$40 **(non-refundable)** - ***Due September 1st***
Late Pick-Up Fee (per family)	$10 from 1:00-1:10pm* Additional $1 per minute after 1:10pm*

Waiting List Fee	$25 **(non-refundable)**
Monthly After School Enrichment (1:00-2:30pm)	$70/month/day for 2's-Pre-K Classes
Drop-In After School Enrichment (1:00-2:30pm)	$30 per day for 3's-Pre-K Classes* $35 per day for 2's Classes*

LCCP is a nine month school in which tuition is divided among those nine months appropriately. Payment schedule is September through May.

Tuition is due on the 5th 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. Full payment is due by ACH through PLAYGROUND each month, regardless of the number of days expected to be in attendance.

As of September 1st, 2024, LCCP will no longer accept manual tuition payment through ACH. All families must be set up on auto draft. Tuition statements will be sent out on the 1st of the month and tuition will be drafted on the 5th of each month.

After 2 consecutive returned payments within a school year, there will be a conversation with the Director of the Preschool which may result in a change in payment method.

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.

AFTER SCHOOL

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. **Drop-in request are to be made by 12:45pm of the day you are requesting.**

Drop-in fees will be added on the day of service and processed with each months tuition on the 5th of the upcoming month.

We cannot refund tuition for days your child is absent. 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. **LCCP requires a 30 day written notice from anyone needing to withdraw their child from the program, unless prior arrangements have been made with the Preschool Director.**

TUITION DEPOSIT

A $350 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) 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 August 15th, the deposit must be brought up to the full $350 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. 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

LCCP will also use the PLAYGROUND app to communicate with families through announcements and chat. In the event of an operational policy change, parents will be notified via email and the PLAYGROUND app. 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. 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 & GUIDANCE

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;
- Grabbing or pulling 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
- Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out
- 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 responsibility 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 Administrator, TLC Elders and PAC.

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 Texas Health and Human Services Commission website: www.hhs.texas.gov

Parents may contact the Child Care Licensing Office at 512-834-3426. Parents may also contact the Texas Health and Human Services Commission Child Abuse Hotline at 1-800-252-5400 or their website at www.hhs.texas.gov

Parent/ Family Rights~ Senate Bill 1098

In compliance with Section 42.042711 a parent or guardian of a child at a childcare facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the childcare facility;
- Review the childcare facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the childcare facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that: (LCCP utilizes exterior cameras for security purpose)
    - Video recordings of the alleged incident are available;
    - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
    - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Information regarding Childcare Minimum Standards, the most recent childcare licensing inspection report, and record of inspections by all other offices may be obtained in the LCCP office.

GANG-FREE ZONE

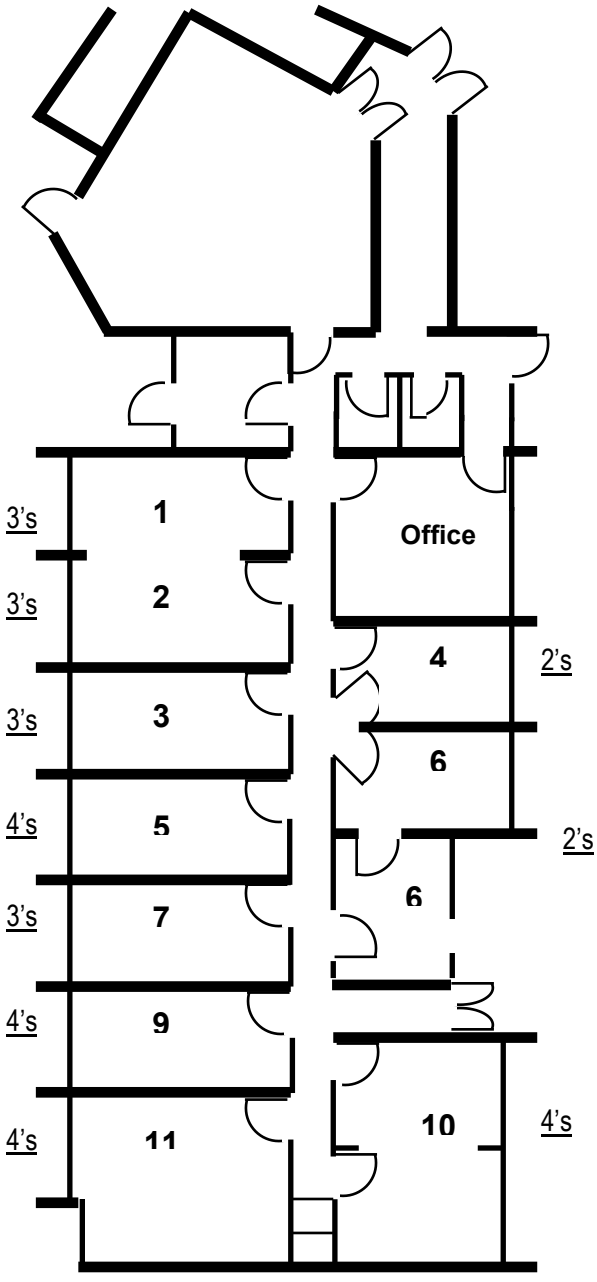
Under the Texas Penal Code, any area within 100 feet of a childcare center is considered a gang-free zone. Please inform the Preschool Director if you know of gang-related activity near the Preschool.

Lakeway Church Christian Preschool
Guidelines for Excluding Children & Staff with Illness

Symptom/Diagnosis	When Child will be sent home/excluded	When Child may return
Child/Staff Has any COVID Symptoms Fever 100.4 Dry Cough Shortness of Breath	Immediately	When child has been symptom free, without fever reducing medication for 24 hours or once their doctor has cleared them to return.
Chicken Pox	When lesions are noticed or present	When all lesions are dried and crusted. Typically takes 6+ days
Cold Symptoms Runny Nose Stuff Nose Sneezing Watery eyes Cough (see above)	If accompanied by Fever (see fever criteria)	When exclusion criteria is resolved or with a doctor's note stating the child is not contagious
Diarrhea	After **2 occurrences within a 4 hour period**	When diarrhea subsides for 24 hours
Diaper Rash	If sores are oozing and leak body fluid outside the diaper	When exclusion criteria is resolved
Hand, Foot & Mouth Syndrome	When lesions are noticed or present	When exclusion criteria is resolved or with a doctor's note stating the child is not contagious
Head Lice	When nits/eggs are noticed or present	When exclusion criteria is resolved
Irritability	If irritability cannot be redirected and/or prevents child from being able to participate	When child is able to be redirected
Itching	If itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm	When exclusion criteria is resolved or with a doctor's note stating the child is not contagious
Lethargy	If lethargy prevents participation	When exclusion criteria is resolved
Mouth Sores	When sores cause drooling	When exclusion criteria is resolved or with a doctor's note stating the child is not contagious
Pink Eye (Conjunctivitis)	• When discharge is noticed • Pinkish/red swollen or irritated eyes (allergies)	When exclusion criteria is resolved or with a doctor's note stating the child is not contagious
Rash	When unidentified rash is noticed and is accompanied by: • Behavior change • Fever • Has oozing/open wound • Child is unable to participate	When exclusion criteria is resolved or with a doctor's note stating the child is not contagious
Strep Throat	If child has a positive strep culture	After at least 24 hours of antibiotic medicine
Vomiting	After 1 occurrence within school day	When vomiting subsides for 24 hours

*** The Lakeway Church Christian Preschool Administrative staff reserves the right to exclude/include children/staff as they see deemed necessary.

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

The Lakeway Church

2203 LAKEWAY BLVD.
LAKEWAY, TEXAS 78734

CHURCH OFFICE: 512-261-6331
FAX: (512) 261-7099
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Scott Rodgers, Lead Pastor

Danny Hartmann, Executive Pastor
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Brent Graham, Senior Adult & Care Ministry Pastor
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Jason Pierce, Discipleship & Missons Pastor
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Christi Crone, Kid's Ministries Director
christi@lakewaychurch.net

Seth English, Student Pastor
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Kelsey Johnson, Church Operations Director
kelsey@lakewaychurch.net

Kristine Doggett, Accounting Director
kristine@lakewaychurch.net



Expectation Guide and Partnering Tools

2026-2027

P **Practice Confidence:** Every child is entering a new environment at LCCP, whether that is new to the school or a new classroom. You can build your child's confidence by giving them tasks around the house and interacting with other children and adults using their language skills. Focus on your child's strengths and do not be afraid to let your child make a mistake. Confidence is built when children accomplish tasks more and more on their own.

A **Attention Span:** As part of the daily schedule children are expected to participate in circle time and other group activities. Circle time and group activities involve sitting for 5-20 minutes depending on their age and working together to complete the tasks at hand. Working with your child to expand their attention span with simple daily routines will help them be most successful during these learning times.

R **Responsibility:** Children will rise to the task at hand when they are given the opportunity to develop/practice responsibility. Our expectation at LCCP is for children to be responsible for their actions/choices and continue to grow in their development of responsibility every year. To help your child's growth in responsibility, give them opportunities to show and develop responsibility which will help increase their successfulness at school.

T **Think Before You Act:** Self-Control is an important foundational building block for success. Self-control helps children regroup and make a positive choice during uncomfortable situations. When children are unable to regulate their actions, appropriate consequences are important in helping them understand their actions and what they can learn from the situation.

N **Nurture Independence:** Children strive for independence at a very young age. At LCCP we encourage independence with daily activities such as carrying their backpack, putting away their snack and drink, cleaning up their centers and many more. Independence can also be practiced at home in various ways and situations. When giving children choices to strengthen their independence those choices need to be something you as a parent are will to accept as well. Also give children a since that you have faith in their choices but are also their if they need guidance.

E **Effective Boundaries:** Children thrive and feel secure in knowing they have boundaries in place on a daily basis. Boundaries include knowing there is a time and place for certain activities and helping children with the ability to redirect themselves when it may not be what they want at the time.

R **Respect:** When entering our school the expectation for respect falls in many different areas. Respect for all adults, respect for peers and respect for school/church property. When all the above aspects are put into place, children begin to grow a sense of respect for themselves and others. A great way to help your children learn respect is to model respectful behavior.

All of these expectations are interconnected and work within each other. One is not more important than the other, all these give children the social, emotional and cognitive foundation to make them successful adults. We want to partner with you to parent your children for the future and not the here and now.

We are thankful to have small ratios in our classrooms at LCCP but we have to make sure we are meeting the needs of each child and not just one. These are ways we work with your child at school and ways you can continue to work with your child at home to continue to further their success.

Working on these basic skills helps the other skills fall into place and come much easier to children in the long run. We are and will continue to work with your children on these tasks while at LCCP, as well as new tasks and skills each and every day. We are asking our families to partner with us and work on some of these basic practices at home as we will be working on them at school. Remember that children are resilient and will rise to any expectation with practice:

- Carrying backpack, lunch and water bottle
- Being independent during mealtime
- Opening packages and boxes
- Using Utensils
- Sitting for mealtime without electronics
- After meals throwing trash away and putting away personal items in their cubbies
- Sitting and listening during story time/bedtime story time
- Getting dressed independently
- Putting on shoes
- Putting on Jacket
- Practice eye contact
- Speak when spoken to
- Safe space to self-regulate when upset
- Using language for feelings rather them actions
- Allow children to be independent, refrain from completing task for them.
- First time listener
- Understanding structure, routine & schedules
- Cleaning up after activities

"Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up." Galatians 6:9

Maegan Pratt
Director of Preschool Ministries
The Lakeway Church Christian Preschool

Kelly Leonard
Assistant Director of Preschool Ministries
The Lakeway Church Christian Preschool