

LIGHTHOUSE PREP

Parent Handbook

Thank you for entrusting your child to the caring, dedicated staff at Lighthouse Prep.

At Lighthouse Prep we believe the first five years of a child's life are the most important in terms of relationships and experiences. During this time, a child's brain is the most active in development and it is essential for rapid learning to take place. Our mission is to create programs and services that empower the lives of young children and their families. Our teaching approach will help children develop self-control and confidence, fine motor skills, gross motor skills, social skills, etc. We also strongly encourage language and physical development. Lighthouse Prep is a Christian based preschool. We are so happy to have your child with us and we look forward to the opportunity to "team up" with you in educating your child.

The following information and procedures will help us deliver the best possible experience for your child. Please let us know if you have any questions.

AGREEMENT: PLEASE READ THE FOLLOWING VERY CAREFULLY BEFORE SIGNING.

Contact Information

Lighthousepreparatory.com

Office: (904)808-0700

Fax: (904)808-7188

Registration/Supplies

All applicants pay an initial non-refundable registration fee of \$50 per child upon enrollment. An annual supply fee of \$70 is due by September 15th of each calendar year.

3 Hr. VPK Students will NOT be responsible for a registration fee for supply fee.

Tuition

Advance weekly tuition is due on the first day you are scheduled to attend each week with no deductions for absence, including holidays. A late fee of \$10.00 per day will be added to your tuition fee if your account is not paid by 12p.m. Wednesday. A child whose tuition is not current can be terminated by Lighthouse Prep with one day's written or verbal notice to the parent or guardian. In case of default of payment, you agree to pay any reasonable attorney and/or collection fees. Refunds will not be provided in case of closing due to weather or other emergencies.

A \$40.00 charge will be added to your account if a check is returned to us. Repeated occurrences will cause us to require you to pay with cash or money order

Lighthouse Prep will review prices each December and July, and reserves the right to adjust those prices in January and August each year. We will provide at least a two week notice of any change.

Hours of Operation

Lighthouse Prep will be open from 6:45 am to 6:00 pm, Monday through Friday, except on holidays. Each child shall be picked up by 6:00 pm. **A charge of \$1.00 per minute per child will be charged if your child is not picked up by 6:00 pm.** It is the policy of Lighthouse Prep that there is a maximum 10 hours per day that a child may be in attendance. Any exceptions must be approved in advance, and there will be an extra charge.

School Closings

All Lighthouse Prep programs are closed on the following days:

New Year's Day
Martin Luther King Day
President's Day
Veteran's Day
Good Friday
Memorial Day
July 4th
Labor Day

Thanksgiving Day, the day after Thanksgiving,
Christmas Eve and Christmas Day.

If the holidays fall on a weekend we have the option of closing on the Friday before and/or Monday after the holiday. Notices will be posted in the main hallway.

Lighthouse Prep will close 2 additional days per year for annual cleaning and training for teachers.

Vacation

A two weeks written notice is required for vacations. Each family will be given one week of vacation each year in which tuition will be waived. **Account must be current to utilize vacation time.**

Snack/Lunch

Lighthouse Prep will provide two snacks that will follow USDA guidelines.

Lunch is to be provided by the parent. It is important for parents to pack a healthy lunch to get their child through the busy school day. Please send items that your child can easily open.

Breakfast can be served to children arriving before 7:45, but must be furnished and prepared in full by the parent. Parents may not use the kitchen facilities.

On Monday we offer the option of Chick-Fil-A for a fee of \$4 per meal. On Thursday we offer the option of pizza for a fee of \$3 per meal. Please sign the consent form below to allow your child to participate.

Program Withdrawal

Lighthouse programs are full-year programs (other than VPK). A child may be withdrawn with two weeks' written notice, and re-register when he/she is ready to return to school. A spot cannot be guaranteed in this case, but consideration will be given. If notice is not given, you agree to pay two week's extra tuition at the time of withdrawal of the child from the program.

Emergency Plan

In the event of emergency while your child is in attendance, you grant Lighthouse Prep permission to administer care as it sees fit for the child's best interest, in accordance with the information you provided on the enrollment form. In the event of illness or accident while the child is in attendance, medical expenses are the responsibility of the parent.

Pick-up Procedures

Florida Department of Children and Families requires that no child leave our premises with anyone who is not written on the child's application. A parent/legal guardian may give separate written permission at any time. Permission may be faxed to us, but may not be granted by phone at any time, in accordance with Florida law. Also, the individual designated to pick up your child must be at least 18 years of age.

For security purposes, Parents must bring their child to the classroom each day, and verify that he/she is under supervision, before leaving the premises. Parents must pick-up their children from their classroom teacher.

Medications

All medication must be labeled and in its original container and placed in the Front Desk Medicine Bag with a completed medication usage form. We cannot dispense any medication without your signature approval. This *includes* all over-the-counter medications as well as prescriptions – even sunscreen. If the original container states “ask a doctor before...” we must have a doctor’s note to administer the medication. We cannot exceed the dosage written on the bottle or box without doctor’s written approval. Because of FDA recommendations, we will not dispense over-the-counter cold medicine to children under the age of 6 under any circumstances. Medications needed two times per day or less should be given at home.

Communicable Disease Policy

It is desirable to develop good habits of regular attendance in children. You can do this by sending your child to school each scheduled day unless there are health concerns, such as a fever, vomiting, diarrhea, rash, or other symptoms of a contagious disease. Please notify us immediately if your child does have a communicable disease as you may need a doctor’s approval before your child returns to school. You will be called to pick up your child if he/she develops any of the symptoms below:

- Severe coughing
- Difficult or rapid breathing
- Stiff neck (especially if the child cannot lift their head up and down)
- Diarrhea (2 or more abnormally loose stools within 24 hours)*
- Temperature of 100F or higher when in conjunction with other signs of illness*
- Temperature of 101F or higher in the absence of additional symptoms*
- Eyes that are irritated and discharging*
- Exposed, open skin lesions
- Green discharge from the nose that lasts more than 2 days*
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Any other unusual signs or symptoms of illness

If lice or nits are found on your child you will be called to pick him/her up. Your child must be checked by the front desk staff or teacher before returning to class. Upon return, please bring proof of treatment + continue to treat + recheck your child daily.

These items require your child to be symptom-free for 24 hours before returning to school unless approved by a doctor (doctor’s note).

Daily Schedule

6:45 a.m. - 9:00 a.m. Welcome and Early arriver activity/discovery

9:00 a.m. - 12 p.m. Morning Instruction

11:30-12:00 p.m. Lunch

12:30 p.m. - 2:30 p.m. Rest/Quiet Time

2:30 p.m.-6:00 p.m. Afternoon Enrichment

It is the policy of Lighthouse Prep that children are in attendance by 9:00 am. These times are set to maximize the instructional time for the children, and minimize disruptions during instruction periods.

Toilet Training

Teacher/Staff strongly encourage potty training.

Your child must be potty trained when entering the Jr. Preschool or the VPK class.

Special Needs

If your child has a special need, we strongly encourage you to work closely with your child's teacher. This will ensure that all teachers/ staff are aware of any needs and/or accommodations that are required.

Birthday Parties

We love birthday parties! This is the child's special day. If you wish to have a celebration at school, we ask that you furnish the refreshments for your child's class that day if possible. It is important that you provide us with a list of ingredients due to food allergies. Please avoid peanut products.

Items brought from Home

Please encourage your child to leave all toys at home unless your child's teacher has directed otherwise.

Each child should have 2 changes of clothing left in the school to be used when needed. All clothing should be marked with your child's name. Please send your child in comfortable, washable clothing for activities such as outdoor play, painting, and gym. Lighthouse will not reimburse for missing or damaged articles. Please make sure **ALL** articles brought from home have a name on them.

Items to bring to school:

2 changes of clothing

A crib sheet and small blanket for nap/rest time

Diapers (if your child is not toilet trained)

2 boxes of wipes

Infant: Parent is responsible for bringing water, formula, and bottles for infants. Please bring enough to last through each day. The teacher will not be able to wash bottles throughout the day as it will take time away from the children and the facility is not equipped.

Discipline

At Lighthouse Prep, it is our policy to treat our children with love and respect. To accomplish this goal we employ positive, respectful reinforcement techniques such as verbal and tactile praise as appropriate to the developmental age of the child. At no time are negative reinforcement techniques requiring the use of physical punishment, or the withholding of food or toileting, acceptable.

By Florida law, staff is required to document and report any signs of abuse and neglect to the Florida Abuse Hotline without Lighthouse Prep's knowledge or approval. The staff will always err on the side of protecting the child.

Parents will be held financially liable for the damage or destruction of educational materials, toys, computers, etc., if that damage was inflicted willfully

Biting Policy

Biting is a distressing but common behavior for children between the ages of fourteen and twenty-four months. Biting has many causes. One of the most common reasons for biting is the frustration that children of this age feel when they are unable to use words.

Our policy for Jr. Preschool and VPK:

First Offense: Teacher/Director will contact both Parents and will provide a written incident report for both children.

Second Offense: Teacher/Director will contact both Parents and will provide a written incident report for both children.

Third Offense: Teacher/Director will contact both Parents, a written incident report for both children will be provide, and the child will be sent home for the day.

Forth Offense: May lead to your child being terminated.

Behavior

Lighthouse Prep will NOT tolerate aggressive behaviors, including fighting, bad language, disrespect and disruptive behavior. Continued policy violations, or any violent action that threatens the safety of other children or staff will be cause for immediate dismissal.

Should the teachers and Director determine that your child cannot adjust to Lighthouse Prep's programs; is a detriment to teachers, to other children, or to himself; or that you have not fully carried out this Policies and Procedures Contract, Lighthouse Prep has the right to terminate your child's enrollment at our school immediately.

**Lighthouse Prep reserves the right to change our policies
from time to time without notice.**

POLICIES AND PROCEDURES CONTRACT

I have read, fully understand, and agreed to abide by the Parent Policies and Procedures.

Child's Name: _____

SIGNATURE OF PARENT OR LEGAL GUARDIAN

Mr. _____ Date _____

Ms. _____ Date: _____

I (do/do not) give permission for my child to participate in Chick-Fil-A Monday & Pizza Thursday

I (do / do not) give permission for my child to go on field trips

I (do / do not) give permission for my child to be photographed, and for those pictures to be used by Lighthouse Prep without names.

Parent Signature: _____