

2025-2026



PRESCHOOL

HANDBOOK

TABLE OF CONTENTS

Welcome	4
Foundational Philosophy of Education	5
Kingdom Education Principles	5
School Verse	6
Mission Statement	6
Core Values	6
Statement of Faith	8
Statement of Non-Discrimination	10
Administrative Staff	11
Admissions & Enrollment Policies	11
Admissions	
Enrollment	
Withdrawal	
Family Contract	
Matthew 18 Principle	
Financial Policies	14
Registration Fees	
Late Pick-Up Fee	
Tuition & Payments	
Past Due Payment Policy	
Tuition Refunds	
Multi-child Discount	
General Information	15
Accidents and Injuries	
Child Custody	
Child Maltreatment	
Emergency Closings & Inclement Weather	
Emergency Drills	
Supervision of Students	
Visitors & Volunteers	
Medical Information	17
Allergies	
Health and Immunization Records	
Health Screenings	
Head lice	
Illness	
Medication	
Parent Involvement	18
Parent Teacher Fellowship (PTF)	
School Board Meetings	
Preschool Information	19
Class Size	
Program Options	
Arkansas Cut-Off Guidelines	
Arrival/Dismissal Procedures	
Behavior Guidelines	
Birthday Parties	

Celebrations & Programs
Change of Clothes
Department of Human Services (DHS)
Dress Code
Expulsion
Lunch
Promotion
Rest Period
School Supplies
Toys

Keep It Simple

*"But I am afraid that, as the serpent deceived Eve by his craftiness, your minds will be led astray from the **simplicity and purity of devotion to Christ.**"*

2 Corinthians 11:3

Life Way Families-

We would all love for this upcoming year to be an easy and smooth one. However, we are never sure what the road ahead looks like when it comes to the details, but we can have confidence that as we trust the Lord, He will work everything out according to His will and our good. Whether we have a simple year or not, there are simple principles that God lays out for us that can assure us a fruitful and successful year.

First, we must get rid of all the distractions that get in our way of following after Christ and passing truth on to our kids. Whether it be technology, busy schedules, work, ministry or other things, we must examine our hearts and make sure that God is on the throne and guiding us in everything we do.

Second, we must return to the Word of God, and hunger and thirst to grow in Him and know Him more. We must realize that even though schooling looks different currently than it did in the past, God's word never changes and must be at the heart over everything we do.

Finally, we must be a people of prayer. In Ephesians 3, Paul prays that the believers would be filled with the Spirit of God and with love as they asked for God to do *"far more abundantly beyond all that we ask or think."* Oswald Chambers says in his book *If You Will Ask*, that a *"Man's reach should exceed his grasp."* We ought to be a staff this year that asks God to do a greater work in and through us, then ever before.

It is only when we return to God in these ways that we will see Him do a work in our lives and the lives of our students. Please know that we love you, pray for you, and are here to serve with you as God equips and guides us.

Serving Him,

Life Way Administrative Team

FOUNDATIONAL PHILOSOPHY OF EDUCATION

Life Way Christian School (LWCS) is a ministry of First Baptist Church, Centerton. As such, it adheres to the doctrinal statement of FBC, Centerton. (See “The Baptist Faith and Message”, 2000 edition.) All faculty, staff and administrative personnel must be born again Christians who are actively involved in a local, Bible believing, evangelical church. Because of their responsibility to consistently model godly character and life style before our students, all staff members are expected to give evidence of a growing relationship with Jesus Christ.

LWCS recognizes that the primary responsibility for educating children rests with parents (Deuteronomy 6:4-9; Psalm 78:1-8; Proverbs 22:6; Ephesians 6:4); therefore, LWCS is committed to entering into a partnership with the church and the Christian family to support parents as they develop a God-centered worldview in their children.

LWCS is committed to providing excellence in academics, based on the understanding that God is the author of all truth (John 8:31-32; John 14:6); therefore, every aspect of what is done at LWCS, academics, athletics, fine arts, etc., is based on the truth of God’s Word and is biblically integrated.

LWCS adheres to the Kingdom philosophy of education that emphasizes for each child the salvation, discipleship, and preparation for serving God. We are committed to developing young men and women who understand and live lives that are based on a biblical worldview, who think and act like Christ, and who are spiritually, mentally, socially and physically prepared to serve the Lord in whatever capacity to which He calls them.

KINGDOM EDUCATION PRINCIPLES

LWCS holds to the Kingdom Education philosophy put forth in the most recent edition of the book *Kingdom Education* by Dr. Glen Schultz. The following principles are the basic components of this philosophy:

1. The education of children and youth is the primary responsibility of parents.
2. The education of children and youth is a 24 hours-a-day, 7 days-per-week process that continues from birth until maturity.
3. The education of children and youth must have as its primary goal the salvation of and discipleship of the next generation.
4. The education of children and youth must be based on God’s Word as absolute truth.
5. The education of children and youth must hold Christ as preeminent in all of life.
6. The education of children and youth must not hinder the spiritual and moral development of the next generation.
7. The education of children and youth, if and when delegated to others by parents, must be done so with the utmost care to ensure that all teachers follow these principles.
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of a person’s teachers.
9. The education of children and youth must lead to true wisdom and understanding by connecting all knowledge to a biblical worldview framework.
10. The education of children and youth must have a view of the future that includes the eternal perspective.
11. The education of children and youth must have as its primary focus the increase in the knowledge of God.
12. The education of children and youth results in performing work in fulfillments of God’s will for their lives.
13. The education of children and youth must be characterized by the pursuit of biblical excellence based on godly character resulting in competent performance for God’s glory.

14. The education of children and youth must equip them to fulfill God's highest purpose for man to glorify Him and enjoy Him in life and eternity.

SCHOOL VERSE

Colossians 1:17-18 says, "He is before all things, and in Him all things hold together. He is also the head of the body, the church; and He is the beginning, the firstborn from the dead, **so that He Himself will come to have first place in everything.**"

MISSION STATEMENT

As a ministry of First Baptist Church Centerton, Life Way Christian School will:

Enter into a partnership with Christian families in order to

Equip young people with a biblical worldview so they can

Engage the culture in a way that will

Exalt the name of Christ

LIFE WAY CORE VALUES

Core Value #1: THE BIBLE

"Sanctify them by the truth; your word is truth." John 17:17

"All Scripture is given by the inspiration of God and is profitable for doctrine, for reproof, for correction, for instruction in righteousness." 2 Timothy 3:16

- LWCS will be obedient to God's Word and the Bible will be the foundation for every aspect of the school.
- LWCS will develop and plan for the spiritual development of its board members, staff, students, and parents.
- LWCS activities and events will be scripturally directed with the goal of obedience and complete commitment to God's Word.
- The LWCS board, administration, and faculty are committed to the constant examination of God's Word and desire to develop in each student a biblical worldview of life.
- LWCS will continue to develop a curriculum that is Bible-based and will train students to be set-apart for Christ and defend the faith.

Core Value #2: Christ-Centered Education

"So that in all things He may have the preeminence." Colossians 1:18

"We demolish arguments and every pretense that sets itself up against the knowledge of God and take captive every thought to make it obedient to Christ." 2 Corinthians 10:5

- LWCS will develop and maintain an educational program that is based on the truth of God's Word and exalts Christ as preeminent in all things.
- LWCS will employ and develop a faculty and staff who love the Lord and are committed to a Christ-centered education.
- LWCS will develop and maintain an academic program that is centered on the Word of God and has as its goal the building up of students in Christ and seeing them mature and ready to defend the faith.
- LWCS is committed to teaching and leading students into a biblical worldview of life.
- LWCS will develop and maintain extracurricular activities that allow students to use their God-given gifts for His glory.

Core Value #3: Christian Families

"You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down and when you rise up." Deuteronomy 6:7

"Tell the generation to come the praises of the Lord...That they may arise and declare them to their children."
Psalm 78:4-6

- LWCS will honor parents and support them in their God-given role of educating their children.
- LWCS will help train and build up parents so that they are able to fulfill the call of biblical parenting.
- LWCS will partner with Christian families who are likeminded and desire to have their children disciplined to be more like Christ.
- LWCS will keep parents up-to-date with information about all activities and events that involve their children.
- LWCS will continue to develop and maintain programs that enable us to reach students with various learning styles and abilities.

Core Value #4: The Church

"So continue daily with one accord...praising God and having favor with all the people. And the Lord was adding to their number day by day those who were being saved." Acts 2:42-47

'And let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves...but exhorting one another and so much more as you see the Day approaching.'

Hebrews 10:24-25

- LWCS will always recognize that it is a ministry of First Baptist Church Centerton.
- LWCS board, administration, and faculty must be active members of a like-minded, Bible-believing church.
- LWCS will partner with FBCC and has as its goal the building up of the body of Christ and leading all students to Jesus Christ.
- LWCS will represent FBCC in a Christ-like manner and seeks to be a good steward of all that God has blessed us with.
- LWCS requires parents to be believers and requires them to be active in a local, Bible-believing church.

Core Value #5: Discipleship

"Abide in Me and I in you. As a tree cannot bear fruit in itself, unless it abides in the vine, neither can you, unless you abide in Me." John 15?

"Go therefore and make disciples of all nations, baptizing them in the name of the Father, Son, and Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, even to the end of the age." Matthew 28:19-20

- LWCS faculty and staff will pray for students and guide them in truth.
- LWCS faculty and staff will mentor and build intentional relationships with students in efforts to lead them to Christ and build them up in Him.
- LWCS will provide classes that will teach leadership skills.
- LWCS will provide opportunities for students to bear fruit for Christ.
- LWCS will prepare students to be disciples for Jesus Christ in the world.

Core Value #6: Eternal Perspective

"If then you were raised with Christ, seek those things which are above...set your mind on things above."
Colossians 3:1-2

"For the things which are seen are temporary, but the things which are not seen are eternal." 2 Corinthians 4:18

- LWCS will challenge each student to come to know Christ and His plan for their life.
- LWCS will teach the imminent return of Christ and turn our focus to live for Him until that day.
- LWCS will develop Christ-like students that are prepared for eternal life, therefore, prepared for life on earth.
- LWCS will encourage each student to abide in Christ and in doing so, bear fruit that will last.
- LWCS will teach each student to understand that God has gifted them and wants them to be a good steward of these gifts.

Core Value #7: Unity

"That you all speak the same thing, and that there be no divisions among you, but that you be perfectly joined together in the same mind and in the same judgment." I Corinthians 1:10

"Fulfill my joy by being like-minded, having the same love, being of one accord and one mind." Philippians 2:2

- LWCS will encourage and maintain a unified spirit between Christian parents and the school.
- LWCS will be unified in purpose and likeminded with FBCC as we share facilities and vision to see students come to know Christ and be built up in Him.
- LWCS board, administration, and faculty will be unified in purpose, speech and actions and will encourage each other daily.
- LWCS students will have a mutual respect for each other and will think of others before themselves.
- LWCS will foster an attitude of humility before God and towards each other, always striving to serve others.

Core Value #8: Outreach

"And whoever desires to be first among you, let him be your slave, just as the Son of Man did not come to be served but to serve many and give his life as a ransom for many." Matthew 20:27-28

"Go therefore and make disciples of all nations, baptizing them in the name of the Father, Son, and Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, even to the end of the age." Matthew 28:19-20

- LWCS will train up student leaders that will continue to live out what they have learned and have been convinced of in Christ.
- LWCS will give faculty and students the opportunities to live out Biblical principles through service and mission trips.
- LWCS will take the message of the gospel to the community and world.
- LWCS will teach students to be others focused.
- LWCS will build students up in Christ for the purpose of seeing them fulfill the great commission and evangelize the lost.

STATEMENT OF FAITH

GOD'S WORD We believe the Bible (Old and New Testaments) to be verbally inspired by God and inerrant in the original writings. God's Word is the only infallible and authoritative rule of faith and practice (II Timothy 3:16-17; II Peter 1:19-21).

GOD We believe that there is only one true, living, sovereign, eternally existent God. He exists in three co-equal persons, Father, Son and Holy Spirit. We believe that the triune God is the creator and sustainer of all

things. He is the source of all truth and is alone worthy of our worship (Genesis 1:1, 26, 31; Deuteronomy 6:4-5; Isaiah 45:5).

JESUS CHRIST We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return to power and glory (John 1:1-3, 14; Matthew 1:18-23; I Corinthians 15:1-8; Philippians 2:5-9; Colossians 1:14-20).

HOLY SPIRIT We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convicter of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a godly life (John 14:15-17; John 16:7-10; I Corinthians 6:19-20; Romans 8:9,11).

SIN We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Jeremiah 17:9; Romans 3:10-23; Romans 6:23).

**BAPTISM
AND
LORD'S
SUPPER** Christian baptism is the immersion of a believer in water in the name of the Father, Son, and Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is a prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

(Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16, 21; 11:23-29; Colossians 2:12.)

SALVATION We believe the salvation of lost and sinful people is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross and His resurrection from death (Ephesians 2:8-10; II Corinthians 5:21; Romans 3:21-28; Titus 3:5-7).

THE CHURCH We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers who regularly join together for worship, fellowship and ministry (I Corinthians 12:12-14, 26-27; Hebrews 10:25; Matthew 3:13-16).

THE FAMILY God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. Accordingly, we reject any attempt to redefine marriage as a union between people of the same sex or as between more than one man and one woman. We believe that the homosexual lifestyle and alternative gender identities are contrary to the Bible.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.(Genesis 1:26-28; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Matthew 19:4-6Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4)

STATEMENT OF NONDISCRIMINATION

LWCS operates in accordance with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. Both of these Acts, as amended, prohibit discrimination on the basis of the applicant's age, race, color, sex, national or ethnic origin, or physical handicap.

LWCS is a private religious-oriented educational institution. We reserve the right to select all employees by specific religious preference, who can contribute to the stated religious objectives of the organization.

This position is taken under the authority granted within the provisions of Public Law 92-261 (Equal Opportunity Act of 1972), Section 702, 703 (e) and Title 41, Chapter 60, Subpart 60-50.

No person shall be denied enrollment, be excluded from participation in, or subject to discrimination in any program or activity on the basis of biological sex, race, color, national origin or ethnic group. As a Christian school, LWCS believes, teaches, and practices a literal interpretation of the Bible. Therefore, on the occasion in which the atmosphere or conduct within a home is counter to or in opposition to the biblical lifestyle endorsed by the school, the school reserves the right, within its sole discretion, to refuse admission or discontinue the enrollment of a student. This includes, but is not limited to, the condoning, or supporting, or living in sexual immorality; homosexual acts or orientation; promoting such practices, or the inability to support the moral principles of the school. We believe that God created mankind in His image; male (man) and female (woman), sexually different but with equal personal dignity. Families, staff, and students must affirm their biological sex. Rejection of one’s biological sex is a rejection of the image of God within each person. (Genesis 1:26, Genesis 2:15-24, Romans 1:25-27, I Corinthians 11:3-16, I Timothy 2:9-15, Genesis 2:24, Leviticus 20:11-14, Romans 1:27, Matthew 19:4-6)

ADMINISTRATIVE STAFF

Head of School	Preschool Director	Preschool Office Assistant	Accounts Receivable
Dr. Allen Williams	Mrs. Tracey Murphy	Mrs. Christina Owenby	Mrs. Amanda Green
awilliams@lwcsar.com	tmurphy@lwcsar.com	cowenby@lwcsar.com	agreen@lwcsar.com

ADMISSIONS & ENROLLMENT

Admissions

LWCS partners with families who wish to enroll their qualified children in a Christ-centered learning environment.

Enrollment in LWCS is not considered final until all required documentation is received and fees and tuition are paid. The following items are required for all students:

1. Completed Family Application
2. Immunization Record
3. Copy of Birth Certificate
4. An interview with the departmental administrator
5. Registration and other fees or tuition paid (registration fee is non-refundable)
6. Complete the online enrollment, agreeing to abide by the school’s policies and procedures

Please note:

- Students will not be permitted to attend LWCS or participate in activities until the above items are submitted.
- Returning students must have completed and updated family applications, updated immunization record, fees and tuition paid

Students are admitted upon recommendation of the departmental administrator and the head of school. The School Board of LWCS shall enter into a contract with the parents or guardian of the student. The contracts will be signed by the parents or guardian of the student, and the Head of School.

The following general policies and procedures will be followed by each division of the school:

1. Admission Policies
 - a. Students entering kindergarten from the LWCS preschool must interview with the elementary principal.
 - b. Students who have been “expelled” from another school will not be considered for enrollment at LWCS.

- c. All students are accepted on a probationary basis for the first nine weeks of the semester in which they are enrolled.
2. Admissions procedures:
 - a. Prior to registration, each family must schedule an admissions conference with a school administrator. See www.lwcsar.com for "Request More Information Form".
 - b. A completed Family Application must be submitted online and the process can be found on our web site at www.lwcsar.com.
 - c. All required forms and documentation must be on file.
 - d. The Family Contract and all other documents must be filled out online in order to finalize admissions.

Enrollment Policy (Current Students)

The FACTS online enrollment process makes it easy to re-enroll students currently attending LWCS. The following details some of the basic information needed for re-enrollment:

1. All required paper work or electronic transfer of information and registration fees must be submitted during the early registration period to assure a spot for the upcoming school year.
2. Families who desire to enroll a sibling of a currently enrolled student should do the following:
 - a. The family must make an appointment with the administrator of the division in which they desire to enroll the sibling to discuss their intent to enroll.
 - b. If the student qualifies for enrollment in LWCS, he/she will be admitted once all required paperwork and fees have been submitted.
3. **Families who are planning to re-enroll their Pre-K4 child in the Kindergarten program of LWCS must schedule an appointment with the Elementary Principal prior to the re-enrollment process.**

Registration fees are non-refundable.

Withdrawal from LWCS

If it becomes necessary to withdraw your child from LWCS, the following must be done:

1. No later than two weeks prior to withdrawal, a written notice defining the reason for withdrawal must be submitted to the Preschool Director.
 - a. If the withdrawal is based on an academic or other student related problem it will be assumed that the family has taken the necessary steps to resolve, with the support of the school, the problem.
2. If the reason for the withdrawal is not approved, it should be noted that policy requires the family to fulfill its contracted tuition agreement with the school.
 - a. Withdrawal fee equal to two weeks' tuition will be assessed for any early withdrawal during the school year.
 - b. Report cards, transcripts, or other school records will not be sent until all financial obligations with the school are met.

Family Contract

LWCS families are required to sign the on-line family contract during registration and enrollment each year. This contract gives specifics about registration and tuition payments, medical release and liability waiver, and withdrawal information; and by signing it, parents are saying they have read and agree with the Parent/Student Handbook.

Family enrollment and tuition information can be found in RenWeb under the accounting tab.

The following are not listed in the actual contract but are commitments and information that LWCS desires for you to understand and agree with:

1. LWCS families understand the importance of the local church in the education of our children and pledge to attend regularly.
2. In cooperation with the “partnership” philosophy of LWCS, families are encouraged to attend meetings and other functions and events of the school.
3. LWCS families will practice and encourage others to practice the Matthew 18 principle. We will bring all of our questions, concerns, and criticisms directly to the individual involved so that they may be properly addressed.

MATTHEW 18 PRINCIPLE

“If your brother sins against you, go and rebuke him in private. If he listens to you, you have won your brother. But if he won’t listen, take one or two more with you, so that by the listening of two or three witnesses every fact may be established.” Matthew 18:15-16 HCSB

It is our prayer and desire that the school and home are unified in its efforts to train up the next generation in Christ and efforts to prepare them to stand out as lights in the world. If there are ever issues of concern that arise, it is important that they be handled in a way that reflects biblical principles. How we, as adults, handle problems or conflict is just as important a teaching tool as an academic curriculum is for our children. Children learn by the example we set. Therefore, special mention is made of the method for dealing with problems or complaints, which will be followed at LWCS.

Please use the following guidelines in handling any problems that may arise during the school year:

- When a problem situation occurs between a parent and a teacher, the parent must *first* contact the teacher. If the problem is not resolved, the parent or teacher should request a conference that includes the administrator of the child’s division. Contact the school office to set up such a conference if needed.
- Once having gone through the above procedures, if there has not been resolution to the problem the Head of School of LWCS should be involved in the resolution process.
- If your concerns involve school policies and procedures, please feel free to go directly to a school administrator or the Head of School.
- In the event that following the above procedure does not bring satisfactory resolution of a problem, parents may contact the School Board. Please observe the following:
 - State, in writing, the problem and steps taken to that point to resolve the problem.
 - Submit, through the Head of School, your sealed letter to be submitted to the School Board.
 - The School Board, in executive session, will meet with parents to address the problem and attempt to bring satisfactory resolution.

In attempts to maintain the unity between the school and home, we ask that parents keep in mind the following:

- Do not discuss issues regarding the school or the classroom with other parents. Always observe the Matthew 18 Principle and go directly to the person involved.
- Do not address problems with the teacher before school or during the school day. Please arrange a conference or request that the teacher call you during a free time.
- Do not contact the administration or a school board member before you have contacted the teacher and followed the Matthew 18 Principle.
- Do not speak negatively about the staff or the school in front of your child.
- The school and parents should always be ready to discuss problems with a heart towards resolution of the problem.

- Always listen to your child, but also be open to hear the other side of the issue that concerns you.
4. LWCS agrees to work closely with the home to help children realize their full God given potential. The school also agrees to work closely with the home to help students resolve school related problems. In its commitment to parents, the school will ensure that all faculty and staff at LWCS are highly qualified individuals who give evidence of an intimate relationship with Jesus Christ and who are committed to ministering at LWCS. The school will provide a biblically integrated curriculum, will regularly report student progress and will provide full supervision of students. The school will diligently work toward providing for students a well-rounded, biblically based, program that is designed to help students develop a biblical worldview.
 5. **All students new to LWCS and those returning after a withdrawal are admitted on a trial basis for the first full 9-weeks for which they are enrolled.**
 6. LWCS reserves the right to dismiss any student who does not cooperate with the educational process or the standards of conduct which have been approved by the School Board of LWCS.
 7. LWCS operates as a non-profit ministry of the church. The budget of the school is based entirely on tuition and fees received from families, and the generous support of the First Baptist Church Centerton. As parents, we commit to supporting LWCS through prayer, service, and gifts.
 8. All accounts and obligations owed to the school must be satisfied before students can re-enroll for the next school year.
 9. The School Board reserves the right to require payment of all contractual obligations upon early withdrawal or dismissal of a student.

FINANCIAL POLICIES

Registration Fee

A non-refundable registration fee is due for each student enrolled (see fee schedule sheet).

There will be some annual fees associated with the on-line enrollment and bill pay system used by LWCS.

Late Pick-up Fees

It is imperative that students be picked up on time at the end of the school day. Repetitive lateness in picking up students will result in a conference with parents to resolve the issue.

Tuition

LWCS believes that tuition payments are an investment in your child's education and spiritual development. It is the responsibility of the Board of Directors, with the counsel of the Administrator, to develop policies such as the amount of tuition, the manner of payment and general development of financial policies. This is done as a part of the overall stewardship of the school in ensuring that adequate financial resources are available and that enrollment is as available and affordable as possible.

Amos 3:3 states, "Do two walk together unless they have agreed to do so?" LWCS enters into a financial agreement each year with Christian families committed to the Christ-centered education of each child and in return parents agree to pay the agreed upon tuition on time each month. This agreement allows for the school to pay its bills and commitments in a timely manner.

Tuition Payments

All payments are made online through FACTS, using checking/savings account or credit/debit card.

Families may choose from several payment plans when they enroll in FACTS:

1. In-Full Payment - Due on or before August 1st; receive \$200 discount
2. Semester Payments - First payment due on or before August 1st; Second payment due on or before January 1st; No discount
3. Monthly Payments - Paid over 10 months, from August 1st – May 1st; Payments due on or before the 1st of each month.

Past Due Payment Policy

All tuition payments are made online and auto drafted through FACTS Financial Management. FACTS attempts to deduct payments on the first of each month. If the payment is returned as Non-Sufficient Funds (NSF), a \$30 charge is assessed by FACTS. A second attempt to collect the payment is made again after 15 days. If payment is still returned NSF, a third and final attempt is made after another 15 days. At this point, payments can no longer be made online and the student will be withdrawn at the discretion of the school.

No records will be released until all outstanding balances are paid in full. Students will not be allowed to reenroll if they have an outstanding balance.

All balances and fees for the prior year must be paid in full before the student will be allowed to re-enroll at LWCS or receive final transcripts.

Tuition Refunds

If a student moves or transfers, a two-week notice is required. Tuition will be prorated and the remainder refunded. If a two-week notice is not given, a 10-day penalty will be assessed and deducted from the refund amount.

Tuition is not refunded in the case of expulsion or in the case of parental lack of cooperation with the partnership agreement, resulting in dismissal.

Multiple Child Discount

Families enrolling 2 or more children are eligible for multiple-child discounts. Please see the tuition fee sheet for the school year for which you are enrolling to determine the amount of discount.

GENERAL INFORMATION

Accidents and Injuries

Accidents and injuries will be reported to parents in writing by way of an "Accident/Injury Report" form, and by telephone or email. All parents are required to sign a "Consent for Emergency Medical Treatment" statement on the Family Application. Every attempt will be made to contact parents and/or their emergency contact person in the event of illness or injury.

Child Custody

LWCS partners with Christian families and by doing so, realizes the great responsibility in keeping each child safe throughout the school day and at school events. We understand that due to a divorce or other circumstances, there may be a situation in which a child is under the custody of one parent or there are restrictions on child visitations and the releasing of certain records. LWCS wants to be sensitive to these issues and will communicate clearly with every family. In the end, the safety and well-being of the student is our highest priority. The following are the guidelines we will follow in regards to any child custody issues:

1. LWCS uses the FACTS information system to organize all family information and contact information. Parent names, emails, and phone numbers are listed in this system and emergency contact names

and numbers are also listed. Students will be released to parents with custody and approved contacts. Records will be released to all parents with child custody.

2. Any court order declaring custody rights or restraining orders must be on file (only the pages that speak to this issue) in the school office before any action can be taken.
3. Student records will only be released to parents with child custody unless court documents or parent approves the release of records.
4. Students can only be checked in and out of school by parents with custody or those approved to drop off and pick up students.
5. If a student is absent, the parent with child custody will be contacted to verify the absence.
6. In the event that a parent without custody shows up to pick a child up without prior approval, and is not on the approved pick-up list, that parent will be denied access to the child.

LWCS knows that child custody cases can be emotional and difficult, and we assure all parties that all records and information are kept private and secure.

Child Maltreatment and Licensing Requirements

All school staff are mandated reporters under the Child Maltreatment Reporting Act, and all are required to adhere to state regulations for childcare centers. Because of this, all children are subject to be interviewed by licensing staff, by child maltreatment investigators, or by law enforcement for investigative purposes and/or determining compliance with licensing requirements.

- Children may be subject to interviews by DHS licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent.

Emergency Closing and Inclement Weather

In the event that LWCS would close due to an emergency or due to inclement weather, the announcement will be communicated through the **emergency texting system in FACTS**. This will be the fastest and most direct way for us to reach you. Please note that we will consider the text from FACTS as our primary source of school closing information. If school is in session and we have to close early, the same method of communication will be used. If a late start (9:30 AM) is practical and safe, it will also be communicated via a text message from FACTS. **On late start days, preschool will begin at 9:30 AM.** (Gates and doors will be opened at 9:15 AM)

Emergency Drills

All students will be taught what to do in the event of a fire, tornado, or school emergency “lock down.” Drills will be done on a monthly basis and documented in school records. Selected faculty and staff will also be trained in emergency procedures including the use of fire extinguishers, CPR, and emergency first aid.

Supervision of Students

LWCS will provide adequate supervision for all preschool students from 8:00 am through 3:00 pm each day that school is in session. During arrival and dismissal times students and parents will be expected to follow all of the established school rules designed to ensure their safety.

Visitors and Volunteers

LWCS is a closed campus. All visitors and volunteers must check in through the preschool office to receive permission and a badge, which must be worn to remain on campus. **Visitors must gain prior approval and are expected to abide by all LWCS rules including dress regulations.** The administration has the right and responsibility to deny a visitor if they deem necessary.

MEDICAL INFORMATION

Allergies

Please note: It is essential that you list all allergies that your child has in the space provided on the Family Application. Please communicate any life-threatening allergy your child may have with the school administration, office, and child's teacher. Documentation from a physician must be on file in the school office giving details of any serious or life-threatening allergies.

Teachers will be made aware of all children with allergies and will take appropriate measures to keep all students safe.

Health and Immunization Records

The health record is included as part of the enrollment process and is required for all students prior to attendance. An updated immunization record or annual approved exemption letter must be submitted along with the application.

Health Screenings

Vision and Hearing screenings will be conducted according to state guidelines. Results of each screening will be given to parents.

Head Lice "No Nit Guideline"

Before a student who has been identified as having head lice is readmitted to school, he/she must be treated with an approved shampoo or other treatment for head lice, **with all nits removed**. Proof of treatment for head lice is required. The proof may be the shampoo packaging, a note from the parent concerning the type of treatment, or a note from a physician. The student is to be readmitted to school through the office.

Illness

Faculty, staff and students who have a fever of 100° or higher, or who have experienced diarrhea or vomiting overnight must remain at home. Parents of students who become ill while at school will be called and asked to pick their student up. Students, faculty, and staff must remain at home for 24 hours after their last occurrence of vomiting, diarrhea, or fever over 100°.

Medication

Medication and sunscreen will be given to children only with a signed parental permission form. All medicines must be turned into the teacher **by the parent**. Do not send medication in children's backpack, lunch boxes or pockets. All medicines must be in their original container and have expiration dates that have not expired. If it is a prescription drug, the container must be labeled with your child's name. No drug will be administered beyond the recommended dosage.

Cough drops and Chap Stick are to be turned into the teacher as well; a parental signed permission form is not necessary for these items. Please do not send hand sanitizer to school with your child.

Students must be fever free **without medication** for 24 hours before returning to school. Please do not send your child to school after taking ibuprofen or Tylenol to reduce fever.

PARENT INVOLVEMENT

Because we believe that raising godly children is the single most important responsibility given to parents, the school encourages parents to be actively involved in every aspect of their child's life, which includes their formal education. Children benefit when parents and other extended family members are involved directly in their formal education.

Benefits of Parent Involvement:

- Enhances the partnership between the home and school
- Allows parents to be more involved in the educational process of their child

Opportunities for Parent Involvement:

- Homeroom Mom (help the teacher and plan classroom celebrations)
- Prayer Parent (pray for staff, students, and other immediate needs)
- Substitute Teacher
- PTF Events

Expectations and Responsibilities:

- Prayerfully consider how God can use you
- Understand the mission of LWCS and honor Christ with all attitude and actions
- Report any issues or concerns to school faculty and administration
- Dresses neatly and modestly, meeting the professional standard set for faculty
- Ask for clarity and guidance when any questions arise
- Attend informational meetings
- Read all teacher and school correspondence
- Remain above reproach in all activities
- Sign in at the office before each activity and wear proper identification
- Enjoy your time of fellowship with your children and the school community

Parent Teacher Fellowship (PTF)

LWCS is committed to partnership education. The PTF exists to support that partnership by providing opportunities for parents to become actively involved in the school. During the course of the school year the PTF executive committee will meet monthly with the school administration to plan opportunities for parent involvement in the school and to serve as the liaison between the school and parents. The PTF will be directly involved with the school administration in planning and implementing the following:

1. Back-to-School meeting at the beginning of every school year in August.
2. Planning of special events such as our annual Ice Cream Social, a LWCS family talent show, and other such family events.
3. Maintaining lists of parents who are willing to serve as volunteers in the school and when there are special needs.
4. Developing and implementing a school wide prayer chain.
5. Developing and implementing a plan for teacher appreciation activities throughout the year.

School Board Meetings

School Board meetings are open to school parents and faculty/staff. If parents want to bring an issue to the board they must send their item to be included in the agenda, in writing, to the Head of School no later than the second Monday in the month they desire the item to be on the agenda. Please note that after the Board handles general business, the meeting will be concluded for guests and the Board will enter into a closed executive session.

PRESCHOOL INFORMATION

Class Size

LWCS is committed to a policy of controlled growth in all grades. Square footage of rooms is considered per DHS licensing for teacher/student ratio. The following are maximum number of students that would be assigned to a class.

Pre-K2 – 8 students per class

Pre-K3 – 10 students per class

Pre-K4 – 12 students per class

Program Options

We offer several program options with regard to the number of days and hours per day for the Pre-K2, Pre-K3 and Pre-K4 classes. They are as follows:

- Two full days/week (Tuesday/Thursday)
- Three full days/week (Monday/Wednesday/Friday)
- Five full days/week (Monday - Friday)

Arkansas Cut-off Guidelines

Students must meet the following guidelines to enroll:

- Pre-K2 – be 2 ½ by August 1st
- Pre-K3 – be 3 by August 1st
- Pre-K4 – be 4 by August 1st

*All Pre-K3 and Pre-K4 students must be potty trained to attend preschool at LWCS.

Arrival/Dismissal Procedures

Early drop-off is available for preschool families in building “B” from 7:00-7:25 for parents who need to get to work.

All other drop-offs for preschool students will begin at 7:45 AM, and class will begin promptly at 8:00 AM.

Students will be dismissed starting at 2:45 PM and must be picked up no later than 3:00 PM.

- Aftercare is available until 5:30 for an additional fee.
- Please list everyone who is authorized to pick up your child on his or her emergency pick up list. We will not release a student to someone who is not on the list.
- The emergency pick up list can be updated anytime throughout the year with your child’s teacher.

A conference with the Preschool Director will be scheduled with parents of students who are frequently late to class (after 8:00 am) or picked up late (after 3:00 pm). After the conference a decision will be made regarding if the student will remain enrolled or not.

The door will be locked except during drop off and pick up times. Please ring the doorbell if you need to drop off or pick up during times different than what is listed above.

Parents should park in the designated parking area adjacent to the preschool and walk their child to class.

- Do not leave any children in your car unattended at any time
- Do not park in any location designated as a “No Parking” area

Parents or guardian must sign their child in/out daily at the location assigned to their child's class. Be sure to complete all information requested on the sign-in sheet.

- If a teacher is not present in the classroom, do not leave your child before the teacher arrives.
- Please drop your child off at the classroom door; it is easier on your child and the teacher when you do not linger.

Behavior Guidelines

Teachers will establish classroom rules that are appropriate for the children's ages and stages of development. Rules are for the safety and respect of both children and teachers. Rules will focus on the areas of respect for person, property, obedience and safety. Please help your child to understand and obey the rules set forth. Children will adjust more quickly if they have some idea of what is expected of him/ her when entering the classroom. Parents play an important role in helping their child understand appropriate classroom behavior.

Basic classroom rules for all children are as follows:

- No gum allowed
- No running in the classrooms
- No hitting, kicking, biting, throwing things etc.
- No shouting or name-calling
- Respect supplies, toys, and books by treating them appropriately
- Listen to your teacher and follow direction
- Treat everyone with love and kindness

Discipline policy:

The purpose of LWCS is to provide an environment for children that will allow them to develop to their greatest potential. This objective can be best achieved in an environment that promotes cooperation and Christian conduct among the children. The goal of discipline is to direct children toward acceptable behavior that helps develop self-control and to maintain the order necessary to accomplish the academic, social and spiritual growth desired. Children may be corrected for displaying behaviors such as:

- Action that disrupts the class or interferes with the learning process
- Action that could possibly harm another child or teacher
- Action in direct violation of a well-explained rule
- Willful disrespect toward the teacher
- Use of profane or unwholesome language

The teacher will handle most corrections either verbally or through good choice/bad choice. If a problem persists, the child will be brought to the Director's office. Children who consistently fail to respond to efforts to correct behavior may be dismissed. The following are specifics in regard to the discipline policy:

- Physical punishment will not be administered
- Time out may be used
- The use of abusive language is prohibited
- Redirection of children engaged in inappropriate behavior will be used as needed
- Positive responses to good behavior will be used
- Children may be brought to the Director for a supervised time out

Parents are expected to support and uphold school policies. Without this cooperation from the parents, a double standard exists between home and school that is counterproductive to the child's development and our effectiveness. If at any time a misunderstanding develops between the parents and the school, it becomes the obligation of both parties to resolve the matter in a Biblical fashion. This happens by going directly to the parties involved for clarification and explanations. Please remember we are here to love

your child and to help them reach their full potential. By working together with each other and keeping God in our program, we can accomplish great things.

Birthday Parties

Birthday parties are not to be celebrated during the school day. Parents who would like to provide a special treat for their child (i.e. cookies, cupcakes, etc.) may do so after nap. See DHS food requirements #1 on page 22. **The teacher should be notified in advance.** If food is being sent for the entire class, parents should check allergy issues with the teacher prior to sending food to school. Party favors and decorations are **not** permitted. Invitations may not be passed out at school unless every student in the class receives one.

Celebrations and Programs

Class celebrations will occur for the following events: Christmas, Valentine's Day, and Easter.

Programs are at Thanksgiving and End of Year.

Change of Clothes

All preschool children are required to have a complete change of clothes, including undergarments and socks, with them daily in their backpack. All items need to be labeled with the student's name.

Department of Human Services (DHS)

Upon enrollment, preschool families will have access to Arkansas Foundation for Medical Care information and all site visit reports from the Department of Human Services per state licensing. Documents are available in the preschool office.

Dress Code

LWCS desires to implement a NEAT and MODEST dress code, allowing students to be comfortable but appropriately dressed for a learning environment.

All clothes must be neat, modest, clean and cover well. No rips, frays, holes or fashion tears.

Please avoid flip-flops, spaghetti straps, items with skulls, witches, Santa Claus, Easter bunny etc. Girls should wear shorts or leggings under dresses/skirts for activities such as recess or times that they will be sitting on the floor.

Expulsion:

Life Way Christian School reserves the right to immediately dismiss a child from the program if he/she is:

- Unable to participate appropriately in group activities
- Unable to benefit from the curriculum.
- Exhibit behavior that endangers other children or the staff.

A child may be dismissed if parents fail to adhere to the school policies and procedures set forth in this handbook. Failure to pay tuition is also grounds for dismissal.

Lunch

Parents are required to provide lunches for their children who do not participate in the hot lunch program. **The school is required to provide milk to drink.** Exceptions will be made for children who are allergic to milk. A doctor's note must be on file with the school verifying the milk allergy. Parents will need to provide a healthy drink substitute.

Each child's lunch must meet the current USDA guidelines and include at least one serving from each of the following food groups:

- ONE PROTEIN
- ONE FRUIT and ONE VEGETABLE
- ONE BREAD/CEREAL

Please do not send excessive sweets, candy, juice boxes, or soda as part of your child's lunch. We will offer your child the entire contents of his/her lunch daily, though no child will be made to "clean their plate."

DEPARTMENT OF HUMAN SERVICES (DHS) FOOD REQUIREMENTS

1. All outside food brought in for celebrations must be in a commercially pre-packaged container, **NO** home baked items can be brought in. (This does not include individual child's lunch brought from home).
2. Please be aware that these lunch requirements and restrictions are absolutely necessary if we are to meet our requirements for DHS licensing. We are held accountable as a preschool to assure that we are providing a well-balanced lunch for every child through our lunch program. This will also help us teach each child the importance of nutrition and developing good eating habits.

Promotion

Preschool to Kindergarten: Preschool students should have the behavioral maturity and the academic skills needed to progress with the curriculum to Kindergarten. The teacher will evaluate the student twice a year using a Kindergarten readiness evaluation. Parents will be notified as soon as the school becomes aware of academic or behavioral problems. Parents will also be asked to provide remedial help over the summer for students who are experiencing academic problems. Families who are planning to enroll their Pre-K4 child in the Kindergarten program with LWCS must schedule an appointment with the Elementary Principal prior to the re-enrollment process. LWCS reserves the right to deny promotion to Kindergarten to any student who has not mastered the basic skills necessary to participate in the Kindergarten curriculum.

Rest Time

All preschool students will be given the opportunity for a supervised rest period of no less than one hour and no more than two hours. Preschool students must have a crib sheet and blanket in their backpack daily for rest. All items must be labeled with first and last name.

School Supplies

You will receive a basic school supply list prior to the start of school. This list will be kept to a minimum and will consist of "consumable" materials. Replacements of used personal school supplies may be requested by the classroom teacher as the year progresses or as the need arises.

Toys

No toys are to be brought to school. The only exceptions to this will be a cuddly toy for naptime only, or a toy associated with "show-and-tell" day.