

Legacy Learning Center

An Unlicensed Registered Ministry with the State of Indiana



Parent Preschool Policy Handbook 2018/2019

Antioch Christian Church
3007 E US Hwy. 50
Washington, IN 47501
812-254-2651 Preschool
812-254-8179 Director

Legacy Learning Center Preschool strives to provide your child with several opportunities to:

- Experience the love of God through daily activities.
- Acquire a sense of his/her identity and personal worth.
- Develop self-control and responsibility for themselves and others.
- Become a participating member of a group.
- Learn behavior appropriate to different expectations and circumstances.
- Acquire and apply new knowledge and skills appropriate to his or her age.
- Become familiar with his or her immediate environment and the larger world.
- Integrate his or her experiences within and outside the home.

Legacy Learning Center Preschool exists to provide a safe and loving place where our staff works together to nurture the whole child, uniquely designed by God.

Classes Offered

3-4 AM Class	Tues/Thurs	8:30-11:30	\$60 per month
3-4 PM Class	Tues/Thurs	12:30-3:30	\$60 per month
4-5 AM Class	Mon/Wed/Fri	8:30-11:30	\$95 per month
4-5 PM Class	Mon/Wed/Fri	12:30-3:30	\$95 per month

***The following forms are provided in your child's packet and MUST be completed and turned in at the end of the Meet the Teacher Night:**

- Parent's Notice
- Consent of Emergency Care
- Shot Records
- Field Trip Permission Slip
- Enrollment Form
- Discipline Statement
- Policy Agreement
- Medication Release (*if necessary*)
- Consent to Release

All forms listed above are required by state.

**** All information must be completed including their current shot records before they can attend preschool. (*If you have chosen to have your child on a delayed vaccine schedule we will need to have our form signed by his/her physician.)***

LLC Preschool
2018-2019 School Calendar

August 21-22:	Parent Meetings
September 4:	3-4 Classes Begin
September 5:	4-5 Classes Begin
October 8-12:	Fall Break - No School
November 21-23:	Thanksgiving Break - No School
December 24 - January 4:	Christmas Break - No School
January 7:	School Resumes
March 25-29	Spring Break - No School
May 15:	4-5 Last Class Day*
May 16:	3-4 Last Class Day*
May 17:	Graduation Ceremonies* <i>(Ceremony begins at 6:30/refreshments to follow)</i>

****School Year may be extended if a week of classes are missed due to weather.***

LLC Preschool
Special Events Calendar

Nov. 19:	Plymouth Pilgrim Dinner	Both 4-5 Classes	@ 8:30AM
Dec. 20:	Christmas Brunch	Both 3-4 Classes	@ 8:30 AM
Feb. 9:	Donuts with Dad	All 3-4 & 4-5 Classes	@ 9:30 AM
Mar. 19:	Mommy & Me Tea	All 3-4 & 4-5 Classes	@ 6:30 PM

****Please Note:***

Be sure to check which class will be participating in each event. We will be sending home more information about each event as the dates approach. Field Trips will be scheduled throughout the school year. You will be notified prior to each field trip with details. Please plan on AM & PM Classes attending their field trips together, beginning @ 8:30 AM

Fees and Payments

In order for the school to meet its financial obligations, tuition must be paid in a timely manner. All tuition is due the first Monday (or first class day) of each month.

If tuition is not received by the **Wednesday following the first Monday** of each month, a late fee of \$5.00 will be due with the current month's tuition. For your child to continue in classroom participation, this late fee and the monthly tuition must be paid in full by the first class day of the following week.

Each year during pre-enrollment you are required to provide us with a nonrefundable yearly deposit consisting of 1 month's tuition & a supply fee. The tuition deposit will be applied to your child's last month of tuition.

All field trip fees will be charged to your child's account unless otherwise noted.

Payment Envelopes

Please use the payment envelopes and locked payment box located at the entrance of your child's classroom. Do not send money in with your child to give to the teacher. Please fill out the payment envelope with your child's & parent/guardian's name. Please indicate what you are paying for. (*i.e. tuition, field trip, late charges, late pick up fees, etc.*)

School Closings

Weather: In the event of inclement weather, Legacy Learning Center will follow **Barr-Reeve Community Schools** procedure. We will contact you via our phone tree. If Barr-Reeve Community Schools closes, LLC closes. If Barr-Reeve Community Schools is operating on a **1 or 2 hour delay, LLC will operate on a 1 hour delay for the morning class only and begin school at 9:30am.**

**Please Note: Any Delays will NOT affect PM classes. They will run on normal schedule.*

For outside playtime, all classes will go outside if the temperature is 40 degrees or above. On those days when we cannot go out due to weather, we will play in the DistinXion Gym located in the ACC facility.

Phone Tree

You will get notifications via cell phone text message. We will notify you of delays, closings, field trips, & fun themes for the month/day. This is an excellent way to communicate with parents & remind them of fun activities that we have planned. We know that life can be very busy and we want all of our students/families to stay active & involved. ***Please do not use this phone tree system to contact the teacher unless specifically asked to by the teacher. If you need to contact the preschool or teacher, please do so by calling 812-254-2651 and following the prompts for the preschool line.

Drop Off/Pick Up

When dropping of your child please note that the doors will be open at 8:25 AM/ 12:25 PM. Children should be brought into the preschool through the covered entrance door on the northeast side of the building and proceed into the classroom. **Students should always be accompanied inside the building by an adult at drop off and pick up.** Any arrivals after 9am must be prearranged & preapproved by the lead teacher. This limits classroom disruption and the overall experience for all of the students in the classroom. If this has not been prearranged your child **cannot** attend school that day.

For the protection of your child, we require each student to be signed in and out daily. Your child will not be allowed to leave LLC with anyone that is not listed on his or her enrollment form/emergency information list unless a prior phone call from the parent has been made to the Center. Anyone unfamiliar to the teachers must present a picture ID. No child will be allowed to leave with an unauthorized person. Also, it is very helpful to LLC and its teachers if you notify us that your child will be out for the day or is running late.

We understand that on occasion there may be times when you arrive late to pick up your child. If you are going to be late, we would appreciate a phone call so that we can reassure your child that you will be there shortly. After 11:35 AM/ 3:35 PM a charge of \$1.00 will be applied for every minute you are late. If you are late picking up your child you will receive a late pick up notice with applicable fees assessed on the next class day. We ask that you please add your late fee to the next month's tuition. Refusal to pay fees and regular lateness will result in the dismissal of the student from LLC.

If you need to speak with a staff member following class, please wait until the other students have been dismissed.

Behavior Redirection

A gentle but firm reminder of inappropriate behavior is all that is usually needed. At LLC we will try to create an environment for a child that is self-correcting. We use a ***“Step Discipline Policy.”***

- Step 1: Try to have children work out the problem. Redirect and explain the problem to the child.

- Step 2: Redirect/ Warning

- Step 3: Thinking Time – Time to reflect on your actions & how you can change them.

- Step 4: Your child’s teacher will talk to the parent after school or send home a written form of communication to the parent or guardian and a conference may be set up at that time.

Our goal is to help each child develop a strong sense of self discipline, self-esteem, and to work out one’s own problems. Each child and each situation are different. Therefore, one step might work better for one child than another.

Health and Safety

If you state that your child was ill prior to being dropped off, they will be sent home upon the first symptom of illness. Your child will not be allowed back until they are symptom free without medication for 24-48 hours depending on state recommended time frame. Any other childhood illnesses or diseases will be dealt with on a case by case basis at discretion of the Lead Teacher in his/her classroom.

If your child is sick enough to require prescription medicine or suspected of being sick (*ex. Conjunctivitis, rash, strep throat, bronchitis, pneumonia, etc.*) LLC requires you to keep your child home until he/she has been on medicine for 24-48 hours and the child is no longer contagious.

If you request that LLC staff administer medications (*prescription or nonprescription*) to your child while at childcare, you must complete the medication release form beforehand. As of August 1, 2008, all children are required to submit a medication order form, signed by your pediatrician, listing all over the counter medications including diaper ointment, gas drops, pain reliever, sunscreen, lip balm, etc. your child will need while in our care. All medications must be in the original container (*with pharmacy label if prescription*) and clearly labeled with the child's full name, directions for the proper dosage, and time to be administered.

The symptoms of illness include the following:

- *Fever of 100 or higher
- *Excessive coughing
- *Runny nose
- *Skin rash
- *Diarrhea
- *Vomiting
- *Any parasitic infestation (i.e. lice or scabies)
- *Discharge in or around the eye
- *Chicken pox
- *Any other communicable disease

****Please Note if your child becomes sick while they are at childcare, the Lead Teacher will make the decision if he/she is too sick to remain for the day. Once the decision is made that your child needs to leave, you will be notified and asked to pick up your child within 30 minutes of the phone call. Your child will then be separated at this time from the others to limit exposure. If you do not pick your child up within that 30 minute time frame, you will be charged the equivalent of the caregiver's hourly rate until you arrive. The amount charged will be added to your tuition and will be required to be paid promptly by the beginning of the following week. Refusal to pay fees will result in the dismissal of the child from LLC.***

All children entering LLC must be up to date on all immunizations, unless there is a medical reason (documentation required).

If lice occurs, LLC follows this policy:

1. Director will examine any child suspected of carrying head lice
2. Report presence of nits or lice to parent and arrange pick up of child to begin treatment.
3. Following treatment and upon returning to preschool, the child should be accompanied by the parent and must be checked by the Director. If, in the Director's opinion no treatment or unsatisfactory treatment has occurred, the child will be sent home with the parent. Evidence of lice or live nits would be the reasons to determine that a child should be sent home. If there is no evidence of remaining nits, (Director's discretion) the child will be allowed to return to preschool.
4. Other parents will be notified and informed of remedial measures when evidence of head lice is present, but not told who has the lice.
5. If a child is sent home with live lice five (5) times a calendar year due to lice infestation the child will be terminated from LLC. After the child is terminated, the Director will make a referral to the Daviess County Office of Family and Children and the Daviess County Health Department will be notified.

****Note If any child shows evidence of abuse or abuse is suspected, we will notify the Department of Human Services.***

Other

Snacks: Your child will be provided a drink and snack every day.

Field Trips: Car seats or booster seats are required or the child **will not** be allowed to participate. Also, please make sure that your child's car seat/booster seat has his or her name on it and that you properly install the seat in the provided transportation on Field Trip days.

Holidays: Four parties are celebrated during the school year, including Fall, Christmas, Valentine's Day and Easter.

Birthdays: We will celebrate your child's birthday on the class date closest to his or her birth. If your child has a summer birthday, we'll celebrate it throughout the year as a special party day. Parents are encouraged to donate special birthday snacks.

Clothing/Footwear: Children will experience water activities, outside play, occasional bathroom accidents, etc. so an extra set of clothing will be kept at the preschool at all times. All clothes should be marked with the child's name. Please remember that the children will be taken outdoors daily (weather permitting) and should be dressed accordingly. Closed toe/heel shoes are required for outside play. Avoid sending your child to Preschool in sandals, crocs, or dressy shoes. We may not stay outside for an extended period of time, but we will go out for some fresh air.

Show and Share: On these occasions, we encourage students to bring in toys or items to share with the class. Except for these designated days, we would appreciate if students would leave personal toys and other items at home. It is very easy for the toys to be forgotten or mixed up with school toys and it sometimes can cause problems with other students.

We have an open-door policy which means you can stop by or call at anytime.

Non-Discriminatory Policy: LLC Preschool admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

About Antioch Christian Church:

Christian education is more than a week day program, but occurs daily in your child's life through your own example. To strengthen your growth and witness and to further develop your child's growth opportunities, we encourage you and your family to worship together each and every Sunday. If you have no current church home, we invite you to join us for worship. Services begin at 9:00am and 10:45am each Sunday morning. Full children's ministry programs are available both services for children from birth to 5th grade. It is our purpose and goal to unconditionally accept all people and guide each person into an active relationship with Jesus Christ.

If you have questions about Christian doctrine and church life, our church staff and Elders would be happy to talk with you. Please call the church office at 254-2651 with any questions.