



Lighthouse Christian Academy Mission Statement

Lighthouse Christian Academy serves as a Christian outreach ministry of Lighthouse Fellowship Church by providing quality early childhood education in a safe and loving Christian environment. Our goal is to instill a love of learning and to partner with parents in teaching children about the joy of following Jesus. We strive to help each individual child grow spiritually, emotionally, physically, socially, and intellectually.

NON-DISCRIMINATION POLICY

Lighthouse Christian Academy does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Required Policies from the Texas Department of Family & Protective Services

Lighthouse Christian Academy is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.

1. HOURS OF OPERATION

Lighthouse Christian Academy is open from 7:30am-6:00pm, Monday-Friday, during the school year which is August 27, 2018 thru May 24, 2019. Our summer hours are 7:30am-5:00pm which runs from June 3 thru July 26, 2019. Please see the Lighthouse Christian Academy 2018-2019 school calendar for Holiday and Half-Day closures. Lighthouse Christian Academy's tuition is based upon our operating calendar.

2. RELEASE OF CHILDREN

Per Texas state laws, parents have a right to access their child at any time. However, we request that parents drop off their children by 8:45 a.m. each day so that the child can take part in our full educational program. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor under the age of 18. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID.

3. ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend preschool. Lighthouse Christian Academy observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in child care activities, **including outdoor play**. If a child is too ill to go outside, they must stay at home on this day. Per child care licensing 746.3601(1)
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. Oral temperature of 101, tympanic (ear) temperature of 100, or axillary (armpit) temperature of 100 accompanied by behavior changes or other signs or symptoms of illness.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours.



If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

Parents need to pick up children within 1 hour of notification. In the event of *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Lighthouse Christian Academy may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, they may not return until the child is symptom-free without medication for 24-hours.

If a statement is provided by the child's health care professional, the document must state that the child no longer has an excludable disease or condition.

4. MEDICATION

Please inform your physician that your child is in full-day or part-day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, Lighthouse Christian Academy is designed for **well** children.

If medications need to be administered at school, the following conditions must be met:

- ❑ **Prescription medication can only be accepted only if it is in the original container and hasn't reached its expiration date.**
- ❑ Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. A note from the child's health care professional must be provided if manufacturer's recommendations are not listed.
- ❑ Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms which can be obtained in the school office. Please bring a copy of the information given to you by the pharmacy.
- ❑ Medication must be sent home at the end of each day. Medication is not to remain in the center overnight.
- ❑ **Medication will only be given if prescribed three or more times a day.** If your child is prescribed medication once or twice a day, parents must administer this before dropping off and after pick up at home.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

Medication may be given to children with a signed medical information sheet. These are located in the school office.

5. PROCEDURES FOR HANDLING EMERGENCIES

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures.



Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

If a child ingests or comes in contact with a poisonous substance, the staff will contact the Poison Control Center 1.800.222.1222.

6. PARENT NOTIFICATIONS

Open Communication with parents is very important to a child's success. Lighthouse Christian Academy has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that Lighthouse Christian Academy may communicate with parents:

- Our electronic T.V.monitor located by the school office
- Through email notifications
- Written memos placed in your child's daily folders
- Verbal communication with the child's teachers and director

Parent/Teacher conferences are held twice a year in the Spring and Fall. Parents are encouraged to attend. Your partnership and understanding of our curriculum and expectations is imperative for the success of your child.

7. DISCIPLINE AND GUIDANCE POLICY

Lighthouse Christian Academy staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only on unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Lighthouse Christian Academy does not use "time out" as a form of managing behavior. Lighthouse Christian Academy staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues.

8. SUSPENSION AND EXPULSION OF CHILDREN

The safety of all children and employees is important to us. While our goal is to work with children and families, aggressive behavior may place others at risk. Lighthouse Christian Academy reserves the right to terminate care for aggressive behavior at any time. No reduction or refund of tuition fees will be given in these situations.

9. SAFE SLEEP PRACTICES FOR INFANTS

Lighthouse Christian Academy begins enrolling students who are 2 years old by September 1st of the school year. We do not provide care for infants.



10. FOOD SERVICE AND PREPARATION

Lighthouse Christian Academy requires all students to bring a lunch each day, unless they are ordering on a catered lunch day, which are Tuesdays and Fridays. We do not have the ability to refrigerate or heat up your child's lunch, so please take this into consideration when preparing your child's daily meal. If a child does not bring a lunch, first the parent will be called, and if the school is unable to reach the parent, a lunch will be provided at a charge of \$5.00.

Our hot lunch program operates on Tuesdays and Fridays. On these days, Lighthouse Christian Academy will order food from a local vendor and parents have the option to order for their child on that day. The students account will be billed for the lunch and the amount drafted along with tuition.

Snacks are also an important part of a child's day and are served at mid-morning and then again, in our after-care program. Snacks served will consist of graham crackers, Ritz crackers, saltines, Cheez-its, and Goldfish.

Lighthouse Christian Academy must be notified of all known food allergies. A Food Allergy Emergency Plan must be completed by the child's health care provider. Children with known food allergies will not be allowed to attend until the Food Allergy Emergency Plan is completed and on file.

Per the Texas Department of Family and Protective Services, the Food Allergy Emergency Plan must be posted where food is served and prepared.

The Food Allergy Emergency Plan must include:

- The child's name
- What food the child is allergic to
- Sign of allergic reaction if given the food
- How to treat this reaction
- Alternative food to be given when substituting
- Signature from the child's health care professional

11. IMMUNIZATION REQUIREMENTS

An immunization record must be current for all children enrolled in Lighthouse Christian Academy. A copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

From time to time Lighthouse Christian Academy may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children. Per federal law, child care programs are prohibited from discriminating against a family's personal belief, including immunizations.

12. HEARING AND VISION SCREENING

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. Lighthouse Christian Academy will schedule annual screenings at our school. Parents may also bring in screening proof from their local pediatrician.



13. ENROLLMENT PROCEDURES

Upon selecting Lighthouse Christian Academy to meet your child's educational needs, **all enrollment paperwork is required 3 days before the child is allowed to start our program.** Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Enrollment Form
- Authorization for Emergency Medical Attention
- Physician's Statement
- Tuition Agreement
- Tuition Express Form (ACH Draft)
- Food Allergy Emergency Plan (if applicable)

Parents will be notified within 30 days of any policy change in writing. Signatures from parents may be required.

Parents must notify Lighthouse Christian Academy in writing of any change in enrollment information, such as telephone numbers and home addresses.

14. TRANSPORTATION INFORMATION

Lighthouse Christian Academy does not transport children under the age of 5, except in emergency situations.

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas Driver's License.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.

15. WATER ACTIVITIES

Parents are asked to give permission for their child to participate in water activities, which includes such things as; water table play, spray bottle play and occasionally sprinkler play (summer only). This permission request is located on the "enrollment form".

16. FIELD TRIPS

Lighthouse Christian Academy does not take field trips off the premises.

17. ANIMALS

From time to time, Lighthouse Christian Academy may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present.

18. SUNSCREEN AND BUG REPELLANT

Lighthouse Christian Academy will apply sunscreen and/or bug repellent as needed. Sunscreen and bug repellent must be provided by the parent, must be in the original container, and must not have expired. A "Sunscreen/Bug Repellent Permission Slip" must be completed by the parent before these items can be applied.



19. QUESTIONS OR CONCERNS

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the School Director. Through open communication, we can ensure that all parties are well informed and working as partners in your child's education.

20. PARENT PARTICIPATION

All classroom visitors are required to check in through the school office. Classroom visits are always welcome, but we ask that visitors respect the class schedule. We have many opportunities for our parent as well, below is a list of ways in which parents can become involved in the preschool:

- Sharing cultures and family tradition
- Being the room parent/working with the teacher on parties/events
- Assisting with classroom activities
- Sharing a craft, collection, or treasure
- Sharing career and work experiences
- Saving materials and "stuff" for school projects
- Preparing materials at home (cutting, stapling, sewing)
- Volunteering for church/school events

21. MINIMUM STANDARDS FOR CHILD CARE CENTERS

Lighthouse is licensed and regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our front office or view the standards online at www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

Lighthouse Christian Academy encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted on our parent communication board or you may view this at: www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp Parents may also contact our local child care licensing office at 817-727-6175.

22. STATE CONTACTS

Parents may contact child care licensing's local office at 817-727-6175. Parents may access the Texas Child Abuse Hotline at 1-800-252-5400. Parents may access the Department of Family and Protective Services and Health and Human Services website at www.dfpd.state.tx.us/child_care

22. EMERGENCY PREPAREDNESS PROCEDURES

Below is the Emergency Preparedness Plan designed for Lighthouse Christian Academy. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Lighthouse Christian Academy will ask parents to participate accordingly.

During any emergency, the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your transition sheet and emergency binder with you.

If you have children of your own in the facility, but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care.



The primary concern during an emergency or crisis is the safety of employees, students, teachers and all others in the facility. In the event a crisis situation occurs that requires action, the school will use the following procedures and guidelines:

In the event of a terrorist action in the areas:

- LCA will immediately consult with the Fort Worth Police Department and other authorities for their directions.
- The Director will contact DFPS and inform them of the emergency
- Teachers are to bring all students into their classrooms or nearest safe location
- All church and school entry doors will be monitored.
- Students will be released to parents only when approved by the appropriate authorities. When this occurs, a designated exit door will be used. An LCA staff member will be posted at the exit location to assist with student loading. Parents will not be allowed to leave their vehicles or enter the building. Students will be brought to them.

In the event of chemical attack which affects or has the potential to affect the school:

- LCA will immediately consult with the Fort Worth Police Department and other authorities for their directions.
- The Director will contact DFPS and inform them of the emergency
- The entire church and school will be locked down. All air handlers will shut down and all windows and doors will be closed and locked.
- All employees, students, teachers, and other visitors will be moved to secure central locations
- Students will be released to parents only when approved by the appropriate authorities. No one will be allowed to enter or leave the building until an all clear is used.

The following Emergency Preparedness Plan must be followed by all during a crisis or emergency situation.

Crisis	Definition	Procedure
EVACUATION	<p>These will usually come in the form of fire, chemical leaks, or any other environmental situations that causes an immediate evacuation of the building to be necessary.</p> <p>Fire drills are conducted each month.</p>	<p>All students are to quickly line up to file out of the building according to the emergency evacuation map. Teachers will be the last to leave the room, taking the transition sheet, emergency binder, turning off the light, and shutting the door behind them. After lining up outside in the designated area, faculty will immediately call roll. Emergency contact information and authorization books should be taken with staff when leaving the building at all times. In case of relocation, we will load the children in vehicles (church vans first, then personal vehicles as necessary) and drive the children to Sokol Gymnastics located at 6500 Boat Club Road, Fort Worth. The children will be counted when loading in the vehicles and again at the relocation center once unloaded.</p>



EXTERNAL THREAT	This will be any threat to students or school personnel that would require staying within the building to ensure safety.	Faculty will IMMEDIATELY lock all entrance and exit doors. Students will be directed to gather in a remote corner of the area and remain quiet, away from all windows and doors. Students will remain in a seated position until given further instructions. Faculty will monitor students until given further instructions.
WEATHER	This will be any threat to the school involving severe weather conditions. Severe weather drills are conducted every 3 months.	Faculty will direct students to quietly gather in their designated area according to the emergency evacuation map. Students will remain quiet, using the crouch position.

NOTE: In all of the emergency evacuation procedures above, the classroom teacher along with office staff, if needed, will assist children who have limited mobility and need individualized assistance to evacuate the facility in a timely manner to the relocated designated safe area. The office staff will stay with teacher as needed to ensure the safety of all children.

Transition sheets from all classrooms are to stay with each teacher responsible for the group. In the event of an emergency evacuation, the teacher and director will use the transition sheets along with the emergency binder to contact each parent and verify authorized release of children once reunited.

24. BREASTFEEDING

Lighthouse Christian Academy will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

25. CHILD ABUSE REPORTING LAW REQUIREMENTS

Lighthouse Christian Academy staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Lighthouse Christian Academy has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos and monthly newsletters. Lighthouse Christian Academy will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff is prohibited under Texas law to notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html



The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

26. WELL CHECKS

Lighthouse Christian Academy staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects. A Lighthouse Christian Academy staff member may complete a "Incident Report" to document these situations.

27. VACCINE PREVENTABLE DISEASES

While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to the employees. Lighthouse Christian Academy is recommending that the teachers consider receiving the Influenza vaccine.

28. OPEN DOOR POLICY

Lighthouse Christian Academy has an open-door policy. Parents and legal guardians may visit the center at any time to discuss the care and education of their child with the center director and staff or to observe their child.

29. GANG-FREE ZONE

Under the Texas Penal Code, any area within 1000 feet of a licensed child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

30. FIRE ARMS

Fire arms are prohibited in an educational facility serving minors. Individuals who have an Open Carry or Concealed Hand Gun License may not bring these fire arms into our facility. Fire arms may be kept in the licensed individuals' personal vehicle while on our premises.

LIGHTHOUSE CHRISTIAN ACADEMY SCHOOL POLICIES

31. TUITION AND FEES

Tuition is paid by ACH draft operated by Tuition Express. **All accounts are required to be set up on ACH draft.** Tuition Express will only draft the balance on the account. If a family does not want tuition drafted, they may make a payment by cash or check prior to the scheduled tuition date to avoid a draft. Drafts or checks returned NSF will be charged \$25.

32. EXTRA FEES

A non-refundable annual registration fee is due at the time of enrollment. During summer Lighthouse Christian Academy charges a separate registration, supply fee and tuition amounts. Summer tuition and registration is available in mid-March of the current school year.

Our program is open Monday through Friday from 7:30am to 6:00pm.



Lighthouse Christian Academy is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. If you are late picking up your child, an initial penalty of \$10.00 plus \$1 PER MINUTE will be charged to your account.

33. ARRIVAL TIMES

Children need to be in attendance by 8:45 a.m. each day so that they may benefit from our curriculum, routines, and rituals. Exceptions can be made when children have appointments with health care professionals or related services.

34. ATTENDANCE

We are concerned about the well-being of your child and we ask that you notify the front office by 8:30am each day if your child will be absent.

35. CONFIDENTIALITY

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from Lighthouse Christian Academy must remain confidential at all times. This includes, but not limited to, posting confidential information about Lighthouse Christian Academy, our children, staff and/or families on social media. Breaching confidentiality may lead to disenrollment.

36. PARENT CODE OF CONDUCT

Please understand, young children are present in our building. Some adult language is not appropriate for young children. Lighthouse Christian Academy prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Lighthouse Christian Academy has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Lighthouse Christian Academy must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property. Failure to follow discipline and guidance rules will lead to immediate termination of care.

In the event that a parent is dissatisfied with any situation at Lighthouse Christian Academy, parents are to maintain composure and handle issues professionally with the Director. Conversations that take place in the classroom must be developmentally appropriate for the children who are observing and must not be aggressive in tone. Any behavior that places a child at risk will lead to immediate dismissal from the program.

37. PARENT RESPONSIBILITIES

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Please understand that due to liability issues, staff of Lighthouse Christian Academy are not permitted to take children home from our center. Lighthouse Christian Academy employees may not be added as an authorized pick up or emergency contact for any child enrolled but their own.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Lighthouse Christian Academy staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal for use during naptime by full-day preschool children and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show & Tell.



There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to center director.
- Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom, at the school office, or in e-mail.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please be aware of the scheduled snack and lunch times and make sure your child arrives in time to be included in those activities.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.

The Texas Department of Family and Protective Services does not allow smoking, vaping, or the use of any tobacco product on the premises, either indoors or outdoors.

38. WITHDRAWAL FROM PRESCHOOL

A **TWO WEEK written notice** must be given for withdrawing a child from Lighthouse Christian Academy. If a family fails to give a two week notice, Lighthouse Christian Academy has a right to draft the monthly tuition from the family's bank account. Lighthouse Christian Academy has a right to refuse service to any family for any reason.

39. CUSTODY SITUATIONS

Lighthouse Christian Academy prefers NOT to get involved with custody disputes. Lighthouse Christian Academy will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parents information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Lighthouse Christian Academy has the right to terminate care. This includes, but not limited to, decisions about the child's care, health, and education. Parents must have these conversations at home and notify the center of any mutual decisions made by both parties involved.

40. INCLEMENT WEATHER POLICIES

In the event that the school closes due to inclement weather or other operating issues that affect the operation of the school, such as a loss of electricity or water, the closure will be posted on the local broadcast stations (FOX4, NBC5, ABC8, and CBS11) as well as our school's Facebook page.

In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive. Please refer to our Emergency Preparedness Plan for more information on evacuations and relocation of children.

41. CURRICULUM

Lighthouse Christian Academy uses the curriculum and materials that we believe will provide the best quality education and Christian guidance for each child attending Lighthouse Christian Academy. We seek to have age-appropriate curriculum that introduces preschoolers to academics such as letter and number recognition, colors, shapes, and to Bible principles such as being kind to one another, loving your neighbor, and serving one another.



Lighthouse Christian Academy also practices Conscious Discipline in all classrooms. Conscious Discipline techniques focus on building assertiveness and a healthy self-esteem. Children are taught active calming techniques to help regulate themselves while learning about empathy and problem-solving skills. For more information on Conscious Discipline, visit www.consciousdiscipline.com

42. NAPTIME

Supervised rest periods are provided for all children at Lighthouse Christian Academy. Please provide a nap mat and a blanket for naptime and take them home Fridays for washing. You may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's cubby. Child care licensing requires that all children be offered a nap or rest period.

43. CLOTHING

Preschool children must have a complete change of clothing, **clearly marked with the child's name**, with them to school daily. Preschool children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Accidents or other situations may arise which prompt a need for a change of clothes, even for the older preschoolers. Boots, sandals and flip flops are prohibited at Lighthouse Christian Academy for safety reasons. Lighthouse Christian Academy does not keep extra clothes on hand.

44. OUTDOOR PLAY

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside at some point every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground.

45. BIRTHDAYS AND CELEBRATIONS

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a "store bought" treat to share with the class for these occasions. Please make arrangements with the teacher several days in advance. If parents wish to invite children in the classroom to private parties, Lighthouse Christian Academy teachers will only be able to pass out invitations if one is provided for all the children in the class.

46. SCHOOL SAFETY POLICIES

- Check in/out procedures
 - All children need to be signed in and out each day from their child's classroom on the classroom transition log. The exception to this is if the child is dropped off and/or picked up through our curbside service program. In this case, the parent will sign on the curbside in/out log and the classroom teacher will note on the classroom transition log that the child entered or exited through our curbside program. *Please see the last page of the Parent/Student Handbook for a curbside map.
 - Building Access Cards - Parents are **REQUIRED** to have a building access card to enter school during school hours. This card will allow you entrance into the secured building during school hours. Cards are available in the school office for \$10.00 each. Upon return of the key card, a \$5.00 refund will be issued. The office hours are from 8:00-5:00 pm daily.
 - All parents must check in at the office as they enter the building **AFTER** the school day has started (8:45). This is for the safety of all of our children. It is important for families to follow this procedure in order for us to know exactly who is in the building at all times.



- Late Arrivals/Early Dismissals - The person dropping off and/or picking a child after school has started (8:45) or before school is released (2:15) must stop by the school office to the child in or out for the day.

However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

Our facility is equipped with a fire sprinkler system and fire drills are practiced monthly. In the event that a parent is present in the building when the alarm system is activated, parents are asked to assist the center in emergency preparedness.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. A signature from the parent or responsible individual will be required acknowledging that this information was shared. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

47. CAMERAS

Lighthouse Christian Academy has closed circuit cameras in all classrooms and school office. The purpose of these cameras is for the protection and safety of your child as well as the staff. The review and use of these surveillance cameras is at the sole discretion of the Lighthouse Christian Academy Administration. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet.

48. PHOTOGRAPHS

Lighthouse Christian Academy believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note: during certain parent events, such as Pre-K graduation, Christmas programs, and Field Day, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

49. OUTSIDE EMPLOYMENT

Employees of Lighthouse Christian Academy are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny- type jobs.

50. SOCIAL NETWORKING WEB SITES

Cyber identity and social networking is very exciting these days. However, please understand that employees of Lighthouse Christian Academy are prohibited from participating in social networking with parents and children. This includes, but is not limited to, Facebook, Twitter, and Instagram.

51. BITING

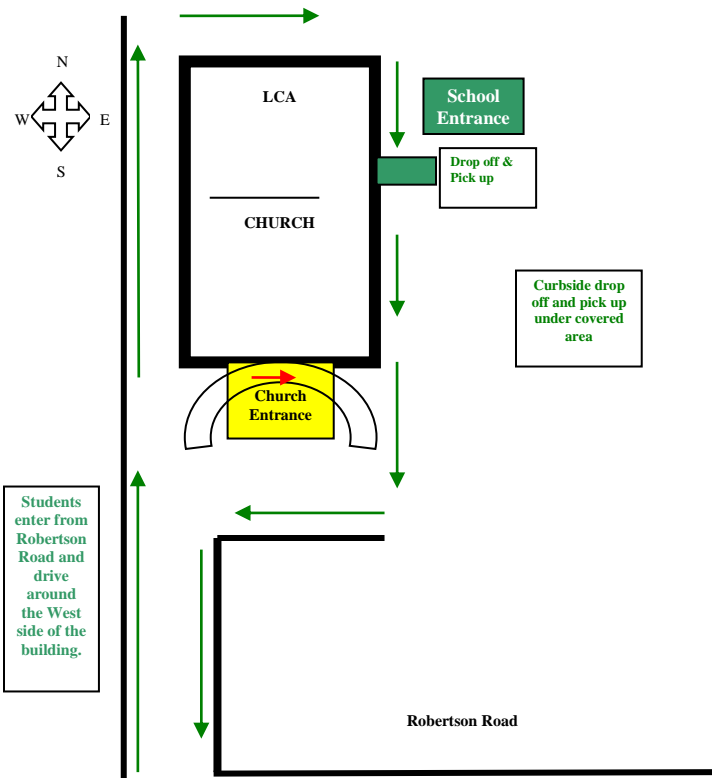
Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Lighthouse Christian Academy will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.



51. CELL PHONES

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please end all calls prior to entering the building so that our Lighthouse Christian Academy staff can properly communicate with you.

52. Curbside Map



Curbside service operates every morning beginning 8:20. Afternoon curbside service is offered Monday, Tuesday, and Wednesday beginning at 2:30.

On Thursday and Friday afternoons, we ask that our parents come into Lighthouse Christian Academy and pick up their child from the classroom. This affords that parents the opportunity to interact with their child's teacher, as well as view artwork in the classroom.

We at Lighthouse Christian Academy know that you trust us with your most valuable treasure, your child, and we strive to provide our families with the absolute best experience possible for their preschool education.. We believe that excellent early childhood development is the foundation for a bright future for our children at Lighthouse Christian Academy.