

# The Learning Lighthouse Preschool/Child Care



Parent Handbook

# PARENT HANDBOOK

(Updated 08/10/2017)

The Learning Lighthouse Preschool/Childcare  
PO Box 127  
504 N Pennsylvania Street  
816-296-3210  
learninglighthouse@lawsonumc.org

## PRESCHOOL/CHILD CARE MISSION STATEMENT

“Our mission is to provide a quality preschool within a Christian environment. Our preschool/child care will promote positive self-esteem and enable the children to grow personally, socially, physically, mentally, spiritually, and emotionally.”

### Hours

Preschool 8:30 a.m. - 11:30 a.m. Monday through Friday - calendar on website  
12:00p.m. – 3:00 p.m. Monday, Wednesday, Friday  
Childcare 6:00 a.m. - 6:00 p.m. Monday through Friday - calendar on website

### Staff

Director Missi Jones, Mary Sellers  
Teachers Missi Jones, Mary Sellers, Amy Pair, Candy Bales

### Board of Directors

Lawson United Methodist Church 296-7793

Gary Ponder Williams, Pastor  
Bo Tucker, President  
Sara Field, Secretary  
Becky Hartman, Treasurer

## **PHILOSOPHY**

The program is designed to provide a quality educational experience for all children enrolled. The preschool recognizes that the family and the home are the first and most significant influence in a child's life. Therefore, we strive to strengthen and complement these influences by giving each child the freedom to develop to his/her capacity in a warm, caring, and Christian educational environment. We provide periods of self-selected play and social interaction as well as planned group activities. We believe that creativity and free expression are enhanced through self-control and respect for the rights of others. We emphasize mutual respect among the children and teachers.

The Learning Lighthouse Preschool accepts all children regardless of race, religion, national origin, or sex. The needs of handicapped children will be considered on a case-by-case basis to determine whether our facilities and staff are capable of meeting the needs of the individual child.

## **STATEMENT OF PURPOSE**

The purpose of the preschool program is to enable each child to:

- A) Develop and maintain a positive feeling about himself/herself,
- B) Use all senses to create, explore, and learn,
- C) Expand his/her awareness of the world around him/her,
- D) Develop language through listening, speaking, and dramatic play
- E) Develop physical growth through motor activities,
- F) Develop respect for the rights and property of others,
- G) Develop ability to express feelings in appropriate ways, both verbal and nonverbal.

## **OWNERSHIP**

The Learning Lighthouse Preschool is a not-for profit organization founded in 1998, governed by a Board of Directors from the Lawson United Methodist Church. We are compliant with the Missouri Department of Health and Senior Services. Our philosophy is to help each child feel better about him/her, to grow personally, socially, physically, mentally, and emotionally.

## **EDUCATIONAL PROGRAM**

The curriculum offered in your child's class is designed for his/her age level and ability. The program is structured in a manner that consists with units of study relating to the home, community and the environment around him/her. As each unit of study is enjoyed, the children's songs, games, stories and artwork will correlate with each unit. These units will be used with a certain amount of flexibility gearing them to the child's needs and his/her everyday surroundings. Each day is divided into literacy and motor activities, music, arts and crafts, mathematics, science, centers and snack time.

A calendar will be sent home with the children to keep parents updated on the latest classroom work, upcoming events and reminders.

## **ADMISSIONS AND ENROLLMENT POLICIES**

- A) Each child must have a completed state Child Enrollment Form.
- B) Each child must have a completed Medical Exam Report signed by their physician.
- C) Each child must have a current copy of their immunization record.
- D) Each child must have a signed copy of the Notice of Parental Responsibility form.
- E) Each child must have a completed and NOTARIZED Medical Authorization form.
- F) Parents may view their own child's records with written request during school hours. Any special needs information will be kept on file.
- G) ALL FORMS MUST BE COMPLETED AND RETURNED TO THE LEARNING LIGHTHOUSE PRESCHOOL BEFORE THE FIRST DAY SCHOOL.

## **FEES/PAYMENT OPTION**

Please refer to online payment options

## **ATTENDANCE**

Please notify the Preschool (by phone, text message or email) if your child will be absent due to illness or vacation.

## **LATE PICK-UP**

Late pick up fees are as follows:

The first late pick up is a warning. Every time following the first late pick, there will be a \$5 dollar charge. You will be given a note the day you arrive late and will be expected to pay the following class day.

## **SEPARATION ANXIETY**

Our staff will work to make the learning environment as positive as possible for your child. However, separating from parents can be very difficult. Anxiety about staying with new adults can be scary and tears/clinginess can occur. By establishing a consistent routine of arriving promptly to school and leaving immediately, your child will become more independent and self-confident. If parents feel anxiety and stay around too long, children tend to sense their parents' worry and then react in a negative fashion.

If you would like to set up a time to come and visit the preschool, please wait until a routine has been established and your child can successfully leave you at the door. Contact the Director so she will know that you would like to visit. Together as a team, parents and teachers can help prepare your preschooler for their future and life's challenges.

## **NUTRITION/SNACKS**

Snacks and drinks will be provided at preschool according to the class that is chosen. Children will be recommended to bring breakfast and lunch as needed.

## **SERVICE OPPORTUNITIES**

There are several opportunities for you as a parent to be involved with the preschool.

- ❖ Serve on the preschool board
- ❖ Help with preschool programs (Christmas, Graduation)
- ❖ Help with the class field trips

- ❖ Take home curriculum activities to assist teachers

## **CHILD HEALTH POLICIES**

On or before the first day of school the student shall return to school the Medical Exam Report along with a current copy of their immunizations. (See Admissions and Enrollment Policies)

Each child shall be observed for contagious diseases and other signs of illness on arrival and throughout the day. A parent or guardian shall be contacted when signs of illness are observed. When a child exhibits any of the following symptoms the parent shall be contacted and sent home.

- ❖ More than one abnormally loose stool.
- ❖ Red or blue in the face or makes high-pitched croup or whooping sounds after coughing.
- ❖ Difficult or rapid breathing.
- ❖ Yellowish skin or eyes.
- ❖ Unusual spots or rashes.
- ❖ Sore throat or swallowing difficulty.
- ❖ An infected skin patch that is crusty, bright yellow, dry or gummy areas of the skin.
- ❖ Unusually dark, tea-colored urine.
- ❖ Gray or white stool
- ❖ Fever over one hundred degrees Fahrenheit (101) by mouth or one hundred degrees Fahrenheit (100) under the arm.
- ❖ Headache and stiff neck
- ❖ Vomiting
- ❖ A child is in the contagious period of a disease
- ❖ Sever itching of the body or scalp, which may be symptoms of lice or scabies.
- ❖ An ill child shall be kept isolated from the other children and a caregiver shall be in close proximity to the child until a parent arrives. Close proximity means that a caregiver is close enough to hear any sounds a child might make that indicate a need for assistance.
- ❖ Should a child become ill at school the parent or friend listed on the application will be called to come for the child.
- ❖ Please notify the school if your child becomes ill with one of the contagious diseases such as mumps, chicken pox, measles, etc., so that we may notify the parents of other children in the class who were exposed.
- ❖ If your child has head lice, you need to get the medicated lice treatment shampoo. All eggs (nits) must be removed from the child's head before your child will be readmitted to the preschool. Please bring the shampoo bottle or label and after a visual head check by the directors, your child will be readmitted.

## **MEDICATION**

Due to sessions of 2 ½ to 3 hours, please arrange your child's medication to be taken before or after the school sessions. The Director will administer medication to a child **ONLY** if determined by the Preschool Board of Directors.

## **INJURIES**

Our staff makes every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. As your partner in the care of your child, we realize that you will want to be aware

of your child's injuries or illnesses that occur at The Learning Lighthouse Preschool. In order to keep you informed, the Director/Teacher will contact you about any injury. If the Director/Teacher is unable to contact the parent, written notice will be sent home with the child. In case of a serious accidental injury, we will make every attempt to contact you for instructions. If we cannot reach you, we will call the person you have indicated on the enrollment form to make medical emergency decisions about your child. Please keep these numbers updated on all enrollment forms. The signed AND notarized emergency medical release will also assist us in getting prompt medical attention for your child.

## **CHILD SAFETY AND SECURITY**

The children shall not be left without adult supervision. A caregiver shall personally admit each child upon arrival and personally dismiss each child upon departure. Children shall be dismissed only to a parent, guardian, and legal custodian or to individuals approved by a parent, guardian or legal custodian. You must personally admit each child by signing the "Sign In/Sign Out Form".

All doors to the preschool will be locked when class is in session, and unlocked 10 minutes prior to pickup. Please ring the door bell, if you come between these times.

## **DISCIPLINE POLICIES**

All children need guidance and discipline to help them grow emotionally, to learn to make good decisions and to learn self-discipline. Children benefit most when adults explain their expectations in simple, understandable terms and encourage acceptable behavior with praise and encouragement. The following guidelines for discipline will be used:

- When a child exhibits an inappropriate behavior, an explanation is given as to why it is inappropriate. The child is asked to change the behavior.
- If inappropriate behavior continues the parent will be called and a course of action will be determined.

At the Learning Lighthouse Preschool corporal punishment is never used. Children are never hit, slapped, or spanked, even with parental permission or request. Children are not ridiculed, humiliated, teased, or embarrassed. When children are engaged in an enjoyable activity, the need for discipline is diminished. It is important for good communication to exist between the family and The Learning Lighthouse Preschool. If a child is experiencing a change in the home environment that may result in behavioral differences, it is important for you to notify the Director/Teacher. The Director/Teacher will keep you informed of any behavioral problems concerning your child. Every effort will be made to resolve any problem that may occur. The Learning Lighthouse Preschool reserves the right to ask you to make alternative arrangements for the care of your child.

## **CLOTHING**

Children are encouraged to wear play clothes. We require that a complete change of clothes including socks should be placed in a plastic bag and kept in the child's backpack in the event of a spill or an accident. Please replace with another set of clothes if we send any soiled ones home. Boots, hats, coats, gloves and other clothing generally removed at school must be plainly marked with the child's name.

## **TOY POLICY**

In order that children are not disappointed with a broken or lost toy, we ask that they use the toys that we provide.

## **EMERGENCY DRILLS**

Emergency drills are held periodically to acquaint your child with evacuation and other emergency procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do.

## **SCHOOL PICTURES**

Individual and class pictures will be taken at the school when it is convenient for teachers and students and at the discretion of the Director. Purchase arrangements will be announced prior to picture day. Purchase of the pictures is optional.

## NOTICE TO PARENTS REGARDING IMMUNIZATIONS

On August 28, 2015, a new law regarding immunizations went into effect. Section 210.003.7, RSMo. States, "All public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child at the time of initial enrollment in or attendance at the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Beginning December 1, 2015, all public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child currently enrolled in or attending the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Any public, private, or parochial day care center, preschool, or nursery school shall notify the parent or guardian of a child enrolled in or attending the facility, upon request, of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed."

**In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Learning Lighthouse Preschool may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact Learning Lighthouse Preschool and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.**