



**Life Academy Parent Handbook
2023-2024**

Welcome to Life Academy Preschool!

We appreciate your interest and enrollment in our childcare center! This handbook serves as a way to understand our policies and procedures but is not all encompassing; at any point if you have a question or concern, please know that we have an open-door policy. You may stop by and/or schedule a time to speak with the Director or Assistant Director at any time. We value our parents and believe the success of each child is dependent upon building and strengthening a strong partnership with our parents that is focused on the best interest of our children.

Life Academy Preschool is available for children ages 6 weeks to 5 years old. Life Academy provides a Christian, nurturing environment where each child can explore, grow, and learn. Our administration and staff desire to partner with our children's parents and families to help each child grow strong developmentally, spiritually, socially, emotionally and academically.

Life Academy Preschool will grant a tour and interview to any family interested in applying for enrollment into our program. Upon review of each enrolling family's application, a determination of official enrollment will be made. Life Academy Preschool reserves the right to decline enrollment to any family at any time for any reason. Admission will not be declined on the basis of gender, family make-up, economic status, religious preference or race. The administration of Life Academy Preschool requires all families enrolled to abide by the policies outlined in this handbook.

SCHOOL CONTACT INFORMATION:

Address: 7422 Deer Branch Road
Roanoke, Virginia. 24019

Phone: (540) 563-5140 or (540) 563-1916

Fax: (540) 563-2557

Website: www.mylifeacademy.org

Email: contact@mylifeacademy.org

Hours of Operation

Life Academy hours are from 7:00am to 6:00pm. For safety and security reasons, parents and children are not permitted in the building before 7:00am and should have exited the building by 6:00pm. Children who are not picked up or are still in the building by close of business at 6:00pm will remain with two staff members and parents will be charged a late fee if their child is picked up after that time.

Late Fees

Our late fee is \$25.00 for late pickups between 6:01 - 6:30pm and \$50 for late pickups between 6:31 -7:00 pm. Parents need to call the center if they are going to be late. A late fee form will be filled out and parents will need to sign the form. The late fee may be paid at the time of pick up, or it will be added to the student's bill. The late fee can be paid in the form of cash, check, or debit/credit card.

If parents or a designated person picking up the child/children does not call the center to inform us that they will be late, the front desk person will start calling parents at 6:00 pm. If after one hour, no one calls or no one can be reached, the Department of Social Services will be called.

LICENSURE:

Life Academy is a Religiously Exempt Child Care Center but is certified and regulated through the State of Virginia. The school undergoes annual inspections required by the Virginia Department of Education.

In addition to our Religious Exempt status, we accept Childcare Assistance through DSS as a form of payment, which adds another layer of requirements and inspection to our center and staff.

STAFF QUALIFICATIONS:

Infants to Four-Year- Olds and After School/Summer Camp

- Must be at least 16 years old (with supervision), 18 years old (without supervision)
- A born-again Christian in good standing and actively involved in their church
- A high school diploma or GED
- Certified in First Aid and CPR for Infants, Children and Adults.
- 10-hour pre-service training
- 16 hours of training (yearly)

- Previous work with children recommended
- Strong organizational skills
- Exhibit strong interpersonal and communication skills
- Possesses understanding and patience in a classroom environment
- Physically able to lift and carry children as often as necessary

HOLIDAYS:

The center will be closed on the following days:

- Labor Day
- Election Day (November)
- Thanksgiving Day and the day after
- The week of Christmas (Monday - Friday to minimally include Christmas Eve and Christmas Day)
- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July

ENROLLMENT:

Upon enrollment of a child or children at Life Academy, the following documentation must be obtained, as well as a \$100.00 Enrollment Fee.

- Birth Certificate
- Social Security Card or School Entrance Exam Form from pediatrician
- Current Immunizations

Copies of these can be made at Life Academy. Immunization records must be updated at each doctors visit where immunizations take place, from birth - 2 years old, and again when a child receives vaccines to enter Kindergarten. We recommend that parents bring in a new immunization record following each check up to avoid missing updates needed for their child's file. Documentation of up-to-date immunizations or an authorized exemption form is required by the Virginia Department of Education.

The maximum number of children Life Academy Daycare, Preschool, After School and Summer Camp may enroll is 175. The local building inspector dictates this number as the maximum children to be in our care at any one time and is our licensure limit.

TUITION AND METHOD OF PAYMENT:

Life Academy is a faith-based ministry and relies upon the timely payments of its families. Tuition is billed weekly, and payment is expected on Monday of each week, whether or not your child attends. Tuition payments are under a grace period until Friday at noon, after which a \$30.00 dollar late fee will be added. We accept cash, money orders, personal checks, DSS subsidy, Visa, Mastercard, and Amex. We also offer recurring credit card payments through which families can fill out a form and the finance department will bill the credit card that is on the form on a weekly, bi-weekly or monthly basis.

Life Academy is unable to carry account balances. Accounts that are more than two (2) weeks past due may result in dismissal from the program. The child/children will not be allowed to attend until accounts are paid in full along with a \$50.00 re-enrollment fee.

Children that attend Life Academy's After School program are required to pay tuition on a weekly basis. (Unless payments are set up on a bi-weekly, monthly, or revolving credit card basis). The children whose family accounts are more than two (2) weeks past due will not be allowed to attend until the balance is paid in full. Arrangements will need to be made by parents to pick up their child/children from school until balances are paid.

Life Academy provides a breakfast, a hot lunch and an afternoon snack which is included in the tuition.

Tuition and Enrollment Fees are subject to change at the discretion of the leadership team. Parents will be notified by letter or new enrollment application if tuition changes take place.

All enrollments are for the current fiscal year July 1 through June 30. At the end of the fiscal year, all families will be asked to re-enroll in the upcoming year. All established families will have a space reserved for them in the upcoming year. This is a good time to consider best placement, update necessary student information, and renew your care contract with Life Academy.

DISCOUNTS:

If families have more than one child attending Life Academy, a 10% discount in tuition will be applied to the lesser-priced program to second and subsequent children.

VACATION:

Life Academy gives families two weeks of vacation tuition-free each year. It is important to note that we follow a fiscal and school calendar year which runs from July 1st to June 30th of the next calendar year. One week of vacation must be taken the week of Christmas, since Life Academy is closed during this time. The second week of vacation may be used anytime throughout the **fiscal** year. Vacation weeks must be taken as “full weeks,” Monday through Friday, and cannot be divided between weeks. To qualify for this full-week discount the child/children must be enrolled for at least two months before vacation time may be used.

To request vacation time, a Student Vacation Request Form must be filled out two weeks in advance. The form may be obtained at the front office or can be sent through ProCare, and the Director must approve vacation time.

ATTENDANCE AND PICK UP:

Parents, you **MUST** sign-in and sign-out your child/children on a daily basis through ProCare on the tablets at the front office. The safety of your child/children is a priority and this is how we keep them safe. Please inform your child’s teacher and/or the front office if your child/children will be picked up at an abnormal time or by someone out of routine. If someone else other than yourself or someone on the pick-up list comes to pick-up your child/children, you will need to send a note or call the office. We will need to see proper ID of the person or persons picking up your child/children. Front office staff and/or teaching staff **WILL** request to see identification of any person attempting to pick up any child who we do not recognize. A child’s safety when entering and leaving our care is of the utmost importance to us.

If your child becomes ill or is just staying home for the school day, please call us or send us a ProCare message if possible so we can let your child’s teacher know. Our teachers worry about your children if they are not here at their usual time!

Discounts or a reduction in the payment amount is not allowed for days not attended due to sickness or for other reasons.

DROP OFF AND PICK UP:

Older children will not be allowed in the Infant Room(s). Older siblings should be taken to their classroom in the morning before dropping off your infant. In the evenings, infants should be picked up before picking up your oldest child. However, the older child can wait in the hallway outside the Infant room(s) at drop off and pick up. Older siblings could possibly fall or step on the babies while they play on the floor or are crawling around. We also want to protect our youngest babies from germ transmission

from the older children as much as possible. We feel this policy will help prevent injury and/or the spread of possible sickness to our youngest and most vulnerable.

LOCATION/ WHITE BOARD: “WHERE ARE WE???”

A white board is located in the hall just past the front desk. The board has each class from the Ones through After School with different areas throughout the center including the playgrounds outside. Teachers move their class’s tag when they move locations on campus. When arriving at the center to pick up, please check the board to help locate your child/children.

VISITORS:

Visitors to the school are required to check in at the front office. A visitor’s badge must be obtained from the office. Unauthorized visitors will be asked to leave. If there is any conflict with them leaving, the staff will notify the authorities and gain assistance from administration and/or pastor. The administration reserves the right to dismiss any visitor at any time.

WITHDRAWING A CHILD:

When withdrawing a child/children from Life Academy, you are required to submit a two week advance notice to the Director’s office. The form may be obtained at the front office.

DRESS CODE:

Please dress your child/children so they will be comfortable and according to seasonal changes. For safety purposes, tennis shoes are preferred. Please send extra clothes for your child/children in case of accidents and be sure their back up set of clothing is appropriate for the season. Please remember to put your child’s name on all clothing. We encourage parents to include a backup pair of socks and shoes as well. We will take students outside as much as possible throughout the year for recess. We go outside as long as the temperature is above 45 degrees F, and each child will need a jacket in the cooler weather. It is also important to have your child in weather appropriate clothing/shoes in the event of an emergency evacuation.

BREAKFAST:

Breakfast is provided each morning to contain a whole grain bread, fruit and a cup of milk. A menu is distributed monthly. **Life Academy is a peanut free facility. Please do not send any food that contains peanuts or peanut butter.** No substitutions or special orders can be placed with the cafeteria unless it is necessary because of an allergy documented by a physician.

LUNCH:

A hot lunch is provided each day. Lunch costs are included in the tuition and a menu is distributed monthly. Should a child be allergic to or wish not to eat the scheduled lunch, parents may pack a lunch that day. **Life Academy is a peanut free facility. Please do not send any food that contains peanuts or peanut butter.** We do not provide refrigeration or heating preparation for packed lunches. No substitutions or special orders can be placed with the cafeteria. Healthy foods and beverages are strongly encouraged in order to promote attentiveness during the day. Candy and soft drinks are not allowed for snack or lunch.

SNACK:

An afternoon snack is served daily and is included in tuition. Snack will consist of two items from different food groups. Example: oranges and pretzels, or cheese stick and crackers.

CLASSROOM BIRTHDAY PARTIES:

Parents are allowed to bring cupcakes, brownies or cookies (Peanut Free) to share with their child's class. The younger classes, Ones and Twos do their parties at afternoon snack time and the Threes and Fours do their parties during their scheduled lunch time. If parents wish to provide food for their child's party, we ask that you inform the teachers in advance so that the teachers can be prepared.

CURRICULUM:

Throughout our entire center, we use a state-approved curriculum called Learn Every Day by Kaplan Early Learning. LED has an infant-toddler set as well as a preschool set that we are able to use through all ages to keep education experiences consistent. Learn Every Day adheres to the Early Learning Developmental Standards set forth by the Virginia Department of Education. We have classroom materials that are directly from Kaplan and match the curriculum as well. We supplement LED with Bible time lessons and songs which are picked out for each age level. The pre-k program also

supplements with Footsteps for Fours by Bob Jones, which is a well-known Christian education curriculum.

STUDENT ASSESSMENTS:

We are required to use a state-approved standard assessment tool for our students and have selected to use the Ages & Stages Questionnaires (ASQ3) for developmental progress and the Ages & Stages Social-Emotional (SE2) to monitor progress. We will administer these assessments upon enrollment and at regular intervals during your child's time with us. Copies will be kept on file and results will be shared with parents. Our preschool program also administers quarterly assessments that are more academic in nature and a copy of the assessment will be sent home for parents to review and also kept in the student's file with us. If you have concerns about your child's development and progress, please see administration to schedule further evaluation and a parent-staff conference with the director and your child's teacher.

AGES:

Life Academy Preschool is open to children ages 6 weeks to 5 years. The following is a description of responsibilities for each of our classrooms:

INFANTS: Teacher-Student Ratio is 1:4

Infant Room 1 - (6 weeks - 6 months+)
Infant Room 2 - (6 months – 12 months)
Little Ones - (12 months - 16 months)

Teachers are responsible for the daily care of each child. Teachers will interact with, talk to, and love each child. Activities will include Bible stories, songs, age-appropriate crafts, playtime and tummy time. TV time is not used at this age; however, music and songs can be played through the DVD. Weather permitting, teachers will schedule outdoor stroller time for their class. Teachers will log daily activities including naps, diaper changes, feedings, and other notes about their day through ProCare. Parents can see updates throughout the day and will get a daily summary to their email upon signing out their student for the day.

ITEMS FROM HOME: INFANTS

Items to bring from home include bottles, pacifiers, diapers, wipes, diaper cream if desired (with a form completed per brand), and several changes of clothes. As a part of the CACFP program, we offer Member's Mark Sensitive formula powder, varied baby food purees, and the cafeteria table foods at no additional cost to families. If you prefer

to bring your own formula or breast milk, baby food, and/or age-appropriate snacks, you are welcome to do so. All articles should be clearly labeled with the child's name for identification purposes. We do not share bottles or pacifiers for cleanliness purposes. If a child is lacking the materials he/she needs for the day, the front office staff will call and notify the parent as soon as possible. We are not able to sanitize bottles, so used bottles will be thoroughly rinsed out and sent home at the end of the day to be properly sterilized at home. Breast milk can be brought either in bottles or in storage bags with empty bottles to serve in and may be brought in frozen or refrigerated. Formula may be brought in prepared bottles, or you may choose to leave a canister in your child's food basket. **NO** left-over food, breast milk or bottled formula will be kept overnight in the refrigerator. This is a state regulation.

Things you do not need to bring from home include blankets, burp cloths, toys, bowls, spoons or bibs. We have a classroom supply of these things to use for all children and wash them between uses. Sleep sacks and swaddles can be brought from home if you prefer to use your own, however, we do have a supply of sleep sacks and swaddles to use here. We do not use blankets or toys in cribs; all children will sleep using the ABC method as recommended by the American Academy of Pediatrics: **A**lone, on their **B**ack, and in a **C**rib. This is a state regulation.

ONE YEAR OLDS:

(16-24 months) – Teacher-Student Ratio is: 1:5

Teachers provide a variety of materials and resources for the children to explore. Teachers will introduce basic skills such as colors, shapes, number and letter recognition through exploration and opportunities for learning through facilitated play. Teachers will do arts, and crafts, read books and will have circle time each day with music, Bible stories and songs. Teachers have scheduled times for the center rooms, gym, back deck and playground time. Teachers will engage with children in structured play time. Teachers will pray with children before lunch and snack times and will assist with helping children feed themselves. Children will be diapered every 2 hours or as needed. Teachers will log daily activities including naps, diaper changes, feedings, and other notes about their day through ProCare. Parents can see updates throughout the day and will get a daily summary to their email upon signing out their student for the day.

ITEMS FROM HOME: ONE YEAR OLD

Items to bring from home include: A water cup or water bottle labeled with the child's name, diapers, wipes, diaper cream (if desired, with a form completed per brand), an extra change of clothes (season appropriate), crib sheet, and a small blanket for nap time. Children will need to wear hard bottom shoes at all times as this class does

transition between locations in the building and outdoors. All articles should be clearly labeled with the child's name for identification purposes. Children will have their diapers (and clothes if needed) changed in the bathrooms located up the hall from their classroom. Each child is provided a locker which is located across from the bathrooms. Lockers will have the child's name on it and parents should put their child's extra clothes, diapers, and wipes in the locker.

**YOUNG TWO YEAR OLDS:
(24-30 months) - Teacher Ratio is: 1:8**

Teachers will help promote physical, mental and social development through activities such as games, arts, crafts, music, songs and circle time. Teachers also teach colors, shapes, numbers, letter recognition and Bible stories through exploration and facilitated play time. Teachers have scheduled times for center rooms, gym, back deck and playground times. Teachers will engage with children in structured work time using their curriculum. Teachers will pray with children before lunch and snacks and will assist with helping children feed themselves. Children will be diapered every 2 hours or as needed to keep each child clean. Teachers will log daily activities including naps, diaper changes, feedings, and other notes about their day through ProCare. Parents can see updates throughout the day and will get a daily summary to their email upon signing out their student for the day.

ITEMS FROM HOME: YOUNG TWO YEAR OLDS

Items to bring from home include a sippy cup or water bottle labeled with child's name, diapers, wipes, diaper cream if desired and form completed per brand, an extra change of clothes (season appropriate), crib sheet and small blanket for nap time. All articles should be clearly labeled with the child's name for identification purposes. Diaper changes happen within the classroom with a portable sink to wash hands with soap and running water. Children who are potty-training will be taken to the restroom to try the toilet first. Diapers and back up clothes are stored in the cabinet inside the classroom.

**OLDER TWO YEAR OLDS:
(30-36 months) - Teacher Ratio is 1:8**

Teachers will help promote physical, mental and social development through activities such as games, arts, crafts, music, songs and circle time. Teachers also teach colors, shapes, numbers, letter recognition and Bible stories through exploration and facilitated play time. Teachers have scheduled times for center rooms, gym, back deck and playground times. Teachers will engage with children in structured work time using their curriculum. Teachers will pray with children before lunch and snacks and

will assist with helping children feed themselves. This class is also the potty-training class. Children who are showing interest in potty training will be taken to use the bathroom as needed. All children will be changed or taken to the bathroom at regular 2-hour intervals or as needed to keep the child/children clean Teachers will log daily activities including naps, diaper changes, feedings, and other notes about their day through ProCare. Parents can see updates throughout the day and will get a daily summary to their email upon signing out their student for the day.

ITEMS FROM HOME: OLDER TWOS

Items to bring include sippy cup or water bottle labeled with child's name diapers, pull-ups, underwear, diaper cream if desired with form completed per brand and extra change of clothes (season appropriate), crib sheet and small blanket for nap time. All articles should be clearly labeled with the child's name for identification purposes. Children will have their diapers, clothes if needed and bathroom breaks for those being potty trained in the bathrooms located up the hall. Each child is provided a locker which is across from the bathrooms. Lockers will have the child's name on it and parents should put their child's extra clothes, diapers and wipes in the locker.

POTTY-TRAINING:

Teachers and parents need to keep an open line of communication when potty training. It is best practice if teachers and parents work together using the same skills and techniques both at school and at home. This will provide faster training and less frustration to the child while learning these new concepts. It is best to send children in loose fitting clothes, easy to remove pants or shorts. When using pull-ups please use the ones with velcro sides. When using underwear, remember to please send several sets of clothes and underwear.

YOUNG THREE'S:

(36-48 months) - Teacher Ratio is 1:8

This class is designed for students who are 3 years of age but are either not fully potty trained or not quite ready for 3's preschool upstairs. This could also be due to a space constraint in the upstairs preschool program. The Young 3's use the same preschool curriculum that the upstairs classrooms use, so there will be no delay in learning by remaining in the Young 3's. Teachers will help promote physical, mental and social development through activities such as games, arts, crafts, music, songs and circle time. Teachers also teach colors, shapes, numbers, letter recognition and Bible stories through exploration and facilitated play time. Teachers have scheduled times for center rooms, gym, back deck and playground times. Teachers will engage with children in structured work time using their curriculum. Teachers will pray with children before lunch and snacks and will assist with helping children feed themselves. This class is also the potty-training class. Children who are showing interest in potty

training will be taken to use the bathroom as needed. All children will be changed or taken to the bathroom at regular 2-hour intervals or as needed to keep the child/children clean. Teachers will log daily activities including naps, diaper changes, feedings, and other notes about their day through ProCare. Parents can see updates throughout the day and will get a daily summary to their email upon signing out their student for the day.

ITEMS FROM HOME: YOUNG 3'S

Items to bring include sippy cup or water bottle labeled with child's name, diapers, pull-ups, underwear, diaper cream if desired with form completed per brand and extra change of clothes (season appropriate), crib sheet and small blanket for nap time. All articles should be clearly labeled with the child's name for identification purposes. Children will have their diapers, clothes if needed and bathroom breaks for those being potty trained in the bathrooms located up the hall. Each child is provided a locker which is across from the bathrooms. Lockers will have the child's name on it and parents should put their child's extra clothes, diapers and wipes in the locker.

POTTY-TRAINING:

Teachers and parents need to keep an open line of communication when potty training. It is best practice if teachers and parents work together using the same skills and techniques both at school and at home. This will provide faster training and less frustration to the child while learning these new concepts. It is best to send children in loose fitting clothes, easy to remove pants or shorts. When using pull-ups please use the ones with velcro sides. When using underwear, remember to please send several sets of clothes and underwear.

THREE YEAR OLDS PRESCHOOL: Teacher Ratio is 1:10

To enter our Three- Year-Old program, children **MUST** be fully potty trained. (Fully potty-trained means: able to verbalize need to use restroom consistently; ability to urinate and defecate in the potty/urinals with **minimum** assistance. Teachers will help wipe and straighten clothing if needed. Some **random** accidents are to be expected at this age.) Teachers provide a variety of materials, resources and learning through play for our children to explore. We use the Learn Every Day curriculum supplemented by Bob Jones' Footsteps for Fours. Children enjoy games, arts and crafts, music and story time. Chapel is held weekly in the Kids Alive Room throughout the school year. Each three and four's teacher take turns preparing a bible lesson and songs for the children. Teachers have scheduled center times, gym and playground times. Teachers will engage with children in structured play. Teachers will pray with children before lunch and snack times. Daily report information will be shared with parents through ProCare and teachers' newsletters.

ITEMS FROM HOME: THREES

Items to bring include water bottle labeled with child's name, extra change of clothes (season appropriate), crib sheet and blanket for nap time. A book bag and folder are helpful to send home notes and crafts. All articles should be clearly labeled with the child's name for identification purposes.

FOUR-YEAR-OLD PRESCHOOL: Teacher Ratio is 1:10

Teachers provide a variety of materials and resources for the children. Teachers organize arts, and craft projects, games and music, storytelling and field trips. Chapel is held weekly in the Kids Alive Room. Each three and four's teacher take turns preparing a Bible lesson and songs for the children. Teachers help children to socialize and interact with each other. We use the Learn Every Day curriculum supplemented by Bob Jones' Footsteps for Fours which will prepare them academically to enter Kindergarten after completion of our program. Teachers have scheduled center times, gym and playground times. Teachers will engage with children in structured play. Teachers will pray with children before lunch and snack times. Daily updates and learning reports will be communicated through Class Dojo, ProCare, and teachers' newsletters.

ITEMS FROM HOME: FOURS

Students need a water bottle labeled with their name each day. Students should bring a change of clothes that are appropriate for the season in case of accidents, crib sheet, and a small blanket for nap time. Please send your child with their book bag and folder each day. All articles (coats, book bags, blankets, etc.) should be clearly labeled with the child's name for identification purposes.

ITEMS TO LEAVE AT HOME:

Toys, electronics and other non-school related items should **Not** be brought to daycare or After School. Items brought from home (clothes, toys, lunch box, coats etc.) are not the responsibility of Life Academy. Please make sure all articles are clearly labeled with your child's name for identification purposes. If you do lose an item from home, please check our Lost and Found box. Exceptions in bringing toys, etc. to school are "Show and Tell" and other special days planned by the teacher.

AFTER SCHOOL CARE:

Life Academy offers an After School program for children in kindergarten through fifth grade. An afternoon snack is provided. These children will participate in Bible devotions and prayers, homework time, crafts, organized games, movies and indoor/outdoor free time.

SUMMER CAMP:

Life Academy provides a summer camp program for children in kindergarten through fifth grade. Activities are planned throughout the summer months.

BITING POLICY:

Biting is a normal phase of child development, usually occurring between the ages of 15-30 months. It is the result of the child's inability to communicate effectively. Children may bite when a toy is taken from them or when they face a new situation. When a bite does occur, the child receiving the bite will be comforted and the bite area will be thoroughly cleaned, and an Accident/Incident Report will be completed. The biting child will be shadowed and closely supervised. The director and teachers work together to identify trends and triggers when multiple bites are occurring in a classroom. We will brainstorm and try many different avenues to curb the behavior and support children in effective communication and appropriate social interactions. If a child's behavior becomes excessive, the director may consider further disciplinary action such as a safety plan, or dismissal from the program.

DISCIPLINE:

The administration and staff of Life Academy Preschool believe that the parents are the number one disciplinarians of the child/children. Our school strongly encourages respect, obedience, and responsibility in every aspect of education. The staff will communicate to parents regarding their child's behavior. Discipline will include redirection, quiet time, taking walks, notes to parents phone calls, a conference with the director, and possible suspension or dismissal.

FIELD TRIPS:

Throughout the school year, our three- and four-year-olds will be invited to participate in field trips. Field trips are not required but should a child wish not to attend, the parents will need to make other child care arrangements for that day. Parents will be asked to cover the costs of these field trips and will be notified of the fees in advance.

ACCIDENT AND INJURY:

Should your child be injured while in our care, an Accident/Incident report will be filled out and given to you at the end of the day. The report will include a description of the injury as well as any first aid administered. In the event of a serious injury, or an injury requiring outside medical treatment, you will be notified immediately. Life Academy is required to report any serious injury requiring outside medical treatment. If you choose to take your child to the doctor, urgent care, or Emergency Room, please notify a director so proper reporting can be completed.

HEALTH CARE AND DISEASE PREVENTION:

Physicals and immunization records are required for enrollment. Children are required to be current on all immunizations or have an appropriate exemption recognized by the Virginia Department of Education before enrollment is granted. If a child becomes ill while at Life Academy, the director will determine if the child is too ill to remain at the daycare. Parents will be called to make arrangements to pick up a child within 1 hour with any of the following symptoms:

- Vomiting
- Fever of 100.4 F or higher
- Diarrhea (2 or more)
- Rash with or without fever
- Eye infection (Pink or Red eye with lining of eye with white or yellow pus draining from the eye)
- Signs of Strep Throat or other Streptococcal Infections and other communicable diseases

Children should be fever free (**unmedicated**) and/or symptom free for **24 hours** before returning to daycare.

If your child is ill, please take your child's nap bedding home to be washed before bring it back to the center.

If you take your child to the doctor and he/she is diagnosed with a contagious illness, you **must** call the center so we can inform the other parents. For your child to return,

you **must** bring in a doctor's note stating your child is no longer contagious and can be around other children.

Children diagnosed with head lice must be lice and nit free before returning to daycare.

The Administration will use a resource book, Preventing Infectious Disease in Child Care and Schools which is published by the American Academy of Pediatrics.

MEDICATIONS:

Life Academy does not administer over-the-counter medications. We can give prescription medication if needed. Medications should be dropped off at the front desk and the proper forms filled out with the dosage and schedule for administering. The director and teacher should also be notified of any medications and the time/times to be administered. Medications will be kept upfront and locked in the medicine box. Parents can pick up medication at the end of the day. Medications will be sent with a teacher in a locking med bag on field trips.

EMERGENCY/INCLEMENT WEATHER PROTOCOLS:

In the event that daycare would be delayed or closed, Channel 7 (WDBJ) and Channel 10 (WSLS) will list the closing or delays as "Life Academy Day Care". We will also post information and updates to our social media pages on Facebook and Instagram. We will send out messages through ProCare as well.

- **Tornado Watch:** Immediately upon the issuing of a tornado watch, all classes will move to Purdy or the Gym. Classes will remain in this location until the watch has been lifted and the administration deems it safe to return to class. The church does not have a basement.
- **Flooding:** Though it may look like the creek at the back side of the property is high at times, it would be rare that the water would rise to a level that would endanger the classrooms or gym. The land is sloped in such a way that water fills the field and downstream first before rising to a dangerous level. In the event that a catastrophic rain would occur, children would be moved to the sanctuary.
- **Power Loss:** If the facility is without power and it is determined that power cannot be restored in a timely manner, we will close. If power is expected to be restored shortly, children will be moved from dark classrooms to rooms with windows to provide light. In the event of closure, parents will be notified by ProCare.

- **Evacuation:** In the event of an emergency requiring evacuation, such as a gas leak or fire, Life Academy will follow our emergency evacuation process and move children in a safe and orderly fashion. If the evacuation prevents us from returning to the building in a timely manner, then all of Life Academy will move to North Roanoke Baptist Church. We will use ProCare to notify you immediately.
- **Fire Drills:** Fire drills are conducted on a monthly basis. Each classroom has instructions for exiting the building.
- **Shelter In Place:** For a minor security threat or concern in the area, we may choose to go on “Shelter in Place,” which will keep everyone inside the building while we monitor the situation.
- **Lock Down:** In case of a security concern leading to a lock down, Life Academy will alert teachers and they will follow their lock down protocols, which are identified on their emergency evacuation sheets in their classrooms. We practice lock down drills twice per year.

PARKING:

Spaces located in front of the daycare building in the center sections are for parents. Under no circumstances should parents park along the curb or under the overhang, as this is a fire lane. Please do not leave your vehicle engine running or leave children unattended in your vehicle. Never leave keys in an unattended vehicle and always lock your car. Life Academy Preschool and Life Church will not be responsible for any damage or theft related to your vehicle.

If you see a line of orange safety cones out in the parking lot, please use caution and do not drive through them. We use these cones to protect our children when they are outside and permitted to play on the black top or cross the parking lot to the big swings.

The speed limit in the parking lot is 5 MPH. Please follow our enter and exit arrows painted on the parking lot. Please always be alert and aware of your surroundings, especially in the Fall when it becomes darker outside before we close. Help us keep all our children safe in all areas of Life Academy!

SAFETY:

Your child’s safety is very important to us. Measures have been implemented to ensure his/her safety. All of our doors are locked. Please enter and exit **ONLY** through the main entrance. When approaching the main doors of Life Academy, you will have to wait for the receptionist to unlock the door to allow your entry. Please use the

doorbell to the left of the door if the receptionist's desk is unoccupied upon your arrival. All visitors must sign in and out. We have a limited number of cameras on the property. An intercom system is used throughout the facility for communication between the classrooms and the office. We maintain proper instructor/child ratios to ensure constant supervision of our children. All emergency drills are implemented throughout the year. In case of an emergency, parents are notified by ProCare.

OTHER OPPORTUNITIES AT LIFE

Life Academy is an extension of Life Church. As church leaders, we consider Life Academy to be part of our family. We have invested a lot into this program and into the children and families that have been involved over the years. We will continue to do so. We would like to extend an invitation to any of our families who do not attend church elsewhere to consider Life Church and come and visit. We have many opportunities for you and your children that you may not be aware of.

We offer several programs on Sunday mornings and throughout the week that may interest you. The following is a listing of what is available:

10:30am- Our morning service begins at this time and we welcome you to come and visit and see what Life Church is all about. Pastor Joshua Crouse is our lead pastor and will be preaching most every Sunday. We provide a nursery for babies and toddlers. During the sermon portion of the service, we offer a children's church called "Kids Alive" for children ages 4 through the 5th grade. Pastor Baba Penn-Timothy is our next-gen pastor and will engage the children at an age-appropriate level, leading them in worship, music, Bible teaching, prayer time, as well as games, object lessons, and crafts. Children will need to be registered and checked in by their guardian to attend. Parents are always welcome to visit and observe our children's services.

6:30pm- Wednesday nights we have a midweek service. Pastor Joshua leads the adults in a discipleship or Bible study program. While the service is going on in the sanctuary, we offer a nursery for infants and toddlers. We offer Kids Alive for elementary children; a time of fun and learning Biblical truths together. The teens have their own service in Holdren Hall led by Pastor Baba Penn-Timothy. This group is for the middle and high school students and their time is spent learning how to

deal with life at this age according to the Bible.

Every month there are special meetings for men and women, which are advertised in the bulletins outlining the activity that month. Bible studies and real life applications are shared that help all those who attend. This is a good way to meet other people going through some of the same situations you may be experiencing. Young adults or older ones all meet together and are blessed by sharing, praying, studying the Word, and by the fellowship of one another.

We also have a young adult group called L.E.A.G.U.E. for ages 18 up through the age of 30 who gather together to share the Word, fellowship, and enjoy activities that they all have in common. This group is perfect for young singles, college-age, professionals, and young married couples. They meet using an online forum and also in person.

Life Church has something for everyone and we welcome the opportunity to share with you. We encourage you to check us out and see what happens on the other side of Life Academy. There's plenty happening and we would like you to come and join us as we Love God, Love People, and Live Life Together!

The Church Leadership Team

I have read, understand and agree to comply in full with the guidelines of the Life Academy Preschool Handbook.

I understand that failure to comply could result in dismissal from Life Academy.

I understand that Life Academy is a ministry of Life Church and is governed by the authority of the Pastor of Life Church who also acts as the Chancellor of all Life programs.

Child(ren)'s name(s)

Parent's Signature

Parent's Name (Clearly Printed)

Today's Date