

# General Information

School Colors:	Navy and Orange
School Mascot:	Lion
Accreditation:	Tennessee Association of Christian Schools and Tennessee State Board of Education

## Requirements

Lighthouse Christian Preschool enrolls children from ages of 2 to 4 years old. They are placed in classrooms in each of the three different age groups with the cut off day by September 30<sup>th</sup>. The child must be potty trained. We do required that an entrance interview be held with the director before admission to class. The office will need to have an application completed, a copy of the child's immunization and a yearly physical on file before your child's start date (see page 19). At least one parent must attend a mandatory meeting at the beginning of each school year.

## Preschool Hours

Lighthouse Christian Preschool is open from 6:30 a.m. until 5:30 p.m., Monday through Friday. Class starts at 8:30, and we require all students to be here by 8:25. The office is open from 7:00 a.m. to 5:00 p.m. for daily functions. There is someone available in the office until 5:30 for emergencies only.

Our preschool is closed on major holidays and three days each year for inservice training. These days will be posted on the monthly and yearly calendar. There are no reductions of fee on days the preschool is closed.

We cannot accept children earlier or cannot stay later than the preschool hours. In case of an emergency, parents should call the preschool. There is a fee of \$1.00 for the first five minutes the child stays after 5:30. At 5:35 the charge is \$1.00 per each minute until the child is picked up. The fee should be paid directly to the teacher on duty. If you have a child on the preschool campus and elementary campus, please pick up the preschool student first. We prefer cash over checks for late stay payments.

## **Dress Code**

Lighthouse Christian Preschool does not have a dress code. However, we do ask students not to wear anything that would not be in accordance with our “school policies.” For example, boys do not wear earrings or pony tails. Students are not to wear offensive T-shirts or sweat shirts. We follow state guidelines in taking the children out each day if they are here more than three daylight hours, so please dress your child appropriately for the weather. All students need to be physically able to go outside if in school. We do not have a nurse, so we do not keep sick children from recess.

## **Parental Visits**

We welcome visits from any parent. We do request that you inform the office upon arrival. If a parent-teacher conference is desired, this can be scheduled at a convenient time for both teacher and parent.

## **Telephone Use**

If you need to communicate with your child’s teacher by phone, the best time will be during nap coverage. Please get with her and find out her coverage hour. Please feel free to call the office to check on a child during school hours.

## **Property (Church & School)**

We are thankful for our property. Our desire is to take care of it. If anything becomes broken or out of order we need you to please notify the office. Thank you for taking ownership in our property.

## Lost and Found

Please check the mailboxes that are under the awning or outside the portables for lost items. Please label all personal belongings with your child's name in permanent marker - this is helpful in identifying lost items.

## Weather Closing

Should the preschool be closed due to inclement weather or some other factor, announcements to the effect will be issued via the television and radio media. TV channel 4 is our primary station for notification of our closing (it will be on channel 2 and 5). A message will also be left on the school's code-a-phone, 781-1070. We will announce all closings or we will announce if we are working the 'snow schedule,' which will be the hours of 8:00 a.m. until 4:00 p.m. If weather should become extreme throughout the day, please call the preschool office and make plans to pick up your child early due to an early closing. Any child not picked up, after the closing time has been announced, will be charged the normal late fees. If the preschool is closed due to weather, there is no reduction of fees. The bridge is slippery and is not for everyday use. So cross at your own risk in the winter.

## Motor Vehicles Guidelines

The safety of the children is the first priority in all our traffic rules. These guidelines have been developed after much consideration and allow both safety and convenience to be facilitated. Please note that the driveway in front of LCP is one way. This is indicated by signs. Also, there is no parking along the sidewalk on either side where the sign is posted. Failure to follow this pattern or ignore the signs will be a violation of fire codes and will result in a warning. After three warnings, a fee of \$25.00 will be added to your child's account. In case of a heavy rain and an up rising of the creek, there is an alternative exit, circling around the alley and coming out on Una-Antioch Pike. This keeps everyone still observing the one way sign. There is a yellow line at the portables which indicates how far you can park. Anything past the yellow line would violate fire and safety codes. The wooden bridge is for the delivery man and for children loading the bus, so it is not salted down for ice. Crossing the bridge will be at your own risk.

## Holidays

Lighthouse Christian Preschool closes for all major holidays including Labor Day, half day on Wednesday before Thanksgiving, Thanksgiving Day and the Friday after, three days for Christmas, two days for New Years, MLK Day, President's Day, Good Friday, Memorial Day, Independence Day, and three days each year for teachers to attend in-service training. There is not a reduction in fees for these days.

## Parties

The standard themes of Thanksgiving Day, Christmas and Easter will be observed. However, because of the strong emphasis given to these seasons, special emphasis will be given in respect to the celebrations of each as follows:

- Harvest ~ Emphasizing God's blessing to us through harvest.
- Thanksgiving ~ Emphasizing the harvest and the reformation
- Christmas ~ Emphasizing the birth of Christ.
- Valentine's Party ~ Emphasizes 'Love One Another.'
- Easter ~ Emphasizing the death and resurrection of Christ.
- Birthday Parties ~ Parents are welcome to have in class birthday parties with their child's classmates.

## Field Trips

The K4 classes may go on a few field trips throughout the year. These trips will always be thoroughly planned and supervised by the teacher. Parents are encouraged to come along and join in the fun. Some places we visit are the zoo, an elementary assembly, or the park. Due to space and insurance, parents cannot ride on the bus. We would love for you to follow us and join us on our trip.

# Admissions & Withdrawals

## Admission Policy

Lighthouse Christian Preschool makes no distinction in the admission of students regardless of differences in races, sex, nationality, or ethnic culture.

While it is not the desire of LCP to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their loving parents. Our purpose is to protect our students from exposure to mortal illness. We recognize also that LCP with its limited finances is not equipped to physically care for the needs of very ill student or any student with a serious, continuing, or chronic communicable disease.

Therefore, because we are moved with deep sympathy for the sick child and the well child, it will be the policy of LCP to deny admission to the school or to require dismissal from the school for a child with a serious and continuing communicable disease. The concern is twofold: it is that other students not be infected and that the ill student not become infected with other diseases transmitted by fellow students or others within the school family.

Children enrolled at LCP or who seek to enroll at LCP, who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease, shall be denied admission to the school or be dismissed from the school. They are not permitted to enroll or re-enroll in regular LCP classes until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as, but not limited to, syphilis, gonorrhea, Acquired Immunodeficiency Syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) or who are infected with ARC (Aids Related Complex) are included in this policy.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection by any serious or continuing communicable disease upon enrollment (of a new student) or at the time of diagnosis (for a current student).

In adopting this policy, LCP recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The school will, therefore, update the policy statement in light of significant new information on such diseases.

## Orientation

A mandatory meeting will be set aside each year in May or June for pre-existing parents and for new parents. A 10 minute video on child abuse will be shown. Our vision and policies will be discussed. Because of the nature of the evening, we only require one parent to attend since we do not provide child care. We recommend both parents to attend if you can provide your own child care.

## Registration

Students may be registered in the preschool office between 8:00 a.m. and 5:00 p.m. Registration is not complete until the following forms have been completed:

- Student Application (includes Health History Forms, and Transportation Plan).
- Immunization Record (must be on file before child can enter classroom).
- Physical with physician's stamp or signature (within the last 12 months).
- Registration fee, student fee, and the first week's tuition paid.
- Viewing of film on 'Child Abuse' (shown at the mandatory meeting) and Growing Kids God's Way.
- Copy of legal custody of child (when applicable).
- Birth Certificate.
- Copy of Parent Identification.
- Signed form that the child is completely potty trained.

Application forms must be signed by the parent. A current immunization record signed by a health care provider must accompany the child upon admission unless there is a certificate from a doctor stating immunizations should not be given.

An annual health examination is required by the state. We appreciate you keeping that updated.

Students are placed in the classroom with the students they will enter kindergarten with. In the preschool we do not advance students to the class above their age level. Students must be five years old by September 30<sup>th</sup> to enter kindergarten. All students must be completely potty trained to enter the program.

## Records

Please keep the office informed so your child's records may be accurate to any change of address, telephone number, place of employment of both the mother and the father, and the current phone, the name, and address of one to be called in case of emergency. All changes of address which affect your child should be made in the office before they become effective.

The state requires that each child must be signed in and out every day. Lighthouse Christian Preschool is not responsible for children before they are signed in or after they are signed out.

For your convenience and your child's safety, it is imperative that transportation plans are kept updated. Your child will not be released to anyone who is not listed on your plan. Preschool children will not be released to anyone under the age of 18. For your child's safety, any unfamiliar person will be sent to the office for an identification check. The transportation plan will be checked as well as a driver's license. Please remember this is for the security of your child.

## Vacations

Any child who has attended Lighthouse Christian Preschool for 12 consecutive months may have one 'free' vacation week. A vacation week is a week absent from the school. There will be no charge during this week. Children who have attended LCP for three consecutive years or more will receive two 'vacation' weeks' that third year. The parent is to notify the preschool office when you intend to take a vacation week to keep your financial records straight. Enjoy that precious time with your family.

## Probationary Period

All new students will be put on a six-week probationary period. Because of our structured environment, we do require that our students are potty trained and have been brought to a standard of obedience. If we see that a child or the parent is struggling, we will give the parent an opportunity to watch three video's on 'Growing Kids God's Way.' At that time we will continue the probationary period. It is our goal that the parent and the school are working together to reinforce godly values and set a godly standard for our children. If the child or parent are not ready for the standards, we will dismiss after giving a written notice.

## **Withdrawals**

A two-week notice is required when a student withdraws. Please turn in to the office a written note stating the day your child will be withdrawn.

## **Re-enrollment**

We are a year-round school, and the registration fee is only charged one time except to children whose parents have withdrawn them and then re-enrolled them. We cannot 'hold' spots over the summer. Parents withdrawing their children should be aware that their child's spot may be filled before the next school term.