

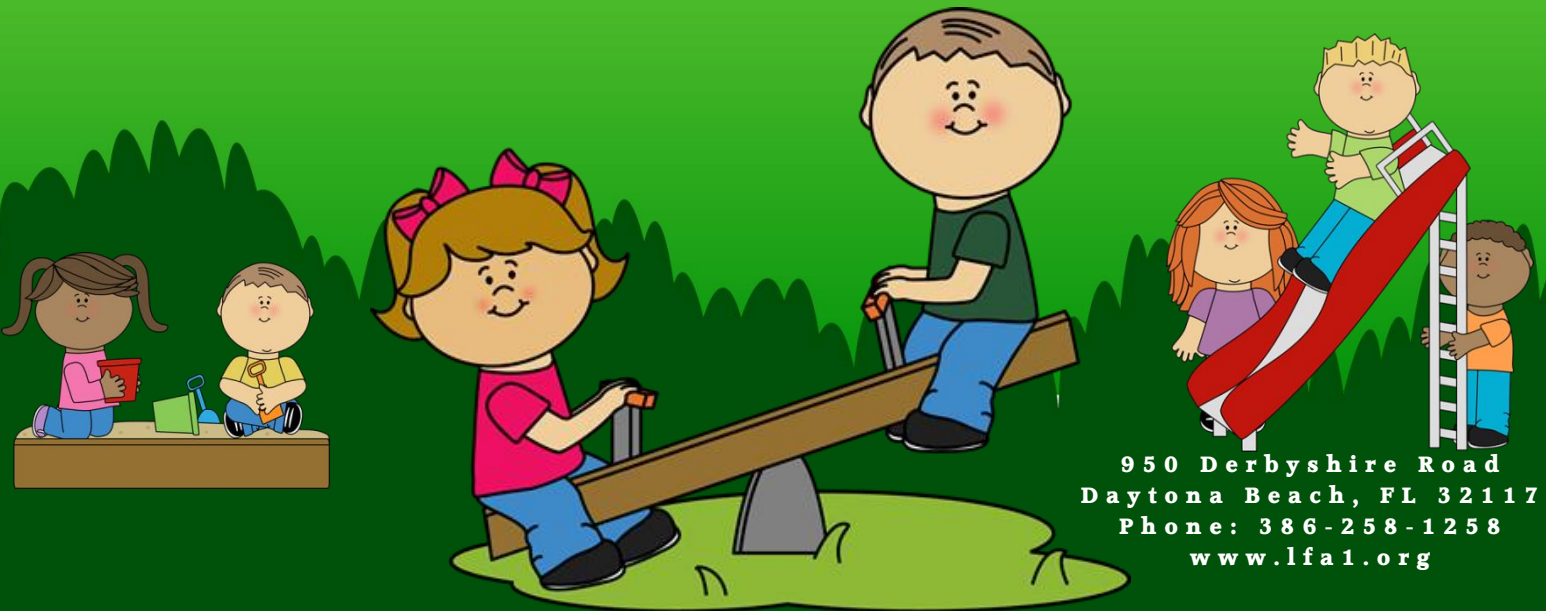
Living Faith Academy

A Christian School

PRESCHOOL PARENT HANDBOOK

2017-2018

**Changing Lives and Making a
Difference One Child at a Time**



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Parents/Guardians,

Welcome to Living Faith Academy Preschool!

Thank you for allowing Living Faith Academy (LFA) to become part of your family life and future. We are honored that you have chosen our school for your child and promise to provide quality care. Learning is exciting and wonderful as it shapes your child's character and destiny. Our desire is that your child discovers and develops their creativity along with learning all the foundational concepts of education. Please read over this handbook as an introduction to our learning center and school guidelines. This handbook contains policies, procedures and expectations along with a signature page that must be signed by a parent/guardian.

Living Faith Academy is a learning center operated by the facilities of Living Faith World Ministries, Inc. (LFWM). Living Faith Academy is dedicated to the physical, mental, emotional, spiritual, moral, social, and intellectual development of children. We are committed to providing a safe, healthy environment in which children are loved and nurtured along with expectations and boundaries.

Mission Statement:

The mission of Living Faith Academy is to provide a quality educational program that encourages and challenges our students to achieve their greatest potential while preparing them for a higher level of education.

We implement a curriculum that promotes learning while teaching Christian family values, building positive self-esteem and modeling good moral character.

Our academy promotes a safe, orderly, caring and supportive environment. We recognize that children are a gift from God, so we pledge to always show God's love by our actions, words and deeds. Living Faith Academy along with teachers and parents/guardians, will work together to provide the best education for each child.

Our Vision:

Living Faith Academy Preschool provides Christian Education to develop student character, morals and values that challenge them to grow spiritually, academically and socially.

About Living Faith Academy:

History

Living Faith Academy was a project envisioned and implemented by the Living Faith World Ministries Vision Team in 2007. With much prayer and determination under the leadership of Apostle Dr. Tony and Dr. Sharlene Barhoo, Living Faith Academy opened its doors in August of 2009. We started with one student in our Child Development Center (CDC) and grew that year to about 20 students. In January 2010, we expanded to become a VPK Provider. Later that year in August, we implemented our first elementary grade (Kindergarten). Since 2010, each year the school has grown to accommodate new grade levels. Now, Living Faith Academy offers a preschool, which consist of CDC & VPK and a Gold Seal Accredited Elementary and Middle School, which consist of grades K-8.

As a private school, the staff and administration is fully dedicated to every student and family. At Living Faith Academy, we believe that we are “Changing Lives and Making a Difference One Child at a Time”.

God gets all the glory....

We are proud to say that we were rated a 5.0 ERS score with the Early Learning Coalition of Flagler and Volusia County for our Child Development Center.

Accreditation

Living Faith Academy is fully accredited by:

- Association of Christian Teachers and Schools (ACTS)
- Gold Seal Accredited
- National Council for Private School
- Florida Department of Education
- Florida Department of Health
- Florida Department of Children and Families

In addition, we are affiliated with the National Honor Society.

Education Objective

1. **For the spiritual growth of the student, the school seeks:**

- Instruct the student in God’s Holy Word and explain scriptural benefit for living.
- To teach, model, and develop wisdom in the student, which is the ability to live a godly life.
- To foster the spiritual disciplines and joys of worship, prayer, fasting and giving.
- To instill a Biblical worldview by laying a foundation of presuppositions based on Biblical absolutes in the thinking of every student through a curriculum framed by Biblical principles and leading ideas.
- To build a Biblical foundation of knowledge, wisdom, discernment, &

understanding for life.

2. For the academic performance of the student, the school strives:

- To teach the student, successfully respecting his/her unique individuality, and by realizing that teaching is not complete until learning is achieved.
- To help the student develop the ability to think and solve problems critically, creatively and constructively.
- To equip the student with careful study skills and habits of inquiry and research, patterns of reasoning, and methods of recording and presenting ideas and understanding.
- To give the student the appreciation of all areas of knowledge as God-given and experiences in every academic discipline and the arts, so that they can identify their areas of strength and interest for future choices and positions.
- To cultivate a love for the truth and a love for learning so that the student becomes a self-motivated and self-taught lifelong learner.
- To provide the student with the opportunity to develop their communication tools for learning (reading, writing and listening.)
- To teach the student common core subjects that develops academic growth and success.
- To enable the student to become a lifelong learner.
- To maintain an organized, safe and disciplined environment for teaching and learning.
- To have a well-defined and effective curriculum that provides meaningful teaching and help the student performs at higher levels.
- To have the student demonstrate proficiency in basic academic skills especially as applied to daily life.
- To teach the student the skills for acquiring and processing information using traditional methods and modern technology.
- To preserve and expand the student's intellectual curiosity.

3. For the personal and social development of the student, the school endeavors:

- To encourage the student's personal relationship with the Lord as the dynamic of all relationships as they grow towards adult roles in marriage and family, church community, nation, and the world.
- To give the student a vision for their unique purpose and help develop their gifts
- To inspire the student to set excellent standards for the development of his abilities, gifts, and talents, for accountability of personal resources of time, opportunities, health and energies, and for relationships.
- To inspire and equip the student to become a free and responsible individual who governs himself under God through the Holy Spirit within.
- To inspire the student to become an example for others in speech, conduct, love, faith, and purity.
- To equip the student to share his faith effectively, to make a reasonable defense

of the faith, and to inspire him to bring the light of the Gospel to all men everywhere.

- To help the student build and foster Godly and lifelong relationships/friendships that will carry them through life.
 - To recognize that all children can learn and will have equal opportunity and encouragement to make full use of their individual talents.
 - To help the student foster an appreciation of nature's beauty and an interest in preserving our environment.
 - To make the student aware of the values and ideals of our American traditions including the rights, responsibilities, and privileges of good citizenship.
 - To help the student develop an appreciation and respect for the people and traditions of different cultures.
 - To help the student foster sound mental health and a pride in work leading to a sense of individual self-worth.
 - To guide the student to adopt constructive, cooperative attitudes in social relationships.
 - To encourage the student to develop physical fitness through proper diet, exercise, leisure activities and health habits.
4. **Staff development is best accomplished through an environment of cooperation, trust, and continuous improvement to enhance and support the skills and knowledge that teachers need.**
 5. **Supportive administrative services enable staff to create a shared vision and values that will be the driving forces in our school.**
 6. **Education programs need to be research-based, results-oriented, aligned, balanced, reflective of community/church values and supportive of our mission.**
 7. **Realizing that we live in a complex, rapidly changing society, we will continually evaluate both our achievements and our goals, seeking constant improvement in all areas.**

Statement of Faith

Living Faith Academy's Statement of Faith is as follows:

- We believe in the entire Bible and that it was divinely inspired by God.
- We believe in the external Godhead who has revealed Himself as one God existing in three persons, Father, Son and Holy Spirit.
- We believe that all have sinned and come short of the glory of God and that man is redeemed through the blood of Jesus Christ.

- We believe that the justification for the lost and regeneration by the Holy Spirit is absolutely essential.
- We believe in the Spirit-filled life, a life of separation from the world and holiness in the fear of the Lord.
- We believe in the baptism of the Holy Spirit with the evidence of speaking in tongues as the Holy Spirit gives utterance.
- We believe in the Lord's Supper, washing of the saints' feet and water baptism by total immersion; baptizing in the name of the Father, the Son and the Holy Spirit in Jesus Name.
- We believe in the bodily resurrection of both the saved and the unsaved; the saved to everlasting life and the unsaved to everlasting damnation.
- We believe that the divine miraculous healing and deliverance for all is possible in the name of Jesus.
- We believe in bringing tithes and offerings to the house of God.
- We believe in the personal imminent return of our Lord and Savior Jesus Christ.
- We believe in the Lord Jesus Christ, the Savior of all men, conceived of the Holy Spirit, born of the Virgin Mary, was crucified on the cross for our sins, buried, and rose again on the third day and now seated at the right hand of the Father as intercessor.

Philosophy of Christian Education

Education is a life-long process that inspires challenges, motivates and empowers the students to achieve their destiny. Living Faith Academy believes that every child has the potential to succeed. **Our goal** is to provide a stimulating environment that will guide each child to discover and develop their skills, creativity and purpose. To reinforce this, Living Faith Academy has a high standard of expectation and a superior learning atmosphere. **Our staff** is fully committed to serving our students and families with their love of God, expertise, experience and academic achievements. We implement a curriculum that promotes learning while teaching Christian family values, building positive self-esteem and modeling good moral character. **Our vision** and passion is to challenge all students to grow spiritually, academically and socially. The primary goal of Living Faith Academy is to prepare each student to glorify and honor God in all that he/she does. Students are encouraged to assume personal responsibility for learning as part of the developmental process. We expect Living Faith Academy students to be prepared for pursuing any chosen profession, through rigorous academic instruction and discipline. Students will learn the common core standards in education that will impact families, communities and destinies. Additionally, a close relationship with Jesus Christ along with Christian biblical values will help the student excel to a place of excellence.

Parents/Guardians are commanded by God to “Train up a child in the way he should go: and when he is old, he will not depart from it” ~ Proverbs 22:6. Living Faith Academy administrators and staff promise to support our parents/guardians by providing guidance, instructions and direction through biblical values. It is our duty to challenge all families to become godly role models in our society. We encourage and welcome parents/guardians to be active in their child’s education.

Admission:

Admission Procedures

- Parents/Guardians Visit
Prospective parents/guardians are required to begin the admission process with a private tour of the school. Private tours of the school can be scheduled by calling 386.258.1258.
- Meet School Administrator or designated person
- Application
Once the school administrator has extended the opening to you, please fill out the proper paperwork and submit it, along with registration fee.
- Handbook
Read the Preschool Handbook thoroughly.
- The following must be provided to the school within the first 30 days of attendance:
 - ◆ Birth Certificate
 - ◆ Social Security Card
 - ◆ Medical Examination (on yellow, DH 3040 available from doctor or clinic)
 - ◆ Immunization Records (must be on blue, DH 680)
 - ◆ Completed Registration Packet
 - ◆ **Registration Fee is non-refundable (excluding VPK)**
 - ◆ Handbook Acknowledgements
- Enjoy a wonderful experience at Living Faith Academy!!!!

Child Care Development Center 1 (CDC1) Criteria - (2 year olds)

1. Child does not have to be potty trained, but they should be in the process
2. Child must be able to feed them self

3. Child must be able to sit in a chair for 20 minutes, (especially during lunch and story time)
4. Sippy cups, bottles and pacifiers are not allowed
5. Child does not have to nap, but needs to be able to be quiet during this time
6. Parent/Guardian must bring blanket, change of clothes, pull-ups and wipes

Child Care Development Center 2 (CDC2) Criteria - (3 year olds)

1. Child must be completely competent with independent restroom use. (No pull-up, must be completely toilet trained)
2. Child must be able to communicate his/her needs to the teacher
3. Child must be totally weaned of the bottle and pacifier
4. Child must be able to follow simple directions
5. Child must be able to eat independently
6. Does not have to nap, but needs to be able to be quiet during this time
7. Child should be able to refrain from aggressive behavior, such as biting or hitting other children
8. Parent/Guardian must bring blanket and change of clothes daily

Pre-K & VPK Criteria - (4 year olds)

1. Child must be able to separate from parent/guardian and parent/guardian from child
2. Child must be completely competent with independent restroom use, including wiping themselves and washing hands properly. Child must not wait until the last minute to go to the bathroom
3. Child must be able to communicate his/her needs (bathroom, drink, etc.) to the teacher
4. Child should be able to put shoes on properly and button, snap and zip clothing
5. Child must be able to understand and follow simple directions
6. Child must be able to eat independently
7. Child must be able to refrain from aggressive behavior such as biting, spitting or hitting other children. The school has a "zero" tolerance policy to this kind of behavior
8. Child must be able to sit quietly for a reasonable amount of time (for example the length of a story)
9. Child should be able to sing or say the ABC song correctly
10. Child should be able to recognize all their colors & shapes
11. Child should be able to count up to 10
12. Child should be able to put on and take off a sweater or jacket without help
13. Child should be totally weaned of the bottle or pacifier
14. Child must be able to repeat a short sentence given by an adult. We use this to test short term memory.
15. Parent/Guardian must bring blanket and change of clothes daily

Non-Discrimination Policy:

Living Faith Academy admits student of any race, color and national or ethnic origin, granting

rights, privileges and access to all programs and activities generally accorded or made available to students of the school. The school does not discriminate on the basis of race, color and national or ethnic origin in the administration of its admission policies, educational policies and other school-administered programs. However, the school administration reserves the right to refuse admission and/or dismiss any child whose behavior is disruptive and harmful to other children.



Normal School Hours:

CDC—Monday through Friday 7:00AM-6:00PM
 VPK-A: Monday through Friday - Morning 8:00AM-11:00AM
 VPK-B: Monday through Friday - Afternoon 1:00PM-4:00PM

Definition:

CDC – **C**hild **D**evelopment **C**enter is a learning environment for ages 2-4 years old.

VPK – students must be 4 years old by September 1st of the current year. Living Faith Academy offers VPK A and VPK B classes.

General Policies:

- ⇒ LFA reserves the right to dismiss, any student (or family) whose doctrinal, moral or religious practices do not adhere to the School's Statement of Faith, and/or who jeopardizes the spiritual climate and spiritual well-being of others.
- ⇒ The school reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interests of the student himself or herself or the safety and well-being of others or to the academic climate of the school or for any reason.
- ⇒ Enrollment at LFA is understood to be for the full school year and the parent/guardian must pay for the full contract unless a special circumstance arises (i.e. Military move or job relocation.)

Open Door Policy:

Parents/guardians of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Living Faith Academy, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order or Protection from Abuse Order), Living Faith Academy will strictly abide by the orders of the court.

Attendance Policy:

Lifelong habits start at a very early age. Teaching your child that regular attendance and promptness are important is best done by ensuring that your child is at school regularly and on time.

LFA closes at 6:00 P.M. **promptly!** If being late is unavoidable, we ask that you notify us and make arrangements for your child to be picked up by someone that is listed on your contact form. Please note that picture ID will be requested upon pick up.

Part-Time

Please have your child attend school on the days your child is scheduled. You must have prior approval from the Administrator/Director to bring your child on a different day. Please do not assume that it is automatically acceptable to switch days without approval. Another part-time child could be scheduled on this day when your child is not here.

Late pick up

Please make every effort to pick up your child no later than 6:00 p.m. If a child is not picked up by 6:00 p.m., you will be required to pay a \$1.00 per minute late pick-up fee upon pick up.

Child not picked up

All efforts will be made to contact parents/guardians if child is not picked up by 6:00 p.m. Authorized names listed on child's contact sheet will be contacted. Failure to reach anyone on contact list will result in school contacting the local police department, along with the Department of Children and Families and Family Services.

Absences

If your child will be absent from the academy for any reason, you must call and let the school office know. After the third consecutive absence, we require that the child is accompanied with a doctor's note. After the fifth absence (determined by director/administrator), your child may be withdrawn from Living Faith Academy. Parents who wish to re-enroll their child may do so if space is available and must also provide a written explanation for child's previous absences.

Please Note: Our staff will contact parents/guardians if child is not in school or has excessive absences.

If your child receives funding from Early Learning Coalition, it is our responsibility to notify the agency if your child has been absent for five consecutive days without notice from you. This may result in discontinuation of funding if the need for care cannot be re-established.

Pre-Arranged Absence Request

When a family contemplates an absence for their child for personal reasons, it must be approved by administration. The parent/guardian must complete a Pre-Arranged Absence Request Form.

Please Note: Tuition must be paid in advance for time child will be absence.

Verifying Your Child's Attendance and absences (VPK Only):

Parents/guardians are responsible for verifying their child's attendance each month. Parents/guardians must come to school office and sign the monthly attendance so that Early Learning Coalition will make payment for child's VPK enrollment. Failure to sign form will result in parent/guardian receiving a bill for service and child being dis-enrolled from Living Faith Academy.

Rilya Wilson Act:

In accordance with s.1002.87(9), F.S., Living Faith Academy abides by the provisions of the "Rilya Wilson Act" (s. 39.604, F.S.) for at-risk children aged two and school entry who are under court ordered protective supervision or in the custody of Department of Children and Families.

Under this act, children are required to attend school five (5) days a week, unless exempt by the court. If a child is absent on a day that he/she is supposed to be present, it is our responsibility to report the child's absent to the Department of Children and Families by the end of the business day, per the Rilya Wilson Act.

Tuition:

Your specific rates will be outlined in your Financial Contract and Rate Agreement. Tuition is payable in advance and is due no later than Friday for the upcoming week, unless special arrangements has been agreed upon. Payment may be made by check, money order or debit/credit card. Receipts will be given for all payments received. There will be a late fee of \$20 for payments received late. Repeated late payments may be grounds for termination and **parents/guardians who are more than 2 weeks late on payment will be denied childcare until account is made current.** Please note that wraparound fees

and parent/guardian fees are based according to binding contract. School Readiness/VPK Vouchers are accepted.

In order to take care of day-to-day expenses that are encountered, we need all fees/tuition paid promptly.

Payments

Parents/Guardians are fully responsible for all tuitions, registration fees, or any fees related to Living Faith Academy. ***Payment must still be paid even if child is absent.*** All fees must be paid on time and kept current. Late fees may apply if not paid on time. Failure to make payments will result in services being discontinued.

Withdrawal Policy:

All withdrawals must be officially conducted through the school office. *You will be charged tuition until withdrawal procedures are completed.*

If you wish to withdraw your child for an extended period of time, but want to reserve his/her place in the school, you must pay the full tuition for each week during that time period. The tuition must be paid in advance unless other arrangements have been made prior to withdrawal.

Please follow these steps if you have reached the decision to withdraw your child:

- Schedule an appointment with the school administrator
- Fill out a “Withdrawal Form” in the school office
- Settle all financial obligations.

Tuition Exclusions

Tuition does not include all costs that may be incurred by a family. Tuition payments do not cover the cost of supplies or other costs associated with being a student at Living Faith Academy. Examples of such costs are individual pictures.

Return Check Policy

A \$35 processing fee plus bank fee will be charged for any returned checks. If you have a returned check, all payments must be made with cash, money order or credit/debit card (**NO EXCEPTIONS**)

Refund Policy:

In the event that a child’s account is paid in advance and your child is withdrawn from school, a refund will be given for any overpayment. Parents/guardian may request for a refund in the school office prior to the student’s last day of attendance. All tuition refunds will be prorated and be sent to the parent/guardian within two weeks of the child’s last day of enrollment. No refund will be given for registration fees, book fees or uniform fees (if applicable). If the request is not made in this manner, the refund will not be granted. If tuition is paid by an outside source or third party, a refund will be process directly to that source.

Daily Sign In /Out Policy:

Parents/guardians are required to sign their child in and out each day. Signatures must be complete – initials are not allowed.

Our academy will only release children to the parents/guardians or authorized persons aged 18 years or older.

Procedure:

- Before 8 am, all children must be signed in at the Fellowship Hall with an accompanied adult. If the child(ren) arrive after 8 am, the child(ren) must be signed in at the School Office; and the accompany adult will receive an admit pass for the child(ren) to enter the classroom
- All parents/guardians must sign their child(ren) out at the School Office and receive a dismissal pass in order for child(ren) to be released from the classroom.
- Parent/Guardian and/or authorized persons **must** sign their full signature and time when signing the child(ren) in and out daily on the attendance log
- Authorized persons will be required to show identification before the child is released
- Authorized persons must be listed on the child(ren) application and/or Emergency Card
- Children will not be released to anyone under the influence of alcohol and/or drugs
- Living Faith Academy is a smoke-free environment and smoking is prohibited on-site
- Parents/Guardians/Authorized persons picking up/dropping off children must wear shoes, shirts and appropriate clothing

This policy is designed to ensure your child's safety.

Who May Pick Up Your Child?

The children at Living Faith Academy will only be allowed to leave with their parents and the people that have been authorized on their application/emergency form. It is your responsibility to inform any person that may be unfamiliar they will be required to present identification for the release of the child-the parent/guardian may be called to confirm the release. Please let the school office know ahead of time if we should expect an unfamiliar face to come for your child.

Visitation:

Living Faith Academy has an Open Door policy on parents/guardians visits. We recognize and support parents/guardians desires to see and spend time with their child(ren) whenever they can. We encourage your questions and would like you to inform us regarding your concerns.

We ask that upon entering/departing the academy you sign in/out at the school office upon arrival and departure.

Please note that any visitors to our academy must sign in at the school office. This is a state requirement as well as a Living Faith Academy Policy. We need to keep track of observers or other persons that cross through our doors.

Unauthorized Access:

Living Faith Academy will be responsible for ensuring the safety of children at the academy and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the academy.

Living Faith Academy will not allow people who have not had a record check assume childcare responsibilities or be alone with the children. This directly relates both to child safety and liability to the academy.

Parent/Guardian Partnerships:

We recognize the importance of the church, home and school relationship. We encourage parents/guardians participation both within the classroom and in special events.

Parents/Guardians will be entitled to unlimited access to their child(ren) when at Living Faith Academy, unless parents/guardians contact is prohibited by court order. Living Faith Academy must be given a copy of any restraining orders that may be in effect.

Holiday Schedule*:

Living Faith Academy will be closed for all holidays listed below:

New Year's Day
Martin Luther King's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day and the day after
Christmas Eve and Christmas Day

****Please refer to school calendar for additional days****

Emergency School Closing

Our academy will follow the Volusia County public schools schedule regarding emergency school closings. However, there may be times when our school will remain open. Please check our Website/Facebook page for updates; along with contacting our school for messages or announcements concerning emergency school closings when there are severe weather conditions. Staff will do everything possible to contact all families.

Weather conditions that get worse during school hours may be a cause for emergency closing. We will provide a safe shelter until parents/guardians can pick up students.

Emergency Evacuations/Drills:

Living Faith Academy works diligently to be prepared for all types of emergency situations. Several staff members are trained and certified in First-aid/CPR. Additionally, Living Faith Academy conducts regular fire drills throughout the school year ensure staff and students are familiar with emergency procedures. In the event of severe weather conditions or emergencies during school hours, students will be taken to designated safety area. All staff members have responsibility of making sure all students are safe. If there is a need for evacuation, parents/guardians will be notified when and where to pick up their students.

Lockdown Drill

An announcement will signal that the school is going into a lock down situation. Students should remain calm and follow instructions from the teacher, which may include duck and cover away from doors and windows, turning off classroom lights, laying on the floor and being silent. Students are to remain in their classroom until given further instructions. If classes are outside, they are to come inside the building to a preplanned safe area.

Program Health Policies:

Medical Information Required

Parents/Guardians will be required to fill out and return all documentation handed out in the registration packets to Living Faith Academy. All documentation will be kept on file.

- Parents/Guardians will be responsible for obtaining a physical and statement of health from their physician
- Parents/Guardians must identify student's dental and medical provider and written consent for emergency care
- Parents/Guardians must update immunization, physical and health records regularly

Living Faith Academy must be notified in writing of any allergy a child has and what medication is being taken.

Handwashing Requirements and Cleanliness

Students and staff will be required to wash their hands before and after snacks and also as needed throughout the day. Staff will show children how to wash their hands. Tables and bathrooms will be cleaned daily. Universal precautions will be followed when dealing with any blood or bodily fluid. All preschool staff has taken OSHA training. If a child has an accident of either wetting or soiling his/her clothing, the preschool staff will assist the child in changing of his/her clothes in the restroom. Staff will put rubber gloves on to help remove the clothing, clean the child and assist him/her in putting on clean clothes. The soiled clothing will be placed in a plastic bag. Parents/Guardians will be notified about the soiled clothing.

Illness and Injuries

Student who have a temperature of 100° or higher should be monitored at home for other signs or symptoms of illness. A student's ability to perform in school is diminished if he/she does not feel well. If a student has repeated episodes of diarrhea or vomiting, a rash or general weakness, please consult with your child's health care provider and keep your child at home until the illness passes or your child's doctor recommends the child return to school. Health conditions such as pink eye are highly contagious and must be properly treated before your child may return to school. Staying at home when sick will help your child get well and protect classmates.

Living Faith Academy must be informed if a child develops a communicable disease (Examples: pink eye, ring worm, chicken pox, lice, etc.). Please notify the school office or your child's teacher if your child is infected with a communicable disease.

The child cannot return to school unless he/she has a doctor's clearance. In case of emergency, if you or anyone on your contact list cannot be reached then we will utilize the emergency response system. The parent/guardian will be responsible for all medical costs or any associated with this policy.

Infectious Disease Control

If a child becomes ill while at school, staff will attempt to make the child comfortable but separate from the rest of the children until parent/guardian is reached for pick up.

Medicine

Whenever possible, medications should be given at home. However, if it is necessary for your child to receive a medication at school, the parent/guardian must bring the medication to school in the original container and complete and sign an Authorization to Dispense Medication Form. If a prescription medication is required at school, the prescribing doctor must also complete and sign the Authorization. Medications are kept in the school office. If your child has a health condition that requires medication or treatment, please contact the school administrator/designee.

Dental Policy

If a dental emergency arises (such as a chipped or knocked out tooth), staff will rinse the area and apply a cold compress on the face to minimize swelling. Parents/guardians will be notified of the incident and will be asked to pick up the child if the incident warrants.

Exclusion and Re-admittance:

This is a “well-child” Child Development program. Living Faith Academy considers any child who has any one of the conditions listed below or a child who show discomfort from ears, stomach problems, shots, etc. to be ill and in need of being temporarily removed from the academy. The school administrator/director reserves the right to decide when a sick child should be sent home if he/she appears ill on arrival at the school or becomes ill during the day. When you are contacted to pick up a sick child, please do so promptly. A child who is sent home for any illness may not return to the classroom that same day. The minimal exclusion period should be followed in accordance with the illness or a minimum of 24 hours symptom free.

The conditions listed below will prevent a child from being admitted into the academy.

Procedure: Living Faith Academy shall not deny admission to or send home any child because of illness unless the child is unable to actively participate in school activities, they expose other children, volunteers and staff to illness, or they are at risk of being exposed to other illness when their resistance is low. In order to ensure that children and staff are not unnecessarily excluded from school activities and to protect the health of the children, volunteers and staff, the following actions will be taken:

- a) Living Faith Academy will not deny admission nor exclude any enrolled child from program participation for long-term period solely on the basis of his/her health care needs or medication requirements unless keeping a child in care poses a significant risk to the health or safety of the child or other children, volunteers, staff or visitors and the risk cannot be eliminated or reduced to acceptable levels through reasonable modifications in procedures, policies or staffing.
 - ◆ Any time the child is unable to participate comfortably in the daily activities due to illness, fever, crankiness, etc., the parent/guardian or emergency contact will be notified to pick up the child immediately.
 - ◆ Any time that the child’s condition requires a greater need that can be provided by the staff, i.e. having to sit one-on-one with the child, the parents/guardian will be notified to pick up the child immediately.
 - ◆ Any time that the child’s condition or illness is potentially contagious to the other members of the class or staff, i.e., suspected head lice, chicken pox, etc.; the parent/guardian will be notified to pick up the child immediately.
- b) The following are conditions of short-term exclusion from and for re-admission to the Academy.

- ◆ A child sent home for any illness, may not return the same day. The exclusion period should be followed in accordance with the illness. All open wounds shall be covered at all times.
 - **Fever**, axillary (under arm) temperature of 100F or higher.
 - **Symptoms and signs of possible severe illness** such as lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing, until symptom free or when indicated by physician, the child may return.
 - **Diarrhea**, that is frequent, un-contained, or associated with blood or mucus in the stool that occurs more often than once a school day. The students shall be excluded from school until symptom free. Blood in stools not be dietary change, medication or hard stools in reason for temporary exclusion until cleared by a health care provider.
 - **Hand, Foot and Mouth Disease**, signs and symptoms are fever, sore throat, lesions or sores usually seen in the mouth, on the hands or feet. Student may return to the Academy when symptom free or when physician indicates he/she may return.
 - **Vomiting**, 2 or more episodes within a school day. Student shall be excluded from school until symptom free or when indicated by a physician, the child may return.
 - **Rash**, exclude until a health care provider determines that these symptoms are not to be contagious or rash has cleared.
 - **Conjunctivitis (Pink Eye)**, Pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids. A child should be excluded until the child's health care provider has examined the child and cleared him/her for re-admission.
 - **Tuberculosis**, exclude until a health care provider or local health department states that the child is non-infectious and may return.
 - **Ringworm**, child may return to the classroom upon completion of the initial 24 hours treatment period. Infected area must be covered with a bandage.
 - **Impetigo**, until treatment is initiated as prescribe by provide, which includes covering the affected area. Exclude until 24 hours after treatment has begun.
 - **"Strep Throat"** (diagnosed) or other streptococcal infection, excluded until 24 hours after initial antibiotic treatment and the child has been fever free for 24 hours.
 - **Chicken Pox or Varicella**, exclude until 6 days after onset of rash or until all sores have dried and crusted, or with permission by their health care provider.
 - **Hepatitis-A**, exclude until one week after onset of illness or as directed by the local health department.
 - **Measles/Mumps/Rubella**, student may return to school when the

- physician indicates he/she is no longer contagious and may return.
- **Shingles**, exclusion only on recommendation of child's health care provider. Clothing or a dressing can cover sores. If sores cannot be covered, the student should be excluded until the sores have crusted.
 - **Lice**, no nits, scabies or other infestations, student may return to school when the school administrator/director/designee before entering the classroom.
 - **Abdominal Pain**, if pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- c) If a child must be sent home because of an illness, the staff will place the child in quiet isolation and will attend to their needs to the extent that this attention does not compromise the care of the other children.
- d) If the academy staff has concerns about a child's ability to safely return to the academy, we reserve the right to request a note from the child's health care provider.

Emergency Medical Care:

A parent/guardian or emergency contact will be notified in the event of an emergency. Please make sure the academy has a good phone number for you. If a parent/guardian or emergency contact cannot be reached, Emergency Medical Services (EMS) will be contacted. Please list your hospital of choice on the enrollment form; however the decision will ultimately be left up to the recommendations of EMS.

Safety Policies:

Injury/Accident

If an injury/accident occurs at school, staff will care for the child and administer first aid, if necessary. Parents/guardians or the hospital if needed, will be notified by the school office. An accident report must be filled out by the person who witnessed the accident and given to the parents/guardians or the person who picks up the child that day to sign. A copy of the report must also be kept on file.

Poison

If a child swallows poison or gets a poison substance in his/her mouth or eyes, staff will call the Poison Control number immediately. Staff will tell them what substance was taken and how much was used and will give age and size of child. Staff will do exactly what they advise and then will have the school office contact the child's parent/guardian. Poison Control phone number is posted by the telephone in each classroom. For Poison Control call: 1-800-222-1222.

Daily Inspection for Health and Accident/Injury Prevention

The playground equipment, classroom environment and classroom material will be monitored and surveyed regularly. Materials posing a hazard will be disposed of or repaired.

First Aid:

County regulations limit first aid provided at the school to the use of soap, water, and bandages. We are not allowed to use any other type of medication.

Discipline & Guidance:

Living Faith Academy believes in positive guidance, incorporating creative teaching and involvement to help children develop self-discipline and inner control over their actions. It is based on mutual respect and an understanding of children's needs and development. Positive guidance uses redirection, verbalization of misunderstandings, consistency, and acceptance of feelings, firmness, and fairness. Children are encouraged to express their feelings verbally as well as to discuss and resolve conflicts rather than 'act out' their feelings. In certain situations, a brief 'quiet time' may be used to allow a child to calm down and recover self-control before resuming group activities. This time is limited to no more than one minute per year of the child's age.

Aggressive Behavior

All children need to be able to participate in LFA planned activities and be able to follow simple directions. As with all aggressive behaviors, parents are notified with each incident. Aggressive and hurtful behavior includes, but is not limited to: biting, hitting, kicking, pushing, and pinching. Such behavior is not appropriate. We will use every appropriate method to help children control their behavior:

- Step One: The teacher will coach the child and contact his/her parent.
- Step Two: The teacher will schedule a Parent-Teacher Conference with Parent and School Director so that each party can make suggestions.
- Step Three: The teacher will schedule a second Parent-Teacher Conference at which time the parent may be asked to find alternate childcare.

Any or all of the steps may be skipped or omitted as deemed appropriate, based on the extent of the aggressive behavior and circumstances.

At Living Faith Academy we believe that discipline is for the purpose of redirecting children while reinforcing growth and development. Children are involved in development and activities that teaches them positive ways to communicate their needs and feelings to others. Problem solving techniques are taught to student to help develop skills and control negative behaviors. Living Faith Academy uses positive reinforcement and discipline is never associated with food, rest, play or toileting.

If a child is experiencing frustration when following directions, expressing himself/herself to

other children/staff the following procedure will be implemented by a staff member:

1. Go to the child and speaking at eye level, asks the child to use his/her words to tell how he/she is feeling. Ask the child to express this to the other child or children present.
2. Redirect the child to another activity area of the classroom if frustration continues (unresponsive, negative, verbal response).
3. The child may return to the group upon indicating a desire to play with the child/children following the classroom rules.
4. If a child is unable to regain control by exhibiting aggressive behavior the child is to be removed from the classroom and supervised in a safe area on a one-on-one basis. When calm the staff member will ask the child to use his/her words to explain how he/she is feeling. Explain the inappropriate behavior and ask the child what could have been done differently. The child is then to be taken back into the classroom. Do not leave child isolated.
5. An incident report will be completed by the classroom teacher/school director/administrator.
6. Parent/guardian will review and sign incident report along with discussing ways to correct behavior in the future.
7. Frequency will be monitored and a meeting with the parent will be scheduled when 2 or more incidents occur within a week.
8. A behavioral plan will be developed with the parent's input and reviewed with the lead teacher and school director/administrator. This will be monitored closely and updates will be shared with parents
9. Progress will be documented daily on a behavior log and reviewed with the parent weekly or as needed.
10. Parent will be provided with assistance in obtaining resources in the community, if needed.
11. If the parent do not follow through with referral to outside resources, an alternative placement may be necessary to help child become successful.
12. A careful review of screenings, behaviors, evaluations, and testing will be conducted with parents along with proper placement of student.
13. If child needs cannot be met, Living Faith Academy will make a final decision to withdraw student from our school.

A change in the home occurs from time to time, that may adversely affect your child's behavior or attitude while in school. It is not our purpose to invade anyone's privacy, but should such an event occur, a brief note or phone call would make us aware of the situation so we could be sensitive to the needs of your child. Living Faith Academy believes in ensuring the safety of all of our students.

Biting Policy:

Living Faith Academy wants to ensure that every child is safe while in our care. Our program will provide an environment that encourages and promotes cooperative interactions, respect for others and non-aggressive problem solving between the children. Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 13 and 24 months of age. The safety of the children at the preschool is our primary concern. This policy addresses the actions the staff takes if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He/she might be experimenting and trying to get the attention of the teacher or his/her peers. Toddlers are developing verbal skills and are impulsive and at times lack self-control. Sometimes biting occurs for no apparent reason. Our academy encourages the children to “use their words” if they become angry or frustrated. The staff members will maintain close and constant supervision of the children at all times.

Living Faith Academy Policy for habitual biting is as follows:

1. The first time a child bites another child; the parents/guardians will be called by the school office and informed of the incident.
2. The second time a child bites another child; the parents/guardians will be called immediately and the child will have to go home for the rest of the day. Furthermore, a conference with the School Administrator/Director, teacher and the parents/guardians will be required.
3. If a child bites for a third time, the child will be suspended for two days and a conference will be arranged to discuss continued placement.

Our Curriculum:

We offer a child-centered and developmentally appropriate program for two – through - four year old children. Living Faith Academy has chosen to implement the play-based learning framework of Creative Curriculum for Preschool. Creative Curriculum is a comprehensive system of learning based on research and knowledge regarding all areas of child development – social/emotional, physical, cognitive and language.

The teachers use their own experiences, as well as the children’s interests, to adapt the curriculum to be unique to each Living Faith Academy class. Classroom observations and assessments become important tools for the teachers to communicate with parents/guardians.

Play allows children to learn about the world and themselves. As children play, they learn new skills, develop coping mechanisms, test new ideas and master their bodies. Creative Curriculum for Preschool provides extensive guidance for teachers in the content areas of literacy, math,

science, social skills and the arts. As children make choices about where to play in the classroom, they are learning a variety of skills. For example, building blocks promote material exploration, as well as spatial planning, symbolic representation, dramatic play and social interactions. In the area of art, teachers emphasize the process rather than the finished product. As children use art materials, they are planning and carrying out a task and also using symbols to represent their ideas.

Our play-based curriculum offers our children many opportunities for positive interactions with other children and adults. We treat each child with respect and reinforce his/her values as an individual and as a unique member of the Living Faith Academy.

Toddlers (2-3 year old)

Toddlers develop new skills as they grow and learn through exploration. Our toddlers will be introduced to developmentally appropriate activities daily. Such activities will help with motor skill development, thinking and language skills. They will also master other age appropriate activities which promote proper social and emotional growth. Three year olds are encouraged to become independent thinkers as they progress into their pre-kindergarten year.

Pre-Kindergarten (4 yrs.old)/ DOE Lesson Plans

Important learning foundations are reinforced and expanded through play and guided experiences. Both independent and teacher directed activities are instrumental in fostering: social, emotional, physical, cognitive, and language development in this age group. They will also learn basic Spanish and sign language. Department of Education Lesson Plan will be implemented with teaching.

Naptime

Each child will be given a rest period. Research indicates that children generally sleep better at night and are better behaved if allowed to rest briefly during the day when tired. Fatigue is often a reason for short tempers. Children are encouraged to rest quietly but are not forced to sleep. Parent/Guardian must provide a sheet (crib sheet will do), small blanket and a small pillow (please label with child's name). These items will help to make naptime more comfortable for your child. The blanket and sheet will be sent home on Friday to be washed and are expected to be returned the following Monday.

Daily Classroom Schedules and Lesson Plan:

A daily schedule and lesson plan is posted in each classroom. Lesson plans reflect a variety of hands on learning experiences for children to participate in throughout the day. If you have any suggestions for activities or would like to conduct an activity, please inform your child's teacher/school administrator/director.

Potty Training Philosophy:

There are so many questions, concerns and philosophies regarding potty training. You have probably already experienced receiving advice from a lot of different people on the matter. This advice can come from a wide range of advisors such as grandparents, doctors, friends and from other well intentional people. This may have been confusing for some of you, so we want to do our best not to add to the confusion, but to give you an approach that will help us all to be successful. We will assist with the potty training of your child if he/she is ready! The age that a child starts to use the potty does not determine how intelligent they are!

Our focus here at Living Faith Academy is the social emotional and cognitive development of your child. Each child is different and each family perceives potty training in a different light. However, there is one very important thing we need to remember, above all, and that is the fragile toddler ego. Helping the child to feel in control and confident during this time should be our first concern. Our philosophy on any subject around a child's growth is the first approach from a development standpoint and the second from a programmatic position.

We have found that waiting until 2 ½ and going right to underwear is the best route. A child can be trained younger, but tends to have more accidents and regressions. If you decide to begin potty training with your child, please inform his/her teacher. The teachers can be very helpful in this area. They will work with you and your child to help this process go as smoothly as possible. It is so important to follow the same routine at home as they do in the classroom.

Some things to consider when potty training:

- ❖ During this time please try and dress your child in easy to remove clothing
- ❖ Buttons, buckles or belts can become very frustrating to a child
- ❖ Your child needs to be able to pull their own shorts and underwear up and down
- ❖ If you have a boy, teach your child standing up
- ❖ Extra clothing needs to be available in your child's backpack or storage area

Communication:

It is the parents/guardians responsibility to make sure the office has the correct information regarding you and your child. Please notify the school office immediately of any change in address or telephone numbers (home or work). Updated information will help us cope with emergencies quickly.

Parents/Guardians please remember that you are your child's first teacher and that your input and guidance are vital for working with your children. We encourage parents/guardians to communicate openly and often with their child's teacher and share information that may assist staff with providing the best program for your child. If you wish to speak to a teacher, meetings can be scheduled before or after school.

From the time to time a personal crisis may occur in the life of your child, although it may not be school related, this may adversely affect the attitude or work habits of your child while he/she is in school. It is not our purpose to invade in anyone's privacy, but should such an event take place, a brief note or phone call to make us aware of the situation will allow us to respond to the special needs of your child during this time.

School-Wide (Nonemergency) Information:

- ◆ Living Faith Academy communicates with the parents/guardians in a number of ways:
 - Telephone
 - Website
 - Parents/Guardians Orientation
 - Notices sent home or signs posted on the classroom doors

Confidentiality:

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. Living Faith Academy takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents/guardians about children should be kept confidential at all times. Living Faith Academy recommends that conversations about a child, behavior or incident should be conducted in private, away from the child and other members of Living Faith Academy. Discussions in the hallways should be kept to a minimum. If a parent/guardian has a question or concern, we suggest that this parent/guardian first contact the teacher to arrange a time to discuss.

Student Records:

It is the school's policy that records are kept current at all times. It is the parents/guardians responsibility to make sure all records (parent/guardian contact information, physical, and immunization) are kept current. Please notify the school immediately of any change in address or telephone numbers.

Student records are confidential and are protected from unauthorized inspection or under federal law known as the Family Education Rights & Privacy Act (FERPA). Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents/Guardians: Married, separated or divorced unless parent/guardian rights have been legally terminated and the school has been given a copy of the court order terminating parent/guardian rights;
- The student (if 18 or older or emancipated by a court); and
- School officials with legitimate educational interest.

Parents/Guardians or students who want to review student records should be directed to the main office for assistance.

Living Faith Academy's student records are maintained and stored in a fire-resistance safe and stored electronically with a secure back-up file for five years.

Health Records:

Our licensing agency as well as the State of Florida requires we have complete and current immunization record, physical record and birth certificate for your child. Please provide us with up to date copies of your child's immunization and physical records!

Termination Policy:

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parent/guardian cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

We will give two weeks' notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Child Abuse Reporting Requirements:

The Academy staff has a legal and ethical responsibility to report known and suspected cases of child abuse and/or neglect to the proper authorities.

An individual who knowingly or willfully fails to report or who knowingly or willfully prevent another from reporting is guilty of a misdemeanor and may be prosecuted under Florida Statutes 415.501 (1) (e). Any person or agency reporting a case of child abuse or neglect in good

faith cannot be prosecuted.

Living Faith Academy's staff is obligated to report when there is reasonable suspicion that a child has been abused or neglected. It is not necessary to have proof that a child is abused or neglected before reporting concerns.

Child Abuse and Neglect Definitions

The National Committee for Prevention of Child Abuse defines child abuse as a non-accidental injury or pattern of injuries to a child. Child Abuse is damaging to a child for which there is no "reasonable" explanation.

Child Abuse includes:

- **Physical Abuse** – an overt act against a child under 18 years of age, by the Parents and Guardians, caretaker or other person, which results in a visible physical injury or is so inhumane that a child suffers emotional trauma. Non-accidental injury may include severe beatings, burns, strangulation or human bites.
- **Sexual Abuse** – the exploitation of a child for the sexual gratification of an adult, as in rape, incest, fondling of the genitals or exhibitionism. The child may or may not be a willing partner. The aggressor is most often considerably older and most likely a member of the child's immediate or extended family, a close family friend or neighbor.
- **Neglect** – the failure to provide a child with the basic necessities of life: food, clothing, shelter or medical care. It is also defined as children under 12 years of age who are frequently left without supervision or unattended (older than 12 years if behavior is detrimental to self or community when left unattended).
- **Emotional Maltreatment (Neglect or Abuse)** – the consistent and chronic failure to provide the support and affection needed for a child to develop a healthy personality or a pattern of behavior that attacks the child's emotional development and self-worth. These examples include constant criticizing, belittling, blaming, insulting, ridiculing or shaming, torture or torment such as locking child in a closet, rejecting, and providing no love, support or guidance.

Dress Code Policy:

Children should be dressed comfortably and appropriately for the weather conditions. Midriff sections should be covered at all times. Shoes should be closed toe, fastened securely to the feet. Open toe shoes or flip flops are unacceptable. Each child must always have a change of clothing at school. Place clothing in a zip lock bag with his/her name marked on the bag. **All articles of clothing must be labeled.**

Meals:

Living Faith Academy provides breakfast, lunch, and afternoon snack for free. Children are given ample time to eat but we do not force children to eat. We do encourage them to eat because meal times are valuable teaching opportunities.

Meal times provide a pleasant time for your child to learn healthy nutritional habits, appropriate table manners, coordination of small muscles and skills leading to independent self-help. We have staff that plans daily nutritional meals. **Please report all food allergies or special nutritional needs in writing to the teacher, office and cafeteria so that they can be addressed.**

If you prefer to pack your child's meals, then prepare meals in child sized portions, cut-up/sliced/peeled and easy to eat. Meals should be in non-breakable containers.

Special Needs:

Living Faith Academy will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program. Each child will be evaluated on an individual basis to determine eligibility.

Personal Items and Storage:

All parents/guardians will need to furnish a change of clothing, appropriate for the weather, in case of toileting accidents and/or food spills. The clothing must be labeled with your child's name, plastic bag. This will be kept at school for your child. If clothing is soiled, it will be sent home and the parents/guardians will need to send another set of clothes. The academy is not responsible for excess clothing or lost, damaged clothing or personal items.

Each child will be provided a designated place in their classroom to store his/her labeled personal items such as his/her rest mat, blanket, pillow, change of clothing, etc... Only your child may use his/her mat and personal items.

Toys:

Please do not allow your child to bring toys to school, unless requested by the teaching staff for special days. Living Faith Academy provides many developmentally appropriate activities and toys for your child while in our care.

Jewelry and Money:

Do not send your child with jewelry, money, or other small things in their pockets, backpacks, or etc... The school will not be responsible for these items.

Lost and Found:

The lost and found box is in the main office. Items will be kept there for one week. It is the responsibility of the parents/guardians to check in the office for a child's lost belongings.

Birthday Celebrations:

If a child's birthday is celebrated, the parents/guardians may send **purchased**, not made, treats on the day of the child's birthday for sharing with the class. Please notify the teacher ahead of time, as another child also may be celebrating their birthday on the same day. **ALL BIRTHDAY PARTIES AND TREATS ARE TO TAKE PLACE AFTER NAPTIME.**

Special Holiday/Events:

If the teacher plans a party for the class, parent/guardian may be asked if they would like to donate items on that day. The teacher will have a sign-up sheet with a list of refreshments to choose from for that purpose.

Parents/Guardians are encouraged to participate in Living Faith Academy's special events, such as Thanksgiving and Christmas Luncheon or Grandparents, Mother's Day or Father's Day Brunch. Notification of these events will be sent home on monthly calendars, memos or posted on the doors.

School Pictures/Yearbooks

Student pictures will be taken in the fall and may be purchased by the parents. Personality pictures may be taken in the spring and may also be purchased (personality pictures are optional for the school).

Please refer to the school calendar for specific dates.

Yearbooks are made available, for a pre- purchase price of \$35, at the end of the school year.

Photo Use Policy

Living Faith Academy will use photos of children for many purposes. They may be used for a special project/craft, identification of personal belongings, classroom decorations or Living Faith Academy publicity. Parents/Guardians may request for their child not to be photographed for one or all of the mention purposes; parents/guardians will be asked to sign a photo release form along with their registration packets. Photos of students will not be posted to any social media sites.

Parking

To help prevent traffic problems, do not block or use parking spaces that are reserved. Please feel free to park on the side (N, S, E, W), additional parking is located on grass area. Please also make sure your car doors are locked. Do not leave your car running while picking up or dropping off your child. If you are going to spend some time speaking to your child's teacher or office personnel, please park your car in the designated parking place. Also, please no speeding in parking lot, follow posted speed limits.

Vehicles left on campus without permission will be towed at owner's expense. Living Faith Academy or ministries will not be liable for any damages, thief or charges. We will do everything possible to ensure a safe environment; however, accidents can happen.

Please refer to map for traffic pattern flow

Thank you for entrusting your children to our care!!!

LFA Preschool Handbook Agreement

I have read and fully understand Living Faith Academy Preschool Parent/Student Handbook. I promise to comply with all sections of this handbook as written, along with any changes that may occur during this school year. All changes will be given to the parents/guardians in writing with a signature page to be returned to school.

By signing below I acknowledge I have received a copy of the Living Faith Academy Preschool Parent/Student Handbook.

Student Name

Date

Student Name

Date

Parent/ Guardian Signature

Date

Parent/Guardian Signature

Date

Director/Administrator Signature

Date

On this _____ day of _____, 20____, _____
personally appeared before me in _____ County (in the state of _____) and, in my
presence, signed this LFA Preschool Handbook Agreement.

Name of Notary Official: _____

Signature: _____

Commission Expires: _____