



GENERAL INFO AND POLICIES

General Information

Phone 601-376-4140 Fax 601-373-0164

Hours of Operation: 7:00 a.m. - 6:00 p.m.

Days Open: Monday through Friday

Director: Rita Simmons Home Phone: 372-0105 (emergencies only, please)

Our center is closed: *Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day, Independence Day (If a holiday falls on a weekend day, we will be closed on another day either side of the holiday. Notice will be given in advance.)*

Admission Requirements

We accept children 6 weeks old through 5th grade after school pick-up. Prior to your child's first day in our program we must receive the following:

1. An immunization form 121 from your child's physician or the health dept. which states that your child has had all of the required immunizations. An updated form will be required each time an immunization is given.
2. A completed registration form.
3. Payment of registration fees, first months kindergarten fees and/or first weeks day care fees and supply fee.
4. Summer activity fees are due in advance, when applicable.

We use the Wee Learn Curriculum for our preschool program.

Withdrawal Procedure

When a parent withdraws a child from the center, a two weeks notice must be given in writing. This must be accompanied by one week's tuition in addition to the current tuition due.

POLICIES & PROCEDURES

LATE PICK UP: Our center closes promptly at 6:00 p.m. Please be prompt in picking up your child. There is a late pick up fee in the amount of \$2 per minute after 6:00 p.m.

VACATION : Children, after one year of enrollment in our full-time program (full time means they attend all twelve months of the year), are eligible for one week of vacation per year. This means Monday-Friday of the same week. The year starts on the day of enrollment and ends 12 months later. If your child does not attend, you will not be expected to pay for the vacation week. You must give at least a one week notice of your vacation plans and all tuition must be current.

CLOTHING: We will be involved in activities that may soil your child's clothing. Please dress your child appropriately for play. All preschoolers should bring a complete change of clothes in a zip loc bag, clearly labeled with your child's name.

Coats, sweaters and other removable garments should be plainly labeled with your child's name. We are not responsible for lost clothing. **Hard soled cowboy boots, cleats, flip flop (backless) shoes, caps, hats and rubber boots are not allowed for toddlers, preschool or kindergarten.** Sandals are not recommended. Tennis shoes are the safest and most comfortable footwear for your child's school day. Please do not send backpacks with preschoolers.

* Belts are not allowed for children in diapers or who are potty training.

October through April we ask that you send appropriate outerwear (coat, jacket or sweater) for your child. The Health Dept. requires 2 hours of outdoor activity daily. When the temperature is 45 degrees or above we will go outside.

TOYS: The center will provide toys and equipment of sufficient quantity for a variety of play and learning activities. Please see that your child does not bring toys to our center. We will announce planned toy days when your child may bring a toy to share.

FOOD:

- Infants will need food and/or bottles clearly labeled with your child's name. These should be accompanied by written instructions concerning feeding. If your child is eating table foods, please indicate this on your registration form. All bottles must be plastic.

Our facility is Nut Free.

We will serve:

- a morning breakfast snack between 8:30 and 9:30
- lunch starting at 11:15 and ending at 12:30
- an afternoon snack between 2:30 and 3:15
- **The Health Dept. does not allow food to be brought from home except for sack lunches for a field trip. Because we are a Nut-Free facility, NO baked goods are to be brought in to our facility. Cupcakes can be ordered from our kitchen for**

holiday or birthday parties only. The cost is \$10 per class.



- **BIRTHDAY CELEBRATIONS:** We know a birthday is a very special day in a child's life. We offer a birthday package which includes cupcakes for your child's class. Simply let us know in advance and we will serve the cupcakes with a candle for the birthday boy/ girl. A picture of the occasion will be uploaded to our [facebook](#) page, upon request. There will be a \$10 charge for this service. Because of our Nut-Free policy we do not allow baked goods of any kind to be brought in to the center. While we are unable to host birthday parties at our center, we will gladly distribute invitations to a party outside the center. All we ask is that everyone in your child's class receive an invitation. Otherwise, you will want to mail the invitations. (042312)

ILLNESS: We can accept only well children. Please keep your child home if he has a severe cough, fever, is vomiting, has diarrhea or exhibits other symptoms of illness. Your child must be free of fever for 24 hours to avoid exposing other children to illness. If your child has a contagious disease, please notify us immediately so that we may alert others. **If your child is too ill to go outside at playtime, he/she is too ill to be here.**

MEDICATION: We can administer prescription medication only. All medication must be pre-measured and labeled with your child's name. Then it must be handed to a staff member and signed in on the chart at the front desk. Be prepared to sign in the medication by name and with the prescription number. **Medication is only administered at lunch time.** Please arrange your child's medication schedule around this time.

FIELD TRIPS: We do not take children under two years old on field trips. A general permission note for field trips is included on your registration form. However, before each field trip is taken, you will be notified on the monthly newsletter, calendar and/or by a note and a signature giving permission for that particular field trip will be required. All children are required to wear our field trip t-shirt on all field trips. Any child under four years old must have a car seat to travel in our van.

INSURANCE: See Director

REST TIME: Toddler and Preschool rest time is from after lunch until 2:00 and 2:30, respectively. Please do not bring or pick up your child during this time. Preschool and kindergarten day care students will be required to bring a **thin** red/blue plastic nap mat for resting. No pillows. A **small** blanket or towel may be used and shall be left in the classroom M-F. It will be sent home weekly for laundering.

CONFERENCES: Parents are always welcome at our center. However, if you need to arrange a conference, please call our office at 376-4140. Kindergarten teachers will be available for conference between 11:30 and 12:00. No "drop in" conferences, please.

INCLEMENT WEATHER: In the event of severe weather conditions, we will post our

closing on our website www.lakeshorecmc.org and on our  page.

EMERGENCY EVACUATION/TRANSPORTATION PLAN: In the event of a major emergency here at our center, your child will be transported to either Country Woods Baptist Church which is also on Siwell Road, one mile west or to Daniel Memorial Baptist Church, which is on Terry Road, six miles north of us. We will contact these churches first and request transportation, meanwhile we will load our fifteen passenger vans starting with infants and run a shuttle between Lakeshore and our destination. You will be notified by phone once the evacuation is complete and every child is in a safe and secure environment.



SCHOOL-AGE CARE

We offer after school pick up and school-age care to children 5k through 5th grade. This program provides time for homework, outside play, games, art and field trips. During the school year our schedule allows time for homework, snack and play only. All children, first grade through fifth grade, will be expected to do their homework during the time allotted for such.

During summer months and holidays we will provide a full day of activities. This schedule may include some field trips. Notice will be given in advance. Written permission is required for each field trip. Some may require extra money and some are included in your summer activity fee. **Your child must wear his/her field trip t-shirt to attend field trips.**

We are eager to provide a safe and enjoyable day of activity for your school-age child. However, we reserve the right to disallow your child's participation in a given activity or field trip if we feel this is necessary. Behaviors that would cause this action are not limited to, but may include defiance or disrespectful attitude toward staff and a pattern of disobedience.

DISCIPLINE POLICY

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. Time out and denial of privileges will be used when needed. *Parental support is imperative.*

We reserve the right to dismiss a student who does not conform to school rules and regulations. Some reasons for dismissal may include, but are not limited to the following:

1. causes or attempts to cause damage to property
2. causes or attempts to cause physical injury to himself or others
3. continued disobedience or persistent defiance or disrespect of authority
4. behavior which is detrimental to the welfare, safety or morals of others

“Correction and discipline are good for children. If a child has his own way he will make his mother ashamed of him.” Proverbs 29:15

ARRIVAL & DEPARTURE

During the school year, kindergarten class begins at 8:30. However, our Early Room opens at 7:00 a.m. If your child is enrolled in our full-time day care program, this service is included in your tuition. Children who attend kindergarten only will be charged an additional fee for this service if they arrive prior to 8:20. Upon arrival, please escort your child in the building to either the Early Room or the classroom, depending on the time.

If your child attends only our morning program (3k – 5k), we will gather at the Henderson Road side of our building for pick up at 11:30. Please form a pick up line and wait in your car. A staff member will escort your child to the vehicle and secure him/her in a child safety seat. Children will be placed in the back seat only.

If you are picking your child up at any other time of the day, you may locate your child's class either in the classroom, on the playground or in the Fellowship Hall. This will depend on the weather and the time of day. If someone other than a parent is picking up your child, please notify the teacher or our office. Your child will not be released to anyone who is not listed on your registration form unless we receive written notice.

IMPORTANT: For safety reasons, we ask that you not leave your vehicle running or unattended children in your car upon pick up/drop off of your child.

TRANSPORTATION POLICY

Our primary transportation is on our van. It is equipped with seat belts for 15 passengers. All children will be properly restrained. All drivers are 25 years of age or older, appropriately licensed and have completed a driving course required by our insurance carrier. Our van has a current safety sticker, license and registration. Passengers will be loaded and unloaded on the curbside or safely accompanied to their destination.

POLICIES REGARDING PAYMENT

Checks or money orders should be made payable to Lakeshore Church. There will be no refunds/discounts for holidays, absences, or illness. Tuition is due every week/month regardless of attendance.

Weekly tuition for those enrolled in our day care is due on Mondays and is late after 6:00 p.m. on Tuesdays. A late payment fee in the amount of \$10 will be charged to any unpaid account on Wednesdays.

ALL FEES ARE NON-REFUNDABLE

LATE PICK UP: If your child should be picked up after 6:00 p.m. a late pick up fee in the amount of \$2 per minute will be charged to your account.

KINDERGARTEN TUITION: Tuition for the children enrolled in our morning program is due in nine monthly payments (Aug – April) and is due on the 15th of each month. A \$15 late charge is added to any monthly account which is outstanding as of the 30th of each month. All returned checks will incur a \$20 returned check fee.

NON-PAYMENT – Your child will be dropped from enrollment should your account become two weeks due. You may re-enroll your child by paying the registration fee and a weeks/months tuition. If it becomes necessary to turn your account over to a collection agency, collection costs will be added to your account.

TUITION IS DUE WHETHER YOUR CHILD IS PRESENT OR NOT.
THERE IS NO DISCOUNT FOR SICK DAYS OR OTHER ABSENCES.

Late Payment Fee

There is a \$10 late fee posted to accounts with a balance due as of Wednesday of each week. Should your account become two weeks delinquent, your child will be dropped from enrollment. We encourage you to discuss any payment concerns with our director in advance.

Late Pick Up Fee

We close our center promptly at 6:00 daily. You will be charged \$2 per minute should you arrive after 6:00.

Returned Check Fee

A fee of \$20 will be charged for all returned checks. Your account will become “cash only” should you have two returned checks.

(EFF. 10/21/10)

Our Mission Statement

At Lakeshore Church, we understand that children of all ages have some basic needs and we strive daily to meet those needs. It is our mission to educate and care for children in a way which is Bible based. A young child learns best through repetition and through daily activities where they may observe others and practice skills in a variety of ways. Thus our preschool/kindergarten program includes a time for learning centers and pretend play in addition to the academic skills introduced. Our program focuses on a child's development in the following areas.

Spiritual

- To develop an awareness that God loves us and is with us at all times.
- To develop an awareness that God made all things
- To discover the joy of being able to talk with God by praying and singing
- To learn that Jesus is our friend

Emotional and Social

- To develop a good self concept
- To learn ways of showing respect
- To learn the importance of making friends and getting along with others

Physical

- Opportunities for physical growth
- To develop correct habits of healthy living
- Opportunities for developing motor skills

Intellectual

- Activities to stimulate their interest in learning
- Opportunities to learn to reason, solve problems, make decisions and form conclusions
- To develop basic skills
- Opportunities to form concepts
- An environment in which they can grow and learn

“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up....” Deuteronomy 6:6-9