

*\*\*\*Thank you for inquiring about Love N' Laughter Christian Academy. Please take this opportunity to review some of the special features we offer our children and their families.*

## **School Policies/Procedures**

Our center opens at 6:30a.m. and closes at 6:00p.m. to accommodate the many different schedules of working parents. We hope that no child should remain at the center more than 10 hours any day, except in cases of emergency, in which the school should be notified.

Our preschool program begins between 8:00 and 8:30 a.m. The school should be notified if your child will be arriving later than 9:00 a.m. Children should be at the school no later than 11:30 a.m. After this time, they are counted absent for the day.

A teacher is working overtime if she is with your child after 6:00p.m. We feel it is only fair that she is reimbursed for her loyalty and long hours. A late pick up fee of \$1.00 per minute/per child after center closing will be enforced.

Full tuition is expected during illness or absenteeism.

### **TUITION IS DUE FOR HOLIDAYS WHEN THE SCHOOL IS CLOSED.**

September:	Labor Day
November:	Thanksgiving Day and the Friday following
December:	Christmas Eve Day and Christmas Day
January:	New Year's Day
April:	Good Friday
May:	Memorial Day
July:	Independence Day

**OUR TEACHERS ARE WELL DESERVING OF PAID HOLIDAYS**

### **\*\*REQUIREMENTS FOR TUITION FREE VACATION TIME**

1. The student must be enrolled for full week program year round.  
Vacation = 2 weeks per year: January - December
2. The student must have attended 6 months in succession in the full week program to be eligible for the first week of tuition free time.
3. Only 2 weeks tuition free time will be granted in 1 year.
4. The school director must be notified 2 weeks in advance of the vacation.

# OTHER POLICIES

## 1. HEALTH

We can accept only well children. We are depending on you to help us maintain this policy. All children will be examined on arrival at the center each morning. If symptoms of illness are observed, the child will be sent home. Should a child become ill during the day, we will provide care until you can come for him/her. A child must be fever/diarrhea/vomit free for 24 hours before returning to school.

## 2. LEAVING AND CALLING FOR A CHILD

A reliable person must leave and call for your child. The person who brings the child must stay until he/she has been checked into the center. Your child will be sent home only with a person known by the staff who is authorized to call for the child, unless you provide permission otherwise.

## 3. FOOD

Morning and afternoon snacks as well as a wholesome lunch at 11:30a.m. will be served to the children daily. Do not permit your child to bring food to the school, with the exception of birthday treats. These treats need to be unopened, peanut free, store bought treats. Menus will be posted monthly.

## 4. RECORDS

The center will keep records of attendance, health and identification of each child. We need a health report from your child's doctor and telephone numbers where we can reach you at work or at home in case of an emergency.

## 5. CLOTHES

Your child should wear comfortable, washable clothes, as well as rubber-soled, closed-toe shoes to the center; a full day at LNL can include such activities as singing, painting, dancing, eating and playing both indoors and outside. We also ask that you supply a change of clothing including underwear and socks. All items of clothing should be labeled with your child's name.

## 6. TOYS

Each classroom is equipped with fun, educational toys and manipulatives. Therefore, to avoid loss/breakage or conflicts with others, we ask that you keep your child's toys and personal items at home, with the exception of Show 'n Share on designated days.

## **7. FIELD TRIPS**

We try to schedule on field trip each month. They are primarily all-school activities, including all staff. Therefore, if your child usually attends on the day a field trip is scheduled and you do not want him/her to participate, you will need to make other arrangements for that day. We welcome parents to join us on these adventures. You may meet us at our destination with your child or follow the bus from school. This also applies if your child does not usually attend on that day. A parent or guardian must accompany the child and meet us at our destination or follow the bus, but your child is welcome to participate.

## **8. CHILD'S EVALUATION/CONFERENCE**

Parents are requested to participate in conferences with the child's teacher as needed during the year. All of the teachers are here daily if you wish to talk to them as well.

## **9. DISMISSAL OF A CHILD**

The center reserves the privilege of dismissing any child for the following reasons:

- A. If, after entering, the child is unable to participate in group experiences.
- B. The child is using inappropriate words or actions.
- C. Fees have not been paid.