

LIVING FAITH ACADEMY

950 DERBYSHIRE ROAD
DAYTONA BEACH, FL 321174
386-258-1258
WWW.LFA1.ORG

PRESCHOOL PARENT & STUDENT HANDBOOK

2014-2015



LARGE ENOUGH TO MEET YOUR NEEDS
SMALL ENOUGH TO NEED YOU

A MINISTRY OF LIVING FAITH WORLD MINISTRIES. APOSTLE TONY BARHOO

TABLE OF CONTENTS

Welcome	2
Mission Statement	2
Our Vision	2
About Living Faith Academy	3
Admission	5
Non-Discrimination Policy	5
Normal School Hours	6
General Policies	6
Attendance Policy	6
Tuition	7
Daily Sign In/Out Policy	8
Who May Pick Up Your Child	9
Visitation	9
Holiday Schedule	9
Emergency School Closings	9
Illness	10
Health Tips from the Volusia County Health Department	10
Re-Admittance to School (Illness):	10
Medication	10
Wavier of Liability	10
Accidents	11
First Aid	12
Discipline & Guidance	12
Teaching Curriculum	14
Parent-School Communication	14
Personal Records	15
Termination Policy	15
Child Abuse	15
Dress Code Policy	15
Meals	16
Cleanliness/Hygiene	16
Special Needs	16
Personal Storage	16
Toys	16
Jewelry and Money	17
Lost and Found	17
Birthday Celebrations	17
Special Holiday Refreshments	17
School Pictures	17
Photo/Video/Audio Release	17
Parking	18
Acknowledgement of Receiving Preschool Parent Handbook Signature Page	19

Dear Parents/Guardians and Students,

Welcome to Living Faith Academy Preschool!

Thank you for allowing Living Faith Academy (LFA) to become part of your family life and future. We are honored that you have chosen our school for your child and promise to provide quality care. Learning is exciting and wonderful as it shapes your child's character and destiny. Our desire is that your child discovers and develops their creativity along with learning all the foundational concepts of education. Please read over this handbook as an introduction to our learning center and school guidelines. This handbook contains policies, procedures and expectations along with a signature page that must be signed by the parent/guardian.

Living Faith Academy Preschool is a learning center operated by the facilities of Living Faith World Ministries, Inc. (LFWM). LFA is dedicated to the physical, mental, emotional, spiritual, moral, social, and intellectual development of children. We are committed to providing a safe, healthy environment in which children are loved and nurtured along with expectations and boundaries.

Mission Statement:

The mission of Living Faith Academy is to provide a quality educational program that encourages and challenges our students to achieve their greatest potential while preparing them for a higher level of education.

We implement a curriculum that promotes learning while teaching Christian family values, building positive self-esteem, and modeling good moral character.

Our academy promotes a safe, orderly, caring, and supportive environment. We recognize that children are a gift from God, so we pledge to always show God's love by our actions, words, and deeds. LFA along with teachers and parents, will work together to provide the best education for each child.

Our Vision:

Living Faith Academy Preschool provides Christian Education to develop student character, morals and values that challenge them to grow spiritually, academically, and socially.

About Living Faith Academy:

History

Living Faith Academy was a project envisioned and implemented by the Living Faith World Ministries Vision Team in 2007. With much prayer and determination under the leadership of Apostle Dr. Tony and Dr. Sharlene Barhoo, Living Faith Academy opened its doors in August of 2009. We started with one student in our Child Development Center (CDC) and grew that year to about 20 students. In January 2010, we expanded to become a VPK Provider. Later that year in August, we implemented our first elementary grade (Kindergarten). The following school year 2011-2012, we continued with Kindergarten and added another grade (1st grade). In 2012-2013, we added two more grades (2nd and 3rd grade). Again in 2013-2014, Living Faith Academy added 4th and 5th grade classes. Our school now has a preschool, which consists of CDC & VPK and elementary, which has grades K-5.

As a private school, the staff and administration is fully dedicated to every student and family. At Living Faith Academy, we believe that we are “LARGE ENOUGH TO MEET YOUR NEEDS AND SMALL ENOUGH TO NEED YOU”.

God gets all the glory....

We are proud to say that we were rated a 5.0 ERS score with the Early Learning Coalition of Flagler and Volusia County for our Child Development Center. In addition, we rated a score of 200 for our VPK School Readiness Program in 2010. As a private school, the staff and administration is fully dedicated to every student and family. At Living Faith Academy, we believe that we are “LARGE ENOUGH TO MEET YOUR NEEDS AND SMALL ENOUGH TO NEED YOU”.

Accreditation

Living Faith Academy is fully accredited by ACTS Accreditation; and we are also proud to say that we are Gold Seal accredited.

Statement of Faith

Living Faith Academy's Statement of Faith is as follows:

- We believe in the entire Bible and that it was divinely inspired by God.
- We believe in the external Godhead who has revealed Himself as one God existing in three persons, Father, Son and Holy Spirit.
- We believe that all have sinned and come short of the glory of God and that man is redeemed through the blood of Jesus Christ.
- We believe that the justification for the lost and regeneration by the Holy Spirit is absolutely essential.

- We believe in the Spirit-filled life, a life of separation from the world and holiness in the fear of the Lord.
- We believe in the baptism of the Holy Spirit with the evidence of speaking in tongues as the Holy Spirit gives utterance.
- We believe in the Lord's Supper, washing of the saints' feet and water baptism by total immersion; baptizing in the name of the Father, the Son and the Holy Spirit in Jesus Name.
- We believe in the bodily resurrection of both the saved and the unsaved; the saved to everlasting life and the unsaved to everlasting damnation.
- We believe that the divine miraculous healing and deliverance for all is possible in the name of Jesus.
- We believe in bringing tithes and offerings to the house of God.
- We believe in the personal imminent return of our Lord and Savior Jesus Christ.
- We believe in the Lord Jesus Christ, the Savior of all men, conceived of the Holy Spirit, born of the Virgin Mary, was crucified on the cross for our sins, buried, and rose again on the third day and now seated at the right hand of the Father as intercessor.

Philosophy of Christian Education

Education is a life-long process that inspires, challenges, motivates and empowers the students to achieve their destiny. Living Faith Academy believes that every child has the potential to succeed. **Our goal** is to provide a stimulating environment that will guide each child the opportunity to discover and develop their skills, creativity, and purpose. To reinforce this, Living Faith Academy has a high standard of expectation and a superior learning atmosphere. **Our staff** is fully committed to serving our students and families with the love of God. We implement a curriculum that promotes learning while teaching Christian family values, building positive self-esteem and modeling good moral character. **Our vision** and passion is to challenge all students to grow spiritually, academically and socially. Living Faith Academy wants to thank you for allowing us to become a part of your family and for a chance to provide the best education for your child.

The primary goal of Living Faith Academy is to prepare each student to glorify and honor God in all that he/she does. Students are encouraged to assume personal responsibility for learning as part of the developmental process. We expect Living Faith Academy students to be prepared for pursuing any chosen profession, through rigorous academic instruction and discipline. Students will learn the common core standards in education that will impact families, communities and destinies. Additionally, a close relationship with Jesus Christ along with Christian biblical values will help the student excel to a place of excellence.

Parents are commanded by God to "Train up a child in the way he should go: and when he is

old, he will not depart from it” ~ Proverbs 22:6. Living Faith Academy administrators and staff promise to support our parents by providing guidance, instructions and direction through biblical values. It is our duty to challenge all families to become godly role models in our society. We encourage and welcome parents to be active in their child’s education.

Admission:

Admission Procedures

- Parent Visit
Prospective parents are required to begin the admission process with a private tour of the school. Private tours of the school can be scheduled by calling 386.258.1258 ext. 13.
- Meet School Administrator or designated person
- Application
Once the school administrator has extended the opening to you, please fill out the proper paperwork and submit it, along with registration fee.
- Handbook
Read the Preschool Handbook thoroughly.
- The following must be provided to the school within the first 30 days of attendance:
 - ◆ Birth Certificate
 - ◆ Social Security Card
 - ◆ Medical Examination (on yellow, DH 3040 available from doctor or clinic)
 - ◆ Immunization Records (must be on blue, DH 680)
 - ◆ Completed Registration Packet
 - ◆ **Registration Fee is non-refundable (excluding vpk)**
 - ◆ Handbook Acknowledgements
- Enjoy a wonderful experience at Living Faith Academy!!!!

Non-Discrimination Policy:

No child will be refused admission to the school, nor be dismissed from the school for reasons of race, color, religion or creed. However, the school administration reserves the right to refuse admission and/or dismiss any child whose behavior is disruptive and harmful to other children.



Normal School Hours:

CDC—Monday through Friday 7:00AM-6:00PM
VPK-A: Monday through Friday - Morning 8:00AM-11:00AM
VPK-B: Monday through Friday - Afternoon 1:00PM-4:00PM

Definition:

CDC – **C**hild **D**evelopment **C**enter is a learning environment for ages 2-4 years old.

VPK – students must be 4 years old by September 1st of the current year. Living Faith Academy offers VPK A and VPK B classes.

General Policies:

- ⇒ LFA reserves the right to dismiss, any student (or family) whose doctrinal, moral or religious practices do not adhere to the School's Statement of Faith, and/or who jeopardizes the spiritual climate and spiritual well-being of others.
- ⇒ The school reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interests of the student himself or herself or the safety and well-being of others or to the academic climate of the school or for any reason.
- ⇒ Enrollment at LFA is understood to be for the full school year and parents are to pay for the full contract unless a special circumstance arises (i.e. Military move or job relocation.)

Attendance Policy:

Lifelong habits start at a very early age. Teaching your child that regular attendance and promptness are important is best done by ensuring that your child is at school regularly and on time. Please notify the school office if your child is going to be absent.

Please make sure your child is accompanied with a letter excusing the absence upon his/her return to school. After the third consecutive absence we require that the child is accompanied with a doctor's note. After the sixth absence (determined by director/administrator) we may withdraw your child from Living Faith Academy.

LFA closes at 6:00 P.M. **promptly!** If being late is unavoidable, we ask that you notify us and make arrangements for your child to be picked up by someone that is listed on your contact form. Please note that picture ID will be requested upon pick up.

Note: after 6:00pm a late pick-up fee will be charged. Parents must pay this fee prior to student returning to school. Special arrangements can be made with School Administrator/Director. (Fees are based on time child is picked up).

Late pick up:

Please make every effort to pick up your child no later than 6:00 p.m. If a child is not picked up by 6:00 p.m., you will be required to pay a \$15 late fee upon pick up.

Absences

If your child will be absent from the Academy for any reason, you must call and let someone in the office know. Our staff may contact parents if child is not in school or if child has excessive absents. Students that are not sick must make prior arrangements with School Administrator/Director and Teacher to ensure all assignments are completed upon returning to school.

Tuition:

Your specific rates will be outlined in your Contract and Rate Agreement. Tuition is payable in advance and is due no later than Monday by noon for the current week, unless another arrangement has been agreed upon. Payment may be made by check, money order or debit/credit card. There will be a late fee of \$15 for payments received late. Repeated late payments may be grounds for termination and parents who are more than 2 weeks late on payment will be denied childcare until account is made current. Please note that wraparound fees and parent fees are based according to binding contract. School Readiness/VPK Vouchers are accepted.

In order to take care of day-to-day expenses that are encountered, we need all fees/tuition paid promptly. Tuition and fees are computed with the following factors in mind:

- Food, health supplies, craft/activity/curriculum supplies, toys, computers, play equipment and books provided for the children
- Outside play equipment
- Employee wages and benefits
- Building rent, heat, electricity, telephone, maintenance, and liability insurance
- Additional time spent, each day, on record keeping, parent-provider communication; clean up, and shopping trips for food and supplies

Payments

Parents are fully responsible for all tuitions, book fees, registration fees, or any fees related to Living Faith Academy Elementary. All fees must be paid on time and kept current. Late fees may apply if not paid on time.

Parents who receive Step up for Students, McKay, or any other type of scholarships are required to sign a reimbursement check to the school when it comes in. Failure to sign this check may result in the parent paying the full tuition payment. If parent do not make payment to school, legal actions will occur and parent will be held liable for some or all legal cost.

If a child is withdrawn from the school during the school year, the parent's still have to sign the

reimbursement check for the time that their child attended school at Living Faith Academy.

Withdrawal Policy:

All withdrawals must be officially conducted through the school office. You will be charged tuition until withdrawal procedures are completed.

If you wish to withdraw your child for an extended period of time, but want to reserve his/her place in the school, you must pay the full tuition for each week during that time period. This tuition must be paid in advance unless other arrangements have been made prior to withdrawal.

Please follow these steps if you have reached the decision to withdraw your child:

- Schedule an appointment with the school administrator
- Fill out a “Withdrawal Form” in the school office
- Settle all financial obligations.

Tuition Exclusions

Tuition does not include all costs that may be incurred by a family. Tuition payments do not cover the cost of supplies or other costs associated with being a student at Living Faith Academy. Examples of such costs are cap and gown and pictures.

Return Check Policy

A \$25 processing fee plus bank fee (some banks charge around \$35 return fee) will be charged for any returned checks. After this we will ask that you pay with cash or money order.

Refund Policy:

In the event that a child’s account is paid in advance, a refund is necessary or the child is withdrawn from school, the parent can make a request for a refund. This request must be made in writing prior to the child’s last day of attendance. All tuition refunds will be prorated and be sent to the parent within two weeks of the child’s last day of enrollment. No refund will be given for registration fees, book fees or uniform fees (if applicable). If the request is not made in this manner, the refund will not be granted. If tuition is paid by an outside source or third party, a refund will be process directly to that source.

Daily Sign In /Out Policy:

To assure that your child is supervised carefully while in the school’s care, the following system is employed:

- ◆ Please make sure you sign your child in/out at the designated areas.
Each child must be checked into and out of the classroom daily by parent/guardian or other authorized person.
- Only persons 18 years or older, who are authorized on the contact list by the

parent/guardian, are permitted to sign-out a child. For your child's safety, identification is required for anyone to sign-out a child.

Who May Pick Up Your Child:

Only people who have been listed on your child's contact list may pick up your child. If there are any exceptions, the parent/guardian is to notify the office **IN WRITING** in advance. If possible, an official picture ID will be requested as proof from person. If you call to notify us that someone else is picking up your child, we may call you back to confirm it. We are very protective over all of the children entrusted to us.

Visitation:

Living Faith Academy has an Open Door policy on parents' visits. We recognize and support parents' desires to see and spend time with their children whenever they can. We encourage your questions and would like you to inform us regarding your concerns. We ask that upon entering/departing the academy you sign in at the main office upon arrival and departure.

Holiday Schedule*:

Living Faith Academy follows the following schedule for holidays:

New Year's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day and the day after
Christmas Eve and Christmas Day

****Please refer to school calendar for additional days****

Emergency School Closings:

In the event of a natural disaster, such as a hurricane or severe thunderstorm, the school will be closed. LFA will follow the Volusia County Schools closing guidelines. Please listen to your radio or television for announcement and information.

Illness:

We cannot allow a child to attend school if he/she has a fever, diarrhea, vomiting, or signs of impetigo (skin disease with eruptions), pink eye, chicken pox, head lice, or anything else that is contagious. If your child is found at school with any of these symptoms, you will be contacted and be asked to pick up your child immediately.

The child cannot return to school unless he/she has a doctor's clearance. In case of emergency, if you or anyone on your contact list cannot be reached then we will utilize the emergency response system. The parents or legal guardian will be responsible for all medical costs or any associated with this policy.

Health Tips from the Volusia County Health Department:

At school, children can come in contact with many communicable diseases such as flu, chicken pox, and severe sore throat. **DO NOT SEND YOUR CHILD TO SCHOOL IF YOUR CHILD IS ILL OR HAS FEVER, VOMITING, DIARRHEA, SKIN RASH, SEVERE SORE THROAT, OR A BAD COUGH.** Staying at home when sick will help your child get well and protect classmates. After an illness, your child may return to school if symptoms have not been present for 24 hours. If your child gets sick or injured at school, you will be called to pick up your child right away. The school is not able to take care of students for long periods of time when they are ill.

Re-Admittance to School (Illness):

Chicken Pox: All spots must be completely dried up so no open sores exist and the child must have a doctor's note upon returning to school.

Head Lice: All "nits" must be removed from child's hair before the child will be admitted back to class. The child must have a doctor's note upon returning to school.

Pink Eye: No drainage from eye should be seen. The child must have a doctor's note upon returning to school.

Impetigo: Sore(s) must be completely dried up. The child must have a doctor's note upon returning to school.

Medication:

Trained personnel will administer medications with written consent and physician order/script. Parents may bring medication to the academy and administer the medication to their child. School must verify medication being given. All medication must return home with the parent.

Waiver of Liability*

Parent and/or guardian of the child, hereby consent to the participation of the child in all Elementary/Preschool/Daycare/Child Care/Afterschool activities conducted by Living Faith Academy and to the participation of the child in all events related to said activities.

Also the parent/guardian hereby further authorize any of the staff, employees, agents and representatives of Living Faith Academy to provide for, approve and authorize any transportation to health care at any hospital, emergency room, doctor's office or other institution, for such health care or treatment of services that may be needed in what is deemed as an emergency. The parent/guardian understands that ***Living Faith Academy will call 911 in all emergency situations***, and he/she will be contacted to make medical decisions. The parent/guardian will then determine what treatment is necessary for the child. The parent/guardian will not hold Living Faith Academy or any of the staff liable for decisions that are in the best interest of my child/student.

The parent/guardian hereby further authorize emergency transportation by either Living Faith Academy's personnel or if necessary by ambulance or other emergency vehicle.

If there is no medical emergency, Living Faith Academy's staff will first use reasonable efforts to contact the parent/guardian before administering or authorizing any treatment.

Notwithstanding other provisions in this consent form, Living Faith Academy shall not have the authority to withhold or withdraw life-sustaining procedures for the child.

Living Faith Academy is well child-proofed and the children are consistently well supervised. However, accidents do happen. Parent/guardian understands this and assume all risk of injury or harm to the child associated with attending Living Faith Academy and agree to release, indemnify, defend and forever discharge Living Faith Academy and its staff, employees, and agents of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to my child, or by my child, howsoever caused, arising or to arise by reason of or during my child's participation at Living Faith Academy. This will remain in effect as long as the child/children attend Living Faith Academy or have involvement with Living Faith Academy.

PARENT/GUARDIAN CERTIFIES THAT HE/SHE HAVE READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENT. HE/SHE IS AWARE THAT THIS IS A RELEASE OF LIABILITY AND SIGNING IT VOLUNTARILY as his/her own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreements have been made and THE PARENT/GUARDIAN EXECUTE THIS RELEASE FOR FULL, ADEQUATE AND COMPLETE CONSIDERATION FULLY INTENDING TO BE BOUND BY SAME.

****Please see form attached to application****

Accidents:

In case of emergency, the parents or legal guardian will be notified immediately. Please be sure that your current phone numbers (work, cell & home) are on file in the office. If you change your work place or move, we need to be notified. Please be sure that three current emergency numbers are on file.

First Aid:

County regulations limit first aid provided at the school to the use of soap, water, and bandages. We are not allowed to use any other type of medication.

Discipline & Guidance:

Living Faith Academy believes in positive guidance, incorporating creative teaching and involvement to help children develop self-discipline and inner control over their actions. It is based on mutual respect and an understanding of children's needs and development. Positive guidance uses redirection, verbalization of misunderstandings, consistency, and acceptance of feelings, firmness, and fairness. Children are encouraged to express their feelings verbally as well as to discuss and resolve conflicts rather than 'act out' their feelings. In certain situations, a brief 'quiet time' may be used to allow a child to calm down and recover self-control before resuming group activities. This time is limited to no more than one minute per year of the child's age.

Aggressive Behavior

All children need to be able to participate in LFA planned activities and be able to follow simple directions. As with all aggressive behaviors, parents are notified with each incident. Aggressive and hurtful behavior includes, but is not limited to: biting, hitting, kicking, pushing, and pinching. Such behavior is not appropriate. We will use every appropriate method to help children control their behavior:

- Step One: The teacher will coach the child and contact his/her parent.
- Step Two: The teacher will schedule a Parent-Teacher Conference with Parent and School Director so that each party can make suggestions.
- Step Three: The teacher will schedule a second Parent-Teacher Conference at which time the parent may be asked to find alternate childcare.

Any or all of the steps may be skipped or omitted as deemed appropriate, based on the extent of the aggressive behavior and circumstances.

At Living Faith Academy we believe that discipline is for the purpose of redirecting children while reinforcing growth and development. Children are involved in development and activities that teaches them positive ways to communicate their needs and feelings to others. Problem solving techniques are taught to student to help develop skills and control negative behaviors. Discipline is never associated with food, rest, or toileting and is never physical, severe, humiliating, or frightening.

If a child is experiencing frustration when following directions, expressing himself/herself to other children/staff the following procedure will be implemented by a staff member:

1. Go to the child and speaking at eye level, asks the child to use his/her words to tell how he/she is feeling. Ask the child to express this to the other child or children present.
2. Redirect the child to another activity area of the classroom if frustration continues (unresponsive, negative, verbal response).
3. The child may return to the group upon indicating a desire to play with the child/children following the classroom rules.
4. If a child is unable to regain control by exhibiting aggressive behavior the child is to be removed from the classroom and supervised in a safe area on a one-on-one basis. When calm the staff member will ask the child to use his/her words to explain how he/she is feeling. Explain the inappropriate behavior and ask the child what could have been done differently. The child is then to be taken back into the classroom. Do not leave child isolated.
5. An incident report will be completed by the classroom teacher/school director/administrator.
6. Parent/guardian will review and sign incident report along with discussing ways to correct behavior in the future.
7. Frequency will be monitored and a meeting with the parent will be scheduled when 2 or more incidents occur within a week.
8. A behavioral plan will be developed with the parent's input and reviewed with the lead teacher and school director/administrator. This will be monitored closely and updates will be shared with parents
9. Progress will be documented daily on a behavior log and reviewed with the parent weekly or as needed.
10. Parent will be provided with assistance in obtaining resources in the community, if needed.
11. If the parent do not follow through with referral to outside resources, an alternative placement may be necessary to help child become successful.
12. A careful review of screenings, behaviors, evaluations, and testing will be conducted with parents along with proper placement of student.
13. If child needs cannot be met, Living Faith Academy will make a final decision to withdraw student from our school.

A change in the home occurs from time to time, that may adversely affect your child's behavior or attitude while in school. It is not our purpose to invade anyone's privacy, but

should such an event occur, a brief note or phone call would make us aware of the situation so we could be sensitive to the needs of your child. Living Faith Academy believes in ensuring the safety of all of our students.

Teaching Curriculum

HighReach Learning Curriculum

At each age, children gain new skills and achieve new understanding. HighReach Curriculum provides developmentally appropriate learning experiences and materials, developing essential readiness skills through exploration, investigation, and of course, fun! Covering all domains, HighReach Curriculum learning objectives address a wide range of development and skills.

Toddlers (2-3 year old)

Toddlers develop new skills as they grow and learn through exploration. Our toddlers will be introduced to developmentally appropriate activities daily. Such activities will help with motor skill development, thinking and language skills. They will also master other age appropriate activities which promote proper social and emotional growth. Three year olds are encouraged to become independent thinkers as they progress into their pre-kindergarten year.

Pre-Kindergarten (4 yrs.old)/ DOE Lesson Plans

Important learning foundations are reinforced and expanded through play and guided experiences. Both independent and teacher directed activities are instrumental in fostering: social, emotional, physical, cognitive, and language development in this age group. They will also learn basic Spanish and sign language. Department of Education Lesson Plan will be implemented with teaching.

Naptime:

Each child will be given a rest period. Research indicates that children generally sleep better at night and are better behaved if allowed to rest briefly during the day when tired. Fatigue is often a reason for short tempers. Children are encouraged to rest quietly but are not forced to sleep. Parents must provide a rest mat, a sheet (crib sheet will do), small towel or blanket, and a small pillow (please label with child's name). These items will help to make naptime more comfortable for your child. The blankets/towels and sheet will be sent home on Friday to be washed and are expected to be returned the following Monday.

Parent-School Communication:

It is the parents' responsibility to make sure the office has the correct information regarding you and your child. Please notify the school office immediately of any change in address or telephone numbers (home or work). Updated information will help us cope with emergencies quickly.

Parents please remember that you are your child's first teacher and that your input and guidance are vital for working with your children. We encourage parents to communicate

openly and often with their child's teacher and share information that may assist staff with providing the best program for your child. If you wish to speak to a teacher, meetings can be scheduled before or after school.

Personal Records:

It is the school's policy that records are kept current at all times. It is the parents' responsibility to make sure all records (parent contact information, physical, and immunization) are kept current. Please notify the school immediately of any change in address or telephone numbers.

Termination Policy:

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

We will give two weeks notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Child Abuse:

The Academy is required by law to report any apparent incidence of child abuse or neglect defined as "non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child."

All such reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.

Dress Code Policy:

Children should be dressed comfortably and appropriately for the weather conditions. Midriff sections should be covered at all times. Shoes should be closed toe, fastened securely to the feet. Open toe shoes or flip flops are unacceptable. Each child must always have a change of clothing at school. Place clothing in a zip lock bag with his/her name marked on the bag. **All**

articles of clothing must be labeled.

Meals:

LFA provides breakfast, lunch, and afternoon snack for free. Children are given ample time to eat but we do not force children to eat. We do encourage them to eat because meal times are valuable teaching opportunities.

Meal times provide a pleasant time for your child to learn healthy nutritional habits, appropriate table manners, coordination of small muscles and skills leading to independent self-help. We have staff that plans daily nutritional meals. **Please report all food allergies or special nutritional needs in writing to the teacher, office and cafeteria so that they can be addressed.**

If you prefer to pack your child's meals, then prepare meals in child sized portions, cut-up/sliced/peeled and easy to eat. Meals should be in non-breakable containers.

Cleanliness/Hygiene:

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. All employees are required to wash their hands frequently and also use antibacterial gel. Each child has a separate nap mat/cot that is cleaned and wiped with disinfectant daily.

Children use disposable cups, plates, bowls and eating utensils. We disinfect toilet seats between each use.

Special Needs:

Living Faith Academy will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program. Each child will be evaluated on an individual basis to determine eligibility.

Personal Storage:

Each child will be provided a designated place in their classroom to store his/her labeled personal items such as his/her rest mat, blanket, pillow, change of clothing, etc... Only your child may use his/her mat and personal items. Please make sure everything is labeled with your child's name on it.

Toys:

DO NOT send toys to school with your child because they may get lost or broken. There may be

a time when the teacher asks children to bring items from home but the teacher will inform the parents when to do this.

Jewelry and Money:

Do not send your child with jewelry, money, or other small things in their pockets, backpacks, or etc... The school will not be responsible for these items.

Lost and Found:

The lost and found box is in the main office. Items will be kept there for one week. It is the responsibility of the parent to check in the office for a child's lost belongings.

Birthday Celebrations:

If a child's birthday is celebrated, the parent may send **purchased**, not made, treats on the day of the child's birthday for sharing with the class. Please notify the teacher ahead of time, as another child also may have special snacks. **ALL BIRTHDAY PARTIES AND TREATS ARE TO TAKE PLACE AFTER NAPTIME.**

Special Holiday Refreshments:

If the teacher plans a party for the class, parents may be asked if they would like to donate items on that day. We will have a sign-up sheet with a list of refreshments to choose from for that purpose.

School Pictures

School pictures are a service rendered to the parents, through the school. They are not mandatory.

Photo/Video/Audio Release*

Parent/guardian understands that audiotapes, videotapes, and/or photographs may be taken of him/her, the family and the child. He/she hereby gives consent for him/her, family and child (under the age of 18) to be audiotaped, videotaped, and/or photographed in connection with Living Faith Academy educational events and activities.

Parent/guardian further agrees that all such audiotapes, videotapes, and or photographs shall be the exclusive property of Living Faith Academy and, subject to the limitations expressed below, releases and gives to Living Faith Academy all rights of ownership and all rights to copy, and publish, and use such audiotapes, videotapes, and/or photographs. Also acknowledges and agrees that Living Faith Academy may use any and all audiotapes, videotapes, and/or photographs for educational and promotional purposes, included but not limited to publication in brochures and other promotional materials and on the Academy's websites. Parent/guardian

understands that Living Faith Academy will not identify the child (under the age of 18) by name or allow any third party to use the audiotapes, videotapes, and/or photographs for commercial purposes without obtaining my written permission in advance. This will remain in effect as long as the child/children attend Living Faith Academy or have involvement with Living Faith Academy.

****Please see form attached to application****

Parking

To help prevent traffic problems, do not block or use parking spaces that are reserved. Please feel free to park on the side (N, S, E, W), additional parking is located on grass area. Please also make sure your car doors are locked. Do not leave your car running while picking up or dropping off your child. If you are going to spend some time speaking to your child's teacher or office personnel, please park your car in the designated parking place. Also, please no speeding in parking lot, follow posted speed limits.

If you have any questions or concerns you may call the school office at any time at (386) 258-1258 ext. 13. If you wish to speak to a teacher you can schedule a meeting with your child's teacher. Meetings will be held before or after school.

Thank you for entrusting your children to our care!!!

LFA Preschool Handbook Agreement

I have read and fully understand Living Faith Academy Preschool Parent/Student Handbook. I promise to comply with all sections of this handbook as written, along with any changes that may occur during this school year. All changes will be given to parents in writing with a signature page to be returned to school.

By signing below I acknowledge I have received a copy of the Living Faith Academy Preschool Parent/Student Handbook.

Student Name

Date

Parent/Guardian Signature (Father)

Date

Parent/Guardian Signature (Mother)

Date

Director/Administrator Signature

Date

On this _____ day of _____, 20____, _____
personally appeared before me in _____ County (in the state of _____) and, in my
presence, signed this LFA Preschool Handbook Agreement.

Name of Notary Official: _____

Signature: _____

Commission Expires: _____