



# PRESCHOOL HANDBOOK

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# **INTRODUCTORY MATERIAL**

## **SCHOOL VERSE**

“Train up a child in the way he should go,  
and when he is old he will not depart from it.”  
(Proverbs 22:6)

## **SCHOOL MASCOT**

Eagle

## **SCHOOL COLORS**

Navy Blue and Light Blue

## **ADMINISTRATIVE STAFF**

Shannon Smith – Director  
Dawn Lane – Administrative Assistant  
Taylor Barbour – Financial Assistant  
Pat Taylor – Office Assistant  
Nan Benton- Office Assistant

## **SCHOOL WEBSITE**

[www.lelandchristian.org](http://www.lelandchristian.org)

## **SCHOOL PHONE AND FAX NUMBER**

(910) 371-0688  
(910) 371-1561 fax

## INTRODUCTION

Welcome to Leland Christian Academy. We are excited that the Lord has brought us together for another school year. We anxiously await what the Lord has in store for us.

Our goal at LCA is to “train up a child in the way that he should go and when he is old he will not depart from it” (Proverbs 22:6). This demands a concerted effort by the home, the church, and the school – the LCA team! LCA is an educational ministry of the First Baptist Church of Leland and is committed to nothing less than the highest standards and goals of Christ centered education.

The foundation of LCA is the Bible. All courses and activities are presented with the understanding that the Lord Jesus Christ is the source of all wisdom and knowledge. Without apology, prayer, Bible teaching, Christian character development, and patriotism are a daily experience. Every staff member agrees that Jesus is the only Son of God, born of a virgin, crucified to take the punishment for our sins, and raised on the third day, living forevermore. We believe the Bible to be the inerrant and infallible Word of God and that it is God-breathed. These beliefs are the foundation of everything that we do as we daily seek to become more like Jesus. We believe that everyone should have a personal relationship with Jesus and be active in a Bible-believing church.

## PHILOSOPHY OF MINISTRY

### **Mission Statement:**

Leland Christian Academy, as a ministry of FBC Leland, will provide academic excellence in a caring, Christian environment, enabling students to meet the challenges of their call to serve Christ in the world.

### **Vision Statement:**

Leland Christian Academy students will exemplify Biblical principles, character and skills to be lifelong learners and productive citizens as they serve Christ.

### **Faith Statement:**

Leland Christian Academy adopts the statement of faith as adopted by the First Baptist Church of Leland, and that statement of faith can only be changed by the First Baptist Church of Leland. *(Please see [www.fbcleland.org](http://www.fbcleland.org) for the complete statement of faith.)*

## **Bible Instruction**

The foundation of all LCA does is God's Word and is integrated into each course taught. We believe the Bible offers the best guide for daily living. All activities and courses are presented with the understanding that the Lord Jesus Christ is the source of all wisdom and knowledge. Prayer, Bible teaching, Christian character development, and patriotism are a daily experience. Students are taught Bible stories daily and emphasis is given to Scripture memorization. LCA hopes to instill a love of Christ and His Word by teaching children not only the stories of the Bible, but how to apply them to their daily lives.

## **Chapel**

The weekly Chapel experience at LCA provides students with an opportunity to individually and corporately worship the Lord. Through both singing and student participation, Chapel also becomes a time of inspiration, fellowship, and challenge. First Baptist Church staff, teachers, missionaries, and other outside sources occasionally come in to lead the children in this exciting time.

Students are encouraged to approach Chapel as a worship and devotional time during which they may learn about God. Mature, respectful, and appropriate behavior is always expected. Inattentive or disruptive behavior is unacceptable for it is the Lord whom we worship.

## **Christian Service**

Ephesians 2:10 reminds us:

***“For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them.”***

There will be opportunities for students as groups, and as individuals to serve others both at home and away from school. Each student is encouraged to be active in his/her home church.

## **Pledges**

Three pledges are recited daily and should be committed to memory. They are:

### **Pledge to the American Flag**

“I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

### **Pledge to the Christian Flag**

“I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one brotherhood, uniting all Christians in service and love.”

### **Pledge to the Bible**

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, a light unto my path, and I will hide its word in my heart that I might not sin against God.”

### **John 3:16**

Our students are taught to memorize John 3:16.

*“For God so loved the world that He gave His only begotten son, that whosoever believes in Him, may not perish, but have everlasting life”.*

## **ACADEMIC INFORMATION**

*“Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.”*

*(2 Timothy 2:15)*

### **Academic Program**

Each classroom has one lead teacher. The teacher is provided help, as needed, by an assistant. The two, three and four year old pre-kindergarten program is designed to lay a foundation in phonics, manuscript, numbers, language development, and listening skills as well as the great truths and stories from the Bible. Field trips further enhance the many learning experiences offered our preschoolers (two years old and under classes do not take field trips).

Our curriculum is primarily provided through ABeka Book of Pensacola, Florida. ABeka is recognized internationally as a leader in developing high quality textbooks and curriculum for Christian schools around the world. The Bible curriculum we use is Positive Action.

### **Student Records**

LCA maintains a complete record of files for each student. These records are kept securely in the school office. All material in these records is treated as strictly confidential. Only authorized individuals have access to these files.

### **Distractions to the Academic Environment**

Respect for self, for others and property are significant expectations for students at Leland Christian Academy. Toys, electronic devices, cameras and such are unnecessary distractions in the academic environment. These items are subject to confiscation if found on campus.

There will be days when teachers will ask their class to bring in special items relating to the weekly theme or letter, or for show and tell. When you do bring things in to share, ensure that everything is labeled.

## Teacher/Student Ratios

Ratios are determined by the age of the students in the classroom as shown in the following chart.

Ratio	Infant	Toddler	Twos	Threes	Fours
With one Teacher	5	6	10	15	20
Classroom Max.	10	12	20	25	25

LCA has one lead teacher and an assistant wherever required and typically when not required in order to improve the education and safety of children.

## The Two Year Old Program

Students in this program are introduced to many social skills as well as academic skills. In this program, children are not expected to master the alphabet but simply be introduced to it. Our goal for children in the two year old program is that they learn to function in a large group, listen to their teachers, and obey those in authority. While we take these skills for granted, it is difficult for a child to go into a room with 15 other children the same age, and realize that it is not all about ME! Parents will be amazed daily at what their child learns and at the end of the year, how much that child has grown physically and mentally.

Parents will receive a daily report showing how your child did at school. This report will include special events happening at school, how your child ate, slept and behaved. We ask that you read this report daily, sign the report and return it to school the following day. This communication between school and parent is very important.

We love to have parents volunteer as “class mom’s” for the two’s. You would be responsible for helping the lead teacher plan parties and fun events for the class. Please see your child’s teacher if you are interested in helping.

## Potty Training

If your two year old is not potty trained upon entering the program, our staff will work with you. We require that you provide us with an ample supply of disposable diapers, pull ups and wipes. We will let you know when these need to be replenished. Diapers are checked hourly and changed as necessary. There is a diaper schedule posted in the Two year old room where diaper changes are recorded. You may view this at any time. Please do not dress children who are in potty training in overalls or “onesies” as this is frustrating to the child when trying to master these skills. Children cannot move up to the three year old room until they meet age requirements and are 100% potty trained.

## The Three and Four Year Old Preschool

Children in our preschool program receive the best in preschool education. While the children are still learning social skills, they are also learning recite the Pledge of Allegiance, the Pledge to the Christian flag and the Pledge to the Bible. The children



participate in a variety of activities to enhance learning; such as field trips, enrichment classes, attend chapel once a week to worship, and take part in a variety of programs.

In the Preschool program, students work diligently on their reading, writing and math skills. A successful student is one who not only learns at school, but at home as well. Every nine weeks, you will receive a report card showing how your child has done at school. Parent/Teacher Conferences are made available the two days that follow.

LCA's curriculum uses games to teach children letter sounds, numbers and counting, vowel sounds and such. Children in this program make arts and crafts, visit the library weekly, and play outdoors or in the gym daily.

Parents will receive a daily report showing how your child did at school each day. This report will include special events happening at school, how your child ate, slept and behaved. We ask that you read this report daily, sign the report and return it to school the following day. This communication between school and parent is very important.

Parents are encouraged to volunteer in the preschool. Each class needs a "class parent" to help teachers plan parties and other fun events throughout the year. If you are interested in helping, please see your child's teacher.

### **Summer Camp**

The fun and learning does not end on the last day of school. Our summer camp program is for those students that have finished Kindergarten through 5<sup>th</sup> grade. The PK4 classes may occasionally participate with the campers in various activities on campus and field trips. A camp calendar will be sent home with those students attending during the summer months and it will list those activities and field trips. Camp is packed with games, crafts and learning all centering on a common theme. These themes range from science, geography and history to art, literature and spiritual. They are intended to stimulate learning in a more relaxed environment.

Our hours remain the same for summer camp programs. The Preschool programs continue to operate on the same schedule during the summer months.

## **ADMISSIONS**

Leland Christian Academy admits students of any race, color, gender, national, and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

## Admissions and Acceptance

Children must be the age of the class they are entering on or before the North Carolina birthdate guidelines. (As of 2009, NC has set August 31st as the cutoff date.) There will be no exceptions to this rule. A school visit is encouraged before enrolling your child. Prospective parents should call the school office to arrange a time to visit and tour the school. Application packets are available in the school office or you can obtain an application from the school website. Enrollment for the upcoming school year begins upon completion of re-enrollment by our current school families which takes place during the last two weeks of January. Enrollment fees are nonrefundable and must be paid to reserve a spot for your child.

## Procedure for Enrollment

Interested parents will be asked to follow the procedures listed below in order to enroll their children in Leland Christian Academy.

1. Complete the application form and attach the **non-refundable** annual/enrollment fee.
2. Upon acceptance, parents must submit:
  - a medical exam (you have thirty days from the date of enrollment to have a physician complete this),
  - immunization record (a copy of an up-to-date one is fine),
  - Signed Acknowledgement form for the current school year.
  - Tuition Express forms completed and returned to school office.

No student has a right to acceptance. To attend LCA is a privilege, not a right. Students cannot be accepted until the application is completed and the interview takes place. If the class is full, they will be placed on a waiting list. The waiting list is not used on a first-come, first-served basis; rather, acceptance is based upon student academic needs, boy/girl ratio, sibling, faculty/administration recommendation, and other criteria.

## Admissions Policy

1. *Previous expulsion from another school:* Generally, the school does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school.
2. *Immunization Records:* A copy of the child's immunization records must be on file and all immunizations must be current.
3. *Wait List:* A wait pool of prospective students is kept in the office. Parents will be notified as space is available. Acceptance is not just based on first-come, first-served; rather, acceptance is based upon student academic needs, boy/girl ratio, sibling, faculty/administration recommendation, and other criteria. [Please note – a student offered a space will begin paying tuition upon availability and acceptance. If the student will not start until a later date, tuition must either be paid OR the place will be offered to another student out of the wait pool.]
4. *Admittance Age:* Students must be the minimum age of the class based on the date established in the NC guidelines. (Currently, August 31st).

5. *Potty Training*: All students over the age of Three (3) must be potty trained to be in the PK3 or PK4 classes.
6. *Acceptance Policy*: LCA does not provide enrollment to students whose special education, behavior, or physical needs cannot be met by our existing programs, services, or staff. The school has the right to impose religious requirements on the students.

### **Student Withdrawal**

A student is not considered withdrawn until the school office has been notified by the parent/guardian in writing and any necessary exit interview (via phone or in person) has taken place. Full payment must be made through the last week of attendance plus any additional charges.

### **Student Dismissal**

LCA reserves the right of dismissal at any time during the school year. Any student who fails to meet Academy or other standards or qualifications or one who fails to cooperate, or whose parents or guardians fail to cooperate, may be asked to withdraw from the school. Dismissal will be administered by the Director. Appeal of a dismissal may be made in writing to the School Board within three days of the dismissal. A student may not attend classes during request for an appeal. Dismissals may occur when any of the following take place:

1. Use of physical force, verbal intimidation, or conversations and/or threats that imply harm or endangerment of another student, faculty member, parent, or person at large on or off campus. (Includes the threat, evidence of planning, attempt, or an actual assault of any faculty or staff member.)
2. Repeated violations of discipline.
3. Failure of parents to cooperate with LCA in regard to discipline or standards.
4. Sexual misconduct including physical conduct and/or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendoes and gestures, or other serious sexual misconduct.
5. Lying.
6. Stealing.

### **Re-Admission**

Any student dismissed from LCA or allowed to withdraw will not be allowed to apply for readmission for at least 18 weeks. Requests for re-admission should be made in writing to the Director, and will require payment of the reenrollment/enrollment fee. LCA reserves the right to deny readmission.

### **Re-Enrollment**

Students attending Leland Christian Academy will be given the opportunity to re-enroll during the last two weeks of January. Re-enrollment must be done annually, and the Annual fee set for that year must be paid before your child's place is reserved.

## New Student Enrollment

New student applications are available at any time during the year. New students are required to complete the enrollment process and will be informed of their placement when all steps are finished.

### Financial Policies (see Tuition and Fee Schedule)

1. *Registration:* The Annual/Re-enrollment fee is due upon application for enrollment. **Registration is non-refundable.**
2. *Tuition/Payment/Late Fees:*
  - It is a requirement of LCA for all Preschool tuition to be collected using the Tuition Express.
  - Payments will be drafted by Tuition Express on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month.
  - If an account is 30 days past due, parents will receive a late notice. If a 60 day late notice is sent, parents have five business days to respond. Students may not attend class if accounts are more than 65 days in arrears.
  - Re-enrollment will require paying the annual fee.
  - A \$30.00 NSF fee will be charged by Tuition Express for a returned draft or a stop payment
4. *Tuition and Fees Reimbursement:* A student is considered enrolled for the entire year. Tuition is calculated on the basis of the entire year; therefore, no reduction/refunds/proration can be made for vacations, school holidays, and inclement weather.  
Fees, discounts, and incidental charges are neither prorated nor refundable.
5. *Tax Receipt/Donations:* Every January you will be given the opportunity to request a statement of fees paid for the previous year. As some childcare and preschool tuition charges may be tax deductible, you should take this statement to your tax preparer for further instruction. Parents may like to donate needed school equipment and supplies. All donations, including monetary, are greatly appreciated and may be tax deductible.
6. *Scholarships:* LCA does offer a scholarship program to preschool students. You must pick up an application form and submit it along with all necessary documentation as soon as possible. Scholarships are determined based upon needs and availability of funds.
7. *Tuition-free week.* LCA offers one tuition-free week for all preschool families per school year. This week is not available until a student has attended a minimum of nine calendar weeks for that school year, and the family's account must be current before the week is awarded. The week must be scheduled at least two weeks in advance, and the student cannot attend during that week. This week must be used as a single week.
8. *Delayed Start.* Students enrolled, who will not start immediately, will be required to pay tuition from the day of acceptance rather than start date if there is a waiting pool for that class. Otherwise the space will be given to another student.

# ATTENDANCE REQUIREMENTS

## Attendance

Upon enrollment, you and any person you authorize to pick up your child will create identification codes to be used on the Procure time clock. Each person will create their own individual codes, please do not share codes as each one identifies in our system who has picked up and dropped off each day. With these codes, you will clock your child in and out daily. Clocking in is done just outside the school office by entering your codes on the time clock. Be sure to clock in and out daily as this is most important for safety and attendance issues.

Once your child is clocked in, please take them to the proper classroom. Be sure the teacher knows that your child has entered the classroom. Please leave the classroom before instructional time begins. Preschool programs begin at 8:00 am. We do ask that you respect the class times. The instructional time is one of the most important times of the day. **If you arrive for drop off after 8:30 a.m., please clock your child in and the office staff will escort them to their classroom.** Please realize that each class is on a planned schedule and children coming in after class time begins can be very disruptive. LCA acknowledges that there are exceptions to this, such as doctor appointments, parents on shift work, traffic jams, etc.

When you are on campus, dropping off or picking up your child, LCA staff is not responsible for that child. Please do not allow your child to run through the hallways. Also, do not allow your child to run out of the building without you. Please keep your child at your side at all times. When bringing your child to participate in programs, once you have left the child with the responsible staff, then LCA staff will assume the responsibility of ensuring your child's safety.

Your child must be picked up by a parent or pre-authorized person. LCA requires any pre-authorized pick-up person to have a picture ID, an assigned code for the time clock, and be at least 16 years of age. **There will be no exceptions to this procedure.**

## GENERAL INFORMATION

### School Hours

The school office is open daily from 7:30 am until 6:00 pm. The school's main telephone number is (910) 371-0688. The fax number is (910) 371-1561. Office phones are for business purposes unless there is an emergency. A staff member will contact you if your child has a need arise during school hours.

### Traffic Patterns

The traffic pattern at LCA is designed for maximum safety for our students. Parents are asked to observe all traffic flow patterns. The LCA parking lot, directly in front of the school

entrance, is meant to be a one way traffic pattern. Please be observant of the painted arrows. Since safety of the students is involved, please give wholehearted cooperation in observing these regulations.

Our parking lot is a busy place, full of precious little ones. ***Please keep your speed under 10 mph while on the FBCL/LCA campus.***

**According to NC Law, no child may remain in vehicles unattended if under the age of 9.**

### **Accidents**

If a minor injury (scrape, abrasion, bruises) should occur at school, first aid will be administered according to the American Heart Association's guidelines and the injury will be recorded on an Accident report. Parents will receive a copy of the report. Parents should sign the report and return it to the school to be kept on file. If an injury or illness is of a serious nature, parents will be notified immediately. An incident report will be filed and needs to be signed by a parent and will be sent to the state. If an injury requires immediate medical attention, the school will arrange for transportation if the parent cannot be reached. All medical expenses and transportation incurred are the parents' responsibility.

If your phone number(s) or address changes, please let us know immediately. This could be crucial in finding you in the event of an emergency.

### **Allergies**

It is most important that any confirmed or suspected allergies, either to medication, food, insect bites, or anything else be noted on your child's application. You should also bring this, in writing, to the attention of the Office and your child's teacher. Each classroom has a copy of a school allergy list in their classroom to ensure that all staff are aware.

### **Health Policies**

All children are required by North Carolina state law to have a copy of the current immunization record on file in the school office no later than the first day of attendance. Children are required to have a physical exam within 30 days of enrollment, or the first day of school. It is the parents' responsibility to keep the child updated on immunizations and to provide documentation to the office.

### **Illness**

In order to help prevent the spread of disease or infection and to keep our children as healthy as possible, we can only allow children in good health to attend. We need your help to maintain this policy.

- ***Children who appear to be sick cannot attend.*** Do not bring your child with a fever of 100 degrees or higher, vomiting, diarrhea, chronic cough, unexplainable rash, head lice, heavy nasal drainage, pink eye, or any other

obvious signs of illness. If a child develops any of these symptoms during the day, a parent will be notified and arrangements must be made for the child to be picked up within the hour.

- ***Children must be symptom free for 24 hours*** before returning to school.
- If you have given your child medication before coming to LCA, please inform the teacher of the type of medication, dosage, and reason given.
- If the teacher calls you to pick up your child due to an illness, ***please do so within the hour***. We cannot allow a sick child to remain with the other children.
- A child who is not fully recovered from an illness cannot be readmitted without a statement from a physician stating that the child is able to return.
- Children with a bad cold should not attend.
- In the case of head lice, the child must be nit-free to return.
- A child with pink-eye cannot attend.
- North Carolina law states that any child who is not well enough to play outside is not well enough to attend. We are required to take all children outside every day, weather permitting. According to the North Carolina Division of Child Development, “there is no bad weather, only bad clothing.” We ask that everyone be dressed “weather appropriate”.

### **Infectious Disease**

Any student who is diagnosed as carrying a disease classified as “communicable” is not allowed to become or remain a student at LCA as long as the disease is present. Once the school has written verification from a physician that the child has become disease free, that child may be considered for enrollment or re-enrollment at LCA. This policy applies to, but is not limited to, all diseases that may be considered sexually transmitted, including Auto Immune Deficiency Syndrome (AIDS). For school purposes, any student testing positive for antibodies to the AIDS virus is considered to be infected with the virus. Leland Christian Academy believes that these measures serve to minimize the further spread of diseases.

### **Medications**

All medications are kept in a locked cabinet. Medicines that require refrigeration will be refrigerated in a locked box. No drug or medication shall be administered to any child without specific written instructions from the child’s parent, physician or other authorized health professional. No drug or medication shall be administered after its expiration date.

- NC State Regulations: When you bring any medication to LCA, you must check it in with a staff member. Parents must complete a Permission to Administer Medication form from the office. Medications will not be administered without doing so. Medication can be prescription, non-prescription, diaper ointment, sunscreen, lip balm, insect repellent, etc.
- Parents must give morning and evening doses. We will only give the middle of the day dosage.
- All medications must be clearly identified and in the original container.
- Do not leave medication in a child’s lunch box, bag or diaper bag. No medication will be given without the proper form completed and given to the staff for proper storage.

- Sunscreen, diaper rash ointment, insect repellent, and *Chapstick* are each considered medications and must be treated as such.

### **Inclement Weather Closings**

Closings due to severe weather will be announced on local television stations. Please tune in to Channel 3, 6, or 26 for this announcement. If you are ever uncertain about these times, please call the school office at 371-0688. We take under advisement the Brunswick County Public School guideline, but LCA will be listed separately.

### **Nutrition**

LCA offers a hot lunch program during the school year for children who want to order lunch. Order forms are sent home at the end of each month for the following month and must be returned by the beginning of that month. The kitchen coordinator has lunch schedules and will make you aware of your scheduled time.

Children who elect to bring their lunch are automatically opted out of the following USDA guidelines. Opting out means that the center will not provide any food or drink so long as the child's parent or guardian provides all meals, snacks, and drinks scheduled to be served at the center's designated times. If the child's parent or guardian has opted out but does not provide all food and drink for the child, the center shall provide supplemental food and drink as if the child's parent or guardian had not opted out of the supplemental food program and will charge to the child's account. We do encourage following the guidelines in order to provide a healthy lunch to your child. However, LCA will not serve non-nutritional foods provided in lunch boxes. Such as poptarts, gummies, Doritos, soda, candy, cookies, and other primarily sugar substances.

Children are allowed to bring breakfast items into school with them until 7:45 a.m. Items brought in after that time, will be assumed as additional snack items. Preschool children at LCA are provided a morning snack and afternoon snack. This is included in your child's tuition.

Should you choose to send a lunch with your child, the lunch box must be small enough (standard size) to fit into the child's cubby. If your child has an allergy to milk, peanuts, red dye, etc., please make sure the teacher is aware of this, in writing.

### **What to Bring**

Upon enrollment and at the start of the school year, your child will receive a "Supply List" specifically designed by the teacher for their class. Each list will vary as to the needs of the class. If you have any questions regarding the supply list, please ask your teacher.

### **What Not to Bring**

LCA has a very structured morning program. Our preschool classes have scheduled periods of quiet play, learning, center play, and gross motor play for your child. We provide fun and educational toys for each classroom to use.



It is for those reasons we ask that you do not allow your child to bring toys from home. If a child does bring in toys, the teacher will hold the toy until the end of the day. LCA will not be responsible for toys that become damaged or lost while at school.

We ask that you send only what is listed above with your child to LCA. There is no room for stuffed animals, baby dolls, or pillows to be used during nap time.

## PARENT/STAFF RELATIONSHIP

### Parent/Teacher Communication

We believe communication to be of utmost importance in the early education of your child. A daily communication sheet will be sent home in your child's bag. **Please take time to read this as it includes important information regarding your child's day and week.** Feel free to send notes to the teacher if you have questions or concerns regarding your child or events happening in the classroom.

If the teacher needs to schedule a conference with you, she will send a note home asking for a certain time. Please be aware that the teacher cannot set conferences during preschool hours as this takes away from the children's active learning time. There are scheduled parent/teacher conference dates on the calendar. They will be on the Thursdays and Fridays following each Report card.

If you would like to request a conference with the teacher, you may send a note asking for a conference or speak to her when you drop off your child. The teacher will let you know the best times for an uninterrupted conference. If an emergency arises during the day, please call the office and they will relay a message to the teacher for you.

### Contact of Teachers and Resolution of Problems

Teachers at LCA are professionals and expect to be treated as such. If a conference is needed, please schedule an appointment with the teacher by calling the school office. Occasionally during the course of the year, misunderstandings or problems can arise between those involved. Complaints or problems will be considered in no other way than prescribed as stated:

1. All questions, problems, or complaints should be brought directly to the teacher first, before anyone else is involved, following the principles outlined in Matthew 18:15-17. ***“Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’ And if he refuses to hear them, tell it to the church...”***
2. If the situation is not resolved at this level through direct contact, it should then be brought to the attention of the Director, per Matthew 18. If the situation is still not resolved, you should bring it to the attention of the School Board.

## **Parent - Teacher Union (PTU)**

Parental support and involvement are vital to the success of Leland Christian Academy. Parents are encouraged and expected to participate in the Parent-Teacher Union meetings whose purpose is to encourage fellowship and strengthen communication between parents, teachers, and the administration. Through these meetings, parents are kept informed of policies and other important information.

The dates for the Parent-Teacher Union meetings will be posted on the school bulletin board and included in school newsletters.

Parent-Teacher Union meetings provide opportunities for you to be made aware of school happenings, make suggestions, visit teachers, and to enjoy presentations by students. Childcare will not be provided for these meetings.

## **Parent Participation**

LCA depends on volunteers to help the school operate smoothly and successfully. We need parent volunteers for many things such as: classroom parents, craft leaders, field trip chaperones, etc. Through the Parent-Teacher Union, parents will be asked to sign up according to interest and availability. Keep in mind there are a few requirements for volunteers that have been set by the Division of Child Development for the safety of our students. These requirements are for people who volunteer with the children on a regular basis. These are:

- A volunteer is someone who is not a paid employee of LCA.
- Volunteers may not be left alone with the children.
- Volunteers may not be counted in the staff/child ratio.
- The school has the right to request a local criminal history check on volunteers.
- Regular volunteers must complete a health questionnaire prior to working with the children.
- Regular volunteers will take a TB test.

Volunteers must complete emergency medical care information to be on file.

## **Campus Visitors**

A campus visitor is anyone who is not currently enrolled as a student or employed as a staff member. Such visitors must go to the school office, sign in, and receive a visitor's pass.

## **Parental Campus Visits**

All preschool parents are welcome to visit the school during the day. Please try to be considerate of the instructional times and minimize interruptions. Parents must check in at the school office before going directly to a classroom even if they have scheduled an appointment with the teacher for a planned activity, party, etc.

## **Birthdays and Celebrations**

Student birthdays may be celebrated by sharing **store bought refreshments** with classmates. Teachers may ask that the refreshments be used during the scheduled snack time. Classroom parties will be celebrated with an emphasis on Jesus Christ and His gifts to us. Parents are invited to stay and celebrate with your child or leave the refreshments for the teacher to pass out. If gifts or invitations are brought to school and handed out openly, they must be for the whole class. When only a few students are being invited to a party, the teacher must be asked to discreetly send invitations home in the child's notebook. Please discuss this with the teacher personally and do not ask your child to pass out invitations. Leland Christian Academy does not sponsor, promote, or endorse any after-school parties.

Each class will have scheduled parties throughout the year. Teachers will need help in planning these parties. If you want to help organize any or all of these, please let your child's teacher know.

## **Child Abuse and Neglect**

LCA is committed to caring for and loving children. In an effort to do this, we require criminal background checks and fingerprinting of all employees. Observation windows are in each classroom and may never be covered so that other staff may see and hear the happenings in each room. Administration may drop in any class unexpectedly for routine evaluations.

By North Carolina State law, it is our legal and ethical obligation to report any suspicion of child abuse or neglect to the appropriate agency. If a teacher suspects abuse or notices suspicious marks on a child, it will be reported to the Director immediately. The suspicion will then be turned over to the Department of Social Services for further investigation.

## **Daily Schedule**

A typical daily schedule of activities is hanging in each classroom. The daily schedule may vary slightly by class/age. Schedules may change during the year as the needs of the children change. The classroom teacher will keep you updated on these changes.

## DISCIPLINE POLICY

*“Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields this peaceable fruit of righteousness to those who have been trained by it.”  
(Hebrews 12:11)*

The Bible clearly indicates that parents are responsible for the discipline (training or instruction) of their children. Leland Christian Academy exists to assist parents in their God-given responsibilities. Therefore, LCA seeks not to assume the task which God gives to parents, but only to serve in a limited way as the parents' appointed and authorized representatives in the child training process. LCA likewise assumes that parents will direct and discipline their children accordingly.

Students are to respond to school faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward Academy authority which manifests itself in improper behavior or violated standards will result in disciplinary action appropriate for the violation.

LCA expects that parents will support the Administration in such disciplinary action by encouraging obedience and respectfulness to the action of LCA. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential. The guidelines listed in this handbook are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students will respond with positive attitudes and conduct.

### Classroom Disciplinary Guidelines

Each preschool teacher has set up a disciplinary policy for the classroom that each student will learn. These policies are things as simple as a happy or sad face on the board to the pulling of tickets. In rooms age 2 and above, we use the color system. Your child's teacher will explain the policy to you at the start of school.

### Disciplinary Goals

1. *Respect authority:* Someone has said, “Consequently, he who rebels against authority is rebelling against what God has instituted and those who do so will bring judgment on themselves.”
2. *Use time wisely:* As Psalm 90:12 says  
**“So teach us to number our days, that we may gain a heart of wisdom.”**
3. *Be considerate of others:* Ephesians 4:29, 32  
**“Let no corrupt word proceed out of your mouth, but what is good for necessary edification that it may impart grace to the hearers. And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.”**

## **Student Behavior**

To accomplish these goals, certain behavior by students cannot be tolerated and will result in action by the administration. Examples, not to be viewed as all-inclusive, include:

1. Use of physical force, verbal intimidation, or conversation and/or threats that imply harm or endangerment of another student, faculty member, parent, or any other person.
2. Defacing any property of the school or another student (damage caused by the student will be paid for by the student).
3. Being disrespectful toward fellow students, teachers, or staff in attitude, words, or actions.
4. Using profanity or vulgarity.
5. Lying, cheating, or stealing.
6. Obscene body language.
7. Blatant disrespect resulting in the student being asked to leave the classroom or school activity.

LCA reserves the right to remove any student from its enrollment if the parents are not in harmony with this philosophy.

## **Method of Discipline**

Students will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. Factors that will be considered will include seriousness of the offense, the student's age, frequency of misbehavior, and the student's attitude.

Discipline for students under the age of three follows the same principles as the rest of the discipline policy, but is developmentally limited to:

- 1) Verbal and non-verbal rewards for positive behavior and
- 2) Distraction, removal, verbal/non-verbal reprimands, and time-out for negative behavior.

Infants begin with distraction and add additional methods as they develop. By the age of two, all of the above forms of discipline are developmentally appropriate.

There are many ways used to encourage good behavior and guide children to make good choices. In disciplining a child, the following methods are used;

**We DO:**

1. Praise, reward and encourage the child.
2. Reason with and set limits for the child.
3. Model appropriate behavior for the child.
4. Modify the classroom environment to attempt to prevent problems before they occur.
5. Listen to the child.
6. Provide alternatives for inappropriate behavior to the child.
7. Provide the child with natural and logical consequences to bad behavior.
8. Treat the child as a person, respecting needs, desires and feelings.

9. Explain things to child on an appropriate level.
10. Use short supervised periods of “time-out”.
11. Stay consistent in our behavior management program.

The following methods are never used. At LCA we will not:

1. Shake, bite, pinch, pull, slap or physically hurt the child.
2. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the child.
3. Shame or punish the child when bathroom accidents occur.
4. Deny food or rest as punishment.
5. Relate discipline to eating, resting, or sleeping.
6. Leave the child alone, unattended, or without supervision.
7. Place the children in locked rooms, closets, or boxes as punishment.
8. Allow discipline of a child by a child.
9. Criticize, make fun of, or otherwise belittle a child’s parents, families, or ethnic groups.

## **DRESS CODE**

*“I beseech you therefore, brethren, by the mercies of God,  
that you present your bodies a living sacrifice, holy,  
acceptable to God, which is your reasonable service.  
And do not be conformed to this world, but be transformed  
by the renewing of your mind, that you may prove what is  
that good and acceptable and perfect will of God.”  
(Romans 12:1-2)*

### **Rationale for the Dress Code**

There are two primary reasons for a dress code. The first is to ensure modesty which the Bible encourages in 1 Timothy 2:9 which states, “**adorn themselves in modest apparel, with propriety and moderation...**”. The second is to encourage a dignity that is appropriate for the LCA setting.

### **Policy Statement**

The dress code applies to the school day and all events on or off campus in which LCA participates, unless otherwise stipulated. Students must always be neatly and modestly dressed. Suggestions concerning the dress code may be addressed to the Director in writing.

Since this normally causes a greater hardship on the parents or guardian than the students, parents are urged to supervise their child’s dress on a daily basis. It is the student alone and his or her parents or guardians who are responsible for proper dress consistent with the spirit and the word of the dress code. Leland Christian Academy reserves the right to determine the acceptability of clothing.

## **DRESS CODE**

### **BOYS**

Preschool boys may wear clothing of their choice. Slogans or designs must be in good taste and in keeping with Christian standards. Graphics such as demons will not be permitted in the school.

### **GIRLS**

Preschool girls may wear dresses, jumpers, skirts, skorts, shorts or pants. Hemlines must be no shorter than 2" above the middle of the knee. Tank tops and halter tops are not permitted. Slogans or designs must be in good taste and in keeping with Christian standards. Graphics such as demons and skulls will not be permitted in the school.

Footwear *should* be casual or athletic shoes. Shoes must cover the toes completely and remain on their feet when active. Please keep in mind in selecting footwear for your child, they are running and playing throughout the day. No flip-flops or slide ons. At all times, the appearance of every student should be one that displays modesty and ensures safety.

## **MISCELLANEOUS INFORMATION**

### **Media/Library Center**

Students enrolled in the two, three and four year old preschool classes will visit the Library weekly for a special story time.

Students should be silent in the Library to respect the teacher and the other students. The Library should be left clean by each class. Books should be returned to proper places and chairs pushed under clean tables. Nothing should be left on the tables or floor.

### **Field Trips**

Throughout the school year field trips are planned to places of educational interest. Each group takes several age-specific trips per year.

Parents will be notified of field trips at least two weeks in advance. Parents sign a blanket permission form at application. This form must be signed by the parent or guardian in order for a child to attend a field trip. As stated by NC law, car seats are required and can be left outside the school office. On a field trip, students are expected to behave in the same manner as they would in the classroom. Students must remain with the group at all times. If a parent attending the field trip is taking their child home from the trip, that parent must sign a sign out sheet that the teacher will have on hand for that trip. Field trips are supervised by teachers, but parents are invited and encouraged to attend with their child. Parent sponsors may be asked to help provide transportation; if so, the school requires proof of North Carolina automobile insurance. School dress code is followed by students and parents during field trips, unless notified otherwise.

If a child cannot participate on a field trip, the school cannot provide care for the child during the time their class is gone. It will be the parent's or guardian's responsibility to find alternate care for that time.

When a parent assists a teacher on a field trip with supervision or transportation, we ask that younger siblings do not attend these trips.

Students in the two year old program, and under, do not take Field Trips.

### **Fund-Raising**

Because LCA operates solely on tuition as income, we do sponsor several fund raising events throughout the school year. Fund raisers are necessary in order to purchase larger items such as computers, books, or playground equipment.

### **Cleanliness**

Good hand washing is key. Hand washing is required of all children and staff when entering the school, before eating, after bathroom visits, after coming from the playground, and at any other appropriate time. Parents are asked to assist their child in washing their hands each morning upon entrance to the school.

### **Rest Time**

Every child enrolled in full day child care is required to rest at naptime. Please provide a crib sheet and small blanket for your child to use at nap time. Please do not bring stuffed animals or pillows to sleep with (as storage space is limited). The school will provide the mats/cots for rest time. Linens are sent home each Friday for laundering and parents are responsible for providing fresh linens each Monday. Students may not share or borrow linens if theirs is forgotten, so please make this a priority.

During nap time, children must keep their shoes on. Mats are labeled "FLOOR" so that the same side is always on the floor. The opposite side of the mat will be labeled "HEAD" (at the top) and "FEET" (at the bottom). We will also label the sheet in the same manner (Head and Feet), with masking tape. This will be done the same in each classroom so that we are consistent throughout the school.

Rest time is a requirement made by the NC Division of Child Development. Children are not made to sleep but they do have to lie quietly on their mat for this period of the day.



## APPENDIX:

### Preschool Program

<b>Subject</b>	<b>Two-Year Old Program</b>
<b>Language Arts</b>	Phonics, Reading, Sounds of Letters
<b>Language Development and Listening Skills</b>	Color words, Safety, Weather, Manners, Shapes, Health, Respect, Sharing, Community helpers, Educational songs, Transportation, Dependability
<b>Numbers</b>	Counting 1 to 25, Number Concepts 1-10
<b>Bible</b>	Bible Lessons on: Creation, Noah, Daniel, Samuel , Christmas Story, Zacchaeus, etc.
<b>Arts and Crafts</b>	Seasonal, Holiday, and Developmental Projects
<b>Special Activities</b>	Show & Tell, Class Parties, and Outdoor Activities

<b>Subject</b>	<b>Three-Year Old Program</b>
<b>Language Arts</b>	Learning the alphabet, recognition of all 26 letters (upper and lower case), sounds of consonants and short sounds of vowels
<b>Manuscript Writing</b>	Formation of letters
<b>Language Development and Listening Skills</b>	Color words, Days of the week, Countries, Manners, Dependability, Educational Songs, Community helpers, Safety, Shapes, Months of the year, Weather, Respect, Sharing, Health, Different types of transportation
<b>Numbers</b>	Counting 1 to 30, Number Concepts 1-15
<b>Bible</b>	Bible Lessons on: Creation, Noah, Daniel, Samuel, Christmas Story, Zacchaeus, etc. Bible memory verses, Hymns, Choruses, Praise Songs, Weekly chapel services
<b>Arts and Crafts</b>	Seasonal, Holiday, and Curriculum-based projects
<b>Field Trips</b>	To the Library, Aquarium, Children's Museum, etc

<b>Subject</b>	<b>Four-Year Old Program</b>
<b>Language Arts</b>	Phonics, Reading, Alphabet, Recognizing letters, Recognizing sounds, Blends (such as hat, bed, sit, dog, bus, etc), Formation of all upper and lowercase letters, write name, read short sentences, read short stories, recite poems
<b>Language Development and Listening Skills</b>	Color words, Animals, Days of the week, Countries, Manners, Dependability, Educational Songs, Community helpers, Safety, Shapes, Months of the year, Weather, Respect, Sharing, Health, Science, Different types of transportation
<b>Numbers</b>	Counting 1 to 100, Number concepts 1-20, Recognition of smallest and largest
<b>Bible</b>	Bible Lessons on: Creation, Noah, Daniel, Samuel, Christmas Story, Good Samaritan, Boyhood of Jesus, Birth of Jesus, Zacchaeus, etc. Prayer, Bible Memory verses, Hymns, Choruses, Praise Songs, Weekly Chapel Services. Bible principles that build good character and responsible citizenship-respect, obedience, courtesy, attentiveness, kindness, love for God, and love for others
<b>Field Trips</b>	To the Library, Aquarium, Children's Museum, etc